

Audit Committee

Wednesday, 23rd June, 2010
at 6.00 pm
Committee Room 1 - Civic Centre

This meeting is open to the public

Members

Councillor Ball (Chair)
Councillor Bogle
Councillor Daunt
Councillor Fuller
Councillor Sollitt
Councillor Letts
Councillor Wells

Contacts

Democratic Support Officer:-
Judy Cordell
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Executive Director of Resources
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PUBLIC INFORMATION

Role of the Audit Committee

The Committee has responsibility for:-

- providing an independent assurance to the Standards and Governance Committee on the adequacy of the risk management framework and the internal control and reporting environment including (but not limited to) the reliability of the financial reporting process and the statement of internal control;
- satisfying and providing assurance to the Standards and Governance Committee that appropriate action is being taken on risk and internal control related issues identified by the internal and external auditors and other review and inspection bodies; and
- specifically, the oversight of, and provision of assurance to the Standards and Governance Committee on, the following functions:-

- ensuring that Council assets are safeguarded;
- maintaining proper accounting records;
- ensuring the independence, objectivity and effectiveness of internal and external audit;
- the arrangements made for co-operation between internal and external audit and other review bodies;
- considering the reports of internal and external audit and other review and inspection bodies;
- the scope and effectiveness of the internal control systems established by management to identify, assess, manage and monitor financial and non-financial risks (including measures to protect against, detect and respond to fraud).

Southampton City Council's Six Priorities

- Providing good value, high quality services
- Getting the City working
- Investing in education and training
- Keeping people safe
- Keeping the City clean and green
- Looking after people

Public Representations

At the discretion of the Chair, members of the public may address the meeting about any report on the agenda for the meeting in which they have a relevant interest.

Smoking policy – the Council operates a no-smoking policy in all civic buildings.

Mobile Telephones – please turn off your mobile telephone whilst in the meeting.

Fire Procedure – in the event of a fire or other emergency a continuous alarm will sound and you will be advised by Council officers what action to take.

Access – access is available for disabled people. Please contact the Democratic Support Officer who will help to make any necessary arrangements.

Dates of Meetings: Municipal Year 2010/11

2010	2011
Wed 23 June	Thurs 17 March
Wed 22 Sept	
Tues 7 Dec	

CONDUCT OF MEETING

Terms of Reference

The terms of reference of the Audit Committee are contained in Article 8 and Part 3 (Schedule 2) of the Council's Constitution.

Business to be discussed

Only those items listed on the attached agenda may be considered at this meeting.

Rules of Procedure

The meeting is governed by the Council Procedure Rules as set out in Part 4 of the Constitution.

Quorum

The minimum number of appointed Members required to be in attendance to hold the meeting is 3.

Disclosure of Interests

Members are required to disclose, in accordance with the Members' Code of Conduct, **both** the existence **and** nature of any "personal" or "prejudicial" interests they may have in relation to matters for consideration on this Agenda.

Personal Interests

A Member must regard himself or herself as having a personal interest in any matter

- (i) if the matter relates to an interest in the Member's register of interests; or
- (ii) if a decision upon a matter might reasonably be regarded as affecting to a greater extent than other Council Tax payers, ratepayers and inhabitants of the District, the wellbeing or financial position of himself or herself, a relative or a friend or:-
 - (a) any employment or business carried on by such person;
 - (b) any person who employs or has appointed such a person, any firm in which such a person is a partner, or any company of which such a person is a director;
 - (c) any corporate body in which such a person has a beneficial interest in a class of securities exceeding the nominal value of £5,000; or
 - (d) any body listed in Article 14(a) to (e) in which such a person holds a position of general control or management.

A Member must disclose a personal interest.

Continued/.....

Prejudicial Interests

Having identified a personal interest, a Member must consider whether a member of the public with knowledge of the relevant facts would reasonably think that the interest was so significant and particular that it could prejudice that Member's judgement of the public interest. If that is the case, the interest must be regarded as "prejudicial" and the Member must disclose the interest and withdraw from the meeting room during discussion on the item.

It should be noted that a prejudicial interest may apply to part or the whole of an item.

Where there are a series of inter-related financial or resource matters, with a limited resource available, under consideration a prejudicial interest in one matter relating to that resource may lead to a member being excluded from considering the other matters relating to that same limited resource.

There are some limited exceptions.

Note: Members are encouraged to seek advice from the Monitoring Officer or his staff in Democratic Services if they have any problems or concerns in relation to the above.

Principles of Decision Making

All decisions of the Council will be made in accordance with the following principles:-

- proportionality (i.e. the action must be proportionate to the desired outcome);
- due consultation and the taking of professional advice from officers;
- respect for human rights;
- a presumption in favour of openness, accountability and transparency;
- setting out what options have been considered;
- setting out reasons for the decision; and
- clarity of aims and desired outcomes.

In exercising discretion, the decision maker must:

- understand the law that regulates the decision making power and gives effect to it. The decision-maker must direct itself properly in law;
- take into account all relevant matters (those matters which the law requires the authority as a matter of legal obligation to take into account);
- leave out of account irrelevant considerations;
- act for a proper purpose, exercising its powers for the public good;
- not reach a decision which no authority acting reasonably could reach, (also known as the "rationality" or "taking leave of your senses" principle);
- comply with the rule that local government finance is to be conducted on an annual basis. Save to the extent authorised by Parliament, 'live now, pay later' and forward funding are unlawful; and
- act with procedural propriety in accordance with the rules of fairness.

AGENDA

Agendas and papers are now available via Southampton Online at
www.southampton.gov.uk/council/meeting-papers

1 APOLOGIES AND CHANGES IN MEMBERSHIP (IF ANY)

To note any changes in membership of the Committee made in accordance with Council Procedure Rule 4.3.

2 APPOINTMENT OF VICE-CHAIR.

To appoint a Vice-Chair to the Committee for the 2010/11 Municipal Year.

3 DECLARATIONS OF INTEREST

In accordance with the Local Government Act 2000, and the Council's Code of Conduct adopted on 16th May 2007, Members to declare any personal or prejudicial interests in any matter included on the agenda for this meeting.

NOTE: Members are required, where applicable, to complete the appropriate form recording details of any such interests and hand it to the Democratic Support Officer prior to the commencement of this meeting.

4 MINUTES OF THE PREVIOUS MEETING (INCLUDING MATTERS ARISING)

To approve and sign as a correct record the Minutes of the meeting held on 18th March 2010, and to deal with any matters arising, attached.

5 STATEMENT FROM THE CHAIR

6 CHAIRS ANNUAL REPORT ON AUDIT COMMITTEE 2009/10

Report of the Chair of the Audit Committee 2009/10 requesting that the Committee considers and comments on the Chair's Annual Report attached at Appendix 1, attached.

7 STATEMENT OF ACCOUNTS 2009/10

Report of the Executive Director of Resources seeking the Committee's approval of the Statement of Accounts 2009/10, attached.

8 AUDIT COMMISSION: AUDIT AND INSPECTION PLAN PROGRESS REPORT

Report of the Chief Internal Auditor requesting that the Committee notes the update on progress against the 2009/10 Audit and Inspection Plan, attached.

9 REVIEW OF EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT

Report of the Chief Internal Auditor requesting that the Committee reviews the effectiveness of the system of internal audit, attached.

10 CHIEF INTERNAL AUDITOR'S ANNUAL REPORT AND OPINION 2009/10

Report of the Chief Internal Auditor requesting that the Committee notes the Chief Internal Auditor's Annual Report and Opinion for 2009/10, attached.

11 ANNUAL GOVERNANCE STATEMENT 2009-10

Report of the Executive Director of Resources requesting that the Committee reviews and approves the draft Annual Governance Statement and recommends its acceptance to the Standards and Governance Committee prior to signing, attached.

12 RISK MANAGEMENT ACTION PLAN AND REVIEW OF STRATEGY

Report of the Executive Director of Resources requesting that the Committee notes and approves the Risk Management Action Plan for 2010/11 and notes the Risk Management Action Plan 2009/10: Status Report, attached.

13 AUDIT COMMISSION: ANNUAL AUDIT FEE 2010/11

Report of the Chief Internal Auditor detailing the audit, assessment and inspection work that the external auditors propose to undertake for the 2010/11 financial year, attached.

14 INTERNAL AUDIT STATUS OF WORK

Report of the Chief Internal Auditor providing a written status report to the Audit Committee. attached.

Tuesday, 15 June 2010

SOLICITOR TO THE COUNCIL

AUDIT COMMITTEE

MINUTES OF THE MEETING HELD ON 18th MARCH 2010

Present

Councillors Ball (Chair), Beckett, Bogle, Daunt and Wells and R Williams

Also in attendance:

Mr M Bowers, Audit Commission.

37. APOLOGIES AND CHANGES IN MEMBERSHIP

Apologies were received from Councillor Fuller.

38. MINUTES OF THE MEETINGS HELD ON 25th JANUARY 2010

RESOLVED that the minutes of the meetings held on 25th January 2010 be approved and signed as correct records. (Copy of the minutes circulated with the agenda and appended to the signed minutes).

39. IMPLEMENTATION OF INTERNATIONAL FINANCIAL REPORTING STANDARDS

The Committee considered the report of the Executive Director of Resources detailing the changes in practice to comply with the implementation of the International Financial Reporting Standards. (Copy of the report circulated with the agenda and appended to the signed minutes).

RESOLVED:

- (i) To note the requirement to implement International Financial Reporting Standards (IFRS) and to move to IFRS compliant financial reporting for the 2010/11 financial year.
- (ii) To note the Audit Commission's report 'Countdown to IFRS – Implementation in Local Government' (Appendix 1).
- (iii) To note that Southampton has been assessed by the Audit Commission as being 'on track' to successfully meet the transition to IFRS compliant financial reporting for the 2010/11 financial year.
- (iv) To note the major changes in accounting treatment arising from the implementation of IFRS.
- (v) To note the early adoption of IFRIS 12 – 'Service Concession Arrangements' as part of Statement of Recommended Practice 2009.

40. AUDIT COMMISSION: AUDIT AND INSPECTION PLAN PROGRESS REPORT

The Committee considered the report of the Chief Internal Auditor detailing the Audit and Inspection Plan Progress. (Copy of the report circulated with the agenda and appended to the signed minutes).

RESOLVED to note the Audit Commissions reports as detailed in the report.

41. ANNUAL GOVERNANCE STATEMENT 2009-10

The Committee considered the report of the Executive Director of Resources detailing the Annual Governance Statement 2009-10. (Copy of the report circulated with the agenda and appended to the signed minutes).

RESOLVED:

- (i) To approve the assurance gathering process to support the development of a robust Annual Governance Statement (Appendix 1).
- (ii) To note the Audit Committee's role in respect of the Annual Governance Statement.

42. INTERNAL AUDIT: STATUS OF WORK FEBRUARY 2010

The Committee considered the report of the Chief Internal Auditor the status of internal audit within the Authority up to February 2010. (Copy of the report circulated with the agenda and appended to the signed minutes).

RESOLVED that the Audit Committee notes the Internal Audit Status of Work report for the period ending 22nd February 2010 as attached to the report.

43. INTERNAL AUDIT: STRATEGIC PLAN 2010/11 TO 2012/13

The Committee considered the report of the Chief Internal Auditor. (Copy of the report circulated with the agenda and appended to the signed minutes).

RESOLVED that the Audit Committee is invited to comment on and approve the Strategic Internal Audit Plan for 2010/11 to 2012/13.

44. MONITORING AUDIT COMMITTEE RECOMMENDATIONS

The Committee considered the report of the Democratic Support and members Services Manager, requesting that the Committee considered the actions taken since the last meeting. (Copy of the report circulated with the agenda and appended to the signed minutes).

RESOLVED that the Audit Committee noted the report.

Agenda Item 6

DECISION-MAKER:	AUDIT COMMITTEE STANDARDS AND GOVERNANCE COMMITTEE		
SUBJECT:	CHAIR'S ANNUAL REPORT ON AUDIT COMMITTEE 2009/10		
DATE OF DECISION:	23 JUNE 2010 AUDIT COMMITTEE 24 JUNE 2010 STANDARDS AND GOVERNANCE COMMITTEE		
REPORT OF:	CHAIR OF THE AUDIT COMMITTEE 2009/10		
AUTHOR:	Name:	Councillor Michael Ball	Tel: 023 8027 1788
	E-mail:	Councillor.m.ball@southampton.gov.uk	

STATEMENT OF CONFIDENTIALITY

None

SUMMARY

The annual report for the year 2009/10 from the Chair of the Audit Committee is attached for consideration by the Committee.

RECOMMENDATIONS:

AUDIT COMMITTEE

- (i) That the Audit Committee considers and comments on the Chair's Annual Report attached at Appendix 1.

STANDARDS AND GOVERNANCE COMMITTEE

- (ii) That the Standards and Governance Committee considers and comments on the Audit Committee Chair's Annual Report attached at Appendix 1.

REASONS FOR REPORT RECOMMENDATIONS

1. The Audit Committee forms part of the overall Corporate Governance process. The key role of the Committee is to provide independent assurance to the Standards and Governance Committee on the adequacy of the Council's risk management framework and the internal control and reporting environment. Therefore, presentation of an Annual Report to the Standards and Governance Committee by the 2009/10 Chair is in line with good practice and is also consistent with recommendations made by the Chartered Institute of Public Finance and Accountancy (CIPFA) in its publication 'Toolkit for Local Authority Audit Committees'.

CONSULTATION

2. Consultation has taken place with relevant Council officers.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

3. None

DETAIL

4. A self assessment against CIPFA's 'Toolkit for Local Authority Audit Committees', which recommends that Audit Committees periodically review their own effectiveness in discharging their responsibilities, was carried out by the former Chair of the Committee, with support from the Executive Director of Resources and the Chief Internal Auditor, in February 2008.
5. One of the actions agreed as a result of this self-assessment was that an Annual Report on the Committee's work should be presented to the Standards and Governance Committee. This is the second Annual Report.

FINANCIAL/RESOURCE IMPLICATIONS

Capital

5. None

Revenue

6. None

Property

7. None

Other

8. None

LEGAL IMPLICATIONS

Statutory power to undertake proposals in the report:

9. The Accounts and Audit (Amendment) (England) regulations 2006 require the Council 'to maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control.

Other Legal Implications:

10. None

POLICY FRAMEWORK IMPLICATIONS

11. None

SUPPORTING DOCUMENTATION

Appendices

1.	Audit Committee – Annual Report 2009/10
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Documents In Members' Rooms

	None
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Background Documents

Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
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	None	
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Background documents available for inspection at: N/A

KEY DECISION? N/A

WARDS/COMMUNITIES AFFECTED:	None
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SOUTHAMPTON CITY COUNCIL
AUDIT COMMITTEE – ANNUAL REPORT
2009/10



CLLR MICHAEL BALL
(CHAIR)

INTRODUCTION

I have served on the Audit Committee for four years, since its inception at the end of 2006. I have concluded my second year as Chairman, aided by the former Chair Cllr Bogle. The committee continues to have a good balance of councillors with a diverse range of commercial and political experience. We have sought to strengthen training and encourage other members of the Council to attend courses on finance and risk.

Meetings are held quarterly during the municipal year, with the majority of the reports set out as part of the annual calendar. However, I split the December meeting into two sessions, so that we could receive training on the Annual Treasury Management Strategy before debating the new document at the additional January meeting.

The role of Chair is to understand the key issues detailed in the reports and set them in context. The core elements focus on monitoring Audit Committee recommendations, approving revised statements and reviewing the status of audit work. The challenge is to maintain the focus upon matters of finance and risk and steer away from policy. Hence certain reports received such as School Performance for pupils in Key Stage 2 were referred to the Overview and Scrutiny Management Committee to debate.

The Audit Committee receives three key annual reports:

- Audit Commission: Annual Audit and Inspection Letter
- Chief Internal Auditor's Annual Report and Opinion
- Annual Governance Statement

During the course of the year the committee has paid particular focus to the key findings made by the internal and external auditors. In so doing it has been able to direct and focus attention on failings in internal controls and make recommendations for improvements and track their implementation, helping to ensure the issues receive the profile they deserve.

Areas flagged up during the year of particular note have been:

- Section 106 Agreements – weakness in administration including credit control
- Financial Management in Schools – poor accounting in schools
- Contract Procedure Rules – weak and inconsistent application
- Project Management – inconsistency in monitoring

Risk management is successfully embedded in the Council's key business processes, including strategic planning and financial management. The Audit Commission stated that "effective risk management supports the Council in taking and managing significant risks to deliver innovative and challenging projects". This is key, as the Council needs to innovate its practices to deliver cost effective services. There has been positive engagement with the external auditors. They concluded that "the Council performed well within the Use of Resources".

Under the new scrutiny structure, introduced in 2009, all performance monitoring reports were assessed by the Overview and Scrutiny Management Committee. It is apparent that further work is required to improve members' understanding of financial and reporting, if this format is to remain to ensure robust review of reports. The move to greater partnership working adds to the complexity of local government.

I consider that the Audit Committee has fulfilled its obligations to provide independent assurance on the governance of Southampton City Council.

Cllr Michael Ball, Chair of Audit Committee 2009/10

Purpose of the Report

1. The purpose of this report is to inform the Standards and Governance Committee of the work of the Audit Committee during the 2009/10 Municipal year.

Background

2. The Audit Committee, which was created in 2006, provides independent assurance to the Standards and Governance Committee on matters of corporate governance. The Committee's role reflects guidance from CIPFA regarding best practice in the provision of effective corporate governance arrangements.
3. The compilation of an annual report on the work of the Audit Committee was recommended as a result of the committee's self-assessment against the CIPFA good practice guidance, undertaken in February 2008. This is the third annual report.

Membership

4. The Committee comprises seven Members, reflecting the political proportionality of the Council. The Committee is independent of both the Executive and Scrutiny. The Members for 2009/10 were:
 - Cllr Michael Ball (Chair)
 - Cllr Sarah Bogle (Vice-Chair)
 - Cllr David Beckett
 - Cllr Edward Daunt
 - Cllr David Fuller
 - Cllr Andrew Wells
 - Cllr Richard Williams
5. The Committee is supported by the Executive Director of Resources and the Chief Internal Auditor. Appropriate representatives from the Audit Commission also attended all five meetings held during the year.

Terms of Reference

6. The Committee's role and Terms of Reference, approved by Council, are:
 1. To provide independent assurance to the Standards and Governance Committee on the adequacy of the risk management framework and the internal control and reporting environment, including (but not limited to) the reliability of the financial reporting process and the annual governance statement
 2. To be satisfied and provide assurance to the Standards and Governance Committee that appropriate action is being taken on risk

and internal control related issues identified by the internal and external auditors and other review and inspection bodies.

3. The Committee shall specifically have responsibility for oversight of and provision of assurance to the Standards and Governance Committee on the following functions:

- Ensuring that Council assets are safeguarded;
- Maintaining proper accounting records;
- Ensuring the independence, objectivity and effectiveness of internal and external audit;
- The arrangements made for cooperation between internal and external audit and other review bodies;
- Considering the reports of internal and external audit and other review and inspection bodies;
- The scope and effectiveness of the internal control systems established by management to identify, assess, manage and monitor financial and non-financial risks (including measures to protect against, detect and respond to fraud).

7. In order to fulfil this remit, there are four significant sources of assurance available for the Committee to draw on:

- External Audit, provided by the Audit Commission;
- Internal Audit , provided by the Council's in-house team and led by the Chief Internal Auditor;
- Annual Governance Statements provided by the Council's Executive Directors; and
- The Council's strategic and operational Risk Registers

Work Programme 2009/10

8. The Committee met on five occasions during the municipal year:

24th June 2009
23rd September 2009
10th December 2009
25th January 2010
18th March 2010

9. A full list of the reports considered during the year is attached at Appendix A. Some of the main issues considered were:

Risk Management

- One of the Committee's key functions is to ensure the adequacy of the Council's risk management framework. At its first meeting of the Municipal year, the Committee undertook its annual review of the Risk Management Strategy and approved a revised version of the document. The Committee

also approved the Risk Management Action Plan for 2009/10 and reviewed the status of actions arising from the 2008/09 Plan.

- The Strategic Risk Register comprises a list of the key corporate and business risks, linked to the Council's strategic objectives. The Committee reviewed and approved the 2009/10 Register, and agreed that it reflected the key risks that the Council would be exposed to. The Committee also recommended that new members of the Council receive, as part of their induction, training on the methodology and process of identifying and managing risks.

Internal Control

- In accordance with proper internal audit practices, the Chief Internal Auditor is required to provide a written opinion on the adequacy and effectiveness of the Council's framework of risk management, internal control and governance. The Committee received the report for 2008/09 at its first meeting of the Municipal year. The Auditor's opinion was that the Council's framework was basically sound; however, some weaknesses were identified and there were areas where the framework was not consistently applied. The Audit team has worked with management in these areas to agree appropriate corrective actions and timescales for improvement. Specific concerns included:
 - > inconsistency in monitoring and reporting arrangements for programmes and projects
 - > failure to consistently and robustly apply the Council's Contract Procedure Rules
 - > weaknesses in the administration of Section 106 Agreements
 - > issues around the invoicing process for services provided to Health and Social Care clients and the interface between the PARIS Health and Social Care System and the Agresso main accounting system

The Chief Internal Auditor also confirmed that the internal audit service was able to demonstrate full compliance with the CIPFA code during 2008/09.

- As part of its remit to provide independent assurance on the effectiveness of internal control procedures, the Committee reviewed and approved the draft Annual Governance Statement for 2008/09 and recommended its formal acceptance by the Standards and Governance Committee. Progress against the Action Plan, put in place to address areas where there were gaps or where improvements were required, was reviewed by the Committee at a subsequent meeting. The Committee also approved an 'assurance gathering process', developed in line with CIPFA guidance, which will be used to improve the process for 2009/10.
- The National Fraud Initiative (NFI), a data matching exercise designed to prevent and detect fraud, is run every two years by the Audit Commission. The latest results from the 2008/09 exercise were presented to the Committee and showed that £132,235 of fraud had been identified and was in the process of being recovered.

Internal Audit

- At its first meeting of the year, the Committee conducted its annual review of the effectiveness of the Internal Audit function. The Committee found that the internal audit system was compliant in every respect with the CIPFA Code of Practice and that, based on the key lines of enquiry for 2008, the overall theme score for Internal Control in the Audit Commission's 'Use of Resources' assessment had progressed from a 2 to a 3. The Committee thanked the Chief Internal Auditor and his team for the work involved in achieving this outcome.
- The Committee approved a revised version of the Internal Audit Strategy 2007 to 2011, which had been updated to reflect new practices and to ensure the service was able to be appropriately planned and delivered in accordance with the revised CIPFA Code of Practice. The Committee also approved the Strategic Internal Audit Plan for 2010/11 to 2012/13. This is a key document which provides the mechanism through which the Chief Internal Auditor can ensure the most appropriate use of internal audit resources to provide a clear statement of assurance on risk management, internal control and governance arrangements.
- At each meeting, the Committee also received a detailed update summarising the activities of internal audit for the period since the previous meeting and the actions taken by management to address any control issues identified.

External Audit

- The Audit Commission's Annual Audit Letter for 2008/09 was presented to the Committee in December, setting out the results of the statutory audit of the Council's financial statements and the assessment of the Council's arrangements to secure value for money in the use of resources. The key messages in the Annual Audit Letter were:
 - > The Auditor gave an unqualified opinion on the Council's accounts and considered that the financial statements were "of a good standard". However, as there were outstanding elector queries to be resolved, the Auditor was unable to conclude the audit and issue a certificate.
 - > The Auditor gave an unqualified value for money conclusion, stating that: "in all significant respects, Southampton City Council made proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ending 31 March 2009".
 - > The Council scored 3 out of a maximum of 4 in its Use of Resources assessment and the Auditor concluded that this was "a creditable achievement" when set against the new assessment framework and in the context of the prevailing economic and financial climate
 - > The Auditor recognised that the Council had made progress in addressing areas identified for improvement, in particular the new charging policy and income billing system for social care. However, the Auditor considered that sustained impetus was needed to:

- remain focussed on service prioritisation and efficiencies and savings
 - implement key strategic developments: i.e. the Building Schools for the Future programme, the Highways maintenance Partnership, the South Coast Street Lighting PFI and the Estates Regeneration programme
 - continue to address education performance
 - implement installation of individual electricity supply meters to tenanted and leasehold properties
- At each meeting, the Committee received a progress report against the 2008/09 and 2009/10 Audit and Inspection Plans, including the Annual Governance report.

Finance

- The Committee recommended to the Standards and Governance Committee that the Statement of Accounts for 2008/09 be approved. The Committee also noted and approved changes in accounting policies and procedures adopted by the Council and noted the effects of the current economic recession on the Council's finances.
- In accordance with CIPFA recommendations, the Committee is now responsible for the implementation, monitoring and scrutiny of treasury management policies and practices, and members of the Committee have been provided with training to assist them in undertaking this role. The Treasury Management Strategy for 2010/11 was therefore presented for endorsement by the Committee, prior to submission to Full Council for approval.
- A report was presented detailing the changes in practice needed to comply with the International Financial Reporting Standards (IFRS) for the 2010/11 financial year. The Committee noted that Southampton had been assessed as on track to successfully meet the transition timescales.

Single focus reports

- **Section 106 Agreements**
One of the weaknesses identified in the Chief Internal Auditor's Annual Report and Opinion for 2008/09 related to Section 106 Agreements. An audit, carried out in January 2009, evaluated five areas of risk and recommended four Action Plans, three of which were classified as 'High Priority'. A range of remedial actions and interventions were put in place and a report was presented to the Committee six months after the audit, detailing the progress that had been made.
- **Highways Services Partnership Procurement**
In August 2009, whilst the Council was in the process of procuring a Service Provider to deliver its highways services, the Audit Commission was appointed to advise on risks associated with the project. The Audit

Commission provided a progress report to the Council, raising a number of issues including:

- > affordability and value for money
- > risk to service provision should the proposed Partnership not come to fruition
- > financial planning arrangements

The Commission's report, and the Council's response to these issues, was presented to the Audit Committee.

- Improvement in School Performance

Southampton City Council was one of twelve Local Authorities identified by the former Department of Children Schools and Family as having a high proportion of schools with pupils falling below the expected achievement levels in English and Maths for pupils at Key Stage 2. The Audit Commission's Annual Letter had also highlighted concerns about educational attainment. The Committee therefore requested Overview and Scrutiny Management Committee to commission a report from the Cabinet Member and Executive Director for Children's Services on the Council's performance on educational achievement, and specifically in respect of Key Stage 2.

Conclusion

10. The Audit Committee, during its third year of operation, has continued to provide effective and independent assurance to the Standards and Governance Committee on a range of risk and internal control issues. In partnership with the Audit Commission, and with the professional support of Officers, the Committee continues to make a valuable contribution to the Council's corporate governance arrangements.

Appendix A

A full list of the reports received at meetings of the Audit Committee for the Municipal year 2009/10

24th June 2009

- Implementation of Management Actions – Section 106 Agreements
- Chair’s Annual Report on Audit Committee 2008/09
- Statement of Accounts
- Audit Commission: Audit and Inspection Fee 2009/10
- Audit Commission: Audit and Inspection Plan Progress Report
- Review of the Effectiveness of the System of Internal Audit
- Chief Internal Auditor’s Annual Report and Opinion 2008/09
- Annual Governance Statement 2008-09
- Risk Management Strategy and Action Plans
- Internal Audit: Status of Work – May 2009
- Internal Audit: Review of Internal Audit Strategy 2007-2011
- Monitoring Audit Committee Recommendations

23rd September 2009

- Audit Commission: Audit and Inspection Plan Progress
- Strategic Risk Register
- Internal Audit: Status of Work – August 2009
- Monitoring Audit Committee Recommendations

10th December 2009

- Audit Commission: Annual Audit Letter 2008/09

25th January 2010

- Audit Commission: Audit and Inspection Plan Progress Report
- Highway Services Partnership Procurement
- Annual Treasury Management Strategy and Prudential Limits 2009/10 - 2012/13
- Risk Management Action Plan 2009-10: Status Report
- Annual Governance Statement 2008/09 Action Plan Status Report
- National Fraud Initiative 2008-09
- Assurance Mapping
- Monitoring Audit Committee Recommendations
- Improvement in School Performance
- Internal Audit: Status of Work - December 2009

18th March 2010

- Implementation of International Financial Reporting Standards
- Audit Commission: Audit and Inspection Plan Progress Report
- Annual Governance Statement 2009-10
- Internal Audit: Status of Work – February 2010
- Internal Audit: Strategic Plan 2010/11 to 2012/13
- Monitoring Audit Committee Recommendations

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DECISION-MAKER:	AUDIT COMMITTEE STANDARDS AND GOVERNANCE COMMITTEE		
SUBJECT:	STATEMENT OF ACCOUNTS 2009/10		
DATE OF DECISION:	AUDIT COMMITTEE (23 JUNE 2010) STANDARDS AND GOVERNANCE (24 JUNE 2010)		
REPORT OF:	EXECUTIVE DIRECTOR OF RESOURCES		
AUTHOR:	Name:	Rob Carr	Tel: 023 8083 2708
	E-mail:	Rob.Carr@southampton.gov.uk	

STATEMENT OF CONFIDENTIALITY
NOT APPLICABLE

SUMMARY

In accordance with the Accounts and Audit Regulations 2003 the Statement of Accounts 2009/10 is submitted for approval. The statutory deadline for approving the accounts is 30th June 2010.

The accounts that have been submitted for approval have been subject to review by Senior Managers in the limited time that has been available. However this process will continue up to the date of the meeting and any major issues will be reported at the meeting.

Under 5.10 (3b) of the Regulations after approval the accounts must be signed and dated by the person presiding at the meeting.

Presenting the accounts at this time means that the Annual Audit, carried out by the Audit Commission, will not have been completed. Any major changes to the Statement of Accounts arising from the annual audit will be reported to the Standards and Governance Committee after the completion of the audit on 30th September 2010.

RECOMMENDATIONS:

AUDIT COMMITTEE

- (i) Recommend to the Standards and Governance Committee that the 2009/10 Statement of Accounts be approved;
- (ii) Review and consider the accounting policies adopted by the authority.

STANDARDS AND GOVERNANCE COMMITTEE

- (i) That the Statement of Accounts 2009/10 be approved and signed by the person presiding at the meeting subject to any changes required after the completion of the Audit;

- (ii) To approve, if necessary, any changes required to the draft report following the further review by officers; a schedule of which will be provided at the meeting; and
- (iii) Note that the final version submitted to the Audit Commission will be sent to all members of Standards and Governance and Audit Committee for information.

REASONS FOR REPORT RECOMMENDATIONS

1. It is a legal requirement to approve the Statement of Accounts by 30th June 2010.

CONSULTATION

2. Not Applicable.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

3. None as it is a legal requirement to approve the Statement of Accounts by 30th June 2010.

DETAIL

4. The Statement of Accounts is a complex document with the layout and information provided being defined by statutory requirements. To ensure that members of the Audit Committee and Standards and Governance Committee are equipped to undertake a full and effective review of the Accounts, training has been delivered by CIPFA to Councillors. This was completed in early June to ensure that the training will enable Committee members to challenge the Accounts presented.

The key issues that should be drawn to the committee's attention are detailed below:

CHANGES TO THE 2009/10 ACCOUNTS

5. There have been a number of changes to local authority accounting regulations in 2009/10 introduced by the 2009 Statement of Recommended Practice (SORP). The key changes are:
 - **PFI and IFRIC 12 Service Concessions** - In preparation for International Financial Reporting Standards (IFRS), the SORP requires some Private Finance Initiatives (PFI) and Service Concession arrangements to be accounted for in accordance with IFRIC12 (International Financial Reporting Interpretations Committee). That is they should be included on Balance Sheet where previously they were off Balance Sheet. The Balance Sheet has been adjusted to include Assets and Liabilities associated with the PFI type arrangements as if the schemes had always been accounted for on Balance Sheet.

- **Collection Fund** - Council Tax and National Non Domestic Rate (NNDR) income are now required to be accounted for on an agency basis. The Balance Sheet Collection Fund Debtors and Creditors, at the 31st March 2009 included in the Statement of Accounts for 2008/09, in respect of Council Tax and NNDR have been adjusted to accommodate the change in accounting treatment.
- **Disclosure Note Changes** - A number of Disclosure Notes are no longer required within the Financial Statements and have therefore been removed, namely:
 - i) Section 137 Expenditure,
 - ii) Expenditure on Publicity,
 - iii) Building Control Trading Account,
 - iv) Business Improvement District Schemes; and
 - v) Local Authority (Goods and Services Act 1970)

6. These changes have had no effect on the General Fund balances available to the authority or on Council Tax.

CONTINUING IMPACT OF THE RECESSION

7. The current economic climate has continued to have a major impact on the Council's financial position during 2009/10, namely in three areas:-

- A loss of income from fees and charges which is expected to continue into 2010/11.
- A drop in income from investments due to sustained low interest rates.
- A reduction in capital receipts from the sales of land and property which continue to be less than forecast impacting on many key schemes in the City which have either been put on hold or abandoned.

Despite these issues, the Council was again able to approve a balanced budget for 2010/11 that took these losses into account. The Council has also continued with the policy decision taken last year to suspend the sale of any major assets until such time as the market picks up.

The economic situation and the ongoing uncertainty in the banking sector have had an impact on the management of the Council's cash flow. In order to balance the fall in investment income a conscious decision was taken to switch to short term debt which is currently available at lower rates than long term debt due to the depressed market. As a result the average rate for repayment of debt, (the Consolidated Interest Rate – CRI), has reduced from 4.35% in 2008/09 to 1.95%. As this is a temporary arrangement, savings have been transferred to an Interest Equalisation Reserve, until the Council locks back into long term debt. In addition, due to the ongoing uncertainty the Council has continued to adopt a prudent approach to risk within its investment portfolio and its loan portfolio is structured to lessen its overall exposure in the investment market.

REVENUE EXPENDITURE AND INCOME

8. The Statement of Accounts presents the Income and Expenditure Account in a statutory format which includes notional costs that have no impact on the Council Tax charge.

The table on page 4 of the Statement of Accounts presents the Council's revenue and income in a format that shows the net impact on the General Fund Balance, compared to budget. This shows that the revised budget assumed a total contribution from reserves of £3.6M.

However, during the year, the Council has made changes to the revised budgets which were reported to Cabinet in February 2010. Compared to this working budget, the Council's actual expenditure for the year is £8.5M under budget and this is made up as follows:

	£M
Reductions in Portfolio Spending	3.3
Net Increase in Investment Income	0.7
Reduced Revenue Contribution to Capital Spend	1.5
One off Fleming Case Income (HMRC)	2.7
Unspent Contingencies	0.3
Re-phasing of Project Costs (Funded from within the Revenue Development Fund)	0.2
Other Variations	(0.2)
Total	8.5

9. Against this are requests to carry forward budget of £1.5M which will be subject to review before being submitted to Council for consideration. Further draws on the overall favourable position of £8.5M (subject to approval by Full Council) include:

- Revenue Development Fund (£110,000) – In recognition of the fact that there are uncertainties in relation to timing and speed of progress of complex and strategic projects, the funding for these revenue developments has been placed into a Revenue Development Fund from 2009/10 to enable the Council to retain flexibility in funding. The outstanding funding at the end of 2009/10 is £230,700 and It is proposed that £110,000 of this under spend is carried into 2010/11 and added to the Revenue Development Fund.
- Unspent Contingency (£25,000) – The general contingency of £250,000 was not required in 2009/10. However, as part of the 3rd Quarter Financial and Performance Monitoring report which went to Cabinet on 15th February 2010, it was approved that £25,000 of the unspent amount could be utilised to replace the windows at the

Cobbett Road library. This expenditure will be incurred in 2010/11.

- Organisational Development Reserve (£2,000,000) – Every year as part of the outturn position officers review the funding within the strategic reserve to deal with organisational change. It is proposed this year, given the overall under spend, to contribute an additional £2.0M into the Organisational Development Reserve which is used for restructuring, re-training, redeployment and redundancy costs in future years.
- Efficiency Programme (£700,000) – The Efficiency Strategy was approved by Council on 17th February 2010. The aim of the Efficiency Strategy is to ensure a robust and co-ordinated approach to determining the programme of change which will deliver fundamental changes in the ways the Council works, supporting its vision to become more customer focused by delivering services more efficiently using high quality data to make better decisions. The primary objective of the programme is to reduce complexity and costs through focus on customer outcomes, simplification and standardisation. In order to help provide capacity and investment where required to take these major pieces of work forward, it is proposed that £700,000 of the under spend from 2009/10 is set aside for this purpose to be allocated by the Efficiency Programme Board on a business case basis.
- Accommodation Reserve (£1,250,000) – Full Council has agreed to automatically carry forward any surplus/deficit on the central repairs and maintenance budget at year-end subject to the overall financial position of the Authority. However as work associated with the implementation of the Accommodation Strategy (including the major works associated with the civic centre) is underway, it was felt that a more flexible approach to building related budgets was required in the future. Consequently, Cabinet approved the delegation of authority to the Executive Director of Resources following consultation with the Cabinet Member for Resources and Workforce Planning to allocate premises related resources (revenue and capital) in order to maximise their efficient use in respect of general repairs and maintenance, major works to civic buildings and the implementation of the accommodation strategy. Of the total under spend on the central repairs and maintenance budget and other related accommodation budgets of £1,612,600 it is recommended that £1,250,000 is added to the Strategic Reserve to ensure that this can be achieved.
- Pot Holes (£77,000) – The 2009/10 revised budget includes an assumed increase in the budget for highway maintenance of £500,000 in order to help address the deterioration in the road network following the severe weather conditions experienced in the early part of the year. Due to the virement limits, a maximum of £250,000 was initially approved by Cabinet on 1st February, with a further £250,000 approved by Full Council on 17th February for this purpose. Any funds not utilised in 2009/10 were to be carried forward into 2010/11.

- New Spending Initiatives (£187,000) – New spending initiatives requiring one-off funding of £187,000 in 2010/11 have been identified.

GENERAL FUND BALANCES

10. The General Fund balance stands at £19.8M and is used as a working balance and to support future spending plans. This compares to a balance of £15.2M at the end of 2008/09. Commitments have been proposed which subject to approval by Council will leave an uncommitted value of balances totalling £5.1M which is £0.6M above the minimum level recommended by the Chief Financial Officer.

CAPITAL EXPENDITURE

11. In 2009/10 the Council spent £84.0M on capital projects. This was £14.8M less than the approved estimates, due to re-phasing of expenditure which will now be incurred in 2010/11.

THE COLLECTION FUND

12. The Collection Fund had a deficit for the year of £81,500. There was a surplus brought forward from 2008/09 of £2.3M, to give a net surplus to be carried forward of £2.2M. An estimated surplus of £1.3M was taken into account in setting the 2010/11 Council Tax and was shared by the City Council, Hampshire Police Authority and the Hampshire Fire and Rescue Authority in proportion to the precepts levied by each authority in 2009/10. Therefore, a surplus of £861,200 will be carried forward to 2010/11 to be shared between the precepting authorities in proportion to the precepts levied in this year. Southampton City Council's element (£737,600) will be taken into account when the Council Tax for 2011/12 is set.

PENSIONS

13. In 2009/10 the Council paid an employer's contribution of £22.5M into Hampshire County Council's Pension Fund. The employer's rate in 2009/10 was 18.6% of employees' pay. The rate set for 2010/11 is 19.1%.
14. The Council's share of the assets in the Hampshire County Council pension fund at 31st March 2010 was £421.2M, compared to its estimated liabilities of £830.2M, giving an estimated deficit on the Fund of £409.0M.

The deficit will be made good by taking into account anticipated changes in market conditions, levels of anticipated employee contributions and future employer contributions. The level of future employer contributions will be set at a level assessed by the scheme actuary following the 2010 review.

ACCOUNTING POLICIES

15. The Council's accounts are prepared in accordance with the Code of Practice on Local Authority Accounting in Great Britain, which is recognised by statute as representing proper accounting practices and meets the requirements of

the Accounts and Audit regulations 2003.

16. The Accounting Policies are described in detail on pages 8 to 22 of the Statement of Accounts and cover such items as:

- Fixed assets
- Depreciation
- Pensions
- Accruals
- PFI contracts
- VAT
- Leasing

The Audit Committee are asked to review the policies adopted and note the new policies adopted for 2009/10 under 'Accounting Issues and Developments' on page 6. However, it should be borne in mind that the majority of the accounting policies adopted by the Council are in line with CIPFA's Statement of Recommended Practice (the SORP) and the Audit Committee is more likely to be interested if the Council were to depart from the recognised practice.

FINANCIAL/RESOURCE IMPLICATIONS

Capital

17. The capital implications are considered as part of the Capital Outturn reports that will be presented to Council on 14th July 2010.

Revenue

18. The revenue implications are considered as part of the Revenue Outturn reports that will be presented to Council on 14th July 2010.

Property

19. There are no specific property implications arising from this report.

Other

20. N/A

LEGAL IMPLICATIONS

Statutory power to undertake proposals in the report:

21. Accounts and Audit Regulations 2003.

Other Legal Implications:

22. N/A

POLICY FRAMEWORK IMPLICATIONS

23. None. It should be noted that the Statement of Accounts is prepared in accordance with CIPFA's code of Practice on Local Authority Accounting in the UK.

SUPPORTING DOCUMENTATION

Appendices

1.	Statement of Accounts 2009/10
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Documents In Members' Rooms

1.	None
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Background Documents

Title of Background Paper(s)

Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)

1.	None	
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Background documents available for inspection at: N/a

FORWARD PLAN No: N/A

KEY DECISION? NO

WARDS/COMMUNITIES AFFECTED: NOT APPLICABLE

DRAFT STATEMENT OF ACCOUNTS 2009/10

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EXPLANATORY FOREWORD

FINANCIAL STATEMENTS

The information contained within these accounts is presented as simply and clearly as possible. However, the accounts of such a large and diverse organisation as Southampton City Council are by their nature both technical and complex. Consequently this foreword explains some of the statements and sections included within this document and provides a summary of the authority's financial performance for 2009/10.

Local authorities are governed by a rigorous structure of controls to provide stakeholders with the confidence that public money has been properly accounted for. As part of this process of accountability, the council is required to produce a set of accounts in order to inform you, as a stakeholder of the council, that we have properly accounted for all the public money we have received and spent and that the financial standing of the council is on a secure basis.

The council's Statement of Accounts concentrates on clear and accurate reporting of the financial position of the council in relation to a particular year. It does not however aim to fulfil the role of an annual report of a company. This would duplicate much of the work already published in other documents produced by the council – in particular the City of Southampton Strategy, the Medium Term Service and Financial Plan and the Corporate Improvement Plan.

The statements and notes are:

Accounting Policies	p8-22
This statement details the Accounting policies followed by the Authority during 2009/10.	
Responsibilities for the Statement of Accounts	p23
This statement shows the responsibilities of the Council and the Chief Financial Officer.	
Income and Expenditure Account	p24
This statement reports the net cost for the year of all the services provided by the Council, including the HRA but excluding the Collection Fund. It demonstrates how the costs have been financed from general government grants and income from local taxpayers.	
Statement of the Movement on the General Fund Balance	p25-26
The statement brings together the surplus or deficit for the year from the Income and Expenditure Account, plus the net additional amount required by statute and non-statutory proper practices to be debited or credited to the General Fund Balance for the year. It also shows the balances brought and carried forward.	
Statement of Total Recognised Gains and Losses	p27
The statement brings together all the gains and losses for the year. It includes the surplus or deficit on the Income and Expenditure Account for the year, the surplus or deficit arising on revaluation of fixed assets, any actuarial gains and losses on pension fund assets and liabilities plus any other gains and losses.	
Balance Sheet	p28
This shows the financial position of the Council as a whole and summarises all of its assets and liabilities as at 31st March 2010.	
Cash Flow Statement	p29
This summarises the cash received and payments made by the Council to third parties for both revenue and capital purposes.	

EXPLANATORY FOREWORD

Notes to the Core Financial Statements	p30-74
Housing Revenue Account (HRA) This account summarises the transactions relating to the provision, maintenance and sales of Council houses and flats.	p74-81
Collection Fund The statement shows the income received from Council Tax payers and Business Rate payers and how the income is distributed.	p82-84
Trust and Other Funds This statement shows receipts and payments of funds for which the Council acts as trustee.	p85-89
Glossary	p90-94
Annual Governance Statement	p95

FINANCIAL SUMMARY

The Statement of Accounts brings together all the financial activities of the Council for the year.

Revenue Account Summary

Our revenue account (known as the General Fund) bears the net cost of providing day-to-day services. In this section of the foreword we will:

- Compare actual spending to budget
- Explain the big differences
- Explain where the money came from and
- Show where the money went

Comparing Actual Spending to Budget

Our net expenditure budget for the year was set at £179.2M and was supported by a council tax increase of 2.94% (which gave a Band D council tax of £1,208.97 for Southampton City Council).

The total net expenditure budget for the year was financed by:

- £79.85M of business rates (National Non-Domestic Rates from the Pool)
- £18.43M of general government grant (Formula Grant)
- £79.38M of council tax income and
- £1.54M Collection Fund surplus

It also assumed a contribution from general reserves and working balances of £3.2M.

The original budget plans were updated during the course of the year and the contribution from working balances was revised to £3.9M compared to the originally planned £3.2M, an increase of £0.7M.

The final outturn for the year was £174.6M and we were able to contribute £4.6M to working balances instead of taking £3.9M from them.

Overall, there was a net reduction in the use of the Authority's reserves and general balances in the year of some £8.5M compared with the working budget.

EXPLANATORY FOREWORD

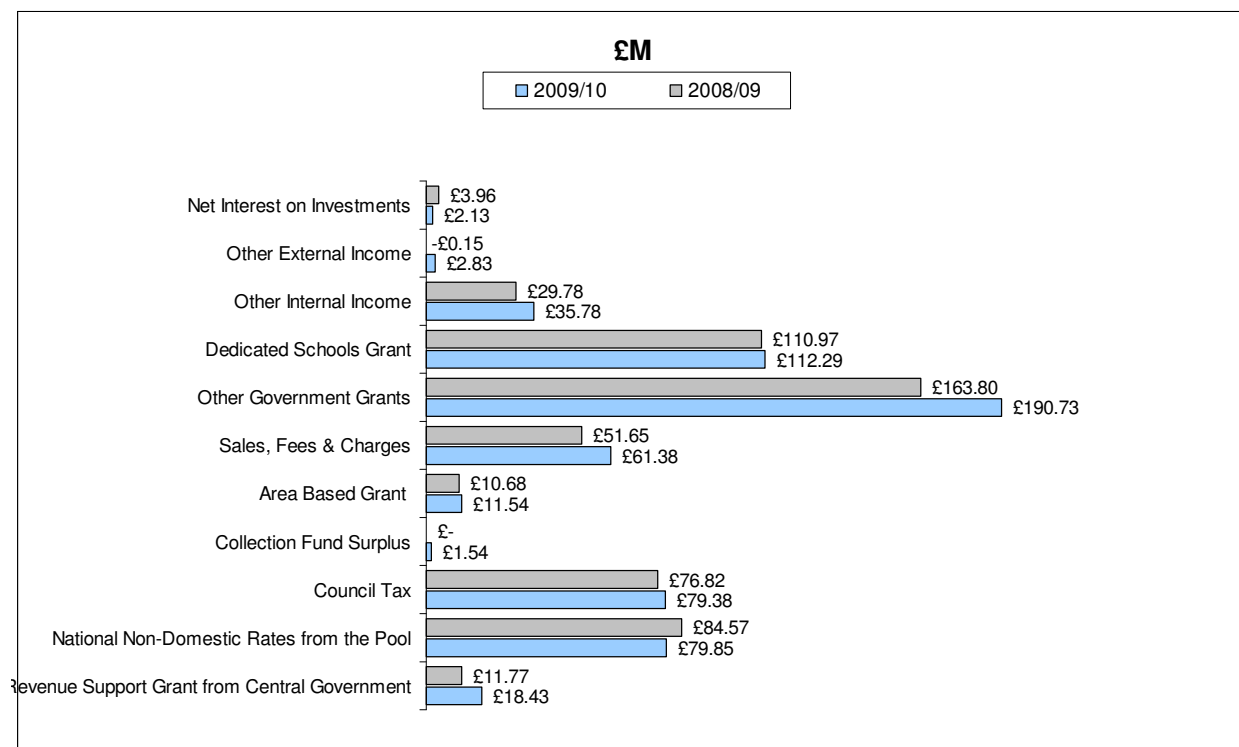
Explaining the big differences

The major variances between the revised budget for the use of reserves and general balances in the year and the actual usage are:

	£000's
Savings in Portfolio budgets	(3,274)
Net Additional income on investments	(688)
Reduced revenue contribution to capital spending	(1,547)
One off Fleming Case Income (HMRC)	(2,733)
Unspent Contingencies	(250)
Re-phasing of Project Costs (Funded from within the Revenue Development Fund)	(231)
Other Variances	176
	(8,547)

Where the Money Came From

The following chart provides an analysis of our main sources of income for the year and also shows the comparative figures for 2008/09.



EXPLANATORY FOREWORD

Where the Money Went

The following table provides a high level summary of our net expenditure.

GENERAL FUND REVENUE EXPENDITURE 2009/10				
Revised Budget £000's		Working Budget £000's	Actual Expenditure £000's	Variance £000's
48,651	Adult Social Care & Health	49,141	50,279	(1,138)
29,387	Childrens Services	31,541	32,019	(478)
3,789	Economic Development	3,779	3,752	27
24,684	Environment & Transport	27,003	24,955	2,048
11,576	Housing & Local Services	11,576	11,243	333
5,190	Leader's Portfolio	5,200	4,839	361
7,850	Leisure Culture & Heritage	7,865	7,662	203
35,820	Resources & Workforce Planning	36,790	35,061	1,729
166,947	Sub-total for Portfolios	172,895	169,810	3,085
23,375	Other items	19,326	19,137	189
190,322	Portfolio Total	192,221	188,947	3,274
529	Levies & Contributions	529	594	(65)
(13,691)	Capital Asset Management	(13,691)	(14,379)	688
5,606	Other Expenditure & Income	4,079	(571)	4,650
182,766	NET GF SPENDING	183,138	174,591	8,547
(3,570)	Draw from Balances:	(3,942)	4,605	(8,547)
179,196	Budget requirement	179,196	179,196	

The above summary of General Fund Revenue expenditure can no longer be directly reconciled to the Income and Expenditure Account due to the changes in format introduced in 2006/07. At this point, the Consolidated Revenue Account was replaced by the Income and Expenditure Account and the Statement of Movement on the General Fund Balance. The above summary excludes items in the Income and Expenditure Account such as the Housing Revenue Account, pension costs due to FRS17 requirements and some capital charges.

Portfolio Expenditure is analysed below by category to explain further where the money went.

EXPLANATORY FOREWORD

	£000's
Salaries & Wages	113,284
Other Employee Costs	7,217
Premises Costs	15,769
Transportation Costs	7,639
Supplies & Services	100,503
Internal Charges	7,832
Other Direct Costs (Includes School Allocations)	208,139
Total Expenditure	460,383
Internal Income	(31,563)
Fees, Charges & Rents	(52,152)
Grants / Contributions	(206,858)
Total Net Expenditure	169,810

Capital Summary

Our capital account shows the income and expenditure transactions we make when we:

- buy or sell land, property or other assets
- build new property
- improve our properties or other assets
- provide grants or loans to others for the above type of activity

Comparing actual spending to budget

The budget for the year was to spend £98.8M on capital projects. Our final capital spend for the year was £14.8M less than the budget at £84.0M.

The table below summarises the capital expenditure for the year.

	Budget £000	Actual £000	Variance £000
Children's Services & Learning	20,121	17,865	2,256
Environment & Transportation	20,188	16,723	3,465
Economic Development	8,327	5,433	2,894
Adult Social Care & Health	1,862	1,382	480
Housing & Local Services	6,824	6,565	259
Leisure, Culture & Heritage	4,136	2,827	1,309
Resources & Workforce Planning	4,965	3,677	1,288
Total General Fund	66,423	54,472	11,951
HRA	32,426	29,595	2,831
Total	98,849	84,067	14,782

EXPLANATORY FOREWORD

Explaining the big differences

The final spend for the year was £14.8M lower than the budget mainly due to slippage on schemes which will now be spent in 2010/11. Some of the major slippage was on the following schemes:

- Lift Refurbishment - £1,412k
- No 1 Guildhall Square Deposit - £1,250k
- Northern Above Bar (Guildhall Square) - £1,208k
- Strategic Purchase of Sites - £1,023k
- Relocation of Town Depot - £873k
- Tudor House Museum - £718k
- Primary Rebuild – Harefield - £581k
- Play Areas - £562k
- R & M backlog - £503k

Where the money came from

The table below shows how we paid for our capital spending:

	£000
Supported Borrowing	10,416
Unsupported Borrowing	14,504
Capital Receipts	6,744
Capital Grants	20,604
Contributions	2,496
Direct Revenue Financing	14,242
Major Repairs Allowance	15,061
Total	84,067

Reserves and Balances Summary

Sound financial management and a strong track record of striking the right balance between spending and the need to maintain a core level of resources to support the revenue account means that our finances are in a healthy state.

We maintain a number of earmarked reserves. These are special reserves we keep for specific types of expenditure.

We also maintain a general reserve to provide a financial cushion should something unexpected happen that leads to significant unplanned expenditure. The final balance at 31 March 2010 was £19.8M.

Our revenue working balance provides us with day-to-day cash flow cover for our revenue account because inevitably there is a mismatch between the money being paid out and the money coming in. We added £4.6M to working balances in the year.

ACCOUNTING ISSUES AND DEVELOPMENTS

The 2009 SORP has introduced some changes to local authorities' financial statements. The key changes are:

EXPLANATORY FOREWORD

- **PFI / IFRIC 12 Service Concessions**

In preparation for International Financial Reporting Standards (IFRS), the SORP requires some Private Finance Initiatives (PFI)/ Service Concession arrangements to be accounted for in accordance with IFRIC12 (International Financial Reporting Interpretations Committee). That is they should be included on Balance Sheet where previously they were off Balance Sheet. This has resulted in Fixed Assets and their corresponding Liabilities being brought onto the Balance Sheet as if they had always been treated as on Balance Sheet (See note 2 to the Core Financial Statements)

- **Collection Fund**

Council Tax and NNDR Income, following a Change in Accounting Policy, are now required to be accounted for on an Agency basis, and Council Tax income included in the Income and Expenditure Account for the year is now on an accrued income basis for the year, as opposed to a regulations basis (See note 2 to the Core Financial Statements)

- **Disclosure Note Changes**

A number of Disclosure Notes are no longer required within the Financial Statements and have therefore been removed i.e.:

- Section 137 Expenditure;
- Expenditure on Publicity;
- Building Control Trading Account;
- Business Improvement District Schemes; and
- Local Authority (Goods and Services Act 1970)

CONTINUING IMPACT OF THE RECESSION

The current economic climate has continued to have a major impact on the Council's financial position during 2009/10, namely in three areas:-

- A loss of income from fees and charges which is expected to continue into 2010/11.
- A drop in income from investments due to sustained low interest rates.
- A reduction in capital receipts from the sales of land and property which continue to be less than forecast impacting on many key schemes in the City which have either been put on hold or abandoned.

Despite these issues, the Council was able to approve a balanced budget for 2010/11 that took these losses into account. The Council has also continued with the policy decision taken last year to suspend the sale of any major assets until such time as the market picks up.

The economic situation and the ongoing uncertainty in the banking sector have had an impact on the management of the Council's cash flow. In order to balance the fall in investment income a conscious decision was taken to switch to short term debt which is currently available at lower rates than long term debt due to the depressed market. As a result the average rate for repayment of debt, (the Consolidated Interest Rate – CRI), has reduced from 4.35% in 2008/09 to 1.95%. As this is a temporary arrangement, any savings have been transferred to an Interest Equalisation Reserve, until the Council locks back into long term debt. In addition, to the ongoing uncertainty the Council has continued to adopt a prudent approach to risk within its investment portfolio and its loan portfolio is structured to lessen its overall exposure in the investment market.

ACCOUNTING POLICIES

1. General

The Statement of Accounts summarises the council's transactions for the 2009/10 financial year and its position at the year-end of 31st March 2010. The Accounts have been prepared in accordance with the *Code of Practice on Local Authority Accounting in the United Kingdom 2009 – A statement of Recommended Practice (the SORP)*. The accounting convention adopted is historical cost, modified by the revaluation of certain categories of tangible fixed assets.

2. Accrual Accounting

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

- Fees, charges and rents due from customers are accounted for as income at the date the relevant goods or services are provided.
- 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 stock on the balance sheet.
- Works are charged as expenditure when they are completed, before which they are carried as works in progress on the balance sheet.
- Interest payable on borrowing and receivable on investments is accounted for on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.
- Where income and expenditure has been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where it is doubtful that debts will be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.
- Income and expenditure items are credited and debited to the relevant service revenue account, unless they properly represent capital receipts or capital expenditure.

3. Collection Fund

Billing authorities in England are required by statute to maintain a separate fund for the collection and distribution of amounts due in respect of council tax and national non-domestic rates (NNDR). The fund key features relevant to accounting for council tax in the core financial statements are:

- In its capacity as a billing authority the council acts as agent; it collects and distributes Council Tax income on behalf of the major preceptors and itself.
- While the Council Tax income for the year credited to the Collection Fund is the accrued income for the year regulations determine when it should be released from the Collection Fund and transferred to the General Fund of the billing authority or paid out of the Collection Fund to major preceptors.
- Up to 2008/09 the SORP required the Council Tax income included in the Income and Expenditure Account to be that which under regulation was required to be transferred from the Collection Fund to the General Fund of the billing authority.
- From the year commencing 1 April 2009 the Council Tax income included in the Income and Expenditure Account for the year shall be the accrued income for the year. The difference between the income included in the Income and Expenditure Account and the amount required by regulation to be credited to the Collection Fund shall be taken to the Collection Fund Adjustment Account and included as a reconciling item in the Statement of Movement on the General Fund Balance.

ACCOUNTING POLICIES

- Since the collection of Council Tax and NNDR Income is in substance an agency arrangement:

Cash collected by the billing authority from Council Tax debtors belongs proportionately to the billing authority and the major preceptors. There will be therefore a debtor/creditor position between the billing authority and each major preceptor to be recognised since the net cash paid to each major preceptor in the year will not be its share of the cash collected from Council Taxpayers; and

Cash collected from NNDR taxpayers by billing authorities (net of the cost of collection allowance) belongs to the Government and the amount not yet paid to the Government at the Balance Sheet date shall be included in the Balance Sheet as a creditor; similarly, if cash paid to the Government exceeds the cash collected from NNDR taxpayers (net of the billing authority's cost of collection allowance), the excess shall be included in the Balance Sheet as a debtor.

3. Reserves

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

Certain reserves are kept to manage the accounting processes for tangible fixed assets and retirement benefits and that do not represent usable resources for the council.

Reserves include earmarked balances which represent sums set aside for purposes such as general contingencies and cash flow management.

Capital reserves are not available for revenue purposes and some may only be used for specific statutory purposes. The Revaluation Reserve, Useable Capital Receipts Reserve and the Capital Adjustment Account are examples of such.

Transactions for 2009/10 can be seen within the Statement of Reserves in **note 31**.

4. Provisions

Provisions are made where an event has taken place that gives the council an obligation that probably requires settlement by a transfer of economic benefits, but where the timing of the transfer is uncertain. For instance, the council may be involved in a court case that could eventually result in the making of a settlement or the payment of compensation.

Provisions are charged to the appropriate service revenue account in the year that the authority becomes aware of the obligation, based on the best estimate of the likely settlement. When payments are eventually made, they are charged to the provision set up in the Balance Sheet. Estimated settlements are reviewed at the end of each financial year – where it becomes more likely than not that a transfer of economic benefits will not now be required (or a lower settlement than anticipated is made), the provision is reversed and credited back to the relevant service revenue account.

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

Provisions are explained in more detail in *note 30*.

5. Government Grants and Contributions

Revenue

Whether paid on account, by instalments or in arrears, government grants and third party contributions and donations are recognised as income at the date that the authority satisfies the conditions of entitlement to the grant/contribution, where there is reasonable assurance that the monies will be received and the expenditure for which the grant has been incurred. Revenue grants are matched in service revenue accounts with the service expenditure to which they relate. Grants to cover general expenditure (e.g. Revenue Support Grant, ABG) are credited directly to the Income and Expenditure Account below Net Operating Expenditure.

Capital

Government grants and contributions relating to fixed assets with a finite useful life are credited to a government grants deferred account and released to the service revenue account in line with the depreciation of the asset. Where a grant or contribution cannot be identified to a particular asset which will be depreciated, the grant or contribution is credited to the Income and Expenditure Account. The credit is then reversed out to the Capital Adjustment Account in the Statement of Movement on the General Fund Balance.

6. Retirement Benefits

Employees of the council are members of two separate pension schemes:

- The Teachers' Pension Scheme, administered by Capita Teacher's Pensions on behalf of the Department for Children, Schools and Families (DCSF).
- The Local Government Pension Scheme, administered by Hampshire County Council.

Both schemes provide defined benefits to members (retirement lump sums and pensions), earned as employees worked for the Council.

However, the arrangements for the Teachers' scheme mean that liabilities for these benefits cannot be identified to the Council. The scheme is therefore accounted for as if it were a defined contributions scheme – no liability for future payments of benefits is recognised in the balance sheet and the Education service revenue account is charged with the employer's contributions payable to Teachers' Pensions in the year.

As part of the Council's Strategic Services Partnership contract, Capita have admitted body status within the Hampshire pension fund. The staff that transferred to Capita are treated as being part of Southampton City Council (SCC) for accounting and reporting purposes in respect of pensions. As part of the agreement between SCC and Capita, all (or nearly all) pension risks, and assets and liabilities lie with SCC. Capita are under a legal obligation to pay the employee and employer contributions to Hampshire pension fund direct. SCC then reimburse as a 'pass through' cost the full cost to Capita of the employers contributions they have incurred – in effect meaning that SCC has funded the employer contributions incurred for transferred Capita staff.

The accounting treatment in relation to the pension costs and liabilities of the staff transferred to Capita are as follows:

- Assets and Liabilities of the fund will not be split between SCC and Capita – so the 'Liability Related to Defined Benefit Pension Scheme' under Long Term Liabilities in the

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balance sheet will include the total liability in respect of both SCC employees and employees now transferred to Capita.

- The total amount charged to Net Cost of Service in the Income & Expenditure Account will therefore include the total value of Current Service Costs and Past Service costs as provided by the actuaries; this figure will therefore include the cost of retirement benefits earned by both SCC employees and employees transferred to Capita.
- The Pension Interest Costs & Expected Return on Assets in the Income & Expenditure Account will be reflective of SCC's share – including the Capita element.
- The SCC actual pension fund contributions for 2009/10 will be excluded from SCC's accounts, and will be a reconciling item in the Statement of Movement on the General Fund Balance (in the section Amounts not included in the Income and Expenditure Account but required by statute when determining the Movement on the General Fund for the Year)
- The accounts will therefore reflect the full FRS17 position of the Authority including the Capita element.

The Local Government Pension Scheme

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

- The liabilities of the Hampshire County Council pension scheme 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, etc, and projections of projected earnings for current employees
- Liabilities are discounted to their value at current prices, using a discount rate based on the AA corporate bond rate as required by the SORP.
- The assets of the Hampshire County Council pension fund attributable to the council are included in the balance sheet at fair value:
 - quoted securities – current bid price
 - unquoted securities – professional estimate
 - unitised securities – current bid price
 - property – market value

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

1. Current service cost – the increase in liabilities as a result of years of service earned this year – allocated in the Income and Expenditure Account to the revenue accounts of services for which the employees worked.
2. Past service cost – the increase in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years, debited to the Net Cost of Services in the Income and Expenditure Account as part of Non-Distributed Costs.
3. Interest cost - the expected increase in the present value of liabilities during the year as they move one year closer to being paid, debited to Net Operating Expenditure in the Income and Expenditure Account.
4. Expected return on assets – the annual investment return on the fund assets attributable to the council, based on an average of the expected long-term return – credited to Net Operating Expenditure in the Income and Expenditure Account.
5. Gains/losses on settlements and curtailments – the result of actions to relieve the council of liabilities or events that reduce the expected future service or accrual of

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benefits of employees – debited to the Net Cost of Services in the Income and Expenditure Account as part of Non-Distributed Costs.

6. Actuarial gains and losses – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – debited to the Statement of Total Recognised Gains and Losses.
7. Contributions paid to Hampshire County Council – cash paid as employer's contributions to the pension fund.

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 in the year, not the amount calculated according to the relevant accounting standards. In the Statement of Movement on the General Fund Balance this means 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 any amounts payable to the fund but unpaid at the year-end.

The requirement to recognise the net pensions liability in the balance sheet has reduced the reported net worth of the authority by £297,970k in 2008/09 and by £408,990k in 2009/10.

The total liability of £408,990k has a substantial impact on the net worth of the authority as recorded in the Balance Sheet. However, statutory arrangements for funding the deficit mean that the financial position of the authority remains healthy. The deficit will be made good over time by increased contributions by the Authority and employees over the remaining working life of employees, at a level assessed by the scheme actuary. For further information please see **note 38**.

Discretionary Benefits

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

7. VAT

All Income and expenditure, whether capital or revenue in nature, excludes any amounts related to VAT, as all VAT collected is payable to HM Revenue & Customs and all VAT paid is recoverable from them.

The Council followed the HMRC guidance to manage the change in the standard rate of VAT (1 January 2010) from 15% back to 17.5%, ensuring that VAT continued to be correctly accounted for.

8. Overheads and Support Services

The current accounting policy for overheads is that all services should bear an equitable proportion of the overheads of the Council. Support Service costs are recharged to services on a variety of bases e.g. Agreed Annual Charge, Time Allocation, Unit Rates which reflect the benefit from the supply or service in accordance with the principles of the CIPFA *Best Value Accounting Code of Practice 2008*. The exceptions to this are :

- Corporate and Democratic Core – costs relating to the council's status as a multi-functional, democratic organisation.

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- Non Distributed Costs – the cost of discretionary benefits awarded to employees retiring early and any depreciation and impairment losses chargeable on non-operational properties.

These two cost categories are accounted for as separate headings in the Income and Expenditure Account, as part of Net Cost of Service.

9. Intangible Fixed Assets

Intangible fixed assets are defined as “non-financial fixed assets that do not have physical substance but are identifiable and are controlled by the entity through custody or legal right”. The types of assets normally included within this definition are purchased software. Intangible assets are amortized to service revenue accounts (from the year following acquisition) over their economic lives. These assets are initially recognised in the balance sheet at actual costs incurred.

10. Tangible Fixed Assets

Where the Council benefits from an asset for more than one financial year, all expenditure on the acquisition, creation or enhancement of fixed assets has been capitalised on an accruals basis and has been recognised in the value of fixed assets in the balance sheet. By definition, this excludes routine repairs and maintenance which are charged directly to service revenue accounts.

Valuation

The basis of valuation is dependent on the type of asset. The categories are:

Operational - Land, property and other assets used for service provision are called ‘operational assets’. Land and property are included in the balance sheet at the Open Market Value for their present use when there is sufficient evidence to support the value, or at Depreciated Replacement Cost. The exception to this rule is Council Houses, which are valued on the “Beacon” method. This involves establishing a value over a range of types and ages of property, which is then applied to the housing stock. Stock valuation information is based as at 1 April of each year and as part of resource accounting requirements. This value is then uplifted, via indices to represent the value at the 31 March. Following an internal audit review the Southampton land registry index is now used as opposed to the South East England index which was overstating the uplift. An allowance is made for discount on the sale of stock.

Vehicle, plant and equipment are initially held in the balance sheet at actual costs incurred and are amortized to service revenue accounts (from the year following acquisition) over their economic lives.

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Non-Operational - These are assets owned by the Council but not used in the direct delivery of services and are occupied by third parties to provide services on the Council's behalf. They are valued at Open Market Value. For investment properties the asset value is determined by capitalising the rents passing under existing leases at a market rate of interest which reflects the security of the income flow and the potential for increasing it.

Infrastructure and Community Assets - These are included in the balance sheet at historical cost net of depreciation. As recommended by CIPFA the Council's policy is that assets with a value of less than £10,000 do not attract depreciation charges.

Assets under Construction - Assets are held at the value of capital expenditure to date, until such time as the asset is deemed to require certification by the Valuer.

Surplus Assets, held for Disposal - These are assets that have been marketed for sale, and agreement to buy has been reached.

Heritage Assets - These are tangible assets with historical or artistic qualities that are held and maintained principally for their contribution to knowledge and culture e.g. works of art, museum exhibits and artefacts. In accordance with the SORP there is currently no specific requirement to disclose Heritage Assets, therefore the council opts not to disclose due to the difficulty of ascribing meaningful valuations.

Assets included in the balance sheet at current values are revalued where there have been material changes in the value, but as a minimum every five years. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Exceptionally, gains might be credited to the Income and Expenditure Account where they arise from the reversal of an impairment loss previously charged to a service revenue account.

Revaluation Reserve

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.

Upon the disposal of fixed assets, any revaluation gains in the Revaluation Reserve are transferred to the Capital Adjustment Account.

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

Impairment

The values of each category of assets and of material individual assets that are not being depreciated are reviewed at the end of each financial year for evidence of reduction in value. Where impairment is identified as part of this review or as a result of a valuation exercise, this is accounted for by:

- Where attributable to the clear consumption of economic benefits – loss is charged to the relevant service revenue account within the Income and Expenditure Account unless it relates to Non-Operational Assets (Investment Properties) which is shown below Net Cost of Services as per CIPFA Guidance.
- Otherwise – written off against any revaluation gains attributable to the relevant asset in the Revaluation Reserve, with any excess charged to the relevant service revenue account within the Income and Expenditure Account where it relates to Operational

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Assets. Non-Operational Assets (Investment Properties) shown below Net Cost of Services as per CIPFA Guidance.

Where an impairment loss is charged to the Income and Expenditure Account but there were accumulated revaluation gains in the Revaluation Reserve for that asset, an amount up to the value of the loss is transferred from the Revaluation Reserve to the Capital Adjustment Account.

Depreciation

Depreciation is provided for on all assets with a determinable finite life (except for investment properties), by allocating the value of the asset in the balance sheet over the periods expected to benefit from their use. Where an asset has major components with different estimated useful lives, these are depreciated separately. Depreciation is calculated on the following bases:

Council Dwellings - The Housing Revenue Account (HRA) has been charged with an amount of depreciation equivalent to the Major Repairs Allowance received from central government. This amount has been calculated as that required to maintain the housing stock in its current condition and central government allows this to be used as proxy for depreciation.

Other Buildings - straight-line basis over the remaining years of the property as estimated by the Valuer.

Vehicles, Plant & Equipment, and Intangible assets - depreciation is applied on a straight-line basis over the useful life of the asset.

Infrastructure – assets are depreciated over 40 years on a straight -line basis.

Community Assets – assets are only depreciated where there is a determinable useful life. They are generally valued at historic cost and the useful life of most of these assets exceeds 50 years and any depreciation charged would be immaterial to the accounts.

Disposals

When an asset is disposed of or decommissioned, the value of the asset in the balance sheet is written off to the Income and Expenditure Account as part of the gain or loss on disposal. Receipts from disposals are credited to the Income and Expenditure account 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).

Amounts in excess of £10,000 are categorised as capital receipts. A proportion of receipts relating to housing disposals (75% for dwellings, 50% for land and other assets, net of statutory deductions and allowances) is payable to the Government. The balance of receipts is required to be credited to the Useable Capital Receipts Reserve, and can only be used for new capital investment or set aside to reduce the council's underlying need to borrow (the capital financing requirement). Receipts are appropriated to the Reserve from the Statement of Movement on the General Fund Balance.

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 Statement of Movements on the General Fund Balance.

The summarised movements of capital receipts are shown in **note 31(c)**.

11. Charges to Revenue for Fixed Assets

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

- Depreciation attributable to the assets used by the relevant service.
- Impairment losses due to a clear consumption of economic benefits.

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- Impairment losses which are not due to a clear consumption of economic benefits, but where there is insufficient revaluation gain held for the specific asset in the Revaluation Reserve.
- Amortisation of intangible fixed assets attributable to the service.

The Council is not required to raise council tax to cover depreciation, impairment losses or amortisations. However, it is required to make an annual provision from revenue to contribute towards the reduction in its overall borrowing requirement (equal to either an amount calculated on a prudent basis determined by the Council in accordance with statutory guidance, or loans fund principal charges). Depreciation, impairment losses and amortisations are therefore replaced by revenue provision in the Statement of Movement of the General Fund Balance, by way of an adjusting transaction with the Capital Adjustment Account for the difference between the two.

12. Revenue Expenditure Funded from Capital under Statute

Revenue expenditure funded from capital under statute (previously referred to as deferred charges) represents capital expenditure that does not result in an asset, such as improvement grants. Expenditure of this nature, where the authority does not gain any economic benefit, is written off to the Revenue Account in the year it occurs, but does not affect the charge to Council Tax as an offsetting appropriation is made through the Statement of Movement on the General Fund Balance and the Capital Adjustment Account.

13. Leases

a) Operating Leases

Leases that do not meet the definition of a finance lease are accounted for as operating leases. Rentals payable under operating leases are charged to revenue on a straight-line basis over the term of the lease. In addition operating lease rentals payable are accounted for net of benefits received or receivable.

b) Finance Leases

Finance leases are leases where substantially all the risks and rewards relating to the leased property transfer to the council. Rentals payable are apportioned between:

- A charge for the acquisition of the interest in the property, recognised as a liability in the balance sheet at the start of the lease, matched with a tangible fixed asset and the liability being written down as the rent becomes payable, and
- A finance charge (debited to Net Operating Expenditure in the Income & Expenditure Account as rent becomes payable).

Fixed assets recognised under finance leases are accounted for using the policies applied generally to Tangible Fixed Assets, subject to depreciation being charged over the lease term if this is shorter than the asset's estimated useful life.

The Council has no finance leases in primary rental. All amounts paid are treated as interest, since the principal value of the asset is deemed to have been fully repaid during the primary period.

14. Financial Liabilities

Financial liabilities are initially measured at fair value and carried at their amortised cost. Annual charges to the Income and Expenditure Account for interest payable are based on the carrying

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amount of the liability, multiplied by the effective rate of interest for the instrument. For most of the borrowings that the council has, this means that the amount presented in the Balance Sheet is the outstanding principal repayable (plus accrued interest) and interest charged to the Income and Expenditure Account is the amount payable for the year in the loan agreement.

Gains and losses on the repurchase or early settlement of borrowing are credited and debited to Net Operating Expenditure in the Income and Expenditure Account in the year of repurchase/settlement. However, where repurchase has taken place as part of a restructuring of the loan portfolio that involves the modification or exchange of existing instruments, the premium or discount is respectively deducted from or added to the amortised cost of the new or modified loan and the write-down to the Income and Expenditure Account is spread over the life of the loan by an adjustment to the effective interest rate.

Where premiums and discounts have been charged to the Income and Expenditure Account, regulations allow the impact on the General Fund Balance to be spread over future years. The Council has a policy of amortising to revenue the premium over the lifetime of either the repaid loan or any replacement loan, whichever is greater. Discounts must be amortised over the lesser of the remaining lifetime of the repaid loan or 10 years.

The write-off period for the HRA is also on a straight -line basis over the lesser of the unexpired period of the redeemed loan or ten years.

The reconciliation of amounts charged to the Income and Expenditure Account to the net charge required against the General Fund Balance is managed by a transfer to or from the Financial Instruments Adjustment Account in the Statement of Movement on the General Fund Balance.

Redemption of debt

In accordance with the requirements of the Local Government Act 2003, the authority is required to set aside a minimum revenue provision (MRP) for repayment of debt. This is based on the Capital Financing Requirement (as defined by the Act) at the end of the preceding financial year, which replaced the detailed formula for calculating MRP, with a requirement to be prudent. For capital expenditure incurred before 1st April 2008 the Council's policy is to adopt existing practice (4% of capital financing requirement). The exception to this is short life assets (e.g. vehicles) where MRP has been calculated based on asset lives.

Interest Charges

- Interest on loans is charged to the Income and Expenditure account based on the amount due and payable in the financial year.

15. Financial Assets

Financial assets are classified into two types:

- Loans and receivables – assets that have fixed or determinable payments but are not quoted in an active market
- Available-for-sale assets – assets that have a quoted market price and/or do not have fixed or determinable payments.

Loans and Receivables

Loans and receivables are initially measured at fair value and carried at their amortised cost. Annual credits to the Income and Expenditure Account for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument. For most of the loans that the council has made, this means that the amount presented in the Balance Sheet is the outstanding principal receivable (plus accrued interest) and interest credited to the Income and Expenditure Account is the amount receivable for the year in the loan agreement.

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Soft Loans

Local authorities sometimes make loans for policy reasons rather than as financial instruments and these loans may be interest-free or at rates below prevailing market rates. For Southampton City Council, the difference between the effective rate of interest and the contractual rate of interest is not deemed to be material to the accounts and therefore has not been accounted for in the Income and Expenditure Account. Instead the details of the soft loans granted are contained within this note.

Southampton City Council grants the following types of soft loans:

- **Car and Cycle Loans** the majority of which are issued at the prevailing base rate, the balance of these loans amounted to £151k at the 31 March 2010 (£97k – 31 March 2009)
- **Season Ticket Loans** amounting to £20k at the 31 March 2010 (£21k – 31 March 2009)
- **Welfare Loans** amounting to £3k (£11k – 31 March 2009)

The Council also provide **Private Sector Home Improvement Loans**. These are granted for private sector home owners to make improvements to their properties. This is treated as capital expenditure and written off to revenue as Revenue Expenditure funded from Capital under Statute (Formerly deferred charges). The loans are interest free and only become repayable when the property is sold. As these loans are treated as capital expenditure, no debtor is held in the Balance Sheet and as the period of the loan is unknown, they have not been accounted for under the Soft Loan provisions. At 31 March 2010 the value of Private Sector Home Improvement loans outstanding amounted to £1.6M (£1.3M – 31 March 2009).

Available for Sale Assets

Available-for-sale assets are initially measured and carried at fair value. Where the asset has fixed or determinable payments, annual credits to the Income and Expenditure Account for interest receivable are based on the amortised cost of the asset multiplied by the effective rate of interest for the instrument. Where there are no fixed or determinable payments, income (eg, dividends) is credited to the Income and Expenditure Account when it becomes receivable by the Council.

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

- Instruments with quoted market prices – the market price;
- other instruments with fixed and determinable payments – discounted cash flow analysis
- equity shares with no quoted market prices – independent appraisal of company valuations.

Changes in fair value are balanced by an entry in the Available-for-sale Reserve and the gain/loss is recognised in the Statement of Total Recognised Gains and Losses (STRGL). The exception is where impairment losses have been incurred – these are debited to the Income and Expenditure Account, along with any net gain/loss for the asset accumulated in the Reserve.

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

Any gains and losses that arise on the derecognition of the asset are credited/debited to the Income and Expenditure Account, along with any accumulated gains/losses previously recognised in the STRGL.

Where fair value cannot be measured reliably, the instrument is carried at cost (less any impairment losses).

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16. Stocks and Work in Progress

Where possible stock and work in progress are valued in the Balance Sheet at the lower of cost, or net realisable value. There are two notable exceptions to this rule in the accounts:

- For 2009/10 the Council's Central Stores stock has been valued on an "Average Cost" basis.
- Housing Repairs "Schedule of Rates" work is valued at cost plus overheads and profit.

Where there is internal work in progress it has been eliminated when the accounts are consolidated.

17. Interests in Companies and Other Entities

Group Accounts and Financial Relationships with Companies

According to the SORP's classification of group accounts relationships with companies, the Council has no such relationships.

In 2008/09 there were two simple investments, one with Solent Sustainable Energy Ltd (SSEL) which has since been wound up and one with Southampton Enterprise Centre Ltd (SECL) where the Council no longer takes a share of any profits and no longer has a director on the board.

The Council will continue to monitor the requirement of group accounts in the light of its relationship with all third party organisations.

18. Private Finance Initiatives (PFI)/ IFRIC 12 Service Concessions

PFI contracts are agreements to receive services, where the responsibility for making available the fixed assets needed to provide the services passes to the PFI contractor. As the council is deemed to control the services that are provided under its PFI Schemes (and similar arrangements that pre-date PFI) and as ownership of the fixed assets will pass to the council at the end of the contracts for no additional charge, the council carries the fixed assets used under the contracts on the Balance Sheet.

The original recognition of these fixed assets was balanced by the recognition of a liability for amounts due to the scheme operator to pay for the assets.

Fixed assets recognised on the Balance Sheet are revalued and depreciated in the same way as property, plant and equipment owned by the council.

The amounts payable to the PFI operators each year are analysed into five elements:

- Fair value of the services received during the year – debited to the relevant service in the Income and Expenditure Account;
- Finance cost – an interest charge of x% on the outstanding Balance Sheet liability, debited to Interest Payable and Similar Charges within the Income and Expenditure Account;
- Contingent rent – increases in the amount to be paid for the property, arising during the contract, debited to Interest Payable and Similar Charges within the Income and Expenditure Account;
- Payment towards liability – applied to write down the Balance Sheet liability towards the PFI operator;
- Lifecycle replacement costs – recognised as fixed assets on the Balance Sheet.

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The Council is currently involved with four such contracts, two of which require to be accounted for on Balance Sheet in accordance with the above policy – PFI schools, Hampshire Waste Management Contract, and two which are not – Northlands & Oak Lodge Nursing Homes run by BUPA Care Homes Limited.

Details of undischarged obligations as at 31st March 2010 are detailed in **note 3**.

On Balance Sheet

PFI Schools

A PFI project was approved by the government to significantly improve the quality of the buildings in three of the City's secondary schools and also to provide additional places in two of them. The works were procured under the PFI whereby a consortium of private sector companies, known as Pyramid Schools (Southampton) Ltd, designed, built, financed and now operate the schools. The contract start date was 29th October 2001 and will terminate on 31st August 2031. The estimated capital value of these schemes is £37 million.

The consortium provides building related services such as cleaning, care-taking and repairs, but teaching and curriculum related staff continue to be employed directly by the Council. The Council started to pay an annual fee to the consortium following the completion of the first school during the 2005/06 financial year. The fee, known as the 'Unitary Charge,' covers both the running costs of the school buildings and the cost of building the schools. All three schools are open.

The cost of the project is being met partly through additional grant from Central Government and partly through existing budgets (either from budgets delegated to the schools concerned or controlled by the Council).

Hampshire Waste Contract

At the end of the 1980s it became evident that Hampshire was facing a waste disposal crisis. Landfill space was rapidly running out, incinerators build in the 1970's were not going to meet EU emission regulations and waste levels were continuing to rise.

In 1995 the Hampshire Waste Strategy was adopted which led to Project Integra, which is a unique partnership between the Council, Hampshire County Council, Portsmouth City Council, the 11 District Councils, and Veolia Environmental Services.

In 1996 the Council (11.48%) entered into a tri-partite arrangement with Hampshire County Council (77%) and Portsmouth City Council (11.52%), in respect of the provision of Waste Management Services from Veolia Environment Services. Although this arrangement was entered into pre PFI it requires to be accounted for as an on Balance Sheet PFI type arrangement under IFRIC 12 Service Concessions.

Broadly the services contract involved the building and running of three Energy Recovery Facilities (ERFs) and two Material Recycling Facilities (MRFs), and the provision of Waste Management Services within Hampshire for a 25 year period. Southampton and Portsmouth City Councils have worked with Hampshire County Council, as the lead authority, to calculate the fair value of the Assets built for the servicing of the Waste Management Contract. The Council has accounted for it's share of the Assets (11.48%) on the basis of their share of the Annual Unitary Charge.

Off Balance Sheet

BUPA Care Homes

Northlands, & Oak Lodge Nursing Homes

The purpose of these Public Private Partnership (PPP) projects is to increase the number of nursing care beds within the city and in turn secure under a block contract the Council's accessibility to the beds. The private sector partner for this PPP is BUPA Care Homes Ltd. The Council has agreed to lease the land on which the nursing homes have been built to BUPA for nil consideration for the duration of 50 years.

BUPA manage both the property and service provision. The Council is not involved in direct service management or providing any staff. The Council has block contracts for 25 years

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(Northlands – July 2005 – July 2030, & Oak Lodge Feb. 2010 – Feb 2035) to purchase beds (Northlands 72 of 101, and Oak Lodge 40 of 71) at the Nursing Homes annually. Payment is made monthly to BUPA, based on the 'Unitary Charge', which is the price per bed per week.

A review of these arrangements indicates that they do not require to be accounted for as on Balance Sheet PFI schemes as, the Council does not control the residual interest of the Assets (Nursing Homes) at the end of the 25 year service concession period.

19. Strategic Services Partnership with Capita

On 1 October 2007, the Council signed a 10 year strategic services partnership contract with Capita. The contract, which involved the TUPE transfer of approximately 650 employees to Capita, delivers a wide range of services including Customer Services, IT, Property and the administration of HR, Payroll, Revenue & Benefits and Procurement.

As part of the contract the majority of the Council's IT assets transferred in ownership to Capita. The contract charges from Capita take account of the fact that we have donated the assets to the contract, i.e. the contract charges would have been higher if we had not donated the assets or if we had charged an amount for them.

The contract did not state what this reduction in charges was. Neither was it possible to estimate the open market value of the assets. Therefore, as the IT assets held on the Balance Sheet had been originally recognised at cost and were being depreciated over short lives relevant to the nature of the assets, the Net Book Value (NBV) (£3.2M) was deemed to be a reasonable approximation to the fair value. The transferred assets have been written out of the Balance Sheet.

A balance for Deferred Consideration (within Long Term Debtors) has been established with the NBV of the assets. The deferred consideration is then written down to zero over the 10 year life of the contract with the debit entry being to the Income and Expenditure Account. This is then reversed out through the Statement of Movement on General Fund Balance.

As the authority has effectively lent Capita the fair value of the assets, which Capita is repaying in instalments over the 10 year contract by a reduction in the contract payments, the notional interest related to the value of the assets has been posted to the Income and Expenditure Account. This has also been reversed out through the Statement of Movement on General Fund Balance.

This accounting treatment is consistent with the accounting treatment of donated assets on PFI contracts.

20. Trust Funds

The Council is sole trustee of several trust funds. As required by the Statement of Recommended Practice the funds do not represent assets of the Council and have not been included into the Council's Balance Sheet. For details of the Trust Fund **see Trust and Other Funds section**.

21. Exceptional Items, Extraordinary Items & Prior Year Adjustments

Any material exceptional or extraordinary items are included within the cost of the relevant individual service or separately identified on the face of the revenue account. Details of any such items are given in the explanatory notes.

Material prior year adjustments arising from changes in accounting policies or from the correction of fundamental errors have been accounted for by restating the comparative figure in the financial statements and notes, along with the cumulative effect on reserves.

Any effect of material prior period adjustments is disclosed separately as a note to the accounts. Where this is not practicable, the fact that this is so, and the reasons for it have been disclosed.

ACCOUNTING POLICIES

22. Post Balance Sheet Events

Any material post balance sheet events which provide additional evidence relating to conditions existing at the balance sheet date, or indicates that application of the going concern concept is not appropriate have been included in the accounts. Any material post balance sheet events, which concern conditions that did not exist at the balance sheet date, have been disclosed as a separate note to the accounts.

Events after the balance sheet date are included in the accounts up to the date when the Statement of Accounts is authorised for issue. For Southampton City Council this date has been determined as the 30th June 2010

23. Regeneration Budgets

Southampton City Council is the Accountable body for the regeneration programmes for the Government Office for the South East (GOSE).

The Council is responsible for the successful delivery of New Deal for Communities programme that has been awarded to the City. A Partnership Board of local residents and agencies manages the programme.

The grant is helping to significantly improve the quality-of-life for the residents in the target area of Thornhill.

Community Regeneration's main aims are to build capacity and to deliver benefits to local communities through lifelong learning, access to employment, better community safety, better health and housing improvements.

RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

1. 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 Executive Director of Resources.
- Manage its affairs to secure economic, efficient use of resources and safeguard assets.
- Approve Statement of Accounts.

2. The Chief Financial Officer's Responsibilities

The Council's Chief Financial Officer (CFO) is the Executive Director of Resources. The CFO is responsible for the preparation of the Council's Statement of Accounts which, in terms of the CIPFA/LASAAC "Code of Practice on Local Authority Accounting in Great Britain", is required to present a true and fair view of the financial position of the Council at the accounting date and its income and expenditure for the year ended 31st March 2010.

In preparing this Statement of Accounts the Chief Financial Officer is responsible for:

- Selecting suitable accounting policies and then applying them consistently.
- Making judgements and estimates that are reasonable and prudent.
- Complying with the Code of Practice (any significant non-compliance being fully disclosed).

The CFO has also responsibilities for:

- Keeping proper accounting records, which are up to date.
- Taking reasonable steps for the prevention and detection of fraud and other irregularities.

3. Certification of the Accounts

I certify that the Statement of Accounts presents the true and fair position of Southampton City Council at 31st March 2010 and its income and expenditure for the year ended 31st March 2010.

Signed **C Williamson**
Executive Director of Resources and
Chief Financial Officer

Date 25th June 2010

4. Approval of the Accounts

I certify that the Statement of accounts has been approved by a resolution of the Standards and Governance Committee in accordance with the Accounts and Audit Regulations 2003 and is authorised for issue.

Signed **B Hooper**
Chair, Standards and Governance Committee.

Date 25th June 2010

INCOME AND EXPENDITURE ACCOUNT

This Account summarises the resources that have been applied and generated in providing services and managing the Council during the year. It includes all day-to-day expenses and related income on an accruals basis, as well as transactions measuring the value of fixed assets actually consumed and the real value of retirement benefits earned by employees in the year.

<u>2008/09</u>			<u>2009/10</u>		
<u>Net</u> <u>Expenditure</u> £000's		<u>Notes</u>	<u>Gross</u> <u>Expenditure</u> £000's	<u>Income</u> £000's	<u>Net</u> <u>Expenditure</u> £000's
5,189	Central Services to the Public		26,779	(20,599)	6,180
	Cultural, Environmental Regulatory and				
45,996	Planning Services		84,831	(35,638)	49,193
60,519	Children's and Education Services		231,926	(173,093)	58,833
15,775	Highways and Transport Services		28,529	(15,016)	13,513
133,694	Local Authority Housing (HRA)		54,653	(64,094)	(9,441)
4,503	Other Housing Services		114,071	(108,877)	5,194
59,680	Adult Social Care		87,435	(28,606)	58,829
4,742	Corporate and Democratic Core		5,278	(409)	4,869
3,474	Non Distributable Costs		3,799	(36)	3,763
	Exceptional Items	2			
-	VAT Refund - Fleming Cases			(2,733)	(2,733)
333,572	Net Cost of Services		637,301	(449,101)	188,200
24,849	Investment Properties (Impairment net of	12			(15,535)
	Income)				
(1,401)	Loss / (Gain) on the disposal of Fixed				(836)
	Assets				
516	Contributions to Other Local Authorities	41			593
10,993	Interest payable and similar charges	18			6596
(987)	Surplus Provision not Relating to Specific	30			
	Services				
1,585	Contributions of Housing Capital Receipts	31 (c)			1704
	to Government Pool				
	Investment Losses				
(5,239)	Interest and Investment Income	17			(1,575)
11,870	Pensions Interest Costs & Expected Return	38 (a)			22,520
	on Assets				
375,758	Net Operating Expenditure		637,301	(449,101)	201,667
(78,310)	Demand on Collection Fund				(80,850)
(22,451)	General Government Grants				(29,974)
(740)	Capital Grants not Relating to Specific Services				(1,507)
(84,572)	Non - Domestic Rates Redistribution				(79,846)
189,685	Deficit / (Surplus) for the Year				9,490

The 08/09 Income and Expenditure Account, SMGFB, and the STRGL have been restated to incorporate the changes in Accounting Policies in respect of PFI type arrangements and the Collection Fund (See Note 2 to the Core Financial Statements)

STATEMENT OF MOVEMENT ON THE GENERAL FUND BALANCE

The Income and Expenditure Account shows the Council's actual financial performance for the year, measured in terms of the resources consumed and generated over the last twelve months. However, the authority is required to raise council tax on a different accounting basis, the main differences being:

- Capital investment is accounted for as it is financed, rather than when the fixed assets are consumed.
- The payment of a share of housing capital receipts to the Government is treated as a loss in the Income and Expenditure Account, but is met from the useable capital receipts balance rather than council tax.
- Retirement benefits are charged as amounts become payable to pension funds and pensioners, rather than as future benefits are earned.
- Depreciation, impairment losses and amortisations are replaced by revenue provision (equal to either an amount calculated on a prudent basis determined in accordance with statutory guidance, or loans fund principal charges) in the Statement of Movement of the General Fund Balance.

This reconciliation statement summarises the differences between the outturn on the Income and Expenditure Account and the General Fund Balance.

2008/09 £000's		2009/10 £000's
192,504	Deficit / (Surplus) for the Year on the Income and Expenditure Account	9,490
(2,819)	Previous Year Adjustment (change in Accounting Policy)	-
189,685		9,490
(195,431)	Net additional amount required by Statute and Non-Statutory proper practices to be debited or credited to the General Fund for the Year	(14,095)
2,819	Previous Year Adjustment (change in Accounting Policy)	-
(192,612)	Restated Net additional amount required by Statute and Non-Statutory proper practices to be debited or credited to the General Fund for the Year	(14,095)
(2,927)	Decrease/(Increase) in General Fund Balance for the Year	(4,605)
(12,256)	General Fund Balance Brought Forward	(15,183)
(15,183)	General Fund Balance Carried Forward	(19,788)
0	Amount of General Fund Balance held by Schools under Local Management schemes	-
(15,183)	Amount of General Fund Balance generally available for new expenditure	(19,788)
(15,183)	Total	(19,788)

STATEMENT OF MOVEMENT ON THE GENERAL FUND BALANCE

The statement below sets out the details of the reconciling transactions (Net additional amount required by Statute and Non-Statutory proper practices to be debited or credited to the General Fund for the Year) and shows the movement to and from other earmarked reserves.

2008/09 £000's			2009/10 £000's
	Amounts included in the Income and Expenditure Account but required by statute to be excluded when determining the Movement on the General Fund for the Year	Notes	
(204)	Amortisation of intangible fixed assets	20	(243)
(202,442)	Depreciation and Impairment of fixed assets	12	(19,473)
(1,106)	PYA - PFI Assets Depreciation		-
(826)	PYA - Hampshire Waste Contract Depreciation		-
1,045	Revenue contribution to Deferred Assets		-
(1,045)	PYA - PFI Deferred Asset - No longer Required		-
(33)	Deferred Consideration written down		-
33	PYA - PFI Deferred Consideration no longer required		-
(270)	Assets Transferred to CAPITA	43	(283)
3,621	Government Grants Deferred amortisation	50	1,727
(11,093)	Revenue Expenditure Funded from Capital Under Statute	12	(7,823)
3,156	PYA - IFRIC 12 Hampshire Waste		-
-	Capital Receipts not matched by Disposal of Assets		
8,765	Capital Grants & Contributions not transferred to Government Grants Deferred		9,479
1,401	Net (loss) / gain on sale of fixed assets		836
327	Differences between amounts debited/credited to the Income and Expenditure Account and amounts payable/receivable to be recognised under statutory provisions relating to soft loans and premiums and discounts on early repayment of debt	31 (d)	303
(26,930)	Net charges made for retirement benefits in accordance with FRS 17	38 (a)	(38,670)
	Collection Fund Adjustment Account		(70)
1,487	Previous Year Adjustment (change in Accounting Policy Collection Fund)		
(224,115)			(54,217)
	Amounts not included in the Income and Expenditure Account but required to be included by statute when determining the Movement on the General Fund for the Year		
(293)	Transfers to/(from) Major Repairs Reserve		(68)
5,009	Minimum revenue provision for capital financing	16	7,050
885	PYA - PFI Schools	16	
3,393	'PYA - IFRIC 12 - Hampshire Waste Contract		
12,778	Capital expenditure charged in-year to the General Fund Balance	12	14,242
(3,156)	PYA - IFRIC 12 Hampshire Waste Contract (Refcus)		
(1,585)	Transfer from Useable Capital Receipts to meet payments to the Housing Capital Receipts Pool	31 (c)	(1,704)
22,020	Employer's contributions payable to the Hampshire County Council Pension Fund and retirement benefits payable direct to pensioners	38 (a)	22,500
39,051			42,020
	Transfers to or from the General Fund Balance that are required to be taken into account when determining the Movement on the General Fund Balance for the year		
(720)	Housing Revenue Account balance		(799)
188	Voluntary revenue provision for capital financing	16	288
(7,015)	Net transfer to/(from) earmarked reserves	31 (e)	(1,387)
(7,547)			(1,898)
(192,611)	Transfers to or from the General Fund Balance for the Year		(14,095)

STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES

This Statement brings together all the gains and losses of the Council for the year and shows the aggregate increase in its net worth. In addition to the surplus generated on the Income and Expenditure Account, it includes gains and losses relating to the revaluation of fixed assets and remeasurement of the net liability to cover the cost of retirement benefits.

2008/09		2009/10
£000's		£000's
192,504	Deficit / (Surplus) for the Year on the Income and Expenditure Account	9,490
(2,819)	Prior Year Adjustment (change in Accounting Policy)	-
189,685		9,490
4,926	(Surplus)/deficit arising on revaluation on fixed assets	(33,312)
(18,381)	PYA - PFI Scheme Revaluation	
(1,486)	Attributable Movement on Collection Fund Balance	-
1,486	PYA - Collection Fund	-
(314)	(Surplus)/deficit arising on revaluation of available-for-sale financial assets	(12)
128,240	Actuarial (gains) / losses on pension fund assets and liabilities	94,850
(900)	Transfer of Capital Grants & contributions to Earmarked Reserves	-
6,017	Previous Year Adjustment (change in Accounting Policy)	(225)
309,273	Total recognised (gains) / losses for the year	70,791

The STRGL comparatives have been restated to incorporate the Changes in Accounting Policies in respect of the Collection Fund and PFI/ IFRIC 12 Service Concessions (including Revaluations).

BALANCE SHEET

This shows the financial position of the Council as a whole and summarises all of its assets and liabilities as at 31 March 2010.

31st March 2009		Notes	31st March 2010		
£000's			£000's	£000's	£000's
	Fixed Assets				
712	<i>Intangible Assets</i>	20		609	
	<i>Tangible Fixed Assets</i>				
	<i>Operational Assets</i>				
663,310	Council Dwellings	12	697,606		
658,160	Other Land and Buildings	12	669,044		
5,631	Vehicles, plant, furniture, and equipment	12	8,152		
96,951	Infrastructure assets	12	108,868		
				1,483,670	
	<i>Non-Operational Assets</i>				
123,957	Investment Properties	12	133,567		
9,734	Assets under construction	12	4,818		
288	Surplus assets, held for disposal	12	8,111		
				146,496	
1,558,743	Total Fixed Assets				1,630,775
9,351	Long Term Investments	25			6,414
2,907	Long Term Debtors	42			2,643
1,571,001	Total Long - Term Assets				1,639,832
	Current Assets				
1,239	Stocks, Stores and Work in Progress	44		1,340	
46,902	Debtors	45		55,222	
(13,711)	Less provision for bad and doubtful debts			(12,807)	
21,900	Short Term Investments	46		40,662	
174	Cash in Hand and Bank	47		176	
					84,593
1,627,506	Total Assets				1,724,425
	Current Liabilities				
(49,853)	Short Term Borrowing	24		(51,078)	
(61,231)	Creditors	45		(71,440)	
(2,470)	Bank Overdraft	47		(5,689)	
					(128,207)
1,513,951	Total Assets less Current Liabilities				1,596,218
	Long Term Liabilities				
(79,279)	Long Term Borrowing	24			(104,920)
(49,717)	Finance Creditor	3			(48,218)
(8,252)	Provisions	30			(9,081)
(43,535)	Government Grants & Contributions Deferred	50			(55,428)
(19,987)	Deferred Liabilities	48			(19,188)
(92)	Deferred Capital Balances	49			(58)
(21,006)	Capital Grants & Contributions Unapplied	51			(27,013)
(297,970)	Liability Related to Defined Benefit Pensions Scheme	38(b)			(408,990)
994,113	Total Assets less Liabilities	21			923,322
	Financed by:				
54,043	Revaluation Reserve	31			86,346
1,188,185	Capital Adjustment Account	31			1,198,396
334	Available-for-Sale Financial Instruments Reserve	31			346
327	Financial Instrument Adjustment Account	31			621
(297,970)	Pension Reserve	38(b)			(408,990)
6,015	Usable Capital Receipts Reserves	31			1,074
23,660	Earmarked Revenue Reserves	31			22,273
	<i>Revenue Balances</i>				
15,183	General Fund	31			19,788
2,387	Housing Revenue Account	31			1,589
1,949	Collection Fund Adjustment Account	31			1,879
994,113	Total Net Worth				923,322

Signed: Chair of Meeting

B Hooper

CASH FLOW STATEMENT

This statement shows in summary form the inflow and outflow of cash during the year

<u>2008/09</u> £000's		<u>2009/10</u> £000's
27,169	Net Cash Inflow (Outflow) from Revenue Activities - Note 39(a)	39,192
(250)	PYA Change in Accounting Policy (Collection Fund - Council Tax)	-
2,064	PYA Change in Accounting Policy (Collection Fund - NNDR)	-
4,550	PYA Change in Accounting Policy (PFI)	-
<u>(7,937)</u>	PYA Revenue Expenditure Funded from Capital Under Statute	<u>-</u>
25,596	Restated Net Cash Inflow (Outflow) from Revenue Activities	39,192
	Returns on Investments and Servicing of Finance	
	<u>Cash Outflows</u>	
(6,526)	Interest Paid	(7,376)
(3,429)	PYA Change in Accounting Policy (PFI)	-
	<u>Cash Inflows</u>	
4,603	Interest Received	1,469
<u>(5,352)</u>		<u>(5,907)</u>
	Capital Activities	
	<u>Cash Outflows</u>	
(66,456)	Expenditure on Fixed Assets	(74,562)
(5,045)	Purchase of Long term Investments	-
-	Other Capital Cash Payments	-
<u>(71,501)</u>		<u>(74,562)</u>
	<u>Cash Inflows</u>	
4,720	Sale of Fixed Assets	3,558
18,413	Capital Grants Received	21,699
4,494	Other Capital Cash Receipts	7,408
<u>27,627</u>		<u>32,665</u>
<u>(43,874)</u>		<u>(41,897)</u>
(23,630)	Net Cash Inflow/(Outflow) before Financing	(8,612)
	Management of Liquid Resources - Note 39(b) and 39(c)	
50,114	Net Increase/(Decrease) in Liquid Resources	(16,190)
-	Net Increase/(Decrease) in Liquid Resources (Council Tax NNDR)	(3,949)
250	PYA - Council Tax attributable to precepting authorities	-
<u>(2,064)</u>	PYA - NNDR Net Increase	<u>-</u>
48,300		(20,139)
	Financing	
	<u>Cash Outflows</u>	
(295,934)	Repayments of Amounts Borrowed	(261,842)
(4,277)	Capital element of PFI Schemes/ Finance Leases	(1,423)
		<u>(263,265)</u>
	<u>Cash Inflows</u>	
61,585	New Long Term Loans Raised	45,000
219,120	New Short Term Loans	243,800
<u>(19,506)</u>		<u>288,800</u>
5,164	Net Increase/(Decrease) in Cash - Note 39(d)	(3,217)

NOTES TO THE CORE FINANCIAL STATEMENTS

1. Acquired & Discontinued Operations

The Code of Practice requires the City Council to disclose any material operations, which have been acquired or discontinued.

2. Exceptional/Extraordinary Items and Prior Period Adjustments

Exceptional Items

VAT Fleming Cases Refunds

The Council, following the House of Lords judgement in respect of Michael Fleming (which prevented HM Revenue & Customs enforcing regulations which would illegally limit Vat Reclaims to the three previous years) submitted a number of "Fleming" claims.

During 2009/10 the Council received notifications of settlements from HM Revenue & Customs in respect of a number of these claims totalling £2.7m. As these claims relate to periods prior to 1 April 2009 they have been disclosed as an Exceptional Item within Net Cost of Services.

Prior Period Adjustments

Changes in Accounting Policies

Collection Fund

The Balance Sheet Collection Fund Debtors and Creditors, at the 31 March 2009, in respect of Council Tax, NNDR, and Government Departments, have been adjusted from those included in the Statement of Accounts for 2008/09 to accommodate the change in Accounting Policy required to account for Council Tax and NNDR Income on an Agency basis.

Debtors (Current Assets)	£000's
Balance per 08/09 Accounts	49,529
Collection Fund - Council Tax Debtors	(1,020)
Collection Fund - NNDR Debtors	(2,449)
Government Department Debtors	843
Restated 08/09 Balance	46,903
Provision for Bad Debts - Balance per 08/09 Accounts	(15,540)
Council Tax	862
NNDR	967
Restated 08/09 Balance	(13,711)

NOTES TO THE CORE FINANCIAL STATEMENTS

Creditors (Current liabilities)	£000's
Balance per 08/09 Accounts	(60,605)
Schools PFI - Finance Creditor	(963)
Hampshire Waste - Finance Creditor	(461)
Collection Fund - Council Tax Prepayments	83
- Collection Fund Surplus	326
- HPA Creditor	(177)
- HFRA Creditor	(75)
- NNDR Prepayments	640
Restated 08/09 Balance	<u><u>797</u></u> <u><u>(61,232)</u></u>

The Income & Expenditure Account has also been restated as Council Tax income, from the 1 April 2009, is accrued income for the year. The difference between the income included in the Income and Expenditure Account and the amount required by regulation to be credited to the Collection Fund has been taken to the Collection Fund Adjustment Account and included as a reconciling item in the Statement of Movement on the General Fund Balance (See Below).

Private Finance Initiatives (PFI)/ IFRIC 12 Service Concessions

The 2009 SORP, in preparation for International Financial Reporting Standards (IFRS), requires Service Concession arrangements to be accounted for in accordance with IFRIC12 (International Financial Reporting Interpretations Committee).

The Council, as noted within Accounting Policy 18??, is currently involved with three such contracts, two of which require to be accounted for on Balance Sheet in accordance with the above policy – PFI schools, Hampshire Waste Management Contract, and one which is not - Northlands Nursing Home.

The Balance Sheet has been adjusted to include Assets and Liabilities associated with the PFI type arrangements as if the schemes had always been accounted for on Balance Sheet.

	£000's	£000's	£000's
Fixed Assets			
Other Land and Buildings	Cost	Depn	
Balance per 08/09 Accounts			588,407
Schools PFI	42,968	(3,437)	
Revaluation	14,751	3,437	
Depreciation 08/09		(1,106)	
Hampshire Waste Contract - IFRIC 12	18,001	(3,056)	
Revaluation	(4,035)	3,056	
Depreciation 08/09		(826)	
	<u>71,685</u>	<u>(1,932)</u>	<u>69,753</u>
Restated 08/09 Balance			<u><u>658,160</u></u>

	£000's
Long Term Debtors	
Balance per 08/09 Accounts	7,822
PFI Schools Balance - No longer Required	(4,915)
Restated 08/09 Balance	<u><u>2,907</u></u>

NOTES TO THE CORE FINANCIAL STATEMENTS

Long Term Liabilities	£000's
Finance Creditor - Balance per 08/09	n/a
Schools PFI	(37,358)
Hampshire Waste Contract	(12,359)
Restated 08/09 Balance	<u>(49,717)</u>

Financed By	£000's	
Revaluation Reserve		
Balance per 08/09 Accounts	35,662	
Schools PFI	18,188	
Hampshire Waste Contract	193	
Restated Balance	<u>54,043</u>	
Capital Adjustment Account		
Balance per 08/09 Accounts	1,192,869	
Schools PFI	(4,812)	
Hampshire Waste Contract	127	
Restated Balance	<u>1,188,184</u>	

The Income & Expenditure Account comparatives have also been restated, along with the Council Tax adjustments, to reflect the changes in accounting treatment – summary of the changes.

Income and Expenditure Account	£000's	£000's
Deficit/ (Surplus) for the Year as per 08/09 Accounts		192,504
PYA Changes in Accounting Policies:		
Collection Fund	(1,487)	
PFI Schemes - Depreciation	1,933	
- Deferred Asset - No longer required	1,045	
- Deferred Consideration write off - No longer required	(33)	
- MRP	<u>(4,277)</u>	
		<u>(2,819)</u>
Restated I&E Deficit		<u>189,685</u>

NOTES TO THE CORE FINANCIAL STATEMENTS

Effect of the above changes on the Income and Expenditure comparatives are as follows:

	<u>08/09</u>	<u>Adjustments</u>		<u>08/09</u>
	<u>Net</u>	<u>PFI</u>	<u>Collection</u>	
	<u>Expenditure</u>	<u>Schemes</u>	<u>Fund</u>	<u>Expenditure</u>
	<u>£000's</u>	<u>£000's</u>	<u>£000's</u>	
Central Services to the Public	5,189			5,189
Cultural, Environmental Regulatory and Planning Services	49,811	(3,815)		45,996
Children's and Education Services	61,465	(946)		60,519
Highways and Transport Services	15,775			15,775
Local Authority Housing (HRA)	133,694			133,694
Other Housing Services	4,503			4,503
Adult Social Care	59,680			59,680
Corporate and Democratic Core	4,742			4,742
Non Distributable Costs	3,474			3,474
Net Cost of Services	338,333	(4,761)	-	333,572
Investment Properties (Impairment net of Income)	24,849			24,849
Loss / (Gain) on the disposal of Fixed Assets	(1,401)			(1,401)
Contributions to Other Local Authorities	516			516
Interest payable and similar charges	7,564	3,429		10,993
Surplus Provision not Relating to Specific Services	(987)			(987)
Contributions of Housing Capital	1,585			1,585
Receipts to Government Pool				
Investment Losses				0
Interest and Investment Income	(5,239)			(5,239)
Pensions Interest Costs & Expected Return on Assets	11,870			11,870
Previous Year Adjustment (change in Accounting Policy)	0			0
Net Operating Expenditure	377,090	(1,332)	-	375,758
Demand on Collection Fund	(76,823)		(1,487)	(78,310)
General Government Grants	(22,451)			(22,451)
Capital Grants not Relating to Specific Services	(740)			(740)
Non - Domestic Rates Redistribution	(84,572)			(84,572)
Fund				0
Deficit / (Surplus) for the Year	192,504	(1,332)	(1,487)	189,685

The Statement of Movement on the General Fund Balance, Cash Flow Statement, and the Statement of Total Recognised Gains and Losses has also been restated to incorporate the above changes in Accounting Policies – See separate Statements.

Government Grants and Contributions Unapplied/ Earmarked Reserves

A review of the Government Grants and Contributions Unapplied balance highlighted that £900k of Earmarked Contributions from Southampton City Training Reserve were incorrectly included within Government Grants and Contributions Unapplied. The Prior year Balances have been restated to correct this misclassification as has the Statement of Recognised Gains and Losses (STRGL).

NOTES TO THE CORE FINANCIAL STATEMENTS

3. PFI and IFRIC 12 Service Concessions

The PFI and IFRIC 12 Service Concessions that are included within Fixed Asset Balances are as follows:

	PFI - Schools £'000	Hampshire Waste Contract £'000	Total £'000
Cost or Valuation			
At 1 April 2009	57,719	13,966	71,685
Additions	-	-	-
Disposals	-	-	-
Revaluations	-	-	-
Impairments	-	-	-
At 31 March 2010	57,719	13,966	71,685
Depreciation & Impairment			
At 1 April 2009	(1,106)	(826)	(1,933)
Depreciation Charge for the Year	(1,106)	(826)	(1,933)
Disposals	-	-	-
Revaluations	-	-	-
Impairments	-	-	-
At 31 March 2010	(2,213)	(1,652)	(3,865)
Balance Sheet amount at 31 March 2010	55,506	12,314	67,820
Balance Sheet amount at 1 April 2009	56,613	13,140	69,753

The Finance Creditor associated with the above schemes within the Balance Sheet is as follows:

	PFI - Schools £'000	Hampshire Waste Contract £'000	Total £'000
Balance b/f	38,321	12,820	51,141
Repayments	(963)	(461)	(1,423)
Balance 31 March 2010	37,358	12,359	49,717
Due within 1 Year			
Balance b/f	963	461	1,423
Repayments	(963)	(461)	(1,423)
Due within 1 Year	1,001	498	1,499
Balance 31 March 2010	1,001	498	1,499
Long Term Creditor Balance 31 March 2010	36,357	12,857	48,219

NOTES TO THE CORE FINANCIAL STATEMENTS

The Future Obligations in respect of the two on Balance Sheet PFI / IFRIC 12 Service Concessions are as follows:

	PFI - Schools			Hampshire Waste			Total £'000
	Liability	Interest	Service Charges	Liability	Interest	Service Charges	
	£'000	£'000	£'000	£'000	£'000	£'000	
within one year	1,001	2,076	2,795	498	989	4,853	12,212
within two to five years	4,258	7,741	12,189	2,422	3,524	21,960	52,093
within six to ten years	6,852	8,190	16,552	4,290	3,142	30,452	69,478
within eleven to fifteen years	9,103	6,060	18,087	5,101	1,163	34,951	74,464
within sixteen to twenty years	12,032	3,231	19,815	47	0	2,121	37,247
within twenty one to twenty five years	4,112	297	5,878	-	-	-	10,287
Balance 31 March 2010	37,358	27,595	75,315	12,359	8,817	94,336	255,781

The Future Obligations in respect of the two Off Balance Sheet Public Private Partnerships (PPP) arrangements are as follows:

	BUPA Care Homes		Total £'000
	Northlands	Oak Lodge	
	£'000	£'000	
within one year	2,278	1,264	3,542
within two to five years	9,112	5,334	14,445
within six to ten years	11,390	6,667	18,057
within eleven to fifteen years	11,390	6,667	18,057
within sixteen to twenty years	11,390	6,667	18,057
within twenty one to twenty five years	759	6,467	7,226
Balance 31 March 2010	46,318	33,065	79,383

Payments made in 2009/10 in respect of PFI and IFRIC 12 Service Concessions were as follows:

	Liability	Interest	Service Charges	Total
	£'000	£'000	£'000	£'000
PFI Schools	963	2,130	3,376	6,468
Hampshire Waste	461	1,026	5,150	6,637
BUPA Care Homes				
Northlands	2,278	-	-	2,278
Oak Lodge	-	-	-	-
Totals	3,701	3,155	8,526	15,383

These private finance contracts are discussed in more detail in *Accounting Policies (18)*.

4. Trading Activities

Trading services are disclosed in line with the requirements of the Best Value Accounting Code of Practice (BVACoP) and are mainly activities of a commercial nature that are financed substantially by charges made to recipients of the service.

NOTES TO THE CORE FINANCIAL STATEMENTS

Other trading activities include Trade Refuse that generated profits of £36k for 2009/10, (2008/09, £85k).

5. Agency Arrangements

Under a number of statutory powers, the Council is permitted to undertake work on behalf of other bodies. Under such arrangements all expenditure, including administration costs, would be reimbursed by the entity concerned.

The Council currently has only one material arrangement in place; to provide a rehabilitation service for Southampton City Primary Trust.

6. Transport Act 2000

Local Authorities are required to disclose details of the expenditure and income in relation to road charging schemes and workplace charging levies. The Council does not currently have any such schemes which fall under the Transport Act 2000.

7. Pooled Budgets

Section 31 of the Health Act 1999 allows partnership arrangements between National Health Service Bodies, local authorities and other agencies in order to improve and co-ordinate services. Each partnership makes a contribution to a pooled budget, with the aim of focussing services and activities for a client group. Funds contributed are those normally used for the services represented in the pooled budget and allow the organisation involved to act in a more cohesive way. With effect from 1 April 2004 the Council is required to maintain memorandum accounts in respect of three pooled fund accounts as detailed below:

Southampton Joint Equipment

Partnership between Southampton City Council and Southampton City Primary Care Trust to provide community equipment to both children and adults in their own homes and residential care plus provision to nursing homes through the purchase of Health Standard and Social Care Standard equipment.

2008/09 £000's	Southampton Joint Equipment Store (Previously Community Equipment)	2009/10 £000's
	Funding	
(57)	Brought Forward	(30)
(466)	Southampton City Council	(497)
(305)	Southampton City Primary Care Trust	(416)
<u>(828)</u>		<u>(943)</u>
798	Expenditure	943
<u>(30)</u>	Carried Forward	<u>0</u>

Residual, Domiciliary Care & Continuing Care Services

Partnership between Southampton City Council and Southampton City Primary Care Trust to commission residential, domiciliary care and continuing care services for former residents of a Locally Based Hospital Unit in Southampton.

NOTES TO THE CORE FINANCIAL STATEMENTS

2008/09 £000's	Locality Based Hospital Units	2009/10 £000's
	Funding	
(350)	Brought Forward	(1)
(4)	Southampton City Council	0
(2,836)	Southampton City Primary Care Trust	(3,503)
(3,190)		(3,504)
3,189	Expenditure	3,496
(1)	Carried Forward	(8)

Substance Misuse

Partnership between Southampton City Council and Southampton City Primary Care Trust to provide an integrated Young People's Substance Misuse treatment and outreach service for young people under the age of 19 years who are resident in Southampton. This includes Tier 3 clinical treatment services and Tier 2 assertive outreach services to identify, screen and assess young people in need of services.

2008/09 £000's	Substance Misuse	2009/10 £000's
	Funding	
0	Brought Forward	0
0	Southampton City Council	(134)
	Southampton City Primary Care Trust	(145)
0		(279)
	Expenditure	
0	Balance to southampton City Council	279
0	Carried Forward	0

Drug Services

Partnership between Southampton City Council and Southampton City Primary Care Trust with the aim of reducing the harm caused by drugs by increasing the effectiveness of the drug treatment services in Southampton so that targets can be reached and an increased number of people access treatment within nationally set waiting times.

2008/09 £000's	Drug Services	2009/10 £000's
	Funding	
(272)	Brought Forward	(42)
0	PYA to Creditor	(18)
(313)	Southampton City Council	(313)
(2,036)	Southampton City Primary Care Trust	(1,869)
(2,621)		(2,242)
2,579	Expenditure	2,221
(42)	Carried Forward	(21)

8. Members Allowances

The total of members allowances paid in 2009/10 was £812k, (£767k in 2008/09).

NOTES TO THE CORE FINANCIAL STATEMENTS

9. Officers Emoluments

The number of employees whose remuneration, including redundancy payments but excluding pension contributions, was £50,000 or more is shown in the table below.

<u>Band £</u>	<u>Number of Employees</u>							
	<u>Schools</u>	<u>Other</u>	<u>2008/09</u>			<u>2009/10</u>		
			<u>Total</u>	<u>Schools</u>	<u>Other</u>	<u>Total</u>		
50,000 - 54,999	41	45	86	43	39	82		
55,000 - 59,999	24	28	52	35	32	67		
60,000 - 64,999	8	7	15	9	5	14		
65,000 - 69,999	8	9	17	7	4	11		
70,000 - 74,999	5	9	14	7	10	17		
75,000 - 79,999	4	10	14	2	13	15		
80,000 - 84,999	1	4	5	3	5	8		
85,000 - 89,999	2	3	5	2	4	6		
90,000 - 94,999	0	1	1	1	2	3		
95,000 - 99,999	0	1	1	0	1	1		
100,000 - 104,999	0	1	1	0	2	2		
105,000 - 109,999	1	0	1	0	0	0		
110,000 - 114,999	1	0	1	1	0	1		
115,000 - 119,999	0	3	3	0	2	2		
120,000 - 124,999	0	2	2	0	1	1		
125,000 - 129,999	0	0	0	1	0	1		
130,000 - 134,999	0	0	0	0	1	1		
155,000 - 159,999	0	0	0	0	1	1		
165,000 - 169,999	0	1	1	0	0	0		
170,000 - 174,999	0	0	0	0	1	1		
	95	124	219	111	123	234		

NOTES TO THE CORE FINANCIAL STATEMENTS

2009/10

<u>Post Holder</u>	<u>Salary (including fees & allowances)</u>	<u>Expense Allowances</u>	<u>Compensation for loss of office</u>	<u>Benefits in Kind</u>	<u>Total Remuneration excluding pension contributions 2009/10</u>	<u>Pensions contributions</u>	<u>Total Remuneration including pension contributions 2009/10</u>
	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Chief Executive - Brad Roynon	172,618	1,195	-	-	173,813	25,030	198,842
Assistant Chief Executive (Strategy) - Joy Wilmot-Palmer	91,698	1,292	-	-	92,990	13,052	106,042
Assistant Chief Executive (Economic Development) from 14/04/2009 - Dawn Baxendale	88,862	-	-	-	88,862	12,885	101,747
Solicitor to the Council - Mark Heath	103,895	122	-	-	104,017	15,065	119,082
Executive Director of Environment - Lorraine Brown	123,261	122	-	3,171	126,555	17,873	144,428
Executive Director of Health & Adult Social Care retired 05/07/2009 - John Beer see Note 1	34,435	962	-	-	35,397	5,128	40,525
Executive Director of Neighbourhoods - Nick Murphy	119,664	1,647	-	-	121,311	17,379	138,690
Executive Director of Children's Services & Learning - Clive Webster	119,857	362	-	-	120,219	17,379	137,599
Executive Director of Resources - Carolyn Williamson	130,714	985	-	-	131,699	18,954	150,653
Communications Director from 08/12/2009 - Ben White	25,729	-	-	-	25,729	3,731	29,459
Head of Communications left 31/08/2009 - see Note 2	28,151	151	75,000	-	103,302	4,082	107,384
	1,038,883	6,840	75,000	3,171	1,123,894	150,556	1,274,451

Note 1

Executive Director of Health & Adult Social Care post covered from July 2009 to March 2010 by an Interim Director employed via an agency.

Note 2

Head of Communications post deleted.

Note 3

There were no bonuses paid.

Note 4

The pension contribution is the amount determined at the last actuarial valuation as being needed to meet the cost of future pension provision for the individual (currently set at 14.5% of salary). It does not include any additional percentage required to offset the pension fund deficit.

NOTES TO THE CORE FINANCIAL STATEMENTS

2008/09

<u>Post Holder</u>	<u>Salary (including fees & allowances)</u>	<u>Expense Allowances</u>	<u>Compensation for loss of office</u>	<u>Benefits in Kind</u>	<u>Total Remuneration excluding pension contributions 2008/09</u>	<u>Pensions contributions</u>	<u>Total Remuneration including pension contributions 2008/09</u>
	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Chief Executive - Brad Roynon	166,786	2,193	-	-	168,979	24,184	193,163
Assistant Chief Executive (Strategy) - Joy Wilmot-Palmer	89,495	1,217	-	-	90,712	12,744	103,456
Solicitor to the Council - Mark Heath	101,448	161	-	-	101,609	14,710	116,319
Executive Director of Environment - Lorraine Brown	119,857	122	-	3,149	123,129	17,379	140,508
Executive Director of Health & Adult Social Care - John Beer	123,261	3,650	-	-	126,911	18,395	145,307
Executive Director of Neighbourhoods - Nick Murphy	117,240	1,302	-	-	118,542	16,972	135,514
Executive Director of Children's Services & Learning - Clive Webster	117,047	806	-	-	117,853	16,972	134,824
Executive Director of Resources - Carolyn Williamson	123,261	1,067	-	-	124,328	17,873	142,201
Head of Communications	65,964	362	-	-	66,327	9,565	75,892
	1,024,360	10,882	0	3,149	1,038,391	148,794	1,187,185

Note 1

There were no bonuses paid.

Note 2

The pension contribution is the amount determined at the last actuarial valuation as being needed to meet the cost of future pension provision for the individual (currently set at 14.5% of salary). It does not include any additional percentage required to offset the pension fund deficit.

NOTES TO THE CORE FINANCIAL STATEMENTS

10. Related Party Transactions

The Accounting Code of Practice 1998 requires the Council to disclose material transactions with related parties. This has been introduced to bring local authorities in line with the private sector. For the City Council a "Related Party" is considered to be:

- Central Government and other local authorities
- Any joint venture with another public body
- Any subsidiary or associated company
- Elected Members
- Senior Officers
- The Council's pension fund

During the year major transactions with related parties arose with; Hampshire Superannuation Fund and Teachers Pensions Agency as disclosed in **note 37**; Hampshire Police Authority precept of £9,331k and Hampshire Fire & Rescue Services precept of £3,960k, shown in the **Collection Fund Accounts**, and Central Government which has effective control over the general operation of the Council, as it is responsible for providing the statutory framework within which the Council operates and provides the majority of its funding in the form of grants; these are set out in the **Cash Flow Statement** and **note 39**.

For the elected members and chief officers it also includes members of their close family, their households and any company, trust etc in which they have a controlling interest. Elected members and chief officers were requested to disclose any related party transactions; no material transactions were disclosed for 2009/10.

11. Disclosure of Audit Fees

The Council's appointed auditors are the Audit Commission. The Authority incurred the following fees relating to external audit and inspection. The fees for other services in 2008/09 related to specialist advice for work and on National Fraud initiatives.

<u>2008/09</u> £000's	<u>2009/10</u> £000's
323 Statutory Audit & Inspection	360
79 Certification of Grant Claims and Returns	118
28 Other Services	0
<u>430</u>	<u>478</u>

12. Fixed Assets

Fixed assets are shown at a current valuation of £1,631M, an increase of £0.072M. The basis of valuation is explained in more detail in **accounting policies (9 & 10)** This valuation does not include certain Church and Voluntary Aided schools. These schools have an estimated value of £32M. The values are shown as at 31 March 2010.

NOTES TO THE CORE FINANCIAL STATEMENTS

The movement in Fixed Assets in the year comes about due to changes to asset valuations, disposals of existing fixed assets, new acquisitions and enhancements to assets funded by capital expenditure. In previous years a large element of the Council's capital expenditure was treated as not enhancing the value of assets and was written off to the Fixed Asset Restatement Account. The SORP encourages local authorities to treat all capital expenditure as enhancing the value of assets.

Movement on Operational Fixed Assets During 2009/10					
	<u>Council Dwellings</u>	<u>Other Land and Buildings</u>	<u>Vehicles, Plant and Equipment</u>	<u>Infrastructure</u>	
	£000	£000	£000	£000	£000
Cost or Valuation					
At 1 April 2009	663,310	643,230	7,875	106,571	1,420,986
PYA - PFI / IFRIC 12 Service Concessions		71,685			71,685
	663,310	714,915	7,875	106,571	1,492,671
Additions	29,595	25,274	3,674	14,368	72,911
Disposals	(2,018)	(64)	(595)		(2,677)
Reclassifications	503	9,302		(125)	9,680
Revaluations	21,278	2,488			23,766
Impairments	0	(7,115)			(7,115)
At 31 March 2010	712,668	744,800	10,954	120,814	1,589,236
Depreciation and Impairment					
At 1 April 2009		(54,823)	(2,244)	(9,620)	(66,687)
PYA - PFI / IFRIC 12 Service Concessions		(1,933)			(1,933)
		(56,756)	(2,244)	(9,620)	(68,620)
Depreciation charge for year	(15,062)	(19,001)	(1,153)	(2,326)	(37,542)
Disposals			595		595
Reclassifications					0
Revaluations					0
Impairments					0
At 31st March 2010	(15,062)	(75,757)	(2,802)	(11,946)	(105,567)
Balance Sheet amount at 31st March 2010	697,606	669,044	8,152	108,868	1,483,670
Restated Balance Sheet amount at 31st March 2009	663,310	658,160	5,631	96,951	1,424,052
Nature of Asset Holding					
Owned	697,606	601,224	8,152	108,868	1,415,850
Finance Lease					0
PFI		67,820			67,820
	697,606	669,044	8,152	108,868	1,483,670

NOTES TO THE CORE FINANCIAL STATEMENTS

<u>Movement on Non - Operational Fixed Assets During 2009/10</u>				
	Investment £000	Under Construction £000	Surplus held for Disposal £000	Total £000
Cost or Valuation				
At 1 April 2009	123,957	9,734	325	134,016
Additions	692	2,501		3,193
Disposals	(660)			(660)
Reclassifications	(4,341)	(7,417)	2,077	(9,681)
Revaluations	3,500		6,046	9,546
Impairments (inc reversal of Previous impairments)	10,419		(12)	10,407
At 31 March 2010	133,567	4,818	8,436	146,821
Depreciation and Impairment				
At 1 April 2008	0	0	(37)	(37)
Depreciation charge for year			(288)	(288)
Disposals				0
Reclassifications				0
Revaluations				0
Impairments				0
At 31st March 2010	0	0	(325)	(325)
Balance Sheet amount at 31st March 2010	133,567	4,818	8,111	146,496
Balance Sheet amount at 31st March 2009	123,957	9,734	288	133,979
Nature of Asset Holding				
Owned	133,567	4,818	8,111	146,496
Finance Lease				0
PFI				0
	133,567	4,818	8,111	146,496

NOTES TO THE CORE FINANCIAL STATEMENTS

Capital expenditure and how it was financed is analysed below:

<u>CAPITAL EXPENDITURE AND FINANCING</u>	2008/09 £'000s	2009/10 £'000s
Opening Capital Financing Requirement	204,244	275,701
PYA - PFI Schemes	55,419	-
Restated CFR	<u>259,663</u>	<u>275,701</u>
* 07/08 Adjustment	4,013	-
Adjustment for		
Deferred Assets	1,045	-
PYA - PFI Schemes	(1,045)	-
Capital Investment		
Intangible assets	272	140
Operational assets	58,295	72,911
Non - operational assets	5,833	3,193
Revenue Expenditure Funded from Capital under Statute	7,937	7,823
Sources of Finance		
Capital Receipts	(8,762)	(6,744)
Government grants & other contributions	(32,466)	(38,161)
Direct Revenue Financing	(9,622)	(14,242)
Deferred Assets	(1,045)	-
PYA - PFI Schemes	1,045	-
MRP	(5,197)	(7,338)
PYA - PFI Schemes	(4,278)	-
Other Adjustments	13	(240)
Closing Capital Financing Requirement	<u>275,701</u>	<u>293,043</u>
Explanation of movements in year		
Increase in underlying need to borrow (supported by Government financial assistance)	8,782	10,416
Increase in underlying need to borrow (unsupported by Government financial assistance)	12,709	14,504
MRP	(5,197)	(7,338)
PYA - PFI Schemes	(4,278)	-
Other Adjustments	4,022	(240)
Increase/(decrease) in Capital Financing Requirement	<u>16,038</u>	<u>17,342</u>

* 07/08 Adjustment

The Capital Expenditure and Financing note was incorrect in 07/08 as the Capital Financing Requirement Calculation omitted the Assets transferred to Capita £3,247k and the £766k deferred Consideration in respect of the Schools PFI Scheme.

The Capital Financing Requirement has been restated as a result of the requirement to bring onto the Balance Sheet Fixed Assets associated with PFI Schemes and IFRIC 12 Service Concession arrangements

NOTES TO THE CORE FINANCIAL STATEMENTS

13. Commitments Under Capital Contracts

The Council has a number of major contracts that run beyond 31st March 2010, totalling £50M, these are summarised below.

<u>Significant Commitments for Capital Expenditure After 31 March 2010</u>	
	£000's
Purchase of Number 1, Guildhall Square (previously Regional Business Centre)	25,003
Decent Homes/Decent Homes Plus	9,128
Tudor House Museum	3,295
Guildhall Square	2,400
Sea City Museum	1,580
Primary Review	1,372
St James Park Implementation	1,361
Other	5,841
Total	49,980

14. Assets Held

A summary of the major assets owned by the Council is as follows:

<u>Estimate of Major Fixed Assets of the Council</u>		
	31.03.09	31.03.10
	No,s	No,s
Council Dwellings	17,199	17,064
Shops	231	231
Other Commercial Properties	170	170
Civic Centre	1	1
Depots	2	2
Central and Area Offices	4	4
Nursery Schools	1	1
Infant/Primary schools	45	45
Junior Schools	16	16
Secondary Schools	9	7
PFI Secondary Schools	3	3
Academies	0	2
Special schools	5	5
Activity Centres and Youth Clubs	12	12
Children's Services - residential centres	2	2
Social Services-residential centres	6	6
Social Services-day centres	8	8
Off Street Car Parks	50	50
Libraries	8	8
Leisure Centres and Pools	6	6
Museums, Galleries and Related	6	6
Roads-Length (km)	579	579
Open Spaces and Recreation Areas (hectares)	977	977
Markets	1	1
Cemeteries	6	6
Crematorium	1	1
Toilets	28	28
Ski Slope	1	1
Golf Course	1	1
Local Housing Offices/Advice Centres	13	13
Laboratory	1	1

NOTES TO THE CORE FINANCIAL STATEMENTS

15. Leasing

a) Finance Leases

The Council holds 4 finance leases relating to vehicles and equipment. These are all in their secondary period, for which a peppercorn rent is paid, amounting to £208 during 2009/10 and £208 for 2010/11 and thereafter until assets are disposed. No new finance leases were entered into during the year. As these assets are expected to be disposed of within the next 3 years, total outstanding obligations relating to finance leases amount to less than £600.

b) Operating Leases

During 2009/10, £2,030k was paid out in respect of operating lease rentals for vehicles and equipment. As at 31 March 2010 the Council has a commitment to meet leasing rentals on these of £3,715k until 2018/19.

The Council also has commitments on the following buildings amounting to £854k, detailed as follows; Castle Way £396k; Southbrook Rise £191k; Frobisher House £267k. In 2008/09 accounts, an estimated rental figure of £34,555k was included in respect of a 40 year lease commitment for Number 1, Guildhall Square (previously known as the Regional Business Centre). This is no longer included in the table below because the Council will be completing the purchase of the property in July 2010.

The table below details the financial commitment over the various years.

Operating Leases			
	Vehicles & Equipment £'000's	Land & Buildings £'000's	Total £'000's
2010/11	1,338	562	1,900
2011/12 - 2014/15	2,363	292	2,655
2015/16 - 2021/22	14	0	14
	<u>3,715</u>	<u>854</u>	<u>4,569</u>

A requirement under the Accounting Code of Practice 1998 is for operating leases to be accounted for net of benefits received or receivable, as some leasing companies offer a cash incentive at the start of the lease. The Code now requires this incentive to be accounted for over the term of the lease. The City Council has no leases that fall into this category.

16. Minimum Revenue Provision (MRP)

The Authority is required by statute to set aside a minimum revenue provision for the redemption of debt. The method of calculating the provision is defined by statute. In addition voluntary repayments are being made in respect of unsupported borrowing. The table below details the amounts set aside in the year.

2008/09 £000's	2009/10 £000's
4,176 Statutory amount charged to Revenue	4,827
833 Payments to HCC in respect of transferred debt	799
<u>5,009</u>	<u>5,626</u>
PFI Schemes	1,424
4,278 PYA - PFI Schemes	
188 Voluntary repayments	288
<u>9,475</u>	<u>7,338</u>

NOTES TO THE CORE FINANCIAL STATEMENTS

17. Interest and Investment Income

The table below details the amounts for the year.

<u>2008/09</u> £000's	<u>2009/10</u> £000's
4,106 Temporary Investments	1,014
684 HRA Cash Balances	79
449 Other	482
<u>5,239</u>	<u>1,575</u>

18. Interest Payable and Similar Charges

The table below details the amounts for the year.

<u>2008/09</u> £000's	<u>2009/10</u> £000's
5,286 Interest on External Loans	2,604
952 Payments to HCC in respect of Transferred Debt	592
1,326 Interest on Funds held PFI Schemes	245
3,429 PYA - PFI Schemes	3,155
<u>10,993</u>	<u>6,596</u>

19. Assets – Valuation Information

The following statement shows the progress of the Council's rolling programme for the revaluation of fixed assets. The valuations are carried out by the Authority's Valuers, under the guidance of Paul Mansbridge (FRICS). The basis for valuation is set out in the statement of accounting policies.

NOTES TO THE CORE FINANCIAL STATEMENTS

a) Operational Assets

<u>Valuations of Tangible Fixed Assets carried at Current Value</u>					
<u>Operational Assets</u>					
	Council Dwellings £000	Other Land and Buildings £000	Vehicles, Plant and Equipment £000	Infrastructure £000	<u>Total</u> £000
Valued at Historic Cost			8,152	108,868	117,020
Valued at Current Value					
in:					
2009/10	697,606	14,027			711,633
2008/09		96,531			96,531
2007/08		55,973			55,973
2006/07		2,144			2,144
2005/06		500,369			500,369
Net Book Value of Fixed Assets at 31 March 2010	697,606	669,044	8,152	108,868	1,483,670

b) Non Operational Assets

<u>Valuations of Tangible Fixed Assets carried at Current Value</u>				
<u>Non - Operational Assets</u>				
	Investment £000	Under Construction £000	Surplus held for Disposal £000	<u>Total</u> £000
Valued at Historic Cost		4,818		4,818
Valued at Current Value				
in:				
2009/10	37,523		5,932	43,455
2008/09	54,376		1,450	55,826
2007/08	12,967		148	13,115
2006/07	4,439		0	4,439
2005/06	24,262		581	24,843
Net Book Value of Fixed Assets at 31 March 2009	133,567	4,818	8,111	146,496

20. Intangible Assets

Intangible fixed assets are defined as “non-financial fixed assets that do not have physical substance but are identifiable and are controlled by the entity through custody or legal right”. The types of assets normally included within this definition are purchased software.

Intangible assets are amortized to service revenue accounts (from the year following acquisition) over their economic lives.

NOTES TO THE CORE FINANCIAL STATEMENTS

Purchased Software	
	£000's
Original Cost	1,234
Amortisation to 1st April 2009	(522)
Balance at 1st April 2009	712
Expenditure in Year	140
Written off to Revenue in Year	(243)
Balance at 31st March 2009	609

Expenditure on intangible assets in 2009/10 all relates to the purchase of software. The capitalised expenditure will be depreciated over the useful life of each asset. Significant items purchased during the year include £43k for Congestion Modelling Software £33k for Network Management Modelling and £23k for Energy Management software.

21. Analysis of Net Assets Employed

In accordance with SSAP 25 there is a requirement to disclose the breakdown of the Authority's overall net asset position; this is detailed in the table below. Net assets have mainly decreased due to and an increase in the Pension Fund Liability of £111M which has been partly offset by Fixed Asset revaluations of £33M

<u>2008/09</u> £000's	<u>2009/10</u> £000's
373,088 General Fund	284,921
621,025 Housing Revenue Account	638,401
994,113	923,322

22. Interest in Companies

The Council does not have group account relationships with any companies.

See *Accounting Policies (17)* for further information.

23. Capital Instruments

The Council does not have any capital instruments listed or publicly traded on a stock exchange or market.

24. Borrowing

Loans Falling due Within One Year

This is made up of long term loans maturing within the next financial year and loans that are of less than one year that are raised through the Money Market which Local Authorities may borrow temporarily pending the receipt of revenues and in order to finance capital expenditure.

NOTES TO THE CORE FINANCIAL STATEMENTS

<u>Outstanding</u> 31.03.09	<u>Loan</u> <u>Principal</u>	<u>Accrued</u> <u>interest</u>	<u>Financial</u> <u>Instrument</u> <u>Adjustment</u>	<u>Outstanding</u> 31.03.10
£000's	£000's	£000's	£000's	£000's
<u>Source of Loan</u>				
33,041 Public Works Loan Board	19,029	103	232	19,364
16,812 Other Financial Institutions	31,594	120	0	31,714
49,853	50,623	223	232	51,078

Long-Term Borrowing

In the Balance Sheet borrowing represents loans outstanding to external lenders.

<u>Outstanding</u> 31.03.09	<u>Loan</u> <u>Principal</u>	<u>Accrued</u> <u>interest</u>	<u>Financial</u> <u>Instrument</u> <u>Adjustment</u>	<u>Outstanding</u> 31.03.10
£000's	£000's	£000's	£000's	£000's
<u>Source of Loan</u>				
67,558 Public Works Loan Board	92,971	0	326	93,297
11,721 Other Financial Institutions	11,623	0	0	11,623
79,279	104,594	0	326	104,920
<u>Analysis of Loans by Maturity</u>				
17,396 Between 1 and 2 years	9,118	0	239	9,357
20,783 Between 2 and 5 years	19,747	0	87	19,834
2,100 Between 5 and 10 years	36,729	0	0	36,729
21,000 Between 25 and 35 years	21,000	0	0	21,000
18,000 Between 40 and 50 years	18,000	0	0	18,000
79,279	104,594	0	326	104,920

25. Financial Instrument Balances

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

	Long-Term		Current		Total	
	31st March 2009	31st March 2010	31st March 2009	31st March 2010	31st March 2009	31st March 2009
	£000	£000	£000	£000	£000	£000
Financial liabilities at amortised cost						
- Borrowing - see note 24	79,279	104,920	49,853	51,078	129,132	155,998
- Deferred Liabilities - see note 48	19,987	19,188			19,987	19,188
Financial liabilities at fair value through profit and loss	0	0	0	0	0	0
Total borrowings	99,266	124,108	49,853	51,078	149,119	175,186
Loans and Receivables	3,036	36	21,900	40,662	24,936	40,698
Available-for-sale financial assets	6,315	6,378	0	0	6,315	6,378
Unquoted equity investment at cost	0	0	0	0	0	0
Total investments	9,351	6,414	21,900	40,662	31,251	47,076

NOTES TO THE CORE FINANCIAL STATEMENTS

26. Financial Instruments Gains/Losses

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

	2009/10			
	Financial Liabilities	Financial Assets		Total £000
	Liabilities measured at amortised cost £000	Loans and Receivables £000	Available-for-sale Assets £000	
Interest expense	(3,196)	0	0	
Losses on derecognition	(60)	0	0	
Impairment Losses	0	0	0	
Interest payable and similar charges	(3,256)	0	0	(3,256)
Interest income	0	1,014	0	
Gains on derecognition	89	0	0	
Interest and investment income	89	1,014	0	1,103
Gains on revaluation			56	
Losses on revaluation			(44)	
Amounts recycled to the I&E Account after impairment			0	
Surplus arising on revaluation of financial assets			12	
Net gain / (loss) for the year	(3,167)	1,014	12	

During 2009/10 the Council restructured some of its debt portfolio with the PWLB. When loans are repaid before their maturity dates there may be a premium charged or discount received which will depend on the interest rate of the loan being repaid and current loan interest rates on offer. The treatment of the premiums and discount varies according to whether a loan has been extinguished or modified (i.e. a new loan has been taken which is considered to be an exchange for the loan that has been repaid).

Where the restructuring results in an 'extinguishment' regulations allow the impact on the General Fund balance to be spread over future years. Premiums and discounts are spread over the lesser of the unexpired term of the repaid loan or ten financial years.

When a 'modification' occurs the premium or discount incurred is added to the value of the new loan and recovered via the Effective Interest rate calculation, which is derived by adding the interest due on the new loan to the discount or premium and recalculated to recover the net balance over the life of the new loan.

The table below shows the gains and losses relating to financial instruments, for the previous year as a comparative to the table above.

NOTES TO THE CORE FINANCIAL STATEMENTS

	2008/09			Total £000
	Financial Liabilities	Financial Assets		
	Liabilities measured at amortised cost £000	Loans and Receivables £000	Available-for- sale Assets £000	
Interest expense	(6,238)	0	0	
Losses on derecognition	(41)	0	0	
Impairment Losses	0	0	0	
Interest payable and similar charges	(6,279)	0	0	(6,279)
Interest income	0	4,106	152	
Gains on derecognition	59	0	0	
Interest and investment income	59	4,106	152	4,317
Gains on revaluation			314	
Losses on revaluation			0	
Amounts recycled to the I&E Account after impairment			0	
Surplus arising on revaluation of financial assets			314	
Net gain / (loss) for the year	(6,220)	4,106	466	

27. Fair Value of Assets and Liabilities Carried at Amortised Cost

Financial liabilities and financial assets represented by loans and receivables are carried in the Balance Sheet at amortised cost. The 2007 SORP requires the Fair Values of these assets and liabilities to be disclosed for comparison purposes. Fair Value is defined as the amount for which an asset could be exchanged, or a liability settled, between knowledgeable willing parties in an arms length transaction. Fair Values have been calculated as follows:

- PWLB Debt – confirmation of Fair Values from the PWLB. The 2009 figure has been calculated by reference to the 'premature repayment' set of rates in force on 31 March 2010. The 2009 figure has been calculated by reference to the set of rates in force on 30 March 2010.
- Long Term Market Debt – based on premature redemption figures quoted by the banks concerned. Where this information was not available a calculation has been made based on the information provided by other banks for similar loans.
- Deferred Liabilities - this relates to Local Government Reorganisation debt transferred from Hampshire County Council on 1 April 1997 and the Magistrates Courts. HCC hold this balance within their debt portfolio and is made up of a number of long and short term loans and it is not possible to get a fair value so these have been included at balance sheet amount.
- Long Term Debtors:
 - Mortgages. These relate mainly to loans outstanding for the purchase of council houses. The fair value has been calculated on a discounted cash flow basis using a discount rate of 2.21%.
 - IT Assets transferred to Capita. This represents the benefit the Council receives from transferring IT assets to the contract with Capita in the form of lower contract charges. This is deemed to be the fair value and is therefore not included in the table below.
- Eurosterling Bonds – quoted Bid price at 31 March published by Bloomberg. These are carried on the Balance Sheet at Fair Value but are included in the table below for completeness.
- Gilts. The Council holds a small number of gilts. The fair value has been calculated by reference to published market prices.

Disclosure is not required where the carrying amount of an instrument is not materially different from the fair value. The tables below therefore excludes debtors and creditors (**see note 45**) as the fair value of these instruments are deemed to approximate to the carrying amount. Short term borrowing and investments are also deemed to approximate to the carrying amount but are included in the table for ease of comparison to **notes 24 and 25**.

The fair values calculated are as follows:

NOTES TO THE CORE FINANCIAL STATEMENTS

Financial liabilities	31 March 2009		31 March 2010	
	Carrying amount	Fair Value	Carrying amount	Fair Value
	£000	£000	£000	£000
Borrowing	129,132	133,655	155,998	159,659
Deferred Charges	19,987	19,987	19,188	19,188
Total Financial Liabilities	149,119	153,642	175,186	178,847

The fair value is more than the carrying amount because the Authority's portfolio of loans includes a number of fixed rate loans where the interest rate payable is higher than the premature repayment rates available for similar loans at the balance sheet date. The commitment to pay interest above these rates increases the amount that the Authority would have to pay if the lender requested or agreed to early repayment of the loans.

	31 March 2009		31 March 2010	
	Carrying amount	Fair Value	Carrying amount	Fair Value
	£000	£000	£000	£000
Loans and receivables	3,144	3,149	94	92
Available-for-sale financial assets	6,000	6,315	6,000	6,378
	9,144	9,464	6,094	6,470

28. Nature and Extent of Risks Arising from Financial Instruments

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

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

The Authority's overall risk management programme focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the resources available to fund services. Risk management is carried out by a central treasury team with advice from external Treasury Management advisors, under policies approved by the Council in the annual Treasury Management Strategy. The authority has adopted CIPFA's Treasury Management in the Public Services: Code of Practice and has set treasury management indicators to control key financial instrument risks in accordance with CIPFA's Prudential Code.

Credit Risk

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Authority's customers. The Council had a credit risk policy of not placing deposits with banks and financial institutions unless they were rated independently with a minimum score (Fitch Long Term rating) of A. However, since the recent uncertainties in the financial markets associated with the 'credit crunch' the Council has proactively reviewed this policy and increased the minimum criteria.

The table below summarises the nominal value of the Council's short term investment portfolio at the end of each financial year into the relevant credit rating.

NOTES TO THE CORE FINANCIAL STATEMENTS

Credit Rating	31st March 2009		31st March 2010	
	£000	%	£000	%
A-	9,000	37%	0	0%
A	0	0%	0	0%
A+	0	0%	18,430	46%
AA-	8,400	35%	10,000	25%
AA	0	0%	0	0%
AA+	0	0%	0	0%
AAA	6,635	28%	11,795	29%
Total Investments	24,035	100%	40,225	100%

The table below summarises the maturity profile of the Council's short term investments together with the long and short term credit ratings of the institutions with which funds have been deposited

Outstanding Investments as at 31st March 2010									
Country	Current Long		Sovereign Rating (LCD approach)	Under 1 Month	1-3 Months	3-6 Months	6-9 Months	Total	
	Term rating (LCD approach)	Original Long Term rating							
UK									
Bank Deposits *	A+	AA+	AAA	0	3,000	0	0	3,000	
Bank Deposits *	A+	AA-	AAA	5,230	0	4,200	2,050	11,480	
Bank Deposits *	AA-	AA-	AAA	1,750	0	3,500	4,750	10,000	
Building Societies *	A+	AA-	AAA	0	0	2,000	1,950	3,950	
Gov't & Local Authority Deposits	AAA	AAA	AAA	1,150	0	0	0	1,150	
Money Market Funds	AAA	AAA	AAA	10,645	0	0	0	10,645	
Total Investments				18,775	3,000	9,700	8,750	40,225	

* Institutions which have access to the UK Government Credit Guarantee Scheme

Liquidity Risk

As the Authority has ready access to borrowings from the Public Works Loans Board (PWLB), there is no significant risk that it will be unable to raise finance to meet its commitments under financial instruments. Instead, the risk is that the Authority will be bound to replenish a significant proportion of its borrowings at a time of unfavourable interest rates. The strategy is to ensure that not more than 25% of loans are due to mature within the next 12 month period through a combination of careful planning of new loans taken out and (where it is economic to do so) making early repayments.

The maturity analysis of the Council's borrowing is shown in note 30. All trade and other payables are due to be paid in less than one year.

Market Risk

Interest Rate Risk

The Authority is exposed to risks in terms of its exposure to interest rate movements on its borrowings and investments.

The Authority has a number of strategies for managing interest rate risk. The Treasury Management Strategy aims to mitigate these risks by setting an upper limit of 50% on external debt that can be subject to variable interest rates. During periods of falling interest rates, and where economic circumstances make it favourable,

NOTES TO THE CORE FINANCIAL STATEMENTS

fixed rate loans will be repaid early to limit exposures to losses. The risk of loss is ameliorated by the fact that a proportion of Government grant payable on financing costs will normally move with prevailing interest rates or the Authority's cost of borrowing and provide compensation for a proportion of any higher costs.

The treasury management team has an active strategy for assessing interest rate exposure that feeds into the setting of the annual budget and forecasts during the year. This allows any adverse changes to be accommodated.

However, as all the Council's investments are at fixed rates and all debt is at fixed rates there is no impact on interest payable or receivable on borrowings and investments at 31 March 2010 from any changes in interest rates.

Price Risk

The Authority does not invest in equity shares and has no shareholdings in any companies. Therefore, the Authority has no exposure to losses arising from share prices.

Foreign Exchange Risk

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

29. Insurance Provisions

The Insurance Funds are used to meet claims that fall within the policy excess or deductible i.e. where the Authority has taken advantage of 'self-insurance'. All liability and property claims settled below £100k and £20k respectively are met from the internal insurance funds. All Directorates are required to contribute toward this fund as part of their annual insurance recharge. Contributions to the fund are reviewed annually based on factors such as exposure (e.g. employee numbers, nature of operations, value of property etc) claims experience and outstanding liabilities.

The estimated outstanding reserve for 'claims reported but not settled' as at 31st March 2010 amounted to £4.103m with a closing fund balance of £7.374m. With regard to the outstanding reserve figure, the Councils insurers allocate a claim reserve figure in respect of each and every claim received. This figure represents their initial estimate of the potential cost of the claim and is amended as necessary until the claim is settled. Liability claims represent the vast majority of the total outstanding reserve figure however unlike property claims there is no commitment on the Council to pay the claim. The merits of each individual claim are investigated and claims will only be paid where it is deemed that the Council has been negligent and is legally liable to pay compensation. The reserve figure against a particular claim will also be reviewed periodically by the claims handler when further information becomes available regarding the merits of the case, extent of injury, value of loss etc.

The fund position is fluid as claims are settled and new claims received however the insurance funds are monitored on a monthly basis. The expected timing of any resulting transfer of economic benefit, where it is deemed that compensation should be paid, is impossible to state and it is dependent on the claims settlement process and ultimately the decisions of the Courts. No assumptions have been made in respect of future events and no reimbursement is expected.

30. Provisions

Provisions are amounts set aside each year for specific future expenses, the value of which cannot yet be accurately determined. The Provisions as shown in the balance sheet are analysed in the following table:

NOTES TO THE CORE FINANCIAL STATEMENTS

	£000's			
	<u>Balance at</u> <u>1st April 2009</u>	<u>Receipts</u> <u>in Year</u>	<u>Payments in</u> <u>Year</u>	<u>Balance at 31st</u> <u>March 2010</u>
General Fund				
Itchen Bridge Repairs	1,255	190	0	1,445
General Insurance Funds	6,708	3,251	(2,585)	7,374
UPVC Plant	184	0	(27)	157
Other Provisions	105	0	0	105
Total	8,252	3,441	(2,612)	9,081

31. Reserves

The council keeps a number of reserves in the Balance Sheet. Some are required to be held for statutory reasons, some are needed to comply with proper accounting practice, and others have been set up voluntarily to earmark resources for future spending plans. An analysis of Reserves shown in the balance sheet, are detailed below.

All interest earned on the reserves together with interest earned on General Fund Capital Receipts Unapplied is reflected in the General Fund Revenue account in 2009/10. The level of school balances is the result of the spending decisions of individual schools under the Local Management of Schools legislation. Each school's reserve will be available to it in future years. A statement of all Revenue Reserves is shown in **note 31 (e)**.

	<u>Balance at</u> <u>1st April</u> <u>2009</u> £'000	<u>Net</u> <u>Movement in</u> <u>year</u> £'000	<u>Balance at</u> <u>31st March</u> <u>2010</u> £'000	<u>Purpose of Reserve</u>	<u>Further Detail of</u> <u>movement</u>
Revaluation Reserve	54,043	32,303	86,346	Gains on revaluation of fixed assets	a) below
Capital Adjustment Account	1,188,185	10,211	1,198,396	Records all movement on fixed assets with the exception of revaluation reserves	b) below
Usable Capital Receipts	6,015	(4,941)	1,074	Proceeds of fixed asset sales available to meet future capital investments	c) below
Pension Reserve	(297,970)	(111,020)	(408,990)	Balancing account to allow inclusion of Pension Liability in the Balance Sheet	Note 38 to the Core Financial Statements
Housing Revenue Account	2,387	(798)	1,589	Resources available to meet future running costs of housing services.	HRA Statements
Collection Fund Balance		0		See Collection Fund Adj. Account	See Below
Collection Fund Adj. Account	1,949	(70)	1,879	Southampton City Council's share of the Collection Fund surplus.	Collection Fund Statement
Available-for-Sale Financial Instruments Reserve	334	12	346	Movement in fair value on investment bond due to changing economic conditions	Note 26 to the Core Financial Statements
Financial Instrument Adjustment Account	327	294	621	Balancing account to allow for differences in statutory requirements and proper accounting practices for borrowing and investments	d) below
General Fund Balances	15,183	4,605	19,788	Resources available to meet future running costs of non- housing services.	Statement of Movement on the General Fund Balance
Other Reserves	23,660	(1,387)	22,273		e) below
TOTAL RESERVES	994,113	(70,791)	923,322		

a) Revaluation Reserve

This reserve is debited or credited with the impact of the revaluation of assets since the 1 April 2007. The size of the Reserve of £86M shows the major impact that the valuing of fixed assets has had on the Council's Accounts. It is, however only a notional reserve and cannot be used as a source of finance.

NOTES TO THE CORE FINANCIAL STATEMENTS

2008/09		2009/10
£000's		£000's
41,039	Balance Brought Forward	54,043
(4,926)	Revaluations in year	33,312
18,381	PYA - PFI Schemes	-
(238)	Accumulated Revaluations on Disposals	(215)
(213)	Historic Cost Depreciation Adjustment	(794)
54,043	Balance Carried forward	86,346

b) Capital Adjustment Account

As a result of accounting requirements for fixed assets this account has been created for transactions relating to capital assets with the exception of gains on revaluation which has a separate reserve from the 1 April 2007, as detailed above. Gains prior to that date have been consolidated into this account which also records depreciation, expenditure on fixed assets financed from revenue, reserved proportion of capital receipts and capital receipts applied to finance expenditure on fixed assets.

The Comparative figures have been restated to incorporate the adjustments required due to the Change in Accounting Policy in respect of the treatment of the Schools PFI and the Hampshire Waste Contract which required to be brought on Balance Sheet in accordance with IFRIC 12.

2008/09		2009/10
£000's		£000's
1,369,881	Balance Brought Forward	1,188,185
(6,018)	PYA - PFI Schemes	-
1,363,863	Restated Balance	1,188,185
	CAPITAL FINANCING	
8,762	Usable Capital Receipts	6,744
8,765	Capital Grants & Contributions	9,480
12,206	Major Repairs Allowance	15,061
9,622	Revenue Contributions	14,242
	OTHER MOVEMENTS	
(11,093)	Revenue Expenditure Funded from Capital under Statute (07/08 - Deferred Charges)	(7,823)
3,157	PYA - Hampshire Waste	-
1,045	Deferred Assets	-
(1,045)	PYA - PFI Deferred Asset - No longer Required	-
(303)	Deferred Considerations	(283)
33	PYA - Deferred Consideration - No longer Required	-
(215,144)	Depreciation & Impairment	(34,781)
(1,932)	PYA - PFI Depreciation	-
(3,285)	Disposals	(2,742)
213	Historic Cost Depreciation Adjustment	794
238	Accumulated Revaluations on Disposals	215
0	Adjustment to HRA Assets Opening Balance	-
5,197	MRP	7,338
4,278	PYA -PFI Schemes	0
3,622	Government Grants Deferred	1,727
(13)	Other	239
1,188,185		1,198,396

c) Useable Capital Receipts Reserves

Capital receipts are generated from the sale of fixed assets. The following table shows the extent to which the capital receipts have been generated and utilised in the year. Local Authorities pay the 'reserved part' of HRA capital receipts into a national pool that the government then distributes to local authorities and housing associations on the basis of need. Generally, authorities pay the government 75% of the proceeds from the sale of Council Houses and 50% from the sale of other HRA assets. However, authorities are able to keep all

NOTES TO THE CORE FINANCIAL STATEMENTS

the proceeds from certain HRA assets where they are used to fund affordable housing or regeneration schemes.

2008/09 <u>Total</u>		2009/10		<u>Total</u>
		<u>Housing Revenue</u>	<u>General</u>	
		<u>Account</u>	<u>Fund</u>	
£000's		£000's	£000's	£000's
11,665	Opening Balance at 1st April	161	5,854	6,015
	Receipts in Year:-			
	Sale of Assets			
2,191	Council Housing	2,285	0	2,285
2,463	Land, Buildings & Equipment	389	858	1,247
44	Repayment of Advances	34	0	34
22	Other	0	0	0
16,385		2,869	6,712	9,581
(62)	Allowable deduction arising from Disposal	(71)	0	(71)
16,323		2,798	6,712	9,510
	Application in Year:-			
0	Inter Portfolio Transfer	(599)	599	0
(8,762)	Financing of new Capital Expenditure	0	(6,744)	(6,744)
(1,585)	Pooled Receipts	(1,704)	0	(1,704)
39	Other Adjustments	0	12	12
6,015	Closing Balance at 31st March	495	579	1,074

d) Financial Instrument Adjustment Account

Balancing account to allow for differences in statutory requirements and proper accounting practices for borrowing and investments, mainly as a result of debt restructure.

2008/09		2009/10
£000's		£000's
0	Balance Brought Forward	327
864	Discounts on Early Repayments of Loans	(89)
(599)	Premiums on Early Repayments of Loans	60
62	HRA Item 8 adjustments	315
0	Other	8
327	Balance Carried forward	621

e) Other Earmarked Reserves

These are monies set aside for specific reasons but have yet to be applied for that purpose.

<u>31st March</u> <u>2009</u>		<u>Net Movement</u> <u>in Year</u>	<u>31st March</u> <u>2010</u>
£000's	<u>Other Earmarked Reserves</u>	£000's	£000's
4,571	PFI Sinking Fund	(57)	4,514
34	SCC External Investments	0	34
900	Southampton City Training Reserve *	(852)	48
5,674	School Balances	1,632	7,306
1,832	On Street Parking	300	2,132
238	Transport Repairs Reserve	(122)	116
	Interest Equalisation Reserve	1,500	1,500
206	Transformation Top Up Reserve	(206)	0
17	Housing Act Advances	0	17
10,114	Housing Revenue Contributions to Capital	(3,831)	6,283
74	Cremator Replacement	249	323
23,660		(1,387)	22,273

NOTES TO THE CORE FINANCIAL STATEMENTS

* Southampton City Training Reserve £900k – Balance incorrectly included within Government Grants and Contributions Unapplied in 08/09 Accounts – Balances Restated see also notes 3 & 58.

32. Contingent Liabilities and Assets

Contingent Liabilities are potential liabilities, which are not currently legally enforceable but may become so on the happening of a future event.

The Council has a legal duty under Health and Safety legislation to protect its employees, contractors, tenants and other people from the effects of inhaling asbestos. In 1997/98, an asbestos policy was implemented which created an asbestos unit. In establishing the policy, costs were identified on the most up-to-date information available. Given the nature of the problem, it is possible that further costs will arise in the future, which at this stage cannot be ascertained.

The Council has received a number of equal pay claims which are due to proceed to Tribunal. These claims are currently being assessed and reviewed by a Barrister appointed by the Council. At this stage the Council has not accepted the validity of any claims received, will be challenging claims as appropriate and has therefore not made a provision in the accounts.

33. Authorisation of Accounts for Issue

The Statement of Accounts was authorised for issue by the council's Standards and Governance Committee on 25 June 2010.

34. Post Balance Sheet Events

There are no post balance sheet events to report.

35. Trust Funds

As required by the Statement of Recommended Practice, Trust Funds do not represent assets of the Council and have not been included into the Council's Balance Sheet. For details of Trust Funds where the Council is sole trustee see **Trust and Other Funds section**.

36. Reserves and Balances held by Schools

These are balances held by schools under delegated schemes and are committed to be spent on education services. School balances as at 31 March 2010 (31st March 2009) totalled £7,306k (£5,674k), consisting of £7,505k (£5,940k) reserves and £199k (£266k) loans.

37. Amounts Due to or from Related Parties

As at 31 March 2010, significant monies outstanding from related parties were:

2008/09		2009/10
	<u>Money Owed to SCC</u>	
£000's		£000's
1,830	HM Revenues & Customs (VAT)	7,188
3,088	Department for Works & Pensions (Housing Benefits)	3,938
3,418	Department of Communities and Local Government	6,815
1,230	Department for Children Schools & Families (DCSF)	0
9,566	Balance Carried forward	17,941

There are no doubtful debts included within these figures. In contrast the Council owed money in respect:

NOTES TO THE CORE FINANCIAL STATEMENTS

2008/09		2009/10	
£000's	<u>Money Owed by SCC</u>	£000's	
4,429	National Insurance & PAYE	4,302	
2,047	Local Government Superannuation	4,113	
882	Teacher's Superannuation	893	
3,457	Department for Children Schools & Families (DCSF)	2,715	
3,921	Department of Communities and Local Government	5,172	
<u>14,736</u>	Balance Carried forward	<u>17,195</u>	

38. Retirement Benefits

As part of the terms and conditions of employment of its officers and other employees, the authority offers retirement benefits. Although these benefits will not actually be payable until employees retire, the authority has a commitment to make the payments at the time that employees earn their future entitlement.

The authority participates in two schemes:

- The Local Government Pension Scheme through Hampshire County Council Pension Fund – this is a funded defined benefit scheme, meaning that the authority and employees pay contributions into a fund, calculated at a level intended to balance the pensions liabilities with investment assets.
- The Teachers' Pension Scheme, administered by Capita Teachers' Pensions - this is a defined benefit scheme that is unfunded, Teachers' Pensions use a notional fund basis for calculating employers' contribution rate paid by local education authorities. However, there is no accumulation of investment assets built up to meet pension liabilities. As a result scheme liabilities cannot be attributed to individual local authorities on a consistent and reasonable basis. So in accordance with FRS17, pension costs are recorded as if the scheme was a defined contribution scheme.

a) Current Service Costs

In 2009/10, the Council paid an employer's contribution of £22.5M (08/09 - £22.0M) into Hampshire County Council's Pension Fund, equating to 18.6% of gross pay (08/09 – 18.1% of employee's contributions). The contribution rate is determined by the Fund's Actuary, based on triennial valuations. As a result of the new LGPS the employers' contributions are now related to gross pay and this will increase to 19.1% in 2010/11.

The authority recognises the cost of retirement benefits in the Net Cost of Services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge we are required to make against council tax is based on the cash payable in the year, so the real cost of retirement benefits is reversed out in the Statement of Movement in the General Fund Balance. The tables below show the transactions that have been made in the Income and Expenditure Account and Statement of Movement in the General Fund Balance during the year.

	2008/09		2009/10	
	£000's	£000's	£000's	£000's
Income and Expenditure Account				
<i>Net Cost of Service</i>				
Current service costs		14,560		15,810
Past service costs		500		340
<i>Net Operating Expenditure</i>				
Interest Cost	36,800		40,110	
Expected return on assets in the scheme	<u>(24,930)</u>	11,870	<u>(17,590)</u>	22,520
Net Charge to the Income and Expenditure Account		<u>26,930</u>		<u>38,670</u>

NOTES TO THE CORE FINANCIAL STATEMENTS

	<u>2008/09</u> £ 000's	<u>2009/10</u> £ 000's
Statement of Movement in the General Fund Balance		
Reversal of net charges made for retirement benefits in accordance with FRS 17	(26,930)	(38,670)
<i>Actual amount charged against the General Fund Balance for Pensions in the Year:</i>		
Employers' contributions payable to scheme	<u>22,020</u>	<u>22,500</u>
	<u>(4,910)</u>	<u>(16,170)</u>

b) Pension Liabilities and Assets

The underlying assets and liabilities for retirement benefits attributable to the Council at 31 March 2010 are as follows:

	* <u>2005/06</u> £000's	Restated <u>2006/07</u> £000's	Restated <u>2007/08</u> £000's	<u>2008/09</u> £000's	<u>2009/10</u>
Present value of funded Liabilities in scheme (LGPS)	(512,160)	(551,180)	(505,100)	(571,440)	(791,560)
Present value of unfunded liabilities (Teachers & LGPS)	<u>(32,970)</u>	<u>(36,160)</u>	<u>(33,170)</u>	<u>(34,740)</u>	<u>(38,680)</u>
Total present value of liabilities	(545,130)	(587,340)	(538,270)	(606,180)	(830,240)
Fair value of Share of Assets in the Fund (as per Accounts)	335,130	369,210	373,960	308,210	421,250
PYA (Change in Accounting Policy)	-	(540)	(510)	-	-
Restated balance	<u>335,130</u>	<u>368,670</u>	<u>373,450</u>	<u>308,210</u>	<u>421,250</u>
Net Asset / (Liability)	<u>(210,000)</u>	<u>(218,670)</u>	<u>(164,820)</u>	<u>(297,970)</u>	<u>(408,990)</u>

* The Council elected not to restate fair value of scheme assets for 2005/06 as permitted by FRS17 (as revised)

The liabilities show the underlying commitments that the authority has in the long-run to pay retirement benefits. The total liability of £408,990k (08/09 £297,970k) has a substantial impact on the net worth of the authority as recorded in the Balance Sheet. However, statutory arrangements for funding the deficit mean that the financial position of the authority remains healthy. The deficit will be made good over time by increased contributions by the Authority and employees over the remaining working life of employees, at a level assessed by the scheme actuary.

c) Assets and liabilities in relation to retirement benefits

The latest actuarial valuation of liabilities took place 31 March 2007 this has been updated by independent actuaries to the Hampshire County Council Pension Fund (the Fund) to take account of the requirements of FRS17 in order to assess the liabilities of the Fund as at 31 March 2010.

Movements in liabilities and assets for the year are shown in the following tables:

NOTES TO THE CORE FINANCIAL STATEMENTS

Reconciliation of present value of scheme liabilities

<u>2008/09</u> £000's	<u>2009/10</u> £000's
(538,270) Opening Balance	(606,180)
(14,560) Current Service Cost	(15,810)
(500) Past Service Costs (added years)	(340)
(36,800) Interest costs	(40,110)
(7,140) Contributions by Participants	(7,200)
(25,400) Actuarial Losses/(Gains) on liabilities	(180,450)
16,490 Net Benefits Paid Out	20,050
<u>(606,180)</u> Balance Carried Forward	<u>(830,040)</u>

Reconciliation of fair value of schemes assets

<u>2008/09</u> £000's	<u>2009/10</u> £000's
373,450 Opening Balance	308,210
24,930 Expected Rate of Return	17,590
(102,840) Actuarial (Losses)/ Gain on assets	85,600
19,810 Contributions	20,210
7,140 Contributions by participants	7,200
(14,280) Net benefits paid out	(17,760)
<u>308,210</u> Balance Carried Forward	<u>421,050</u>

The total contributions expected to be made to the Local Government Pension Scheme by the council in the year to 31 March 2011 is £25.2m.

Basis for estimating assets and liabilities

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

The principal assumptions used by the independent qualified actuaries in updating the latest valuation of the Fund for FRS17 purposes were:

NOTES TO THE CORE FINANCIAL STATEMENTS

	2008/09	2009/10
Mortality assumptions:		
Longevity at 65 for current pensioners:		
Men	22.2	22.3
Women	24.2	24.3
Longevity at 65 for future pensioners (currently aged 45):		
Men	24.5	24.7
Women	26.4	26.5
Inflation	3.6%	3.9%
Rate of general long-term increase in salaries	5.1%	5.4%
Rate of increase in pensions in payment	3.6%	3.9%
Rate of increase to deferred pensions	3.6%	3.9%
Discount rate	6.6%	5.5%
Commutation:		
Take-up option to convert maximum amount permitted pre 1 April 2008 pension entitlements	25.0%	25.0%
Take-up option to convert maximum amount permitted post 31 March 2008 pension entitlements	75.0%	75.0%

Expected return on assets

The Council employs a building block approach in determining the rate of return on fund assets. Historical markets are studied and assets with higher volatility are assumed to generate higher returns with consistent with widely accepted capital market principles. The assumed rate of return on each asset class is set out within this note. The overall expected rate of return on assets is then derived by aggregating the expected return for each asset class over the asset allocation for the fund at 31 March 2010.

The approximate split of assets for the Fund as a whole (based on data supplied by the Fund Administering Authority) is shown in the table below. Also shown are the assumed rates of return for FRS17 purposes.

	Long-term rate of return expected at 31st March 2009	Asset split at 31 March 2009	Long-term rate of return expected at 31st March 2010	Asset split at 31 March 2010
	(% pa)	(%)	(% pa)	(%)
Equities	7.0	55.2	8.0	61.3
Property	6.0	7.3	8.5	6.1
Government Bonds	4.0	27.4	4.5	24.4
Corporate Bonds	5.8	3.9	5.5	2.4
Cash	1.6	6.2	0.7	5.8
Other Assets	1.6	0.0	8.0	0.0
Total	5.7	100.0	6.7	100.0

d) Actuarial Gain / Losses Relating to Pensions

The actuarial gains identified as movements on the pensions Reserve in 2009/10 and are analysed into the following categories, measured as absolute amounts and as a percentage of assets or liabilities at 31 March 2010:

NOTES TO THE CORE FINANCIAL STATEMENTS

	<u>Actuarial Gain/(Loss) for Year</u>										
	<u>2005/06</u>		<u>2006/07</u>		<u>2007/08</u>		<u>2008/09</u>		<u>2009/10</u>		
	£000's	%	£000's	%	£000's	%	£000's	%	£000's	%	
Difference between the expected and actual return on assets	44,150	13.2	(490)	(1.0)	(32,240)	(8.6)	(102,840)	(33.4)	85,600	20.3	of scheme assets
Experience gains and losses on pension liabilities	120	0.0	(1,290)	(2.0)	(3,030)	(0.6)	(2,060)	(0.3)	6,610	0.8	of scheme liabilities
Changes in assumptions underlying the present value of pension liabilities	(37,290)	(7.3)	4,040	7.0	101,490	18.9	(23,340)	(3.9)	(187,060)	(22.5)	of scheme liabilities
	<u>6,980</u>		<u>2,260</u>		<u>66,220</u>		<u>(128,240)</u>		<u>(94,850)</u>		

Further information can be found in the actuary's valuation report and Hampshire County Council's Pension Fund Annual Report, which are available from the County Treasurer, The Castle, Winchester, Hampshire, SO23 8UB.

e) Defined Contribution Schemes

Teachers employed by the authority are members of the Teacher's Pension scheme, administered by Capita Teacher's Pensions. It provides teachers with defined benefits upon their retirement, and the Authority contributes towards the costs by making contributions based on a percentage of members' pensionable salaries.

In 2009/10 the City Council paid £7.3M to Teachers' Pensions in respect of teachers' retirement benefits, representing 14.1% of pensionable pay. The figures for 2008/09 were £7.6M and 14.1%.

The Scheme is a defined benefit scheme. Although the scheme is unfunded, Teachers' Pensions use a notional fund as the basis for calculating the employers' contribution rate paid by local education authorities. However, it is not possible for the authority to identify a share of the underlying liabilities in the scheme attributable to its own employees. For the purpose of this Statement of Accounts, it is therefore accounted for on the same basis as defined contribution scheme.

The authority is responsible for the costs of any additional benefits awarded upon early retirement outside of the terms of the teachers' scheme. These benefits are fully accrued in the pensions liability described in note c) above.

NOTES TO THE CORE FINANCIAL STATEMENTS

39. Notes to Cash Flow Statement

a) Reconciliation of Surplus/(Deficit) to Net Cash Inflow/(Outflow) from Operating Activities

<u>2008/09</u> £000's	£000's	<u>2009/10</u> £000's
(192,504) Income & Expenditure Account Surplus/ (Deficit)	(9,490)	
1,487 PYA Change in Accounting Policy (Collection Fund)	-	
1,737 Collection Fund Surplus or (Deficit)	-	
(1,737) PYA Change in Accounting Policy (Collection Fund)	-	
1,333 PYA Change in Accounting Policy (PFI)	-	
(189,685) Restated Surplus/(Deficit) for the Year		(9,490)
Non Cash Transactions		
215,144 Depreciation & Impairment	34,781	
1,106 PYA - Schools PFI Depreciation	-	
826 - Hampshire Waste	-	
(3,621) Deferred Grants amortised in year	(1,727)	
(742) Net PFI debtor adjustments	283	
1,045 PYA Schools PFI Debtor no longer required	-	
(33) PYA Schools PFI Donated Asset Write off no longer required	-	
(8,765) Capital Grants & conts Applied not trans to GGD	(9,480)	
4,910 Pension Fund adjustments	16,170	
(327) Other non cash Financial Instrument adjustments	(303)	
207 Contributions to Provisions	829	
7 Other items	912	
209,757		41,465
Adjustment for items reported seperately on Cashflow		
(5,239) Interest and Investment Income	(1,575)	
7,564 Interest payable and similar charges	6,596	
3,429 PYA Change in Accounting Policy (PFI) - Interest	-	
(1,401) Gain or loss on the disposal of Fixed Assets	(836)	
4,353		4,185
Items on an Accrual Basis		
42 (Increase)/Decrease in Stock	(101)	
3,293 (Increase)/Decrease in Debtors	(5,350)	
2,222 PYA Change in Accounting Policy (Collection Fund) (Increase)/Decrease in Debtors	-	
(4,229) Increase/(Decrease) in Creditors	8,483	
(157) PYA Change in Accounting Policy (Collection Fund) Increase/(Decrease) in Creditors	-	
1,170		3,032
25,596 Net Cash Inflow/(outflow) from operating activities		39,192

Revenue Expenditure Funded from Capital Under Statute (REFCUS) is now treated as Operational Cashflow and no longer itemised separately on the main Cashflow Statement. For 2008/09 the above table has been adjusted by removing £7,937k which related to REFCUS (08/09 £11,093k net of PYA of £3,156k Hampshire Waste Contract) and this has reduced the Restated Net cash inflow figure from £33,533k to £25,596k. On the main Cashflow Statement the REFCUS figure has also been removed and so the overall effect on cashflow is nil.

NOTES TO THE CORE FINANCIAL STATEMENTS

b) Analysis of Net Debt (Reconciliation of Net Debt to related items in Balance Sheet)

	<u>Cash</u>	<u>Short Term Investments</u>	<u>Amounts relating to major preceptors & NNDR</u>	<u>Loans due within one year</u>	<u>Loans due after more than one year</u>	<u>Deferred Liabilities</u>	<u>Net Debt</u>
	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Balance at 1 April 2009	(2,296)	21,900	2,200	(49,853)	(79,279)	(71,128)	(178,456)
Receipt/payment of interest accrued at last Balance Sheet date	0	(695)	0	174	0	0	(521)
Other Cashflows in year	(3,217)	16,190	3,949	(1,265)	(26,492)	2,222	(8,612)
Other Non Cash changes	0	3,267	0	(134)	851	0	3,984
Balance at 31 March 2010	(5,513)	40,662	6,149	(51,078)	(104,920)	(68,905)	(183,605)

c) Reconciliation of changes in Cash to movement in Net Debt

<u>2008/09</u> £000's		<u>2009/10</u> £000's
5,164	Increase / (Decrease) in Cash	(3,217)
	Cash inflow/(Outflow) from:	
(49,463)	Management of Liquid Resources	19,444
	Cash inflow from:	
(279,120)	New loans raised	(288,800)
	Cash outflow from:	
295,101	Loans repaid	261,043
(1,598)	Premiums/Discounts paid on debt restructuring	0
120	Payment of interest accrued at last balance sheet date	174
	Deferred Liabilities repaid	
4,278	- PFI schemes	1,434
833	- HCC T transferred Debt	788
		263,439
(24,685)	Change in net debt resulting from cash flows	(9,133)
	Other Non Cash changes:	
695	Interest accrued at year end on Short Term Investments	437
(2,830)	Transfers to/from Long Term Investments	2,830
	Net Adjustments for differences between Effective Interest Rates and actual interest payable	
181	Interest accrued at year end on loans & finance leases carried at nominal value	851
(265)		(134)
(2,219)	Change in net debt resulting from non cash items	3,984
(151,552)	Net Debt at 01.04.09	(178,456)
(178,456)	Net Debt at 31.03.10	(183,605)

d) Analysis of Changes in Cash and Liquid Resources during the year

	£000's 31.03.10	£000's 31.03.09	£000's Change in Year
Short Term Investments	40,662	21,900	(18,762)
Amounts relating to Council Tax and NNDR	6,149	2,200	(3,949)
Cash	176	174	(2)
Bank overdraft	(5,689)	(2,470)	3,219
Increase/(Decrease) in year	41,298	21,804	(19,494)

NOTES TO THE CORE FINANCIAL STATEMENTS

e) Government Grants

<u>2008/09</u> £000's		<u>2009/10</u> £000's
2,203	Benefits Administration	2,465
0	Housing Defect Act	0
326	NNDR Collection Grant	329
84,572	Non-domestic Rate Income Pool	79,846
22,451	General Government Grants	29,974
111,002	Dedicated Schools Grant	112,291
90,334	Housing Benefits	106,731
5,584	HRA Subsidy	4,108
<u>316,472</u>		<u>335,744</u>

40. Dedicated Schools Grants

The council's expenditure on schools is funded by grant provided by the Department for Children, Schools and Families (DCFS), the Dedicated Schools Grant (DSG). DSG is ring-fenced and can only be applied to meet expenditure properly included in the Schools budget. The Schools Budget includes elements for a restricted range of services provided on an authority-wide basis and for the Individual Schools Budget, which is divided into a budget share for each school. Overspends and underspends on the two elements are required to be accounted for separately.

Details of the deployment of DSG receivable for 2009/10 are as follows:

<u>Details of the deployment of DSG receivable for 2008/09 are as follows:</u>			
	<u>Central</u> Expenditure £'000	<u>Individual</u> Schools Budget £'000	<u>Total</u> £'000
Final DSG for 2009/10			112,291
Brought forward from 2008/09			136
Carry forward to 2009/10 agreed in advance			0
Agreed budgeted distribution in 2009/10	15,478	96,949	112,427
Actual central expenditure	(15,613)		(15,613)
Actual ISB deployed to schools		(96,949)	(96,949)
Local authority contribution for 2009/10	272	0	272
Carry forward to 2010/11	137	0	137

41. Contributions to Other Local Authorities

Contributions paid to other local authorities are detailed in the table below:

<u>2008/09</u> £000's		<u>2009/10</u> £000's
40	Southern Seas Fisheries	42
435	Coroners Services	509
41	Flood Defence	42
<u>516</u>		<u>593</u>

NOTES TO THE CORE FINANCIAL STATEMENTS

42. Long Term Debtors

Long Term Debtor balances have been restated to exclude Schools PFI Scheme Balances that are no longer required following an Accounting Policy change see Note 2.

This is made up of the following and analysed in the table below:

a) Mortgages

These are loans outstanding to borrowers either for the purchase of council dwellings, or for the purchase and improvement of private properties under part XIV of the Housing Act 1985. Loans are also made to Housing Associations for the construction and improvement of their properties.

b) IT Assets transferred to Capita

A balance for Deferred Consideration (within Long Term Debtors) was established, in 07/08, with the Net Book Value of the assets (£3,247k). The deferred consideration (total cost including financing charges) is being written down to zero over the 10 year life of the contract with the debit entry being to the Income and Expenditure Account (£423k). This is then reversed out through the Statement of Movement on General Fund Balance. As the authority has effectively lent Capita the fair value of the assets, which Capita is repaying in instalments over the 10 year contract by a reduction in the contract payments, the notional interest related to the value is also included in Long Term Debtors (£140k). Therefore the net reduction in Long term debtors is £283k. More information relating to the contract with Capita is included in the **Accounting Policies (19)**.

c) Other

The major proportion of this balance is for the Assisted Car Purchase scheme which allows loans to be advanced to members of staff to assist in the purchase of vehicles where the possession and use of a car is required as part of their job.

Some loans are interest free where the loan has been made to an employee who has not renewed a car lease option. Other loans are charged at 2% above base rate, which is set at the beginning of each financial year.

<u>31.03.09</u> £000's	<u>31.03.10</u> £000's
Mortgages	
105 Sale of Council Houses	71
Other	
4,915 PFI Schools	-
(4,915) PYA - PFI	-
2,721 IT Assets transferred to Capita	2,438
81 Other	134
<u>2,907</u>	<u>2,643</u>

43. Assets Transferred to Capita

As part of the Strategic Services Partnership contract with Capita the majority of the Council's IT assets have transferred in ownership to Capita. The benefit the Council receives from transferring these assets in the form of a lower contract charge is required to be recognised in the accounts. The value of the IT assets at the start of the contract was £3,247k. Using the PWLB 10 year rate, to estimate the total cost including financing charges of what Capita would have had to pay in cash rather than by reducing the contract payments, gives a figure of £4,237k. This value is amortised to the Income and Expenditure Account over the 10 year life of the contract to reflect the full cost of the contract (£423k).

NOTES TO THE CORE FINANCIAL STATEMENTS

To reflect the fact that the Council has effectively lent Capita the value of the IT assets, the notional interest income on the balance of the Long Term debtor is recognised in the Income & Expenditure Account (£140k in 2009/10). This gives a net charge to the I&E Account of £283k. So that there is no impact on the Council Tax, this notional charge is then reversed out in the Statement of Movement on the General Fund Balance.

44. Stocks, Stores and Work in Progress

A summary of stocks, stores and work in progress is shown below. Work in progress is work undertaken on a job, which has not yet been completed or charged for. Work in progress in respect of other Council services is eliminated on consolidation of the accounts.

31.03.09 £000's		31.03.10 £000's
	General Fund	
100	Engineer's Stores	82
118	Woodmill shop	186
653	Central Stores	691
44	Building Contract Services	39
68	Catering	68
70	Gas Van	71
86	Libraries - Non Book	86
97	Other	111
<u>1,236</u>	Total Stocks	<u>1,334</u>
3	Work in Progress	6
<u>1,239</u>		<u>1,340</u>

45. Debtors and Creditors

The Debtor and Creditor balances represent the estimated outstanding liabilities unpaid and income yet to be received as at 31 March 2010.

Debtors and Creditors Comparative figures have been restated to incorporate the adjustments required in respect of Changes in Accounting Policies with regard to PFI Schemes/ IFRIC 12 Service Concessions and the Collection Fund See Note 2.

National Insurance and PAYE is the amount of the deductions from the Wages and Salaries of City Council staff, which are not paid over to the Inland Revenue by the 31 March 2010.

Inter-Portfolio Debtors and Creditors cancel each other out when the Balance Sheet is produced.

NOTES TO THE CORE FINANCIAL STATEMENTS

<u>2008/09</u> £000's	<u>Creditors</u>	<u>2009/10</u> £000's
	Government	
3,921	Department of Communities & Local Government	5,172
3,457	Department for Children Schools & Families (DCSF)	2,715
79	Department of Health	504
4,429	HM Revenue & Customs (PAYE & National Insurance)	4,302
525	South East England Development Agency (SEEDA)	525
882	Teachers Superannuation	893
440	Other Departments	530
<u>13,733</u>		<u>14,641</u>
	<u>Taxpayers</u>	
498	Council Tax / Business Rates (prepayments)	599
<u>498</u>		<u>599</u>
	<u>Public Sector Organisations</u>	
4,222	Hampshire County Council	2,230
2,047	Hampshire County Council (Local Government Superannuation)	4,113
1,578	Southampton University Hospitals	938
594	Other Local Authorities and Public Bodies	676
<u>8,441</u>		<u>7,957</u>
	<u>General Fund - Other Creditors</u>	
243	Building Control Competition A/C	280
377	Landfill Allowance Trading Scheme (LATS)	386
1,423	Finance Creditor (PFI and Hampshire Waste Contract)	1,499
1,364	CAPITA	1,848
<u>33,108</u>	Sundry Creditors	<u>42,271</u>
<u>36,515</u>		<u>46,284</u>
	<u>Housing Revenue Account - Other Creditors</u>	
2,044	Sundry Creditors	1,959
<u>2,044</u>		<u>1,959</u>
<u>61,231</u>	Total Creditors	<u>71,440</u>

<u>2008/09</u> £000's	<u>Debtors</u>	<u>2009/10</u> £000's
	Government	
3,418	Department of Communities & Local Government	6,815
1,230	Department for Children Schools & Families (DCSF)	0
3,088	Department of Work and Pensions	3,938
1,830	HM Revenue & Customs (VAT)	7,188
231	Other Departments	290
<u>9,797</u>		<u>18,231</u>
	<u>Taxpayers</u>	
6,090	Council Tax	5,918
<u>6,090</u>		<u>5,918</u>
	<u>Public Sector Organisations</u>	
1,497	Hampshire County Council	1,181
355	Other Local Authorities and Public Bodies	602
<u>1,852</u>		<u>1,783</u>
	<u>General Fund - Other Debtors</u>	
5,109	Housing Benefit	5,067
223	CAPITA	0
385	Leasing	24
377	Landfill Allowance Trading Scheme (LATS)	386
<u>18,124</u>	Sundry Debtors	<u>18,019</u>
<u>24,218</u>		<u>23,496</u>
	<u>LESS Provision for Bad Debts</u>	
(5,151)	Taxpayers	(5,763)
(6,685)	Other	(5,203)
<u>(11,836)</u>		<u>(10,966)</u>
	<u>Housing Revenue Account - Other Debtors</u>	
4,946	Sundry Debtors	5,794
(1,875)	LESS Provision for Bad Debts	(1,841)
<u>3,071</u>		<u>3,953</u>
<u>33,192</u>	Total Debtors	<u>42,415</u>

NOTES TO THE CORE FINANCIAL STATEMENTS

46. Short Term Investments

The balance shown comprises investments that are of less than one year and includes accrued interest due within one year for both long and short term investments.

<u>31.03.09</u>				<u>31.03.10</u>		
Principal £000's	<u>Accrued Interest</u> £000's	Total £000's	Short - Term Investments	Principal £000's	<u>Accrued Interest</u> £000's	Total £000's
14,400	690	15,090	Temporary Money Market Investments	29,580	263	29,843
6,635	5	6,640	Money Market Fund Accounts	10,645	6	10,651
0	170	170	Long term investments - interest due within 1 year	0	168	168
21,035	865	21,900		40,225	437	40,662

47. Cash in Hand and Bank Overdraft

The balance shown comprises:

	<u>31.03.09</u> £000's	<u>31.03.10</u> £000's
Bank Accounts	2,470	5,689
Petty Cash	(174)	(176)
Total	2,296	5,513

Although the balance shown suggests that the bank is overdrawn by over £5,689k this reflects end of year accounting entries and was not the actual cash position. The Council's balance in the Bank at the 31 March 2010 was actually overdrawn by £188k.

48. Deferred Liabilities

This balance relates to Local Government Reorganisation debt transferred from Hampshire County Council on 1 April 1997 and the Magistrates Courts.

<u>31.03.09</u> £000's		<u>31.03.10</u> £000's
20,820	Balance Brought Forward	19,987
0	Principal raised in year	0
(833)	Principal written down	(799)
19,987		19,188

NOTES TO THE CORE FINANCIAL STATEMENTS

49. Deferred Capital Balances

This balance consist of the sale of Council Houses.

	£000's			
	<u>01.04.09</u>	<u>Receipts in Year</u>	<u>Payments in Year</u>	<u>31.03.10</u>
Sale of Council Houses	92	2,019	(2,053)	58
	92	2,019	(2,053)	58

50. Government Grants & Contributions Deferred

The balance represents grants, which have been applied in previous years to finance capital expenditure and are being written down over the period of depreciation for the individual assets.

2008/09		2009/10	
£000's		£000's	
35,662	Balance Brought Forward	43,535	
11,495	Applied in Year	13,620	
(3,622)	Credited to I & E Account	(1,727)	
43,535	Balance Carried forward	55,428	

51. Capital Grants and Contributions Unapplied

These are capital grants and contributions that are available to finance new capital expenditure but have yet to be applied for that purpose.

2008/09		2009/10	
£000's		£000's	
19,259	Balance Brought Forward	21,006	
35,113	Amounts Received in Year	29,107	
(32,466)	Amounts Applied to Finance Capital in year	(23,100)	
(900)	Transferred to Earmarked RR	-	
21,006	Balance Carried forward	27,013	

Capital Grants and Contributions Unapplied incorrectly included £900k in respect of Earmarked Revenue Reserves relating to Southampton City Training – comparatives restated.

52. Area Based Grant (ABG)

From the 2009/10 financial year, Local Area Agreement (LAA) Grant was replaced by Area Based Grant (ABG). ABG is a non-ringfenced general grant, no conditions on use is imposed as part of the grant determination ensuring full local control over how funding can be used.

This means that, unlike LAA Grant, its use is not restricted to supporting the achievement of LAA targets. Also, unlike LAA Grant, ABG is paid directly to the authority that benefits from the grant, rather than being paid to the upper-tier authority for the area in the capacity of 'accountable body' for onward distribution. ABG is a

NOTES TO THE CORE FINANCIAL STATEMENTS

general grant, which is included in the Income and Expenditure Account with other general income sources such as income from the collection fund and NDR distribution.

The total amount of ABG received by the Council in 2009/10 was £11,545k revenue funding. All of this amount was used by the council to fund its own services.

HOUSING REVENUE ACCOUNT

The Housing Revenue Account summarises the transactions relating to the provision, maintenance and sales of Council houses and flats. Although this account is also included within the Core Financial Statements it represents such a significant proportion of the services provided by the Council that it is a requirement that it has a separate account. The account has to be self-financing and there is a legal prohibition on cross subsidising to, or from the Council Tax payer.

Transactions relating to the HRA have been separated into two statements:

- The HRA Income and Expenditure Account
- The Statement of Movement on the HRA Balance

Income and Expenditure Account

<u>2008/09</u>		<u>Notes</u>	<u>2009/10</u>	
£000's	<u>Income</u>		£000's	£000's
(54,783)	Dwellings Rent	1	(56,166)	
(1,434)	Non-Dwelling Rents		(1,359)	
(4,098)	Tenant Charges for Services & Facilities		(4,693)	
(1,269)	Contributions Towards Expenditure		172	
0	Housing Revenue Account Subsidy Receivable	8	0	
0	Reduced Provision for Bad or Doubtful Debts		0	
(61,584)	Total Income			(62,046)
	<u>Expenditure</u>			
14,464	Repairs and Maintenance		14,794	
14,882	Supervision and Management		14,312	
3,923	Rents, Rates, Taxes and Other Charges		4,088	
5,608	Negative Housing Revenue Account Subsidy Payable	8	4,108	
0	Transfer of Bad Debt Provision to General Fund		0	
497	Increased Provision for Bad or Doubtful Debt		403	
155,723	Depreciation and Impairment of Fixed Assets	7	16,549	
47	Debt Management Costs		46	
195,144	Total Expenditure			54,300
133,560	Net Cost of Services			(7,746)
348	HRA services share of Corporate & Democratic Core HRA share of other amounts included in the whole authority Net Cost of Service but not allocated to specific services			353
133,908	Net Cost of HRA Services			(7,393)
0	(Gain) or loss on sale of HRA fixed assets			0
3,857	Interest payable and similar charges			1,419
(63)	Capital Receipts not matched by Disposal of Assets			(71)
(214)	Capital Grants & Contributions not transferred to Government Grants Deferred			(2,048)
(684)	Interest and Investment Income	6		(82)
1,691	Pensions Interest Cost & Expected Returns on Pensions Assets	12		3,126
0	PYA (Change of Accounting Policy)			
138,495	(Surplus) or deficit for the year on HRA Services			(5,049)

HOUSING REVENUE ACCOUNT

Statement of Movement on the HRA Balance

2008/09 £000's		2009/10 £000's
138,495	(Surplus) or deficit for the year on the HRA Income and Expenditure Account	(5,049)
<u>(137,775)</u>	Net additional amount required by statute to be debited or (credited) to the HRA Balance for the year	<u>5,848</u>
720	(Increase) or decrease in the Housing Revenue Account Balance	799
(3,108)	Housing Revenue Account surplus brought forward	(2,388)
<u><u>(2,388)</u></u>	Housing Revenue Account surplus carried forward	<u><u>(1,589)</u></u>

Note to Statement of Movement on the HRA Balance

£000's		£000's	£000's
	Items Included in the HRA Income and Expenditure Account but excluded from the movement on HRA Balance for the year		
63	Capital Receipts not matched by Disposal of Assets	71	
214	Capital Grants & Contributions not transferred to Government Grants Deferred	2,048	
74	Removal of HRA Effective Interest Rate Calculation	386	
(12)	Amortisation of Item 8 Discount	(83)	
(143,223)	Impairment of Fixed Assets	(1,419)	
0	Gain or loss on sale of HRA fixed assets		
(3,837)	Net Charges made for retirement benefits in accordance with FRS 17	(5,367)	
-	PYA (Change in Accounting Policy)		
(146,721)			(4,364)
	Items not included in the HRA Income and Expenditure Account but included in the movement on HRA Balance for the year		
(293)	Transfer to/(from) Major Repairs Reserve	(68)	
3,137	Employers contributions payable to the Pension Fund and retirement benefits payable direct to pensioners	3,123	
11,215	Capital Expenditure funded by the HRA	10,989	
<u>(5,113)</u>	Transfer to/ (from) Direct Revenue Financing Reserve	<u>(3,832)</u>	
8,946			10,212
<u><u>(137,775)</u></u>	Net additional amount required by statute to be debited or (credited) to the HRA Balance for the year		<u><u>5,848</u></u>

HOUSING REVENUE ACCOUNT

1. Council House Rents

At 31 March 2010, current tenants arrears as a proportion of dwelling rents collectable net of Rent Rebates was 4.89% (31 March 2009 - 4.59%). The total arrears were £2,555k (31 March 2009 - £2,698k). Rents written off during the year amounted to £460k (last year £455k).

The main sources of rent income after allowing for voids of £847k (last year £624k) are set out in the following table:

2008/09 £000's		2009/10 £000's
23,300	Rent met by Tenants	22,610
31,483	Rent Rebates	33,556
54,783		56,166

2. Housing Stock

During the year 1.40% (1.25% for 2008/09) of lettable properties were vacant. Since 2003/04 service charges and supporting people charges have been charged separately from rents. The average rent for 2009/10 was £63.57 a week (£61.67 for 2008/09). The stock at the year-end was made up as follows:

2008/09		2009/10
17,229	Stock at 1st April	17,199
(31)	Less: Sales	(28)
1	Other/Demolitions	(107)
17,199	Stock at 31st March	17,064
<u>Consisting of :</u>		
5,474	Houses	5,450
11,709	Flats	11,598
16	Bungalows	16
17,199		17,064

3. Major Repairs Reserve

<u>Total</u> <u>2008/09</u> £000's		<u>Land</u> <u>2009/10</u> £000's	<u>Dwellings</u> <u>2009/10</u> £000's	<u>Other</u> <u>2009/10</u> £000's	<u>Total</u> <u>2009/10</u> £000's
0	Opening Balance	0	0	0	0
(12,499)	Receipts in Year	0	(15,061)	(68)	(15,129)
12,499	Payments in Year	0	15,061	68	15,129
0	Closing Balance	0	0	0	0

HOUSING REVENUE ACCOUNT

4. Capital Expenditure

Capital expenditure and how it was financed is analysed in the following tables:

<u>2008/09</u>		<u>Capital Spending</u>		<u>2009/10</u>	
£000's				£000's	
25,440	Housing Stock			29,589	
11	Other Property			6	
25,451	Total Capital Expenditure			29,595	
Capital Expenditure Source of Finance					
£000's				£000's	
320	Capital Receipts			0	
1,496	Supported Borrowing			1,496	
0	Unsupported Borrowing			0	
5	Grants			1,878	
12,206	Transfer from Major Repairs Reserves			15,061	
209	Contributions			171	
11,215	Direct Revenue Funding			10,989	
25,451	Total Financing			29,595	

5. Capital Receipts

Capital Receipts are generated from the sale of fixed assets. The following table shows receipts and how they have been utilised in the year. In 2005/06 the government introduced 'capital receipts pooling' whereby local authorities pay the 'reserved part' of HRA capital receipts into a national pool that the government then distributes to local authorities and housing associations on the basis of need. Generally, authorities pay the government 75% of the proceeds from the sale of Council Houses and 50% from the sale of other HRA assets. However, authorities are able to keep all the proceeds from certain HRA assets where they are used to fund affordable housing or regeneration schemes.

<u>2008/09</u>		<u>2009/10</u>	
£000's		£000's	
70	Opening Balance at 1st April		161
Receipts in Year:-			
Sale of Assets			
2,191	Council Housing		2,285
37	Land, Buildings & Equipment		389
44	Repayment of Advances		34
2,342			2,869
(62)	Allowable deduction arising from Disposal		(71)
2,280			2,798
Application in Year:-			
(253)	Inter Portfolio Transfer		(599)
(320)	Financing of new HRA Capital Expenditure		0
(1,585)	Pooled Receipts		(1,704)
39	Other Adjustments		0
161	Closing Balance at 31st March		495

HOUSING REVENUE ACCOUNT

6. Interest Received

During 2009/10 the Housing Revenue Account received interest amounting to £82k, (2008/09 £684k). The main sources of this income are detailed in the table below.

<u>2008/09</u> £000's		<u>2009/10</u> £000's
7	Council House Mortgages	3
677	Interest on Other Funds & Balances	79
<u>684</u>		<u>82</u>

7. Fixed Assets

The DETR Guidance of Stock Valuation requires that the housing stock be valued as Existing Use Value – Social Housing (EUV-SH), and the guidance prescribes the regional adjustment factors that valuers are expected to use to convert a vacant possession beacon valuation to an EUV-SH valuation. The basis of valuation is explained in more detail in **Accounting Policies (10)**.

The vacant possession value of Council Housing within the authority's HRA as at 1st April 2009 was £1.206 million, which is the Authority's estimate of the total sum it would receive if the assets were sold on the open market. The Balance Sheet value is calculated on the basis of rents receivable on existing tenancies. These are less than the rent that would be obtainable on the open market and the Balance Sheet is therefore lower than the Vacant Possession Valuation. The difference between the two shows the economic cost to the Government of providing council housing at less than open market value. The value is based on stock as at the 31 March 2010.

Stock valuation information is based as at 1 April of each year and as part of resource accounting requirements, the value is uplifted to represent the value at the 31 March by the Southampton land registry index.

HOUSING REVENUE ACCOUNT

Movements in Fixed Assets During 2009/10					
	<u>Operational Assets</u>			<u>Non-Operational Assets</u>	<u>Total</u>
	<u>Council Dwellings</u>	<u>Other Land and Buildings</u>	<u>Vehicles, Plant and Equipment</u>	<u>Investment</u>	
	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>
Cost or Valuation					
At 1 April 2009	663,310	4,159	648	8,630	676,747
Additions	29,595				29,595
Disposals	(2,018)				(2,018)
Reclassifications	503			1,142	1,645
Revaluations	21,278	1,056		0	22,334
Impairments				(1,419)	(1,419)
At 31 March 2010	712,668	5,215	648	8,353	726,884
Depreciation and Impairment					
At 1 April 2009	0	0	(171)	0	(171)
Depreciation charge in Year	(15,062)		(68)		(15,130)
Disposals					0
Reclassifications					0
Revaluations					0
Impairments					0
At 31st March 2010	(15,062)	0	(239)	0	(15,301)
Balance Sheet amount at 31st March 2010	697,606	5,215	409	8,353	711,583
Balance Sheet amount at 31st March 2009	663,310	4,159	477	8,630	676,576
Nature of Asset Holding					
Owned	697,606	5,215	409	8,353	711,583
Finance Lease					0
PFI					0
	697,606	5,215	409	8,353	711,583

8. General Housing Subsidy

The Government pays a General Housing Subsidy to the Housing Revenue Account. This is based on a notional account representing the Government's assessment of what the Council should be collecting and spending. With effect from the 1 April 2004 Rent Rebate Subsidy was removed from the HRA and is now charged to the General Fund. The HRA therefore now only receives General Housing Subsidy.

The table below shows a breakdown of the amount of HRA subsidy payable to the Council for 2009/10 in accordance with the elements set out in the general formula in paragraph 3.1 of the General Determination of HRA Subsidy for 2009/10.

HOUSING REVENUE ACCOUNT

<u>2008/09</u> £000's		<u>2009/10</u> £000's
0	Housing Defects Act	0
	Housing Subsidy Entitlement in Year	
31,650	Management and Maintenance	33,387
12,206	Major Repairs Allowance	15,061
5,221	Charges for Capital	2,343
0	Admissible Allowance	0
0	Anti Social Behaviour Allowance	0
0	Caps & Limits Adjustment	1,168
(10)	Interest on Receipts	(7)
<u>(54,651)</u>	Guideline Rent Income	<u>(56,059)</u>
(5,584)		(4,107)
(24)	Previous Years Subsidy Adjustment	(1)
<u>(5,608)</u>	Total Housing Subsidy	<u>(4,108)</u>

9. Provision for Bad Debts

The table below shows a breakdown of the amount that has been set aside for the provision of bad debts.

<u>2008/09</u> £000's		<u>2009/10</u> £000's
374	MRC Bad Debt Provision	456
<u>1,501</u>	Rents Bad Debt Provision	<u>1,385</u>
<u>1,875</u>		<u>1,841</u>

10. Minimum Revenue Provision (MRP)

The introduction of the 2003 Local Government Act abolished the statutory requirement for the HRA to make a revenue contribution towards the repayment of debt. The impact of this will be higher levels of future outstanding debt.

11. Direct Revenue Financing Reserve

The table below shows the balances available to support HRA capital expenditure.

<u>2008/09</u> £000's		<u>2009/10</u> £000's
	Direct Revenue Financing Reserve	
(15,226)	Direct Revenue Financing Balance Brought Forward	(10,114)
(6,103)	Contribution From Revenue In Year	(7,157)
<u>11,215</u>	Applied for Capital	<u>10,989</u>
<u>(10,114)</u>	Balance Carried Forward	<u>(6,282)</u>

HOUSING REVENUE ACCOUNT

12. Pensions

Under FRS17 the Council has the option to charge part of the pension costs to the HRA, it was decided to implement this option from the 1 April 2005. The table below shows the total HRA share of contributions to and from the Pension Reserve and breaks the figure down to show the type of contribution to or from the reserve.

<u>Local Government Pension Scheme</u>				
	<u>2008/09</u>		<u>2009/10</u>	
	£000's	£000's	£000's	£000's
Income and Expenditure Account				
<i>Net Cost of Service</i>				
Current service costs		2,075		2,194
Past service costs		71		47
<i>Net Operating Expenditure</i>				
Interest Cost	5,244		5,567	
Expected return on assets in the scheme	<u>(3,553)</u>	1,691	<u>(2,441)</u>	3,126
<u>Amounts to be met from HRA</u>				
Movement on pensions reserve		(700)		(2,244)
<u>Actual amount charged against HRA</u>				
Employer's contributions payable to scheme		<u><u>3,137</u></u>		<u><u>3,123</u></u>

THE COLLECTION FUND

This account reflects the statutory requirements for the Council, as a billing authority to maintain a separate Collection Fund. It shows the transactions of the billing authority in relation to national non-domestic rates (NNDR) and the council tax, and illustrates the way in which these have been distributed to preceptors and the General Fund. The Collection Fund is consolidated within the accounts.

Income and Expenditure for the Year Ended 31 March 2010			
2008/09		Notes	2009/10
£000s			£000s
	Income		
(77,276)	Council Tax	2	(77,255)
	Transfers from the General Fund		
(15,393)	- Council Tax Benefits	3	(17,436)
0	- Local Council Tax Discount		(879)
0	- Transitional Relief		0
<u>(92,669)</u>			<u>(95,570)</u>
(89,351)	Income Collectable from Business Ratepayers	1	(92,358)
	Contributions towards Previous Year's (Deficit)/ Surplus		
0	- Southampton City Council		1,537
0	- Hampshire Police Authority		177
0	- Hampshire Fire & Rescue Service		76
<u>(182,020)</u>	Total Income		<u>(186,138)</u>
	Expenditure		
	Precepts		
76,823	- Southampton City Council Precept	4	79,383
8,866	- Hampshire Police Authority Precept	4	9,331
3,809	- Hampshire Fire & Rescue Service Precept	4	3,960
<u>89,498</u>			<u>92,674</u>
	Business Rates		
87,427	- Payment to National Pool		90,844
282	- Interest on Overpayments		195
326	- Costs of Collection	5	329
<u>88,035</u>			<u>91,368</u>
	Bad and Doubtful Debts		
	Council Tax		
941	- Write Offs	6	1,126
493	- Provisions	6	62
<u>1,434</u>			<u>1,188</u>
	Business Rates		
659	- Write Offs	6	636
657	- Provisions	6	354
<u>1,316</u>			<u>990</u>
180,283	Total Expenditure		186,220
<u>(1,737)</u>	(Surplus) / Deficit For the Year		<u>82</u>
(539)	(Surplus) / Deficit Brought Forward		(2,276)
<u>(2,276)</u>	Total (Surplus) / Deficit		<u>(2,194)</u>

THE COLLECTION FUND

1. Non-Domestic Rates

Southampton City Council collects national non-domestic rates (NNDR) for its area on behalf of central government. These rates are based on rateable values for properties set by the Valuation Office Agency, part of HM Revenues and Customs, which are multiplied by a uniform business rate set by central government. The uniform business rate was set at 48.5p in the pound for 2009/10 (46.2p for 2008/09). The small business rate relief multiplier for 2009/10 is 48.1p in the pound for 2009/10 (45.8p for 2008/09). The rateable value at 31 March 2010 was £221,766k (£217,664k at 31 March 2008). The total amount due, after adjusting for certain reliefs and other deductions, is paid into a central pool managed by central government. The government redistributes the sums paid into the pool back to local authorities in proportion to population. Southampton's share of the pool for 2009/10, paid directly to the Income and Expenditure Account, amounted to £79,846k.

2. Council Tax Base

	<u>Net Chargeable Dwellings</u>	<u>Relevant Proportion</u>	<u>Band D Equivalents</u>
Band A Dis	57	5/9	32
Band A	23,400	6/9	15,600
Band B	27,369	7/9	21,287
Band C	18,537	8/9	16,477
Band D	7,881	9/9	7,881
Band E	2,602	11/9	3,180
Band F	1,222	13/9	1,765
Band G	359	15/9	599
Band H	(12)	18/9	(24)
	<u>81,415</u>		<u>66,797</u>

Taking the total Band D equivalents of 66,797 and multiplying this by the standard council tax of £1,411.38 gives a total estimated income from taxpayers of £94,276k. The income due from tax payers, as shown in the accounts, is net of benefits, exemptions and discounts granted.

The number of Band D equivalents is then adjusted for the estimated collection rate for the year, which for 2009/10 was 98.3%, giving a net Council Tax Base of 65,661. Multiplying this by the standard council tax of £1,411.38, gives the total precepts on the Collection Fund of £92,674k.

3. Benefits

Some households are entitled to allowances to the standard rate of Tax, which includes Council Tax Benefits. The cost of benefits granted is met in full by Government subsidy.

4. Precepts

The Precepts represent the demands made on the Fund by Southampton City Council, Hampshire Police Authority and Hampshire Fire & Rescue Services.

5. Allowance for NNDR Collection

A contribution to the General Fund is made to meet the costs of collection £329k.

THE COLLECTION FUND

6. Provision for Bad Debts

The contribution to the Council Tax Bad Debt provision is £1,188k in 2009/10. At the 31 March 2010 the provision totalled £6,075k against a liability of £9,118k.

The contribution to the NNDR Bad Debt provision is £990k in 2009/10. At the 31 March 2010 the provision totalled £1,321k against a liability of £4,279k.

7. Collection Fund Balance

The year end balance on the Collection Fund of £2,194k can be apportioned, on the basis of the value of precepts, between that attributable to Southampton City Council and that attributable to the other preceptors. The amount attributable to Southampton City Council is £1,879k and shown as a revenue balance in the Balance Sheet. The remaining £314k attributable to the other preceptors is included within Creditors in the Balance Sheet.

The movement on the Collection Fund balance between 31 March 2008 and 31 March 2010 is £70k. This is shown in the Statement of Total Recognised Gains and Losses.

TRUST AND OTHER FUNDS

The Council acts as trustee for legacies left by inhabitants of the City and as residual trustee for the Wessex Slaughterhouse Board. As required by the Statement of Recommended Practice the funds do not represent assets of the Council and have not been included into the Council's Balance Sheet.

Following the introduction of the Accounting and Reporting by Charities: Statement of Recommended Practice (SORP 2005), a separate statement of financial affairs and balance sheet relating to the trust funds are reported in this section.

Other Funds are:

Wessex Slaughterhouse Board – The Council has responsibility of the former constituent authorities to pay the pensions to former employees. Any balance or liability remaining when these responsibilities have been discharged will be shared between the constituent authorities.

Criminal Injuries Compensation Awards – Funds are held on behalf of children under 18 who fall under the Councils supervision.

The Other Funds are analysed as follows:

	<u>2008/09</u> £000's	<u>Receipts</u> £000's	<u>Payments</u> £000's 's	<u>2009/10</u> £000's
<u>Other Funds</u>				
Wessex Slaughterhouse Board	(103)	0	3	(100)
Criminal Injuries Compensation Board	(22)	(3)	17	(8)
Total	<u>(125)</u>	<u>(3)</u>	<u>20</u>	<u>(108)</u>

The Trust Funds are:

Chipperfield Trust – Purchase works of art.

L. C. Smith Bequests – Help maintain the Merchants Navy Memorial in Holyrood Church

Miss Orris Bequest – Purchase of pictures for the Art Gallery

Aldridge Bequest – To facilitate the access of disadvantaged pupils to personal enrichment experiences

Minor Trust Funds which consist of several funds of small value as follows:

Ida Bany Bequest – Purchase books about America

Thomas Morgan Bequest – Finance a local essay competition

Ida Turnbull Bequest – Purchase of large print books made available for public use.

George Knee Fund – Provision of special annual prizes for Bitterne Park School.

De Gee – Annual treat for children of the former Hollbrook Children's home.

Dora Linton - Helps maintain the Merchants Navy Memorial in Holyrood Church.

Cemeteries Legacy – Helps maintain Cemeteries.

TRUST AND OTHER FUNDS

Statement of Financial Activities for the year ending 31 March 2010					
2008/09			2009/10		
Net £000's	Trust Funds Resources expended and (incoming resources)	Notes	Expenditure £000's	Income £000's	Net £000's
		4/5/7			
(4)	Chipperfield Trust		9	(3)	6
3	LC Smith Bequest		4	0	4
(2)	Miss Orris Bequest		0	(1)	(1)
(5)	Aldridge Bequest		15	(11)	4
0	Minor Trust Funds		1	0	1
	Total net incoming resources before other recognised gains and losses		29	(15)	14
	Unrealised (gains)/losses on investment assets	6			
(2)	Chipperfield Trust		6	0	6
25	Aldridge Bequest		0	(21)	(21)
0	Minor Trust Funds		0	0	0
	Total Unrealised (gains)/losses on investment assets		6	(21)	(15)
	Net movement in funds				
(6)	Chipperfield Trust				12
3	LC Smith Bequest				4
(2)	Miss Orris Bequest				(1)
20	Aldridge Bequest				(17)
0	Minor Trust Funds				1
15	Total net movement in funds				(1)
	Reconciliation of funds			Net movement in funds	Total funds Carried Forward
	Total Funds brought forward				
(150)	Chipperfield Trust			12	(138)
(37)	LC Smith Bequest			4	(33)
(147)	Miss Orris Bequest			(1)	(148)
(341)	Aldridge Bequest			(17)	(358)
(40)	Minor Trust Funds			1	(39)
(715)	Total Funds carried forward			(1)	(716)

TRUST AND OTHER FUNDS

Balance Sheet as at 31 March 2010		
2008/09 £000's		2009/10 £000's
	Fixed Assets	
	Investments	
70	Chipperfield Trust	64
167	Aldridge Bequest	188
4	Minor Trust Funds	4
<u>241</u>	Total Fixed Assets	<u>256</u>
	Currents Assets	
	Internal Investments Accounts	
78	Chipperfield Trust	72
37	LC Smith Bequest	33
147	Miss Orris Bequest	148
172	Aldridge Bequest	170
36	Minor Trust Funds	35
<u>470</u>	Total Investment Accounts	<u>458</u>
	Debtors	
2	Chipperfield Trust	2
2	Aldridge Bequest	0
<u>4</u>	Total Debtors	<u>2</u>
<u>715</u>	Net Current Assets	<u>716</u>
<u>715</u>	Net assets	<u>716</u>
	Trust Funds	
148	Chipperfield Trust	146
2	Chipperfield Trust Unrealised Gains/(Losses) Account	(8)
37	LC Smith Bequest	33
147	Miss Orris Bequest	148
282	Aldridge Bequest	278
59	Aldridge Bequest Unrealised Gains/(Losses) Account	80
41	Minor Trust Funds	40
(1)	Minor Trust Funds Unrealised Gains/(Losses) Account	(1)
<u>715</u>		<u>716</u>

TRUST AND OTHER FUNDS ACCOUNTING POLICIES

1. Basis of accounting

The financial statements have been prepared on the basis of historic cost with the exception of investments which are included at market value. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (SORP 2005) and applicable UK Accounting Standards and the Charities Act 1993.

2. Change in the basis of accounting

There have been no other changes to the accounting policies (valuation rules and method of accounting) since last year.

3. Changes to previous accounts

There have been no changes.

4. Incoming Resources

All incoming resources are recognised once the charity has entitlement to the resources, it is certain the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

5. Investment Income

This is included in the accounts when receivable.

6. Investment gains and losses

All gains and losses are taken to the Statement of Financial Activities in the year that they arise. Realised gains and losses on investments are calculated as the difference between sale proceeds and opening market value (purchase date if later). Unrealised gains and losses are calculated as the differences between the market value and opening market value (or purchase date if later).

7. Analysis of incoming resources

2008/09		<u>Analysis of Incoming Resources</u>				2009/10	Total Incoming Resources £ 000's
		Sales £ 000's	Other £ 000's	Dividends - Unit Trusts and Gilts £ 000's	Investment Interest * £ 000's		
(8)	Chipperfield Trust	0	0	(3)	0	(3)	
(1)	LC Smith Bequest	0	0	0	0	0	
(6)	Miss Orris Bequest	0	0	0	(1)	(1)	
(16)	Aldridge Bequest	0	0	(10)	(1)	(11)	
(2)	Minor Trust Funds	0	0	0	0	0	
(33)	Total	0	0	(13)	(2)	(15)	

* Interest is paid on net fund balances held with the council

TRUST AND OTHER FUNDS ACCOUNTING POLICIES

8. Other expenditure disclosures

Expenditure for the year was nil for the following items

- Trustees' expenses and emoluments
- Staff costs
- Auditor's remuneration

GLOSSARY

1. Accruals

The concept that income and expenditure are recognised as it is earned or incurred, not as money is received or paid.

2. Best Value

A Government initiative introduced in 1998 in a series of pilot projects and now supported by legislation in 1999 that is aimed at measuring the economy, efficiency and effectiveness of all local authority services.

3. Budget

The Council's aims and policies set out in financial terms against which performance is monitored. Both revenue and capital budgets are prepared.

4. Capital Asset Charges

Charges to service revenue accounts to reflect the cost of fixed assets used in the provision of services.

5. Capital Expenditure

Expenditure on the acquisition of a fixed asset or expenditure, which adds to and not merely maintains the value or increases the life of an existing fixed asset.

6. Capital Receipts

The proceeds from the sale of capital assets.

7. Community Assets

Assets that the local authority intends to hold in perpetuity and that may have restrictions on their disposal. Examples of community assets are parks and historic buildings.

8. Consistency

The concept that the accounting treatment of like items within an accounting period, and from one period to the next, is the same.

9. Contingency

A situation which exists at the balance sheet date, where the outcome will be confirmed only on the occurrence or non-occurrence of one or more uncertain future events.

10. Council Tax

A local tax levied by Local Authorities on its citizens.

11. Creditor

Money owed by the Council to others for goods or services that have been supplied in the accounting period but not paid for.

GLOSSARY

12. Debtor

Money owed to the Council for goods or services we have supplied to others that they have received but have not been paid for by the end of the accounting period.

13. Depreciation

The measure of wearing out, consumption, or other reduction in the useful economic life of a fixed asset, arising from use, passage of time, obsolescence or other changes.

14. Fair Value

The amount for which an asset could be exchanged, or a liability settled, between knowledgeable willing parties in an arms length transaction.

15. Financial Assets

A right to future economic benefits controlled by the Council that is represented by cash or other instruments or a contractual right to receive cash or another financial asset.

16. Finance Lease

A lease that transfers substantially all of the risks and rewards of ownership of a fixed asset to the lessee. Such a transfer of risks and rewards may be presumed to occur if at the inception of the lease the present value of the minimum lease payments, including any initial payment, amounts to substantially all of the fair value of the leased asset.

17. Financial Instrument

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

18. Financial Liability

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

19. Financial Reporting Standard (FRS)

Statements issued by the Accounting Standards Board (ASB) specifying the treatment and disclosure of certain events and transactions in the preparation and publication of accounting statements.

20. Fixed Assets

Tangible assets that benefit the local authority and the services it provides for a period of more than one year.

21. General Fund

The division of the Council's accounts covering services paid for by the precept on the Collection Fund (Council Tax).

22. Going Concern

The concept that the authority will remain in operational existence for the foreseeable future, in particular that the revenue accounts and balance sheet assume no intention to curtail significantly the scale of operations.

23. Government Grants

Government assistance whether in the form of cash or transfers of assets in return for compliance with certain conditions relating to the activities of the authority.

24. Housing Revenue Account

The division of the Council's accounts that covers services relating to the provision of council housing.

25. Impairment

A reduction in the value of a fixed asset as shown in the balance sheet to reflect its true value.

26. Infrastructure Assets

Examples of infrastructure assets are highways, bridges and footpaths.

27. Long Term Investments

An investment that is intended to be held for use on a continuing basis in the activities of the authority.

28. Long-Term Contracts

A contract entered into for the design, manufacture or construction of a single substantial asset or the provision of a service (or a combination of assets or services which together constitute a single project), where the time taken substantially to complete the contract is such that the contract activity falls into different accounting periods. Some contracts with a shorter duration than one year should be accounted for as long-term contracts if they are sufficiently material to the activity of the period.

29. Materiality

This is one of the main accounting concepts. It ensures that the statement of accounts includes all the transactions that, if omitted, would lead to a significant distortion of the financial position at the end of the accounting period.

30. National Non Domestic Rate

Business rate levied on companies, firms etc, collected by Local Authorities and paid to a Central Government 'Pool'.

31. Net Book Value

The amount at which fixed assets are included in the balance sheet, i.e. their historical cost or current value less the cumulative amounts provided for depreciation.

32. Net Current Replacement Cost

The cost of replacing or recreating the particular asset in its existing condition and in its existing use, i.e. the cost of its replacement or of the nearest equivalent asset, adjusted to reflect the current condition of the existing asset.

33. Net Expenditure

Total expenditure for a service less directly related income.

34. Net Realisable Value

The open market value of the asset in its existing use (or open market value in the case of non-operational assets), less the expenses to be incurred in realising the asset.

35. Non-Operational Assets

Fixed assets held by a local authority but not directly occupied, used or consumed in the delivery of services. Examples of non-operational assets are investment properties and assets that are surplus to requirements, pending sale or redevelopment.

36. Operating Leases

A lease other than a finance lease.

37. Operational Assets

Fixed assets held and occupied, used or consumed by the local authority in the direct delivery of those services for which it has either a statutory or discretionary responsibility.

38. Post Balance Sheet Events

Those events, both favourable and unfavourable, which occur between the balance sheet date and the date on which the Statement of Accounts is signed by the responsible financial officer.

39. Revenue Expenditure Funded from Capital under Statute

Expenditure which may properly be deferred, but which does not result in a tangible asset. An example of revenue expenditure funded from capital under statute is expenditure on improvement grants. These were previously referred to as deferred charges.

40. Revenue Expenditure/Income

The cost or income associated with the day-to-day running of the services and financing costs.

41. Statement of Standard Accounting Practice (SSAP)

Accountancy practice's recommended by the Major Accounting Bodies. The application of SSAPs to local authorities is reflected in Statements of Recommended Practices (SORP). Most SSAPs have now been superseded by FRSs.

GLOSSARY

42. Stocks

Comprise 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.

43. Useful Life

The period over which the Local Authority will derive benefits from the use of a fixed asset.

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Agenda Item 8

DECISION-MAKER:	AUDIT COMMITTEE		
SUBJECT:	AUDIT COMMISSION: AUDIT AND INSPECTION PLAN PROGRESS REPORT		
DATE OF DECISION:	23 JUNE 2010		
REPORT OF:	CHIEF INTERNAL AUDITOR		
AUTHOR:	Name:	Neil Pitman	Tel: 023 80 834616
	E-mail:	Neil.pitman@southampton.gov.uk	

STATEMENT OF CONFIDENTIALITY

NOT APPLICABLE

SUMMARY

The audit and inspection plan is based on the Audit Commission's risk-based approach to audit planning as set out in the Code of Audit Practice. An update on progress against the Plan(s), together with reports issued, is attached as appendices to this report.

The Audit Opinion Plan sets out the work proposed to be undertaken for the audit of financial statements 2009/10. The plan reflects:

- Audit work specified by the Audit Commission for 2009/10;
- Current national risks relevant to local circumstances; and
- Local risks

RECOMMENDATIONS:

- (i) That the Audit Committee notes the Audit Commissions reports as attached.

REASONS FOR REPORT RECOMMENDATIONS

1. The Audit Committee's Terms of Reference require it to be satisfied and provide assurance to the Standards and Governance Committee that appropriate action is being taken on risk and internal control related issues identified by the external auditors. Specifically, the Committee has responsibility for oversight of the reports of external audit.

CONSULTATION

2. The reports, as attached, have been discussed and agreed with the appropriate officers.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

3. None.

DETAIL

4. The following Audit Commission reports are attached for consideration in the appendix:

- Progress report – June 2010
- Audit Opinion Plan – May 2010

The external auditor will be in attendance at the Committee meeting to answer any questions.

FINANCIAL/RESOURCE IMPLICATIONS

Capital

5. None

Revenue

6. None

Property

7. None

Other

8. None

LEGAL IMPLICATIONS

Statutory power to undertake proposals in the report:

9. The duties and powers of auditors appointed by the Audit Commission are set out in the Local Government Act 1999.

Other Legal Implications:

10. None

POLICY FRAMEWORK IMPLICATIONS

11. None

SUPPORTING DOCUMENTATION

Appendices

1.	Audit Commission: Progress report – June 2010
2.	Audit Commission: Audit Opinion Plan – May 2010

Documents In Members' Rooms

	None
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Background Documents

Title of Background Paper(s) Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)

1.	None	
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Background documents available for inspection at: Internal Audit Office, North Block Basement, Civic Centre

KEY DECISION? N/A

WARDS/COMMUNITIES AFFECTED: N/A

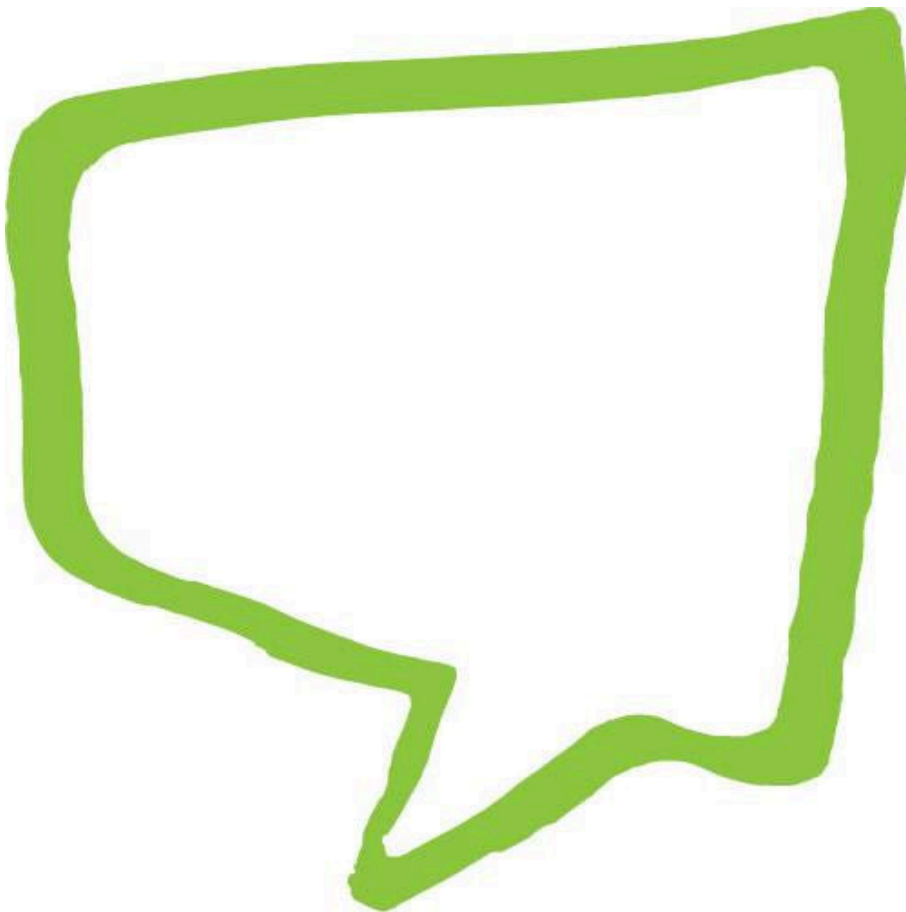
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Progress --- Report

Southampton City Council

Audit 2009/10 & 2010/11

June 2010



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Status of our reports

The Statement of Responsibilities of Auditors and Audited Bodies issued by the Audit Commission explains the respective responsibilities of auditors and of the audited body. Reports prepared by appointed auditors are addressed to non-executive directors/ members or officers. They are prepared for the sole use of the audited body. Auditors accept no responsibility to:

- any director/member or officer in their individual capacity; or
 - any third party.
-

Progress with 2009/10 audit and assessment

Report	AC key contact	Authority contact	Expected report	Reported to Audit Committee	Comment
Audit plan 2009/10	Kate Handy	Audit Committee	March 2009	24 June 2009	The initial fee letter for 2009/10 was agreed with officers in April 2009 and presented to the Audit Committee at its 24 June 2009 meeting. A detailed opinion plan has been prepared and will be discussed at the 23 June 2010 meeting of the Audit Committee.
Area Assessment Plan	Linda Krywald	Audit Committee	March 2009	24 June 2009	The letter setting out the approach and fee for the Organisational Assessment (OA) and Area Assessment (AA) was agreed with officers in April 2009 and reported to the Audit Committee at its meeting on 24 June 2009. The OA and AA reports were published in December 2009 and a briefing session for members took place on 20 January 2010.

Progress with 2009/10 audit and assessment

Report	AC key contact	Authority contact	Expected report	Reported to Audit Committee	Comment
Financial statements					
Interim audit memorandum (if appropriate)	Mike Bowers	Carolyn Williamson	June 2010	N/A	The pre statements audit has been completed, subject to year end testing of controls work. The issues arising have been discussed with key officers. There is however nothing that we need to bring to the immediate attention of the Audit Committee and therefore we will summarise our findings in a report covering both our pre statements work and the audit of the financial statements.
Annual Governance Report (ISA260)	Kate Handy	Standards and Governance Committee	September 2010		
Accounts opinion	Kate Handy	Standards and Governance Committee	September 2010		
Final Accounts memorandum (if appropriate)	Mike Bowers	Carolyn Williamson	October 2010		
Use of Resources					
Use of Resources	Kate Handy	Brad Roynon	September 2010		Following the announcement of the abolition of CAA we will not be issuing scores for Use of Resources. We will use the work we have completed to date to enable us to arrive at our value for money conclusion. Any significant findings from our work will be reported in the Annual Audit Letter.

Progress with 2009/10 audit and assessment

Report	AC key contact	Authority contact	Expected report	Reported to Audit Committee	Comment
Building Schools for the Future - overview (if necessary)	Jane Burns	Clive Webster	N/A		The approval of the outline business case for this project has now been received by the Council. We have appraised Board minutes and discussed progress with officers. We understand that the main risk is a potential change in government policy. At this stage there are no issues that we need to bring to the Audit Committee's attention.
Highways maintenance	Tim Thomas Gordon Westley	Nick Johnson	Updates as necessary	25 January 2010	The report was presented at the January 2010 meeting of the Audit Committee.
Use of Resources (continued)					
Data Quality Spot checks (if necessary)	Mike Bowers	Joy Wilmot-Palmer	N/A	N/A	The DQ spot checks have been completed and have been used to inform our UoR work and the 2009/10 value for money conclusion. There are no issues that we need to bring to the Audit Committee's attention.
Certification of grant claims and returns					
Annual report	Mike Bowers	Carolyn Williamson	March 2010	18 March 2010	The report was presented to the Audit Committee on 18 March 2010.
Inspection					
Short Notice Inspection (Pilot) –Local authority strategic housing services	Julie Watts	Nick Murphy	June 2009	25 January 2010	The report was presented at the January 2010 Audit Committee.

Progress with 2010/11 audit and assessment

Report	AC key contact	Authority contact	Expected report	Reported to Audit Committee	Comment
Audit plan 2010/11	Kate Handy	Audit Committee	June 2010	June 2010	The initial fee letter for 2010/11 is included on the agenda for this meeting. It is based upon the results of our previous audit work and the Audit Commission's fee scale for 2010/11. It will be amended when the Audit Commission has completed its review of the work it requires auditors to complete to arrive at their value for money conclusion. A more detailed opinion plan will be prepared and discussed with officers when the audit for 2009/10 has been completed.
Comprehensive Area Assessment Plan	Lind Krywald	Audit Committee	June 2010	June 2010	Our work on CAA has been halted following the government's decision to abolish CAA. We have therefore withdrawn this plan.

The Audit Commission

The Audit Commission is an independent watchdog, driving economy, efficiency and effectiveness in local public services to deliver better outcomes for everyone.

Our work across local government, health, housing, community safety and fire and rescue services means that we have a unique perspective. We promote value for money for taxpayers, auditing the £200 billion spent by 11,000 local public bodies.

As a force for improvement, we work in partnership to assess local public services and make practical recommendations for promoting a better quality of life for local people.

Copies of this report

If you require further copies of this report, or a copy in large print, in Braille, audio, or in a language other than English, please call 0844 798 7070.

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For further information on the work of the Commission please contact:

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Tel: 0844 798 1212 Fax: 0844 798 2945 Textphone (minicom): 0844 798 2946

www.audit-commission.gov.uk

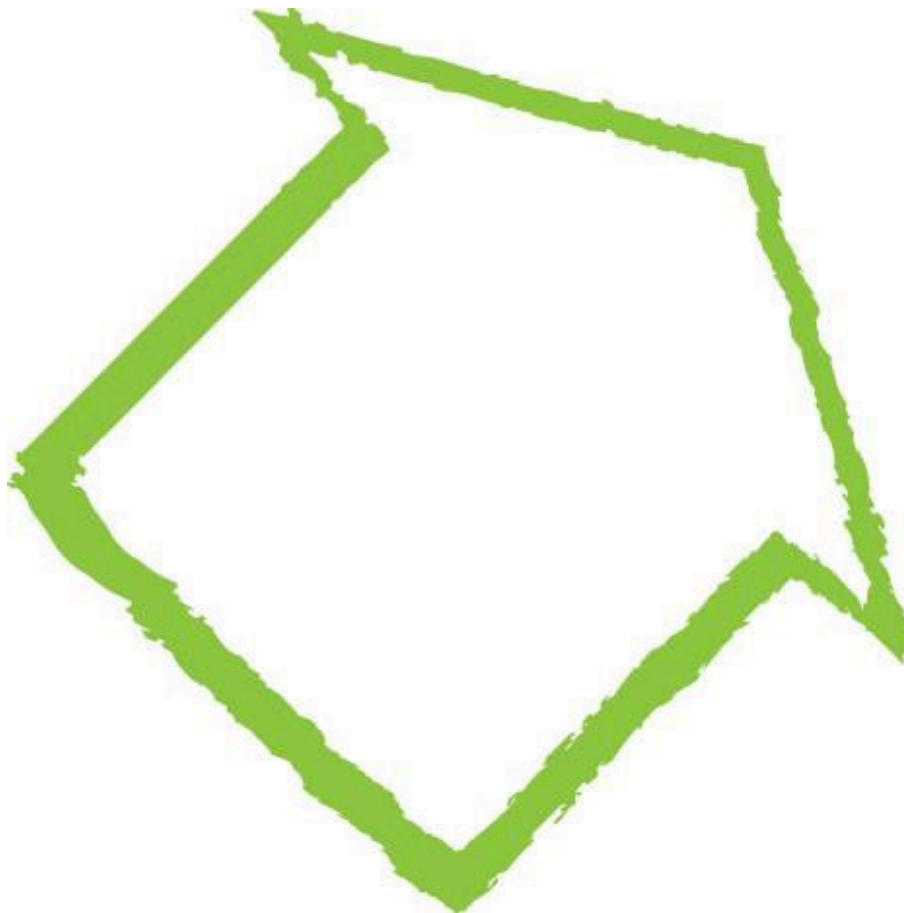
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Audit Opinion Plan

Southampton City Council

Audit 2009/10

May 2010



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Status of our reports

The Statement of Responsibilities of Auditors and Audited Bodies issued by the Audit Commission explains the respective responsibilities of auditors and of the audited body. Reports prepared by appointed auditors are addressed to non-executive directors/ members or officers. They are prepared for the sole use of the audited body. Auditors accept no responsibility to:

- any director/member or officer in their individual capacity; or
 - any third party.
-

Introduction

- 1 This plan sets out the audit work that we propose to undertake for the audit of financial statements 2009/10. The plan is based on the Audit Commission's risk-based approach to audit planning. It reflects:
 - audit work specified by the Audit Commission for 2009/10;
 - current national risks relevant to your local circumstances; and
 - your local risks.

Responsibilities

- 2 The Audit Commission's Statement of Responsibilities of Auditors and of Audited Bodies sets out the respective responsibilities of the auditor and the audited body. The Audit Commission has issued a copy of the Statement to every audited body.
- 3 The Statement summarises where the different responsibilities of auditors and of the audited body begin and end, and our audit work is undertaken in the context of these responsibilities.
- 4 We comply with the statutory requirements governing our audit work, in particular:
 - the Audit Commission Act 1998; and
 - the Code of Audit Practice.

Fee for the audit of financial statements

- 5 The fee for the audit of the financial statements is £239,060 as indicated in my letter of 24 April 2009.
- 6 In setting the fee, we have assumed that:
 - the level of risk in relation to the audit of accounts is consistent with that for 2008/09;
 - the standard of supporting documentation for the financial statements is at least as good as that achieved for 2008/09;
 - Internal Audit undertakes appropriate work on all material systems, which is available for our review by 31 March 2010, and there are no major issues arising;
 - we are able to gain assurance on the operation of key controls in the material systems;
 - we do not identify any additional systems that generate material figures in the financial statements;
 - the accounts are provided for audit by 28 June 2010;
 - the issues highlighted in the 2008/09 annual governance report have been addressed.
- 7 Where these assumptions are not met, I will be required to undertake additional work which is likely to result in an increased audit fee. Where this is the case, we will discuss this in the first instance with the Executive Director of Resources and we will issue supplements to the plan to record any revisions to the risk and the impact on the fee.
- 8 We have agreed that we will invoice the Council separately for the additional work that is necessary in order to address any initial enquiries from electors. Therefore we have not included any time to cover initial enquiries from local electors in the fee within this plan. If any such enquiries subsequently lead to formal objections, I will inform the Executive Director Resources of my estimate of the likely cost of dealing with the objection before completing the additional work.
- 9 We will revisit our risk assessment following our pre-statements work and our initial review of the Council's draft financial statements. If this leads to changes in our plan I will inform officers and 'those charged with governance' by letter.
- 10 Further information on the basis for the fee is set out in Appendix 1.

Specific actions Southampton City Council could take to reduce its audit fees

- 11 The Audit Commission requires its auditors to inform audited bodies of specific actions it could take to reduce its audit fees. As in previous years, we will work with staff to identify any specific actions that the Council could take and to provide ongoing audit support.

Auditors report on the financial statements

- 12 I will carry out the audit of the financial statements in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board (APB).
- 13 I am required to issue an audit report giving my opinion on whether the accounts give a true and fair view of the financial position of the Council as at 31 March 2010.

Identifying opinion audit risks

- 14 As part of our audit risk identification process, we need to fully understand the audited body to identify any risk of material misstatement (whether due to fraud or error) in the financial statements. We do this by:
 - identifying the business risks facing the Council, including assessing your own risk management arrangements;
 - considering the financial performance of the Council;
 - assessing internal control - including reviewing the control environment, the IT control environment and Internal Audit; and
 - assessing the risk of material misstatement arising from the activities and controls within the Council information systems.

Identification of specific risks

- 15 We have considered the risks that are appropriate to the current opinion audit and have set these out below. We consider that the fee originally proposed is sufficient to enable us to do the work necessary in response.

Table 1 **Specific risks**
 Specific opinion risks identified

Risk area	Audit response
<p>The 2009 SoRP applies IFRIC12 (Service Concessions) to PFI and other similar arrangements.</p> <p>The Council will need to demonstrate that it has implemented and completed appropriate processes to identify its contractual and other arrangements that would be affected by the adoption of this accounting standard.</p> <p>The implementation is fully retrospective as a change of accounting policy and, if material, requires information on the arrangements to be restated from their inception as a prior period adjustment.</p> <p>There may be a risk that the required information may not be easily available for some service arrangements.</p>	<p>We will review:</p> <ul style="list-style-type: none"> • the Council's application of the new reporting standard to the Council's PFI contracts, ie schools and waste management; • the arrangements the Council has made to identify and account for any other service arrangements that may fall within IFRIC12; and • the accounting treatment for those arrangements.
<p>The 2009 SoRP makes changes to accounting for local taxation. There is no anticipated effect on the Collection Fund but the changes, which clarify the billing authority's role as an agent of other major precepting bodies, are anticipated to affect the Income and Expenditure Account and the Balance Sheet.</p> <p>This is a change of accounting policy, and could result in a prior period adjustment under FRS3 if it is material to the accounts.</p>	<p>We will review the Council's approach to the new accounting requirements, including assessing the basis of the Council's decision whether a prior period adjustment is required.</p>
<p>Recent amendments made to the Accounts and Audit Regulations (SI 2009/3322), issued in December 2009, mean that from 2009/2010 local authorities will be required to disclose the names, pay and benefits (including any severance payments) of senior employees in a note to the financial statements.</p> <p>Further guidance is expected in a forthcoming LAAP bulletin.</p>	<p>We will test the Council has complied with the new regulations, including the definition of senior employee.</p> <p>The nature and sensitivity of these disclosures mean that we will apply a lower level of materiality than to the rest of the financial statements.</p>

Identification of specific risks

Risk area	Audit response
<p>The need to establish a provision or contingent liability in relation to:</p> <ul style="list-style-type: none">• equal pay claims; or• where decisions to make staff redundant were taken during 2009/10. <p>Such liabilities may be material in terms of value or sensitivity.</p>	<p>We will review the basis for the assessments that have been made in these areas and how they are accounted for within the financial statements.</p>
<p>There were five adjustments to the notes within the audit of the prior year accounts that were above our non-trivial threshold of £150,000 that were corrected. None of them impacted on the council's financial position.</p>	<p>We will review the accounting for these issues to ensure that the Council has taken appropriate action, and they are not repeated in 2009/10.</p>

Testing strategy

- 16 On the basis of risks identified above we produce a testing strategy which will consist of testing key controls and/or substantive tests of transaction streams and material account balances at year end.
- 17 Our testing can be carried out both before and after the draft financial statements have been produced (pre- and post-statement testing).
- 18 Wherever possible, we will complete some substantive testing earlier in the year before the financial statements are available for audit. We have identified the following areas where substantive testing could be carried out early.
 - Accounting for PFI contracts, i.e. schools and waste management; and
 - Review of the Council's arrangements to ensure the complete adoption of IFRS12.
- 19 Where other early testing is identified as being possible, this will be discussed with officers.
- 20 Wherever possible, we seek to rely on the work of Internal Audit to help meet our responsibilities. For 2009/10, we are also working with Internal Audit to refresh the systems documentation and flow charts.

Key milestones and deadlines

- 21 The Council is required to prepare the financial statements by 30 June 2010. We are required to complete our audit and issue our opinion by 30 September 2010. The key stages in the process of producing and auditing the financial statements are shown in Table 2.
- 22 We will meet frequently with the key contact during the course of the post statements audit and review the status of all queries, depending upon the need and the number of issues arising.

Table 2 **Proposed timetable**

Task	Deadline
Control and early substantive testing	April 2010
Receipt of accounts	28 June 2010
Receipt by the auditor of supporting working papers	1 July 2010
Start of detailed testing	July 2010
Progress meetings	As required
Present report to those charged with governance at the Audit committee	22 September 2010
Issue opinion	By 30 September 2010

The audit team

23 The key members of the audit team for the 2009/10 audit are shown in the table below.

Table 3 **Audit team**

Name	Contact details	Responsibilities
Kate Handy District Auditor	k-handy@audit-commission.gov.uk 0844 798 1740	Responsible for the overall delivery of the audit including the quality of outputs, signing the opinion and conclusion, and liaison with the Chief Executive.
Mike Bowers Audit Manager	m-bowers@audit-commission.gov.uk 07881518961	Manages and coordinates the different elements of the audit work. Key point of contact for the Executive Director of Resources.
Stephen High Team Leader	s-high@audit-commission.gov.uk 07779576294	Undertakes detailed aspects of the audit work, supervising the other members of the team. Key point of contact for ongoing liaison with Finance and Internal Audit.

Independence and objectivity

- 24 I am not aware of any relationships that may affect the independence and objectivity of the District Auditor and the audit staff, which we are required by auditing and ethical standards to communicate to you.
- 25 I comply with the ethical standards issued by the APB and with the Commission's requirements in respect of independence and objectivity as summarised in Appendix 2.

Meetings

- 26 The audit team will maintain knowledge of your issues to inform our risk-based audit through regular liaison with key officers. Our proposals are set out in Appendix 3.

The audit team

Quality of service

- 27 We are committed to providing you with a high quality service. If you are in any way dissatisfied, or would like to discuss how we can improve our service, please contact me in the first instance. Alternatively, you may wish to contact the South East Head of Operations.
- 28 If we are unable to satisfy your concerns, you have the right to make a formal complaint to the Audit Commission. The complaints procedure is set out in the leaflet 'Something to Complain About' which is available from the Commission's website or on request.
-

Planned outputs

- 29 Reports will be discussed and agreed with the appropriate officers before being issued to the Audit Committee.
-

Table 4 **Planned outputs**

Planned output	Indicative date
Opinion audit plan	June 2010*
Annual governance report	September 2010
Auditor's report giving an opinion on the financial statements	September 2010
Final accounts memorandum (if required)	October 2010

* We may issue an updated opinion plan, if necessary, when we have completed our pre statements audit and reviewed the draft 2009/10 financial statements.

Appendix 1 – Basis for fee

- 1 The Audit Commission is committed to targeting its work where it will have the greatest effect, based upon assessments of risk and performance. This means planning work to address areas of risk relevant to our audit responsibilities and reflecting this in the audit fees.
- 2 The risk assessment process starts with the identification of the significant financial and operational risks applying to the Council with reference to:
 - our cumulative knowledge of the Council;
 - planning guidance issued by the Audit Commission;
 - the specific results of previous and ongoing audit work;
 - interviews with Council officers; and
 - liaison with Internal Audit.

Assumptions

- 3 In setting the fee, I have assumed that:
 - the level of risk in relation to the audit of the financial statements is not significantly different from that identified for 2008/09;
 - you will inform us of significant developments impacting on the audit;
 - Internal Audit meets the appropriate professional standards;
 - Internal Audit undertakes appropriate work on all systems that provide material figures in the financial statements sufficient that we can place reliance for the purposes of our audit;
 - good quality working papers and records will be provided to support the financial statements by 5 July 2010;
 - requested information will be provided within agreed timescales;
 - prompt responses will be provided to draft reports; and
 - additional work will not be required to address questions or objections raised by local government electors. Any fee for such enquiries or objections will be additional to the fee in this plan and will be separately invoiced to the Council.
- 4 Where these assumptions are not met, I will be required to undertake additional work which is likely to result in an increased audit fee.

Appendix 2 – Independence and objectivity

- 1 Auditors appointed by the Audit Commission are required to comply with the Commission's Code of Audit Practice and Standing Guidance for Auditors, which defines the terms of the appointment. When auditing the financial statements, auditors are also required to comply with auditing standards and ethical standards issued by the Auditing Practices Board (APB).
- 2 The main requirements of the Code of Audit Practice, Standing Guidance for Auditors and the standards are summarised below.
- 3 International Standard on Auditing (UK and Ireland) 260 (Communication of audit matters with those charged with governance) requires that the appointed auditor:
 - discloses in writing all relationships that may bear on the auditor's objectivity and independence, the related safeguards put in place to protect against these threats and the total amount of fee that the auditor has charged the client; and
 - confirms in writing that the APB's ethical standards are complied with and that, in the auditor's professional judgement, they are independent and their objectivity is not compromised
- 4 The standard defines 'those charged with governance' as 'those persons entrusted with the supervision, control and direction of an entity'. In your case, the appropriate addressee of communications from the auditor to those charged with governance is the Standards and Governance Committee. The auditor reserves the right, however, to communicate directly with the Council on matters which are considered to be of sufficient importance.
- 5 The Commission's Code of Audit Practice has an overriding general requirement that appointed auditors carry out their work independently and objectively, and ensure that they do not act in any way that might give rise to, or could reasonably be perceived to give rise to, a conflict of interest. In particular, appointed auditors and their staff should avoid entering into any official, professional or personal relationships which may, or could reasonably be perceived to, cause them inappropriately or unjustifiably to limit the scope, extent or rigour of their work or impair the objectivity of their judgement.

- 6 The Standing Guidance for Auditors includes a number of specific rules. The key rules relevant to this audit appointment are as follows.
- Appointed auditors should not perform additional work for an audited body (ie work over and above the minimum required to meet their statutory responsibilities) if it would compromise their independence or might give rise to a reasonable perception that their independence could be compromised. Where the audited body invites the auditor to carry out risk-based work in a particular area that cannot otherwise be justified as necessary to support the auditor’s opinion and conclusions, it should be clearly differentiated within the Audit and Inspection Plan as being ‘additional work’ and charged for separately from the normal audit fee.
 - Auditors should not accept engagements that involve commenting on the performance of other auditors appointed by the Commission on Commission work without first consulting the Commission.
 - The District Auditor responsible for the audit should, in all but the most exceptional circumstances, be changed at least once every five years.
 - The District Auditor and senior members of the audit team are prevented from taking part in political activity on behalf of a political party, or special interest group, whose activities relate directly to the functions of local government or NHS bodies in general, or to a particular local government or NHS body.
- 7 The District Auditor and members of the audit team must abide by the Commission’s policy on gifts, hospitality and entertainment.

Appendix 3 – Working together

Meetings

- 1 The audit team will maintain knowledge of your issues to inform our risk-based audit through regular liaison with key officers.
- 2 Our proposal for the meetings is as follows.

Table 5 Proposed meetings with officers

Council officers	Audit Commission staff	Timing	Purpose
Executive Director of Resources	DA , AM & Team Leader (TL) as required	Quarterly	General update
Head of Finance and Head of Accounting	AM and Team Leader (TL)	Monthly as required	Update on audit issues
Audit Committee	DA and AM, with TL as appropriate	As determined by the Committee schedule	Formal reporting of: <ul style="list-style-type: none"> • Audit Plan • Annual governance report • Other issues as appropriate

Sustainability

- 3 The Audit Commission is committed to promoting sustainability in our working practices and we will actively consider opportunities to reduce our impact on the environment. This will include:
 - reducing paper flow by encouraging you to submit documentation and working papers electronically;
 - use of video and telephone conferencing for meetings as appropriate; and
 - reducing travel.

The Audit Commission

The Audit Commission is an independent watchdog, driving economy, efficiency and effectiveness in local public services to deliver better outcomes for everyone.

Our work across local government, health, housing, community safety and fire and rescue services means that we have a unique perspective. We promote value for money for taxpayers, auditing the £200 billion spent by 11,000 local public bodies.

As a force for improvement, we work in partnership to assess local public services and make practical recommendations for promoting a better quality of life for local people.

Copies of this report

If you require further copies of this report, or a copy in large print, in Braille, on tape, or in a language other than English, please call 0844 798 7070.

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For further information on the work of the Commission please contact:

Audit Commission, 1st Floor, Millbank Tower, Millbank, London SW1P 4HQ

Tel: 0844 798 1212 Fax: 0844 798 2945 Textphone (minicom): 0844 798 2946

www.audit-commission.gov.uk

Agenda Item 9

DECISION-MAKER:	AUDIT COMMITTEE		
SUBJECT:	REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT		
DATE OF DECISION:	23 JUNE 2010		
REPORT OF:	CHIEF INTERNAL AUDITOR		
AUTHOR:	Name:	Neil Pitman	Tel: 023 8083 4616
	E-mail:	Neil.pitman@southampton.gov.uk	

STATEMENT OF CONFIDENTIALITY

Not applicable

SUMMARY

Under the Accounts and Audit (Amendment) (England) Regulations 2006 the Council is required, at least once a year, to conduct a review of the effectiveness of its system of internal audit. To assist the Audit Committee in discharging this requirement on behalf of the Council, this paper summarises the measures currently in place to monitor internal audit effectiveness.

RECOMMENDATIONS:

- (i) That the Audit Committee reviews the effectiveness of the system of internal audit using the sources of assurance detailed in this report.

REASONS FOR REPORT RECOMMENDATIONS

1. The Accounts and Audit Regulations 2006 state that the Council 'shall, at least once in each year, conduct a review of the effectiveness of its system of internal audit'. This review is part of the wider annual review of the effectiveness of the system of internal control which contributes to the Annual Governance Statement and as such should be referred to the Audit Committee.

CONSULTATION

2. The Audit Committee was consulted in June 2007 to agree how future reviews should be conducted.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

3. None

DETAIL

4. The Accounts and Audit Regulations 2006 place a requirement on authorities to conduct an annual review of the effectiveness of the system of internal audit. The Chartered Institute of Public Finance and Accountancy (CIPFA) have provided technical guidance suggesting a number of options available to authorities for carrying out the review which include:
 - The Head of Internal Audit
 - A Sub-group of the Audit Committee

- A review group of officers
- Peer review
- External assessment
- A group of members and officers

Whoever carries out the review, it is vital that all participants are appropriately skilled and have relevant technical support available to them.

5. The CIPFA Code of Practice for Internal Audit in Local Government in the United Kingdom 2006 [the Code] recommends that *“The Head of Internal Audit should have in place a performance management and quality assurance framework to demonstrate that the internal audit service is:*
- a) Meeting its aims and objectives*
 - b) Compliant with the Code*
 - c) Meeting internal quality standards*
 - d) Effective, efficient, continuously improving*
 - e) Adding value and assisting the organisation in achieving its objectives.”*

6. Meeting aims and objectives

The aims and objectives of the system of internal audit are defined in the Internal Audit Strategy and the Internal Audit, Risk and Assurance Business Plan. The key business plan objectives for 2009/10 were as follows and have been delivered:

- Maintain delivery of the Internal Audit Strategy in compliance with the CIPFA Code of Practice;
- Review the effectiveness of corporate arrangements to identify and / or reduce the risk of fraud and corruption;
- Further refine and consolidate the assurance process to support the production of a robust Annual Governance Statement in line with CIPFA guidance;
- Ensure the adequate resourcing of the service to support the proper delivery of the function; and
- Embed risk management principles across the Council’s business processes.

7. Compliance with the Code

Guidance cites the CIPFA Code of Practice for Internal Audit in Local Government in the United Kingdom as proper practice in relation to internal audit in local authorities.

The system of internal audit was compliant with the Code throughout 2009/10.

8. Meeting internal quality standards

Review of compliance against the Code has highlighted that internal audit is compliant with the standards for performance, quality and effectiveness.

A comprehensive and up-to-date internal audit manual is in place and available to all staff to provide guidance on quality standards in carrying out day-to-day audit work and compliance with the Code.

Ethics training was received by all staff as part of the divisional Learning and Development Plan.

A system of quality checks is in place to ensure all internal audit work is appropriately supervised and reviewed throughout all audits to monitor progress, assess quality and coach staff.

The implementation of the new audit management software solution during 2008 has enabled performance management information to be more readily provided.

9. Effective, efficient, continuously improving

The Audit Commission's 'Use of Resources' assessment 2008/09 and based on the key lines of enquiry for 2009 seen the overall theme score for Internal Control assessed as a '3'.

10. Adding value and assisting the organisation in achieving its objectives

The Internal Audit Strategy 2007-2011 is designed to demonstrate how the internal audit service seeks to add value to the Council and to assist the Council in achieving its objectives.

The Annual Audit Plan for 2009/10 demonstrates intended audit coverage of the Council's objectives. The 2009/10 audit plan was substantially delivered, with any amendments approved by this Committee (please see Chief Internal Auditor's *Annual Report and Opinion*, also on this agenda).

11. The 'Status of work' reports provided to each meeting of the Audit Committee demonstrate how management is responding to the issues and risks highlighted by internal audit's work and on the whole demonstrate that management actions in response to audit observations are properly implemented on a timely basis.

12. Formal client feedback has been sought in respect of specific audit assignments conducted in 2009/10 by means of a "client feedback survey". In addition, feedback was sought from audit clients in January 2010 on the overall performance of the service.

The results of these feedback mechanisms have demonstrated that management is largely satisfied with internal audit's ability to demonstrate compliance with the standards and the value delivered in assisting the Council in achieving its objectives:

Survey Question	Response - Good, Very Good or Excellent
How do you rate the service provided by Internal Audit	83.3%
Survey Question	Response - Yes
The internal audit service makes an effective contribution to the Council's control environment?	89.1%
Internal audit is of value and assists the Council in achieving its objectives?	91.5%

13. Role of the Audit Committee

The Audit Committee plays an essential role in the effectiveness of the system of internal audit. The Audit Committee Chair's formal annual report on the work and performance of the Committee during the year is available elsewhere on this agenda.

FINANCIAL/RESOURCE IMPLICATIONS

Capital

14. None

Revenue

15. None

Property

16. None

Other

17. None

LEGAL IMPLICATIONS

Statutory power to undertake proposals in the report:

18. Accounts and Audit (Amendment) (England) Regulations 2006 places a requirement on the Council to, at least once a year, conduct a review of the effectiveness of its system of internal audit. The above arrangements are intended to meet those responsibilities.

Other Legal Implications:

19. None

POLICY FRAMEWORK IMPLICATIONS

20. None

SUPPORTING DOCUMENTATION

Appendices

1.	None
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Documents In Members' Rooms

1.	None
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Background Documents

Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
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1.	None	
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Background documents available for inspection at: N/A

KEY DECISION? N/A

WARDS/COMMUNITIES AFFECTED:	N/A
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Agenda Item 10

DECISION-MAKER:	AUDIT COMMITTEE		
SUBJECT:	CHIEF INTERNAL AUDITOR'S ANNUAL REPORT AND OPINION 2009/10		
DATE OF DECISION:	23 JUNE 2010		
REPORT OF:	CHIEF INTERNAL AUDITOR		
AUTHOR:	Name:	Neil Pitman	Tel: 023 8083 4616
	E-mail:	Neil.pitman@southampton.gov.uk	

STATEMENT OF CONFIDENTIALITY

Not applicable

SUMMARY

In accordance with proper internal audit practices, the Chief Internal Auditor is required to provide a written report reviewing the effectiveness of the system of internal control and to assist in producing the Annual Governance Statement.

The attached report provides the Chief Internal Auditor's opinion on the system of internal control and summarises audit work from which that opinion is derived for the year ending 31st March 2010.

The report concludes that Southampton City Council's framework of governance, risk management and management control is basically sound, however, some weaknesses have been identified through internal audit's work or evidence was found that the framework may not be consistently applied.

The Chief Internal Auditor considers that the system of internal control will be strengthened by the work that is being carried out within the Council to improve and embed programme and project management; Health and Social Care Billing and financial management within educational establishments.

RECOMMENDATIONS:

- (i) That the Audit Committee notes the Chief Internal Auditor's Annual Report and Opinion for 2009/10.

REASONS FOR REPORT RECOMMENDATIONS

1. The Accounts and Audit (Amendment) (England) Regulations 2006 require the Council to conduct a review, at least once a year, of the effectiveness of its system of internal control. The Chief Internal Auditor is required to provide a written annual report and opinion to the Audit Committee to provide assurance on the Council's internal control environment to inform the Annual Governance Statement.

CONSULTATION

2. The Chief Internal Auditor's Annual Report and Opinion 2009/10 has been developed in consultation with the Internal Audit, Risk and Assurance Service management team.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

3. None

DETAIL

4. Under the Accounts and Audit (Amendment) (England) Regulations 2006, the Council is responsible for ensuring that:
- its financial management is adequate and effective and that it has a sound system of internal control which facilitates the effective exercise of functions and includes arrangements for the management of risk; and
 - it maintains an adequate and effective system of Internal Audit of its accounting records and of its system of internal control in accordance with the proper practices.
5. The Chief Internal Auditor's Annual Report and Opinion for 2009/10 is attached for consideration in the appendix. The main purpose of this report is to give the Chief Internal Auditor's opinion on the adequacy and effectiveness of the Council's internal control environment for the year ending 31st March 2010.
6. The Audit Committee's attention is drawn to the following points:
- internal audit was compliant with the CIPFA Code of Practice for Internal Audit in 2009/10;
 - the revised internal audit plan for 2009/10 has been substantially delivered;
 - the Council's framework of governance, risk management and management control is considered to be basically sound, however, some weaknesses have been identified through internal audit's work or evidence was found that the framework may not be consistently applied;
 - where our work identified areas where management controls could be improved or where systems and laid down procedures were not fully followed, appropriate corrective actions and a timescale for improvement were agreed with the responsible managers.
7. Significant issues identified during the course of our work related to:
- historically there have been weaknesses in the corporate coordination function of the Council in providing oversight, scrutiny and challenge across the Council's capital programme / major projects and therefore no means of ensuring directorate boards were operating effectively. The Executive Director of Resources commissioned a fundamental review of project management to address concerns with regard control, risk and governance. PM Connect (project management software) was subsequently rolled out corporately in April 2010
 - invoicing for Health and Social Care clients for services provided and the interface between the PARIS Health and Social Care System and the Agresso main accounting system.

- two recent internal audit reviews have identified significant internal control and governance issues with regard financial management in educational establishments.

FINANCIAL/RESOURCE IMPLICATIONS

Capital

8. None

Revenue

9. None

Property

10. None

Other

11. None

LEGAL IMPLICATIONS

Statutory power to undertake proposals in the report:

12. The Accounts and Audit (Amendment) (England) Regulations 2006 require the Council to conduct a review, at least once a year, of the effectiveness of its system of internal control.

Other Legal Implications:

13. None

POLICY FRAMEWORK IMPLICATIONS

14. None

SUPPORTING DOCUMENTATION

Appendices

1.	Chief Internal Auditor's Annual Report and Opinion 2009/10
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Documents in Members' Rooms

1.	None
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Background Documents

Title of Background Paper(s) Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)

1.	None	
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Background documents available for inspection at: N/A

KEY DECISION? N/A

WARDS/COMMUNITIES AFFECTED:	N/A
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CHIEF INTERNAL AUDITOR'S **ANNUAL REPORT AND OPINION** **2009 - 2010**

Prepared by:	Neil Pitman, Chief Internal Auditor
Issued date:	2 nd June 2010

This document has been distributed to:

Meeting:	Date of meeting:
Chief Officers' Management Team	8 th June 2010

1. INTERNAL CONTROL AND THE ROLE OF INTERNAL AUDIT

- 1.1. Under the Accounts and Audit (Amendment) (England) Regulations 2006, the Council is required to 'maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control'. The standards for 'proper practices' for internal audit are laid down in the Chartered Institute of Public Finance and Accountancy's *Code of practice for internal audit in Local Government in the United Kingdom (2006)* ["CIPFA Code"].
- 1.2. Internal audit is an assurance function that provides an independent and objective opinion to the Council on the control environment, comprising risk management, internal control and governance, by evaluating its effectiveness in achieving the Council's objectives.
- 1.3. It is a management responsibility to establish and maintain internal control systems and to ensure that resources are properly applied, risk is appropriately managed and outcome achieved.

2. INTERNAL AUDIT OPINION

- 2.1. The main purpose of this report is to give my opinion as Chief Internal Auditor for Southampton City Council on the adequacy and effectiveness of the Council's framework of risk management, internal control and governance for the year ending 31st March 2010.
- 2.2. In giving this opinion, it should be noted that assurance can never be absolute and therefore, only reasonable assurance can be provided that there are no major weaknesses in the processes reviewed. In assessing the level of assurance to be given, I have based my opinion on:
 - written reports on all internal audit work completed during the course of the year;
 - results of any follow up exercises undertaken in respect of previous years' internal audit work;
 - the results of work of other review bodies where appropriate;
 - the extent of resources available to deliver the internal audit work;
 - the quality and performance of the internal audit service and the extent of compliance with the CIPFA Code;
 - any limitations which may have been placed on the scope or operation of internal audit; and
 - the proportion of Southampton City Council's audit need that has been covered within the period.

Opinion

I am satisfied that sufficient assurance work has been carried out to allow me to form a reasonable conclusion on the adequacy and effectiveness of Southampton City Council's internal control environment.

In my opinion, Southampton City Council's framework of governance, risk management and management control is basically sound, however, some weaknesses have been identified through our work or we have found evidence that the framework may not be consistently applied. Where weaknesses have been identified through internal audit review, we have worked with management to agree appropriate corrective actions and a timescale for improvement.

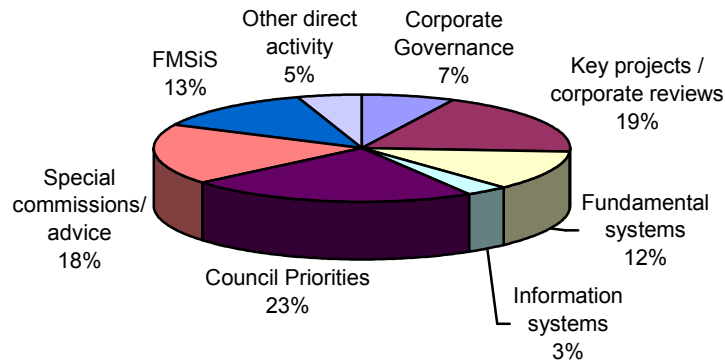
The system of internal control will be strengthened by the work that is being carried out to improve and embed programme and project management; health and social care billing; and financial management within educational establishments.

This overall audit opinion should be read in conjunction with the key issues set out in the following paragraphs.

3. INTERNAL AUDIT COVERAGE AND OUTPUT

- 3.1. The *Strategic internal audit plan* details a rolling, three-year programme of audits, designed to support preparation of the *Annual governance statement* and encompasses the following core principles:
- focus on the Council's defined purpose and outcomes;
 - effective performance in clearly defined functions and roles;
 - promoting values that underpin good governance through upholding high standards of conduct and behaviour;
 - taking informed and transparent decisions within a framework of controls and managing risk;
 - developing the capacity and capability of members and officers to be effective; and
 - engaging stakeholders to ensure robust public accountability.
- 3.2. The final year of the three-year programme (the 2009-10 Internal audit plan, approved by the Audit Committee 19 March 2009 and revised 8 February 2010) was informed by the corporate risk register and performance framework, supplemented with internal audit's own assessment of risk and materiality.
- 3.3. Internal audit delivered 1350 audit days across 110 review areas over the course of the year ending 31st March 2010. This includes 221 direct days on special commissions or investigation work. An additional 141 direct days were delivered in our role as the Council's appointed external assessors for the Financial Management Standard in Schools [FMSiS].

Analysis of audit days by review type



3.4. The revised 2009-10 internal audit plan has been delivered with the following exceptions:

- At the time of this report, the following reviews are work in progress:
 - Risk Financing
- Work is substantially complete and an opinion has been formed for the following reviews, however, formal draft reports have not yet been issued to and agreed with management:
 - Commissioning plan for health and wellbeing
 - Children's Trust arrangement for delivery of Children and Young Peoples Plan
 - Across Schools thematic reviews

I do not consider these exceptions to have an adverse impact on the delivery of my overall opinion for the period.

3.5. We have published an opinion in final or draft reports (where we are concluding discussions with management in the agreement of action plans) in respect of 82 reviews (including 28 FMSiS external assessments) completed during the year.

3.6. Where our work identified risks that we considered fell outside the parameters acceptable to the Council, we agreed appropriate corrective actions and a timescale for improvement with the responsible managers. We actively monitor progress against the agreed action plans until we receive confirmation from management that all agreed actions have been completed or the audit points have been superseded.

- 3.7. The opinion assigned to each internal audit review on issue of the report is defined as follows:

Opinion	Framework of governance, risk management and management control	Number of published opinions in this category (2009-10)	Number of open audits with opinions in category at year end
Substantial assurance	A sound framework in place that is operating effectively. Some immaterial evidence of inconsistent application.	33	20
Adequate assurance	Basically a sound framework in place but with repeated evidence of inconsistent application.	11	3
Limited assurance	Critical weakness (es) identified within the framework or significant evidence of inconsistent application.	7	-
No assurance	Fundamental weaknesses have been identified or the framework is ineffective or absent.	3	-

4. SIGNIFICANT ISSUES ARISING

4.1. Programme and project management

Historically a lack of prioritisation of resources dedicated to the programme / project monitoring process resulted in time being spent at directorate boards discussing matters of detail that could have been more appropriately covered outside of the meeting preventing Boards from covering programme governance matters robustly. There were weaknesses within the corporate coordination function for the Council in providing oversight, scrutiny and challenge across the Council's capital programme / major projects and therefore risks in ensuring directorate boards were operating effectively.

The Executive Director of Resources commissioned a fundamental review of project management to address concerns identified with regard control, risk and governance. PM Connect (project management software) was piloted within the Neighbourhoods Directorate during 2009-10 who acted as the 'early developers'. The system was rolled out corporately from April 2010. A training programme has been developed to ensure that staff and managers are appropriately trained, including specific training for Project Board members as well as Project Managers.

Future audit review during 2010-11 will ensure PM Connect is fully embedded.

4.2. Health and Social Care Billing

In March 2005 the Council approved revised arrangements in respect of its Charging Policy for Non Residential Care Services, which was implemented in mid 2006. During the latter part of 2006, the Council identified significant issues around the invoicing for Health and Social Care clients for services provided. A new interface between the PARIS Health and Social Care System and the Agresso main accounting system was not working and billing had to be suspended. PARIS could not be reconciled to Agresso and poor manual records meant that there was uncertainty about data held within PARIS.

Remedial actions were undertaken which allowed billing to resume from May 2007. However, further difficulties were experienced and charging was again suspended in September 2007 due to the large number of errors. Subsequent testing of the system resulted in the need to manually input chargeable information in order to issue bills. However, invoices were still presenting with unexplained adjustments.

A 36 point action plan has been implemented to address system weaknesses and a new charging policy was introduced in April 2009. Work is continuing on implementing an upgrade of PARIS so that the system side of billing can be improved.

4.3. Financial management in educational establishments

The Financial Management Standards in Schools (FMSiS) is a mandatory requirement to provide assurance to the Department of Education (formerly Department for Children, Schools and Families), HM Treasury, National Audit Office and Local Authorities that schools have adequate arrangements in place to manage their resources effectively.

The Standard requires renewal every three years. All eligible schools within Southampton have now been assessed against the Standard following its three year phased implementation.

	Secondary	Primary	Special
Total number of schools	10	61	5
Schools assessed as meeting the Standard	10	59	5
Schools not meeting the Standard	0	2	0

Whilst the FMSiS brings a consistency to the control environment and provides a baseline for the school to assess itself against, it does not take into account all the risk areas confronting individual schools in the detail a probity audit would provide.

Two recent internal audit reviews have identified significant internal control and governance issues with regard financial management in educational establishments

As such, to compliment the FMSiS and School Thematic Review processes and to ensure review remains proportionate, in liaison with Children's Services and Learning, a programme of full school audits have been scheduled as part of the 2010/11 – 2012/13 strategic audit plan.

5. ADVICE TO MANAGEMENT

- 5.1. During the year internal audit has worked with management on a consultancy/advisory basis on a number of projects, including:
- Putting People First (In Control)
 - ContactPoint
 - Investigations into fraud, corruption and improper practice

6. ANTI FRAUD AND CORRUPTION

- 6.1. Within the year we have concluded work on the National Fraud Initiative 2008-09 from which fraud of £218k was identified
- 6.2. In addition, we have assessed and where appropriate, advised, investigated or supported the investigation of a number of allegations of fraud, corruption or improper practice. A number of these cases were allegations made under the Duty to Act ("Whistleblowing") Policy. Evidence, advice and guidance have been passed to management to pursue internal disciplinary processes or to the Police to pursue criminal investigation where appropriate.

7. INTERNAL AUDIT PERFORMANCE

<i>Annual performance indicators 2009-10</i>		
Aspect of service	Target output or performance measure	Actual output or performance
Cost and quality of input	Service costs are within budget	Outturn report showed under spend resulting from efficiency proposals
	Direct audit days account for 65% of total time available	Direct audit days accounted for 78% of total time available
Productivity and process efficiency	A minimum of 90% of the annual plan is delivered	98% of the revised annual plan has been delivered
	100% of high risk audits are delivered	*98% of high risk audits have been delivered.
	Draft reports are issued within 10 days of completion of fieldwork	83 % of draft reports are issued within 10 days of completion of fieldwork

Annual performance indicators 2009-10		
Aspect of service	Aspect of service	Aspect of service
Productivity and process efficiency	Client response received to draft audit reports within 10 days of issue	**Estimated 70% of client responses are received to draft audit reports within 10 days of issue
	Final reports are issued within 10 days after agreement with client	75% of final reports are issued within 10 days after agreement with client
Quality of output	80% of clients are satisfied with the service delivered	A quality survey conducted in January 2010 reported that 83.3% of respondents rated the internal audit service as good, very good or excellent.
	External audit place reliance on work of internal audit	External audit placed reliance on the work of internal audit during 2009/10
Compliance with professional standards	CIPFA Code of practice for internal audit in local government (2006) is complied with	Compliant
Outcomes and degree of influence	90% of agreed high priority actions are implemented within agreed timescale	**Estimated 75% of agreed high priority actions are implemented within agreed timescale

* The remaining 2% (1 review) relates to a review of Waste & Recycling which has been deferred due to ongoing restructure and move to dock gate 20.

** Currently configuring audit management software to provide accurate measures in this performance area.

7.2 Internal Audit Resources

The resource profile has changed significantly during 2009 -10 following a restructure of the section. The service operated at a 12.5% shortfall in planned FTE staff over the period. Supplementary resources were bought in from Deloitte's for the delivery of IT reviews within the 2009-10 internal audit plan. This arrangement has proven very successful and we will continue to use this type of co-sourcing arrangement for future service delivery.

7.3 Quality control

Our aim is to provide a service that remains responsive to the needs of the Council and maintains consistently high standards. This was achieved in 2009-10 through the following internal processes:

- Compliance with CIPFA Code of practice for internal audit in local government (2006);

- ongoing liaison and communication with the management to ascertain the risk management, control and governance arrangements, key to corporate success;
- ongoing development of a constructive working relationship with the Audit Commission to ensure development of a cooperative assurance approach;
- a tailored audit approach using a defined methodology and assignment control documentation;
- the review and quality control of all internal audit work by professional qualified senior staff members.

8. ACKNOWLEDGEMENT

- 8.1. I would like to take this opportunity to thank all those staff throughout Southampton City Council with whom we have made contact in the year. Our relationship has been positive and management were responsive to the comments we made both informally and through our formal reporting.

Neil Pitman
Chief Internal Auditor
2nd June 2010

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DECISION-MAKER:	AUDIT COMMITTEE		
SUBJECT:	ANNUAL GOVERNANCE STATEMENT 2009-10		
DATE OF DECISION:	23 JUNE 2010		
REPORT OF:	EXECUTIVE DIRECTOR OF RESOURCES		
AUTHOR:	Name:	Peter Rogers	Tel: 023 8083 2835
	E-mail:	peter.rogers@southampton.gov.uk	

STATEMENT OF CONFIDENTIALITY

NOT APPLICABLE

SUMMARY

In accordance with the Accounts and Audit Regulations the Council is required to develop and publish an Annual Governance Statement ('AGS'). The AGS is a key corporate document and should provide an accurate representation of the corporate governance arrangements in place during the year and highlight those areas where gaps or improvements are required.

An important part of the process, in respect of the development of a robust AGS, is for the Audit Committee to review and approve the draft AGS and recommend its acceptance to the Standards and Governance Committee prior to the document being forwarded to the Chief Executive and Leader of the Council for signing.

RECOMMENDATIONS:

The Audit Committee is asked to:

- (i) Review the draft AGS (Appendix 1) together with sources of assurance upon which the statement is based to confirm that the statement is meaningful and that the system of internal control has operated effectively throughout the reporting period;
- (ii) Approve the draft AGS and recommend its acceptance to the Standards and Governance Committee.

REASONS FOR REPORT RECOMMENDATIONS

1. The Audit Committee has responsibility to provide independent assurance to the Standards and Governance Committee on the adequacy of the risk management framework and the internal control and reporting environment, including (but not limited to) the reliability of the financial reporting process and the annual governance statement. This responsibility extends to receiving and reviewing the draft AGS, and where necessary challenging the sources of assurance, prior to the draft document being reported to Standards and Governance Committee for approval.

CONSULTATION

2. The AGS has been developed by the Council's 'Controls Assurance Management Group'. The draft statement has been referred to both the Policy Co-ordinators Team (PCoT - which has responsibility to support the preparation of the AGS) and the Chief Officers Management Team for review and comment.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

3. No alternative options have been considered.

DETAIL

4. Regulation 4 (2) of the Accounts and Audit Regulations 2003, as amended by the Accounts and Audit (Amendment)(England) Regulations 2006, requires local authorities to 'conduct a review at least once a year of the effectiveness of its system of internal control' and 'to prepare a statement on internal control in accordance with proper practices'.
5. The purpose of the AGS is to provide an accurate representation of the corporate governance arrangements in place during the year and to identify or highlight those areas where there are significant gaps or where improvements are required.
6. The review of the effectiveness of the Council's overall corporate governance arrangements requires the sources of assurance, which the council relies on, to be brought together and reviewed with any with any significant gaps in assurance or areas for improvement being recorded and disclosed within the AGS.
7. The 'assurance gathering process' to support development of the 2009-10 AGS was based on the process used to develop the 2008-09 AGS. No significant changes were deemed necessary on the basis that it is considered that the current process is robust and noting the Audit Commission's observations that the Council has developed a "good quality Annual Governance Statement".
8. Overall assurance on the adequacy and effectiveness of the overall governance framework was sought from the following sources: Internal Audit, External Audit, Risk Management, Legal and Regulatory Assurance, assurances provided by Executive Directors (via the 'AGS Self Assessment Statements'), Performance Management and external inspection or review and reports. The foregoing sources of assurance are underpinned by a range of corporate policies and procedures.
9. A 'Controls Assurance Management Group' comprising the Section 151 Officer, Monitoring Officer, Assistant Chief Executive (Strategy), Chief Internal Auditor and the Chair of the Audit Committee is responsible for drawing together, evaluating and, where necessary, challenging the sources of

assurance and supporting evidence in addition to drafting the AGS. This group also has responsibility to monitor and review progress of any agreed actions arising from the AGS throughout the year.

10. The 2009-10 AGS also includes a status report regarding the actions taken to address the 'significant governance issues' disclosed in the 2008-09 AGS.

FINANCIAL/RESOURCE IMPLICATIONS

Capital

11. None

Revenue

12. None

Property

13. No specific property implications have been identified in this report.

Other

14. None

LEGAL IMPLICATIONS

Statutory power to undertake proposals in the report:

15. The Audit Commission Act 1998 and the Accounts and Audit Regulations 2003 require the Council to adopt Good Governance arrangements in respect of the discharge of its functions. The above arrangements are intended to meet those responsibilities.

Other Legal Implications:

16. None

POLICY FRAMEWORK IMPLICATIONS

17. None

SUPPORTING DOCUMENTATION

Appendices

1.	Draft Annual Governance Statement 2009-10
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Documents In Members' Rooms

1.	None
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Background Documents

Title of Background Paper(s)

Relevant Paragraph of the
Access to Information
Procedure Rules / Schedule
12A allowing document to be
Exempt/Confidential (if
applicable)

1.	None	
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Background documents available for inspection at: Internal Audit, Risk and Assurance Office, North Block Basement, Civic Centre

E-mail: peter.rogers@southampton.gov.uk

FORWARD PLAN No: N/A

KEY DECISION?

N/A

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WARDS/COMMUNITIES AFFECTED:

NOT APPLICABLE

ANNUAL GOVERNANCE STATEMENT

1. SCOPE OF RESPONSIBILITY

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

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

The Council has approved and adopted a Code of Corporate Governance, which is consistent with the principles of the CIPFA/SOLACE Framework *Delivering Good Governance in Local Government*. A copy of the code is on our website at <http://www.southampton.gov.uk/council-partners/decisionmaking/corporategovernance/> or can be obtained from the:

Solicitor to the Council,
Southampton City Council,
Civic Centre,
Southampton,
SO14 7LY

This statement explains how the Council has complied with the code and also meets the requirements of regulation 4 (2) of the Accounts and Audit Regulations 2003 as amended by the Accounts and Audit (Amendment)(England) Regulations 2006 in relation to the publication of a statement on internal control.

2. THE PURPOSE OF THE GOVERNANCE FRAMEWORK

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

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

The governance framework has been in place at the Council for the year ended 31 March 2010 and up to the date of approval of the annual report and statement of accounts.

3. THE GOVERNANCE FRAMEWORK

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

- **Identifying and communicating the authority's vision of its purpose and intended outcomes for citizens and service users**

There is a clear vision of the Council's purpose and intended outcomes for citizens and service users that is clearly communicated both within the organisation and to stakeholders.

The **City of Southampton Strategy** is the city's sustainable community strategy setting out a 20-year vision up to 2026. It underpins aspirations for the city and provides the framework through six strategic objectives to tackle the city's key economic, social and environmental priorities.

The **Southampton Partnership** is the local strategic partnership (LSP) for the city. It brings together the private, public and community and voluntary sectors to work together in tackling the key challenges facing Southampton, thereby securing quality of life improvements for all those who live, work and visit the city. The Southampton Partnership provides a framework for undertaking partnership working in the city and comprises of a three-tier model of a policy board; delivery board and thematic partnerships. It oversees the delivery of Southampton's **Local Area Agreement** ("LAA") which is a three-year agreement between central government and key partners working together in an area to deliver joined-up public services which meet local people's needs. Southampton's [2008 - 2011 Local Area Agreement](#) was approved by the Secretary of State for Communities and Local Government and comprises of 34 'designated' targets, 16 'statutory' targets and a number of local indicators carried forward from the previous LAA.

The **Medium Term Service and Financial Plan** (MTSFP) 2007-2010 links the Key Challenges and aspirations set out in the Southampton Partnership's Community Strategy with the Council's own priorities, statutory obligations and resource forecasts over a 3 year period, in order to secure tangible improvements in the quality of life for all Southampton's citizens, as well as for those who visit and work in the city.

The **Corporate Improvement Plan** sets out the Council's commitment and overall approach to secure on-going improvements across the range of council services provided to residents, businesses and visitors to the city and reflect the organisations agreed priorities and values. It is designed to progress the long term aspiration to improve the overall quality of city life outlined in the Community Strategy and other Partnership Plans and to secure the delivery of the actions contained within the Council's approved Medium Term Service and Financial Plan.

- **Reviewing the authority's vision and its implications for the authority's governance arrangements**

The Council has six agreed priorities and five organisational values that shape the Council's policy framework plans and budget, and hence the Council's policy decision making and resource allocation process.

The Council has adopted a Code of Corporate Governance ("CCG") which identifies in one document how the Council ensures that it runs itself in a lawful, structured, ethical and professional manner. The

CCG is administered by the Monitoring Officer and is updated periodically by the Council's Standards and Governance Committee.

- **Measuring the quality of services for users, ensuring they are delivered in accordance with the authority's objectives and ensuring that they represent the best use of resources**

The Corporate Improvement Plan provides key information on the quality and level of services provided by the council. It sets out key performance targets and improvement initiatives for the ensuing year including the approved budget for each portfolio. The plan, which is approved annually by Council, includes a range of performance measures which are monitored on a quarterly basis.

- **Defining and documenting the roles and responsibilities of the executive, non-executive, scrutiny and officer functions, with clear delegation arrangements and protocols for effective communication**

The Council has a Constitution that sets out how it operates, how decisions are made and the procedures followed to ensure that these are efficient, transparent and accountable to local people. Some of these processes are required by the law, while others are a matter for the Council to choose. The Constitution is divided into 15 Articles and sets out the detailed rules governing the Council's business. The Constitution may be accessed on the internet at:

<http://www.southampton.gov.uk/council-partners/decisionmaking/constitution.aspx>

- **Developing, communicating and embedding codes of conduct, defining the standards of behaviour for members and staff**

The Council's Constitution contains both an Officer Code of Conduct and a Members Code of Conduct that have been formally approved and widely communicated. In addition, a 'Code of Conduct and Disciplinary Rules' exists for employees which details the standards of service and conduct that are expected of employees. The Council also has in place an Anti Fraud and Anti Corruption Policy and Strategy.

- **Reviewing and updating standing orders, standing financial instructions, a scheme of delegation and supporting procedure notes/manuals, which clearly define how decisions are taken and the processes and controls required to manage risks**

The Council's Constitution includes information on how the council operates, how decisions are made and the role of overview and scrutiny. The Solicitor to the Council conducts an annual review of the Council's constitutional arrangements, which are considered by the Council's Standards and Governance Committee, in its governance role, prior to submission to the Annual General Meeting of the Council in May. All reports submitted to the Executive, the Council, a Committee or a Sub-Committee for a decision must receive corporate clearance in respect of legal, financial and policy implications prior to publication. Report authors' are also required to identify and report on any significant risks within the body of the report. In addition, there is published information on the Council's internet site regarding how the system of decision-making in Southampton works and how the public can have their voice heard.

- **Ensuring the authority's financial management arrangements conform with the governance requirements of the CIPFA Statement on The Role of the Chief Financial Officer in Local Government (2010)**

The Council conforms to the governance requirements of the CIPFA Statement on The Role of the Chief Financial Officer (CFO) in Local Government (2010), the CFO is professionally qualified, reports

directly to the Chief Executive and is a member of the leadership team, with a status at least equivalent to other members.

• Undertaking the core functions of an audit committee, as identified in CIPFA's Audit Committee – Practical Guidance for Local Authorities

The Council has a formally constituted Audit Committee, who operate in accordance with CIPFA guidance, and whose role it is to provide independent assurance to the Council's Standards and Governance Committee on the adequacy of the risk management framework and the internal control and reporting environment, including (but not limited to) the reliability of the financial reporting process and the annual governance statement.

• Ensuring compliance with relevant laws and regulations, internal policies and procedures, and that expenditure is lawful

'Corporate Standards' are published on the intranet and provide a summary of the most significant and important rules in the areas where the Council must achieve compliance. They cover Legality and Corporate Governance (including decision-making, freedom of information and data protection), Finance, IS/IT, Property and Human Resources.

In addition, the Financial Procedure Rules, which provide the framework for managing the Council's financial affairs, and the Council's Contract Procedure Rules, which govern the method by which the Council spends money on the supplies, services and works, form part of the Council's Constitution.

• Whistle blowing and for receiving and investigating complaints from the public

The Council is committed to the highest possible standards of openness, probity and accountability and this is reflected in one of the Council's core organisational values which states that 'we will work with integrity, openness and honesty'. There are a range of interrelated policies and procedures in place that seek to create an anti fraud and anti corruption culture. This includes a Duty to Act Policy which reflects the legal framework and obligation on the Council to enable staff to raise concerns which may involve unlawful conduct, illegality, financial malpractice or dangers to the public, employees or the environment. In addition, a corporate complaints process and policy is in place which has been formally approved and communicated to all relevant staff, the public and other stakeholders.

• Identifying the development needs of members and senior officers in relation to their strategic roles, supported by appropriate training

The Council has a Member Development Strategy in place which is aimed at providing a long-term view to learning and development whilst remaining sufficiently flexible to reflect changing priorities. The Member learning and development programmes include the following:-

- Induction Programme;
- Personal Development Planning;
- Member Mentoring Scheme
- Cabinet Member training;
- Regulatory Panel training;
- Scrutiny training;
- Skills training and workshops;
- Standards and Governance; and
- Member Briefing sessions.

The Council has an annual officer 'Management Academy' training programme in place which provides the corporate learning required in the development of the essential knowledge, skills and behaviours necessary to be effective leaders and managers within the Council. In addition, a 'Foundations of Management' programme is in place for all newly appointed or promoted managers who require an understanding of what is expected of them and provides an opportunity to develop core skills that will assist them in performing effectively in their role.

• Establishing clear channels of communication with all sections of the community and other stakeholders, ensuring accountability and encouraging open consultation

The Southampton Partnership, which is the Local Strategic Partnership for the City of Southampton, has its membership drawn from private, public, voluntary and community sectors in order to act collectively as a strategic force for change.

The views of citizens and stakeholders are seen as important in prioritising and measuring the quality and value for money of council services. This is in addition to taking account of formal external assessments and comparative benchmarking data. The views of local people and communities are sought in many ways both formally (i.e. the 2008 Local Place Shaping Survey and the National Place Survey) and informally (i.e. Neighbourhoods Management meetings, public meetings and consultation events, market research polls, input from voluntary sector forums and networks and through methods specifically designed to involve children and young people in making positive decisions about the issues that are important to them).

• Incorporating good governance arrangements in respect of partnerships and other group working as identified by the Audit Commission's report on the governance of partnerships, and reflecting these in the authority's overall governance arrangements

A Partnership Code is in place and forms part of the Council's Constitution. The Code has been developed to ensure that where the Council leads a partnership and/or co-ordinates its work, it will do so ensuring sound governance is in place, but within a flexible, efficient and robust approach to such engagement. This forms an important element of the Council's overall framework for partner and partnership engagement.

The Code covers key partnerships established by the Council that have been charged with developing specific strategies or plans and are 'held to account' for the delivery of those strategies or plans. The Code applies equally to Government initiated 'statutory' partnerships as well as nationally required and/or locally determined 'non-statutory' partnerships.

4. REVIEW OF EFFECTIVENESS

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

The review process, applied in respect of maintaining and reviewing the effectiveness of the system of internal control, is informed by:-

- the work of Members/Officers within the Council;
- audit and other periodic reports from the Chief Internal Auditor;
- the Annual report and opinion of the Chief Internal Auditor;
- the Audit Committee;
- the Standards and Governance Committee;
- reports received from service review agencies or inspectorates, and
- the external auditors in their annual audit letter.

- **The Authority**

The Council's Constitution forms the cornerstone of effective corporate governance. Whilst the Council's constitutional arrangements continue to be recognised as being of a high standard, Full Council agreed in 2002 that it would, on an annual basis, robustly review the Constitution and its operation. Full Council is the ultimate decision-making body as to the Council's Constitution. The purpose of the annual review and subsequent report is to bring forward any proposed changes to the Constitution, these having been considered by Standards and Governance Committee (in its governance role) with a view to building upon the constitutional arrangements for the Council.

- **The Executive**

The Executive ('the Cabinet') make executive decisions relating to services provided by the Council, except for those matters which are reserved for decision by the full Council, and planning and licensing matters which are dealt with by specialist regulatory Panels. Proceedings of the Cabinet take place in accordance with Article 7 of the Council's Constitution.

- **Audit Committee**

The Council has a formally constituted Audit Committee whose role it is to provide independent assurance to the Standards and Governance Committee on the adequacy of the risk management framework and the internal control and reporting environment, including (but not limited to) the reliability of the financial reporting process and the annual governance statement.

The Council's Internal Audit, Risk and Assurance service reports to the Audit Committee on the following:

- the Chief Internal Auditor's annual report and opinion;
- review of the effectiveness of the system of internal audit;
- the Internal Audit Strategy and annual operational plan;
- summary internal audit reports across all portfolios;
- reports of external audit and inspection agencies;
- assurances that action is being taken on risk and control-related issues identified by the internal and external auditors and other assurance providers;
- the effectiveness of the Council's internal control, risk management and associated anti-fraud and anti-corruption arrangements; and
- the Council's Annual Governance Statement, financial statements and external auditor's opinion;

- **Overview and Scrutiny Committees**

Overview and Scrutiny is a key mechanism for enabling Councillors to represent their constituents' views to the Executive to inform policy development. There is an Overview and Scrutiny Management Committee (parent committee) which manages this process. The Committee appoints Panels as necessary to undertake the statutory review of key partner's activities and to carry out scrutiny inquiries, which support the work of the Executive and the Council as a whole. These arrangements allow citizens to have a greater say in Council matters by holding public inquiries into matters of local concern. These lead to reports and recommendations which advise the Executive and the Council as a whole on its policies, relationship with key partners and local service delivery. The Overview and Scrutiny Management Committee also monitors the decisions of the Executive. Scrutiny members can 'call-in' a decision which has been made by the Executive but not yet implemented. This enables them to consider whether the decision is appropriate and they may recommend that the Executive reconsider the decision. The Overview and Scrutiny Management Committee will also be consulted by the Executive on forthcoming decisions and the development of Policy Framework plans.

- **Risk Management**

Risk management activity is co-ordinated via the Council's 'Resources Board' which comprises senior officers from each directorate. The terms of reference for this Group include responsibility for :

- Influencing and supporting the Council's Internal Audit and Risk Management strategies;
- Receiving and reviewing periodic progress reports on Internal Audit and Risk Management;
- Developing a co-ordinated and consistent approach to the identification and management of risk throughout the organisation;
- Ensuring that risks are appropriately 'owned' and, managed in accordance with good practice and in accordance with Council's approach to corporate governance;
- Focussing upon and co-ordinate risk management activities throughout the management of all key business risks;
- Ensuring that robust business continuity plans are in place covering key service areas and that the plans are reviewed and tested within agreed timescales;
- Identifying and monitoring the Council's controls assurance framework and provide evidence, based on sources of internal and external assurance and a controls self assessment process, to support the preparation of the Annual Governance Statement.

This Group is responsible, via the Executive Director of Resources, to the Council's Chief Officers Management Team and formally reports progress to the Council's Audit Committee bi-annually. The Council has in place a 'Strategic Risk Register' which seeks to identify the key risks that may prevent or have a significant adverse affect on the achievement of the Council's key objectives. In addition, each Directorate is required to develop and maintain it own risk register which is developed around the 'key priorities and risks' identified as part of the corporate business planning process.

- **Standards and Governance Committee**

The Council has a Standards and Governance Committee with specific responsibility 'to lead on all aspects of Corporate Governance by promoting the values of putting people first, valuing public service and creating a norm of the highest standards of personal conduct'. Throughout the course of the year the Standards and Governance Committee receives the draft report on 'Changes to the Constitution' (in its governance role) prior to the report bring presented to Full

Council, an annual report on 'Internal complaints and local government ombudsman's complaints' and the 'Annual Governance Statement' for review and approval. This Committee is also responsible for reviewing and approving the updated Code of Corporate Governance.

- **Chief Financial Officer**

The Council conforms to the governance requirements of the CIPFA Statement on The Role of the Chief Financial Officer (CFO) in Local Government (2010), the CFO is professionally qualified, reports directly to the Chief Executive and is a member of the leadership team, with a status at least equivalent to other members.

- **Internal audit**

The Council has an Internal Audit function whose role is to provide an assurance function that provides an independent and objective opinion to the Council on risk management, control and governance, by evaluating their effectiveness in achieving the Council's stated objectives. Internal audit may also provide an independent and objective consultancy service, specifically to help management improve the Council's internal control, risk management, and governance. The Council's Internal Audit Strategy was approved by the Audit Committee in September 2007 covers a five year period to 2011. It outlines how the service will be managed, delivered and developed to facilitate:

- delivery of an internal audit opinion on the Council's internal control, risk management and governance arrangements, to inform the annual governance statement;
- audit of the Council's internal control, risk management and governance systems through periodic audit plans, in a way which affords due consideration to the Council's key priorities and significant risks;
- continuous improvement of the internal control, risk management and governance framework and processes within the Council;
- identification of the resources and skills required and method of delivery of an internal audit service that meets the CIPFA Code;
- effective cooperation with the Audit Commission and other external review bodies; and
- provision of assurance, consultancy and advisory services by internal audit.

The Chief Internal Auditor reports to the Audit Committee including progress against the annual internal audit operational plan and bringing to the attention of the Committee any significant control issues. The Chief Internal Auditor has the authority to independently report at any time to the Chief Executive, Chief Financial Officer, Officers and Members.

The Internal Audit Section is subject to regular review by the Council's external auditors who seek to place reliance on the work carried out by the section. An annual review of the effectiveness of the system of internal audit is undertaken by the Audit Committee.

- **Other review/assurance mechanisms**

Assurances are sought from each Executive Director regarding the effectiveness of the key controls within their areas of operation. These annual assurances are obtained via an 'Annual Governance Statement – Self Assessment' statement which is required to be completed in full and with due diligence by each Executive Director. The Council's Internal Audit service undertakes a sample check of the completed self assessments and supporting evidence and provides an overall opinion on the level of assurance that can be placed on the returns.

The review is further informed via the completion of a “Controls Assurance Framework” document that has been developed in line with guidance issued by CIPFA. It identifies the key components of the Council’s overall governance and internal control environment. The document records the key controls in place and sources of assurance and identifies any gaps in key controls or assurance noting any improvements planned for the forthcoming period to address the identified gaps.

The Council has in place a ‘Controls Assurance Management Group’, which comprises the Section 151 Officer, Monitoring Officer, Chief Internal Auditor, Chair of Audit Committee and the Assistant Chief Executive (Strategy). This group is tasked with developing the Council’s draft Annual Governance Statement in addition to reviewing and ensuring that satisfactory progress is being made in respect of the agreed actions to address any ‘significant governance issues’ identified on the previous years AGS.

5. SIGNIFICANT GOVERNANCE ISSUES

The following significant governance issues have been identified:

	Issue	Action	Responsible Officer	Target for completion/ implementation
1	The Council’s Code of Corporate Governance (“CCG”) is not currently subject to a formal review process	In view of the significant overlap with the Comprehensive Area Assessment, (Use of Resources - Key Line of Enquiry 2.3 Good Governance) the CCG will be reviewed formally by Council’s Standards and Governance Committee bi-annually (next review 2012). Should there be any significant actions arising from the previous review these will be reported annually.	Solicitor to the Council	Review process adopted with immediate effect
2	Assurance that the requirements of the Partnership Code and Toolkit, formally adopted in May 2009 and part of the Council’s Constitution, are being consistently complied with.	Key statutory and non-statutory partnerships are required to undertake a self-assessment using the Code and Toolkit. Review and assess output and identify/communicate any learning outcomes as necessary.	Assistant Chief Executive (Strategy) Assistant Chief Executive (Strategy)	Jan 2011 Mar 2011
3	Assurance that the requirements of centralised Project Management system, developed to provide a consistent corporate approach toward project	From 01 April 2010 all projects will need to comply with the principles and guidelines of PM connect. A six month progress report will be submitted to the Council’s Chief Officer Management Team for	Executive Director of Resources	Mar 2011

	management, are being consistently complied with.	review.		
4	Ensure consistent understanding of the council's corporate standards by relevant officers	'Corporate Standards' workshop forms part of the 2010-11 Management Academy Programme. The workshops are scheduled to commence in Sept 10 Additional training complimentary to the Management Academy will be provided by the Solicitor to the Council on an annual rolling basis. This will initially be by targeted emails and subject to review of effectiveness by the Solicitor to the Council.	Executive Director of Resources / Solicitor to the Council Solicitor to the Council	Apr 2011 Mar 2011

I/we have been advised on the implications of the result of the review of the effectiveness of the governance framework by the Standards and Governance Committee and Audit Committee and a plan to address weaknesses and ensure continuous improvement of the system is in place.

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

Signed

.....
B. Roynon
 (Chief Executive)

.....
Councillor Samuels
 (Leader of the Council)

on behalf of Southampton City Council

The following is a summary of the status of the agreed actions that were identified to address the significant governance issues were identified and recorded on the Council's Annual Governance Statement 2008-09:

ANNUAL GOVERNANCE STATEMENT 2008-09

ISSUE	AGREED ACTION	STATUS	COMMENTS
1	<p>The council's Code of Corporate Governance needs to be subject to a formal annual review process.</p>	<p>Following any recommendations from the recent IDeA Ethical Governance Peer Review an annual process will be adopted by the Solicitor to the Council each year to review prior to submission to the Standards and Governance Committee each summer</p>	<p>COMPLETED</p> <p>The IDeA review did not contain any recommendations relating to the Code of Corporate Governance ("CCG").</p> <p>IN PROGRESS (COMPLETED APR 2010)</p> <p>The Code of Corporate Governance ("CCG") is to be reviewed and presented to the Standards and Governance Committee in April 10.</p> <p>NOTE: Since the last formal review of the CCG a further significant and complimentary review of corporate governance arrangements was undertaken via the CAA Use of Resources KLOE 2.3 which looked at 'how we promote and demonstrate the principles and values of good governance'. The Audit Commission assessment was "Good – 3 out of 4". Accordingly, another review so shortly afterwards was not considered to be a high priority.</p>
2	<p>The Partnership Code and Toolkit developed by the Council in 2008-09 needs to be formally adopted.</p>	<p>Partnership Code and Toolkit to be formally adopted and form part of the Council's Constitution.</p> <p>Communication of new arrangements to relevant officers and members.</p>	<p>COMPLETED</p> <p>Partnership Code and Toolkit formally adopted by Full Council in May 09 and now incorporated as part of the Council's Constitution.</p> <p>COMPLETED</p> <p>Communication of the Code and Toolkit was undertaken by the Strategic Partnerships Manager and comprised a presentation to senior managers in Dec 09 followed by a Member Briefing session in Jan 10.</p>

	ISSUE	AGREED ACTION	STATUS	COMMENTS
3	A 'Project Management Health Check' was commissioned and undertaken in 2008-09 which identified an opportunity to develop a more efficient and consistent approach to project and programme management.	<p>Centralised Project Management Environment prototype (PM Connect) developed. To be formally approved and adopted across all service areas.</p> <p>Provision of appropriate training opportunities in relation to the new Project Management Framework and Guidelines.</p>	<p>COMPLETED</p> <p>COMPLETED</p>	<p>The Chief Officers Management Team agreed that PM Connect would be adopted by all Directorates. All 'Gold' and Capital projects are now on the new system followed by a period of migration of other projects.</p> <p>The 2009-10 Management Academy programme included "Controlling Projects the Southampton Way" and "Managing Projects the Southampton Way". The sessions led managers through the new 'PM Connect' project management process.</p>
4	Ensure consistent understanding of the council's corporate standards by relevant officers.	<p>Delivery of the council's Management Academy Programme 2009-10.</p> <p>Pilot of the NetConsent software to be undertaken and, subject to successful outcome, to be rolled out across the council. Software solution is intended to support the ongoing communication mechanism and is supplementary to the Management Academy programme.</p>	<p>COMPLETED</p> <p>DEFERRED</p>	<p>The Management Academy Programme for 2009-10 runs from August 2009 to July 2010. One of the key aims of the Programme is to ensure that all managers "understand the council's corporate approach to management practice"</p> <p>Pilot originally scheduled for October 2009 then rescheduled for February 2010 however pilot not able to be progressed.</p> <p>Pilot deferred to May 2010, due to lack of resource, resource now in place and roll-out to commence in Resources Directorate during June, with a rollout to all staff scheduled in for mid July 2010.</p>
5	Finalise report and action plan following the IDeA Ethical Governance Review and report to Standards and Governance Committee.	Implement Action Plan	COMPLETED	The action plan arising from the Ethical Governance Health Check was approved by the Standards and Governance Committee on 24 th September 2009. Identified actions to be completed by May 2010 with progress reported back to the Committee.

Agenda Item 12

DECISION-MAKER:	AUDIT COMMITTEE		
SUBJECT:	RISK MANAGEMENT ACTION PLAN AND REVIEW OF STRATEGY		
DATE OF DECISION:	23 JUNE 2010		
REPORT OF:	EXECUTIVE DIRECTOR OF RESOURCES		
AUTHOR:	Name:	Peter Rogers	Tel: 023 8083 2835
	E-mail:	peter.rogers@southampton.gov.uk	

STATEMENT OF CONFIDENTIALITY

NOT APPLICABLE

SUMMARY

In accordance with the Council's 'Risk Management Strategy' document the 'Corporate Risk Management Lead' shall present an annual report to the Audit Committee summarising achievements and outlining the planned activities for the forthcoming year.

RECOMMENDATIONS:

The Audit Committee is asked to:-

- (i) Note and approve the Risk Management Action Plan for 2010-11 (Appendix 1).
- (ii) Note the Risk Management Action Plan 2009-10: Status Report (Appendix 2).

REASONS FOR REPORT RECOMMENDATIONS

1. This report is presented to the Audit Committee in their capacity as the member body with responsibility for providing independent assurance to the Standards and Governance Committee on the adequacy of the risk management framework and the internal control and reporting environment, including (but not limited to) the reliability of the financial reporting process and the Annual Governance Statement.
2. The Audit Committee is also responsible for providing assurance to the Standards and Governance Committee that appropriate action is being taken on risk and internal control related issues identified by the internal and external auditors and other review and inspection bodies.

CONSULTATION

3. The development of the action plan has been informed by the Resources Board which has responsibility for assisting with the development and communication of the Council's corporate approach to managing risk.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

4. No alternative options have been considered.

DETAIL

5. Effective management of risk is a key component of the Council's overall corporate governance arrangements, and is recognised as such in:-
 - The CIPFA/SOLACE Corporate Governance Framework; and
 - CIPFA's guidance on the Annual Governance Statement
6. The Accounts and Audit (Amendment) (England) Regulations 2006 also state that the Council is "responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control which facilitates the effective exercise of its functions, and which includes arrangements for the management of risk".
7. The 2010-11 Risk Management Action Plan is intended to encompass the range of actions considered necessary to ensure that existing good practice is maintained and, where appropriate, to build upon or develop robust risk management arrangements that are aligned with and support the organisation in meeting its objectives.
8. The Risk Management Strategy 2009-10 has also been reviewed and updated for 2010-11 however no significant amendments were required although reference to the CAA and Use of Resources has been deleted.
9. The review also took into account current good practice, in particular the international standard, ISO 31000, Risk Management – Principles and Guidelines' and the 'Structured Approach to Enterprise Risk Management and the requirements of ISO 31000' document issued by the Institute of Risk Management ("IRM"), the Association of Insurance and Risk Managers ("AIRMIC") and the Association of Local Authority Risk Managers ("ALARM").
10. As no significant amendments were considered necessary, and in accordance with the agreed annual review process, there is no requirement for the revised document to be circulated to the Committee for approval.

FINANCIAL/RESOURCE IMPLICATIONS

Capital

11. None

Revenue

12. None

Property

13. No specific property implications have been identified in this report.

Other

14. None.

LEGAL IMPLICATIONS

Statutory power to undertake proposals in the report:

15. The Audit Commission Act 1998 and the Accounts and Audit Regulations 2003 require the Council to adopt Good Governance arrangements in respect of the discharge of its functions. The above arrangements are intended to meet those responsibilities.

Other Legal Implications:

16. None

POLICY FRAMEWORK IMPLICATIONS

17. None

SUPPORTING DOCUMENTATION

Appendices

1.	Draft Risk Management Action Plan 2010-11
2.	Risk Management Action Plan 2009-10: Status Report

Documents In Members' Rooms

1.	None
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Background Documents

Title of Background Paper(s) Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)

1.	None	
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Background documents available for inspection at: Internal Audit, Risk and Assurance Office, North Block Basement, Civic Centre

KEY DECISION? N/A

WARDS/COMMUNITIES AFFECTED: NOT APPLICABLE

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DRAFT RISK MANAGEMENT ACTION PLAN 2010-11

	THEME / SOURCE / ISSUE	ACTION	LEAD OFFICER	TARGET DATE / MILESTONE
1.	<p>Embedding Risk Management</p> <p>Implementation of further in-house developments and refinements to the risk functionality developed within CorVu (the council's performance management software).</p>	<p>Further review regarding whether the development of a 'risk indicator' field, when reporting on the status of key priorities and objectives, would be useful.</p> <p>Explore the relationship between PM Connect (the Council's centralised project management system) and CorVu in terms how 'high risk' projects might feature on the risk registers held in CorVu.</p> <p>Roll out of the 'Portfolio Risk Reports',</p>	<p>Risk and Assurance Manager</p> <p>Risk and Assurance Manager</p> <p>Risk and Assurance Manager</p>	<p>SEPT 10</p> <p>MAR 11</p> <p>SEPT 10</p>
2.	<p>Embedding Risk Management</p> <p>The focus of the Council's integrated business planning process is to ensure that service areas clearly identify their key priorities and the associated resources implications. The key priorities are then used to inform development of the Directorate Risk Registers for the forthcoming period recognising that 'significant risks' will need to be identified and managed.</p>	<p>Review the content of the Directorate Risk Registers to ensure consistency of approach.</p> <p>Facilitate review of the Strategic Risk Register in consultation with the Chief Officers Management Team.</p>	<p>Risk and Assurance Manager</p> <p>Risk and Assurance Manager</p>	<p>SEPT 10</p> <p>SEPT 10</p>
3.	<p>Managing Risks in Partnerships</p> <p>Guidance in respect of 'managing risks in partnerships' forms part of the Council's Partnership Code and Toolkit formally adopted in May 2009 and forming part of the Council's Constitution.</p> <p>Key statutory and non-statutory partnerships are required to undertake a self-assessment using the Code and Toolkit by Jan 2011.</p>	<p>Ensure that any feedback or comments on the 'risk management' element of the Code or Toolkit arising from the completed self assessments are appropriately actioned.</p> <p>Develop a review mechanism so that a sample check of 'partnership risk registers' can be undertaken to review both the quality and ensure compliance with the agreed process.</p>	<p>Risk and Assurance Manager</p> <p>Risk and Assurance Manager</p>	<p>MAR 11</p> <p>MAR 11</p>

	THEME / SOURCE / ISSUE	ACTION	LEAD OFFICER	TARGET DATE / MILESTONE
4.	<p>Managing Risks in Projects</p> <p>PM Connect (the Council's centralised project management system) is now in place and From 01 April 2010 all projects will need to comply with the principles and guidelines of PM connect.</p> <p>Assurance that the risk management elements, which form an intrinsic part of PM Connect, are being consistently complied with and are fit for purpose.</p>	<p>Review the existing on-line risk matrix template in consultation with the officer responsible for the implementation and development of PM Connect (Programme Management Officer) to ensure that it is aligned with the corporate approach to risk management.</p> <p>Support the Programme Management Officer in respect of any questions that may arise during the course of the monthly PM Connect 'drop-in' sessions relating to risk.</p> <p>Develop a review mechanism so that a sample check of 'project risk registers' can be undertaken to review both the quality and ensure compliance with the agreed process.</p>	<p>Risk and Assurance Manager</p> <p>Risk and Assurance Manager</p> <p>Risk and Assurance Manager</p>	<p>SEPT 10</p> <p>MAR 11</p> <p>DEC 10</p>
5.	<p>Risk Reviews</p> <p>As part of the new insurance programme the Council will receive 5 days of liability risk management support and 3 days of property risk management support from the respective insurers. The risk management support is provided on an annual basis and at no cost to the Council.</p>	<p>To work with the new insurers (via their risk survey / loss control service teams) and identify and develop an appropriate risk survey/ risk review programme encompassing both strategic and operational risk issues.</p>	<p>Risk and Assurance Manager</p>	<p>MAR 11</p>
6.	<p>Risk Financing</p> <p>Triennial actuarial review of the internal self insurance fund in line with good practice.</p>	<p>Commission, via the Council's appointed insurance broker/advisor (Marsh), an actuarial review of self insurance funds. The review will seek to address:</p> <ol style="list-style-type: none"> 1. Whether the existing insurance fund is adequate to meet all loss payments arising from risks self-insured through the fund? 2. The cash flow projection for historical claims, both those which have been reported and those for incidents which have occurred but have not yet been reported? 3. What contributions/injection into the fund should be made to finance the expected retained losses for the forthcoming policy year or each risk? 	<p>Risk and Assurance Manager</p>	<p>SEPT 10</p>
7.	<p>Training</p>			

	THEME / SOURCE / ISSUE	ACTION	LEAD OFFICER	TARGET DATE / MILESTONE
	To provide appropriate risk management training opportunities for members and council officers relevant to their needs / responsibilities.	Review the completed feedback forms received in respect of the 2009-10 Management Academy programme and to consider what further actions may be required to support and build upon the learning. Develop and make available appropriate risk management training opportunity for Members.	Risk and Assurance Manager Risk and Assurance Manager	DEC 10 MAR 11
8.	Communication Ensure that a range of risk management guidance documents and templates (including those relating to insurance) are available and are aligned with the requirements of service areas.	Review and update the intranet.	Risk and Assurance Manager	DEC 10
9.	Communication To ensure that a relevant and appropriate risk action plan is in place and that arrangements are in place to review progress.	Prepare an annual risk management action plan/status report and interim report for the Audit Committee.	Risk and Assurance Manager	JUNE 10 DEC 10
10.	Policy and Strategy To ensure that the Risk Management Strategy and Policy are still relevant and appropriate.	Review and update the Risk Management Strategy and Policy as necessary and report any significant changes to the Audit Committee for approval.	Risk and Assurance Manager	JUNE 10

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RISK MANAGEMENT ACTION PLAN 2009-10: Status Report

	THEME / SOURCE / ISSUE	ACTION	TARGET DATE / MILESTONE	STATUS	COMMENTS
1.	<p>Embedding Risk Management</p> <p>Implementation of Phase 2 developments of the Risk Functionality within CorVu (the council's performance management software).</p>	<p>Phase 2 – is focussed on how risk can be further embedded in the normal business processes and, in particular, seeking to include a 'risk indicator' when reporting on the status of key priorities and objectives.</p>	<p>SEPT 09 Revised FEB 10</p>	<p>COMPLETED (Dec 10)</p>	<p>A number of incremental developments were completed within the period. A 'risk indicator' field was developed and piloted however further work is required in order that the 'risk indicator' field is relevant and aligned with key priorities and objectives.</p>
2.	<p>Embedding Risk Management</p> <p>CAA Use of Resources 09-10, KLOE 2.4: "The body regularly reviews and updates a register of its corporate and service business risks that:</p> <ul style="list-style-type: none"> • links risks to strategic objectives (to ensure the risk register is focused); • assesses the risks for likelihood and impact; and • assigns named individuals to lead on actions identified to mitigate each risk." 	<p>Quality check and review the content of the Directorate Risk Registers to ensure consistency of approach.</p> <p>To facilitate the ongoing review and update of the Council's Strategic Risk Register and confirm its alignment with the Council's six priorities.</p>	<p>AUG 09</p> <p>AUG 09</p>	<p>COMPLETED (Aug 09)</p> <p>COMPLETED (Aug 09)</p>	<p>COMT review Aug 09 / report to Audit Committee Sept 09</p>
3.	<p>Managing Risks in Partnerships</p> <p>CAA Use of Resources 2009-10, KLOE 2.4: "Risk management considers risks relating to significant partnerships, as appropriate, and requires officers to obtain assurances about the management of those risks".</p>	<p>To support the Solicitor to the Council in respect of the 'roll out' and communication of the Partnership Code and Toolkit.</p>	<p>OCT 09 Revised JAN 10</p>	<p>COMPLETED (Jan 10)</p>	<p>Communication of the Code and Toolkit to officers and Members being led by the Council's Strategic Partnerships Manager commencing with a presentation at the Senior Managers Conference in Dec 09 followed by a Member Briefing session on 18th January 2010. All relevant information appears on the intranet at: http://intranet.southampton.gov.uk/yourcouncil/PartnershipDirectory/default.asp#0</p>

	THEME / SOURCE / ISSUE	ACTION	TARGET DATE / MILESTONE	STATUS	COMMENTS
		To ensure that any feedback or comments on the 'risk management' elements of the Code obtained via the periodic review undertaken by Solicitor to the Council are appropriately actioned.	MAR 10	DEFERRED (to MAR 11)	All key statutory and non-statutory partnerships are required to undertake a self-assessment using the Code and Toolkit by January 2011. The outcome of the self assessments will then be reviewed with any learning outcomes communicated as necessary.
4.	<p>Managing Risks in Projects</p> <p>Annual Governance Statement for 2008-09</p> <p>"A 'Project Management Health Check' was commissioned and undertaken in 2008-09 which identified an opportunity to develop a more efficient and consistent approach to project and programme management".</p>	<p>To ensure that the new project /programme management tool and associated guidance/template are aligned with the council's corporate risk approach.</p> <p>To support as necessary the development of the risk element of the associated 'Project Management' training modules within the 2009-10 Management Academy Programme.</p>	<p>JULY 09 Revised Mar 10</p> <p>MAR 10</p>	<p>DEFERRED (COMPLETED June 10)</p> <p>COMPLETED (Dec 09)</p>	<p>The guidance documents have been updated and aligned with the corporate approach to risk management.</p> <p>No specific input required in respect of the development of the 'Managing Projects the Southampton Way' and 'Controlling Projects the Southampton Way' modules.</p>
5.	<p>Reporting Risk</p> <p>CAA Use of Resources 09-10, KLOE 2.2:</p> <p>"Does the organisation produce relevant and reliable data and information to support decision making and manage performance?"</p> <p>With regard to decision makers being made aware of key risks, the Audit Committee has (in Jan 08) previously identified the need for the corporate 'Report Author Training' to make specific reference to this issue.</p>	To review the response to the questionnaire to be issued to Cabinet Members by Internal Audit as part of a 'Decision Making and Accountability' audit review. The questionnaire is to include specific question as to whether decision makers feel sufficiently informed about key risks.	<p>AUG 09 Revised JAN 10</p>	DEFERRED (COMPLETED May)	The proposed questionnaire was subsumed within a wider review of the decision making process lead by the Solicitor to the Council and included a review of the 'corporate report template'. The officer guidance has been reviewed and updated and includes more specific guidance on how significant risks should be reported.

	THEME / SOURCE / ISSUE	ACTION	TARGET DATE / MILESTONE	STATUS	COMMENTS
6.	Risk Financing To ensure that the new insurance contract (to commence in April 2010) is fit for purpose in terms of current and future business needs.	To undertake a fundamental review of the current risk financing programme in order to determine the most appropriate and cost effective approach going forward. Exercise to be led by the council's appointed risk and insurance advisors with support from Procurement in respect of the competitive tender exercise.	APR 10	COMPLETED (Apr 10)	Insurance procurement project plan on target with provisional contract award expected on 7 th February 2010 in advance of 1 st April contract commencement.
7.	Training To provide appropriate risk management training opportunities for members and council officers relevant to their needs / responsibilities.	To develop and make available a Risk Management training opportunity to all members. To develop the 'Risk Management' training module which will form part of 09-10 Management Academy programme (which covers all Level 1,2,3 Managers across the Council).	DEC 09 AUG 09	COMPLETED (Nov 09) COMPLETED (Oct 09)	New Member Induction training sessions to include risk management element with effect from May 2010 (agreed with Democratic Services Sept 09). The first of the Management Academy sessions commenced in Nov 09.
8.	Communication Ensure that a range of risk management guidance documents and templates are available.	Review and update the intranet.	DEC 09	COMPLETED (Dec 09)	Suite of documents and templates provided including guidance and templates in respect of 'managing business risks', 'managing risks in partnerships' and 'managing risks in projects'. See following link; http://intranet.southampton.gov.uk/yourcouncil/directoratedivisionalnewsinformation/resources/internalaudit/riskmanagement/riskmanagement/default.asp#0
9.	Policy and Strategy To ensure that the Risk Management Strategy and Policy are still relevant and appropriate.	Review and update the Risk Management Strategy and policy and report any significant changes to the	JUNE 09	COMPLETED (June 09)	Revised policy and strategy approved by Audit Committee on 24 th June 2009

	THEME / SOURCE / ISSUE	ACTION	TARGET DATE / MILESTONE	STATUS	COMMENTS
		Audit Committee for approval.			
10.	Policy and Strategy To ensure that a relevant and appropriate action plan is in place and that arrangements are in place to review progress. In addition, to provide an opportunity for the actions to be reviewed in terms of whether they are still relevant and/or remain a priority.	Prepare an annual risk management action plan/status report and interim report for the Audit Committee.	JUNE 09 DEC 09	COMPLETED (June 09) COMPLETED (Jan 10)	Annual RM Action Plan approved by Audit Committee on 24 th June 2009

Agenda Item 13

DECISION-MAKER:	AUDIT COMMITTEE		
SUBJECT:	AUDIT COMMISSION: ANNUAL AUDIT FEE 2010/11		
DATE OF DECISION:	23 JUNE 2010		
REPORT OF:	CHIEF INTERNAL AUDITOR		
AUTHOR:	Name:	Neil Pitman	Tel: 023 80 834616
	E-mail:	Neil.pitman@southampton.gov.uk	

STATEMENT OF CONFIDENTIALITY

NOT APPLICABLE

SUMMARY

The attached letter (appendix 1) sets out the audit, assessment and inspection work that the external auditors propose to undertake for the 2010/11 financial year. The audit fee:

- is based on the Audit Commission's risk-based approach to audit planning as set out in the Code of Audit Practice and on work mandated by the Audit Commission for 2010/11; and
- reflects only the Audit Commissions audit work, excluding any inspection and assessment fees.

RECOMMENDATIONS:

- (i) The Audit Committee is asked to note content of the Audit Commission's Annual audit fee letters for 2010/11

REASONS FOR REPORT RECOMMENDATIONS

1. The Audit Committee has, within its terms of reference, specific responsibility for oversight and provision of assurance to the Standards and Governance Committee on the arrangements made for cooperation between internal and external audit;
2. Presentation of the Audit and Inspection Plan to the Audit Committee is in line with good practice and consistent with the CIFPA 'Code of Practice for Internal Audit in Local Government 2006' which requires that internal and external audit plans are co-ordinated.

CONSULTATION

3. Officers have been consulted on the Audit Commission's Audit and Inspection plan for 2010/11.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

4. None

DETAIL

- 5. The detailed Audit Commission’s Annual audit fee letters for 2010/11 are attached for consideration in the appendix. The external auditor will be in attendance at the Committee meeting to answer any questions.

FINANCIAL/RESOURCE IMPLICATIONS

Capital

- 6. None

Revenue

- 7. None

Property

- 8. None

Other

- 9. None

LEGAL IMPLICATIONS

Statutory power to undertake proposals in the report:

- 10. The duties and powers of auditors appointed by the Audit Commission are set out in the Local Government Act 1999.

Other Legal Implications:

- 11. None

POLICY FRAMEWORK IMPLICATIONS

- 12. None

SUPPORTING DOCUMENTATION

Appendices

1.	Audit Commission: Annual audit fee 2010/11
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Documents In Members’ Rooms

1.	None
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Background Documents

Title of Background Paper(s) Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)

1.	None	
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Background documents available for inspection at: N/A

KEY DECISION? N/A

FORWARD PLAN No: N/A

29 April 2010

Mr B Roynon
 Chief Executive
 Southampton City Council
 Civic Centre
 Southampton
 SO14 7LY

Mobile 0844 798 1740
Email k-handy@audit-commission.gov.uk

Dear Brad

Annual audit fee 2010/11

Further to our discussions I am writing to confirm the audit work that we are proposing to undertake for the 2010/11 financial year. The fee:

- is based on the risk-based approach to audit planning, as set out in the Code of Audit Practice, and work mandated by the Commission for 2010/11; and
- reflects only our audit work, excluding any inspection and assessment fees. Your Audit Commission Comprehensive Area Assessment Lead is writing to you separately on these fees.

As I have not yet completed my audit for 2009/10, the audit planning process for 2010/11 will continue as the year progresses and I will review and update the fees as necessary.

The total indicative fee for the audit for 2010/11 is £350,400. The table below shows a summary with a comparison to the planned fee for 2009/10.

Audit fee

Audit area	Planned fee 2010/11	Planned fee 2009/10
Financial statements	£257,100	£239,060
Use of Resources (for the year ended 31 March 2010)/VFM Conclusion (at 31 March 2011) [including risk based work]	£ 91,600	£84,640
WGA	£ 1,700	£ 1,800
Total audit fee	£350,400	£325,500
Certification of claims and returns	£ 76,000	£ 71,000

The Audit Commission has published its work programme and scales of fees for 2010/11. The Audit Commission scale fee for this Council is £350,245. The fee proposed for 2010/11 is therefore 0.04% above scale fee, compared with 4 per cent below for the 2009/10 fee.

The published fee scale for 2010/11 included a 6% increase to cover the costs of additional audit work arising from the introduction of International Reporting Standards. In July 2009, in recognition of the financial pressures that public bodies are facing in the current economic climate, the Commission confirmed that it would subsidise the 'one-off' element of the cost of transition to International Financial Reporting Standards (IFRS) for local authorities and police and fire and rescue authorities from 2010/11. You will therefore receive a refund from the Audit Commission of £21,426 in April 2010.

I have agreed with officers to separately invoice the Council for the additional work that will be necessary in order to respond to initial correspondence with electors. I have not therefore included any time within the initial fee in this plan to cover this work. Should any electors subsequently raise a formal objection I will also provide you with a separate estimate of the charge for dealing with that objection.

There are also changes in international auditing standards, which will increase the audit procedures I need to carry out, but the Audit Commission will absorb the extra cost of these requirements. Those Charged with Governance within the Council are responsible for ensuring you are prepared for IFRSs. Although we do not have direct audit responsibilities relating to the restated balances at the transition date, these will form the opening balances for the following period. As part of our overall risk assessment and planning for 2010/11, we will consider your progress towards compliance with IFRSs and restatement of the 2009/10 balances. In setting the fee, apart from the introduction of IFRS, I have assumed that the level of risk for my audit of the financial statements is not significantly different from that identified for 2009/10.

I will issue a separate opinion plan for the audit of the financial statements in December 2010. This will detail the risks identified, planned audit procedures and any changes in fee. If I need to make any significant amendments to the audit fee during the period covered by this plan, I will first discuss them with the Section 151 officer. I will then prepare a report outlining the reasons the fee needs to change, for discussion with the Audit Committee.

My use of resources assessments, which will inform my 2010/11 value for money conclusion, will be based upon the evidence from three themes:

- Managing finances;
- Governing the business; and
- Managing resources.

The key lines of enquiry specified for the assessment are set out in the Audit Commission's work programme and scales of fees 2010/11. However, the Audit Commission is committed to carrying out a fundamental review of the current approach to local value for money audit work, including Use of Resources, with a view to making changes with effect from 2010/11. For purposes of my initial fee planning I have assumed continuation of the 2009/10 approach, but I will reconsider my plan once the changes are known and will write to inform you of any impact on the fee.

I have identified some significant initiatives that the Council is taking forward. I need to be satisfied that the Council is managing the potential risks of these initiatives as I consider issuing my value for money conclusion. I will therefore consider the arrangements put in place by the Council to manage these initiatives and to mitigate any risks and plan my work accordingly. I will issue separate project specifications for this work before beginning. The table below shows the potential risks attaching to these significant initiatives and the work I plan to undertake to assess the arrangements in place.

Potential Risk	Planned work	Timing of work
There is a risk that preparations for the Highways Maintenance PPP do not address all key risks within the contract and do not comply with expected guidance during the tendering phase, including the selection of the preferred bidder.	We will continue to review the Council's proposals during the tendering process for this major contract during the course of the audit.	April 2010– March 2011
There is a risk that insufficient planning and progress is made with the Building Schools for the Future project	We will consider the progress of the BSF scheme and the delivery of the programme from 2010/11.	TBA
There is a risk that inadequate governance and accountability arrangements are put in place within the proposed closer working with the Primary Care Trust in respect of health and adult social care	The governance and accountability arrangements that are put in place by the Council and PCT will be reviewed and any concerns raised with the partners.	TBA
There is a risk that there may be weaknesses in the selection of a delivery model for the implementation of the estates regeneration programme	We will monitor the evaluation of delivery models by the Council.	TBA

I will also issue reports relating on my work over the course of the audit, and these are listed in Appendix 1.

The initial 2010/11 fee that I have calculated includes the cost of the Use of Resources assessment that we are currently undertaking in relation to the financial year ended 31 March 2010. The assessment in respect of the year to 31 March 2011 will be included within the audit fee for the financial year 2011/12.

The fee quoted above excludes work the Commission may agree to undertake using its advice and assistance powers. Each piece of work will be separately negotiated and a detailed project specification agreed with you.

The key members of the audit team for the 2010/11 audit are:

- Audit Manager – Mike Bowers 07881518961
- Team Leader – Stephen High 07779576294
- Local Performance Lead – Nick Rogerson 07818075525

I am committed to providing you with a high-quality service. If you are in any way dissatisfied, or would like to discuss how we can improve our service, please contact me in the first instance. Alternatively you may wish to contact Neil Childs, the Head of Operations ([n-childs@ audit-commission.gov.uk](mailto:n-childs@audit-commission.gov.uk)).

Yours sincerely

Kate Handy
District Auditor

Appendix 1: Planned outputs

Our reports will be discussed and agreed with the appropriate officers before being issued to the Audit Committee.

Planned output	Indicative date
Audit opinion plan	December 2010
Interim audit memorandum (If necessary)	June 2011
Annual governance report	September 2011
Auditor's report giving the opinion on the financial statements and value for money conclusion	September 2011
Use of Resources report	September/October 2011
Annual audit letter	November 2011
Project specifications and reports	
Highways PPP	April 2010– March 2011

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Agenda Item 14

DECISION-MAKER:	AUDIT COMMITTEE		
SUBJECT:	INTERNAL AUDIT: STATUS OF WORK MAY 2010		
DATE OF DECISION:	23 JUNE 2010		
REPORT OF:	CHIEF INTERNAL AUDITOR		
AUTHOR:	Name:	Neil Pitman	Tel: 023 80 834616
	E-mail:	Neil.pitman@southampton.gov.uk	

STATEMENT OF CONFIDENTIALITY

None

SUMMARY

Under the Accounts and Audit (Amendment) (England) Regulations 2006, the Council is responsible for:

- ensuring that its financial management is adequate and effective and that it has a sound system of internal control which facilitates the effective exercise of functions and includes arrangements for the management of risk; and
- maintaining an adequate and effective system of Internal Audit of its accounting records and of its system of internal control in accordance with the proper internal audit practices.

In accordance with proper internal audit practices and the Internal Audit Strategy, the Chief Internal Auditor is required to provide a written status report to the Audit Committee, summarising:

- progress in implementing the audit plan;
- internal audit reviews in progress;
- audit opinion on all internal audit reviews completed since the last report and executive summaries of published reports where critical weaknesses or unacceptable levels of risk were identified;
- the status of 'live' reports, i.e. those where internal audit work is completed and actions are planned to improve the framework of governance, risk management and management control; and
- internal audit reviews closed since the last report.

The appendix summarises the activities of internal audit for the period ending 20th May 2010.

RECOMMENDATIONS:

- (i) That the Audit Committee notes the Internal Audit Status of Work report for the period ending 20th May 2010 as attached.

REASONS FOR REPORT RECOMMENDATIONS

1. In accordance with proper internal audit practices and the Internal Audit Strategy, the Audit Committee is required to receive the Chief Internal

Auditor's status report.

CONSULTATION

2. The Status of Work report for the period ending 20th May 2010 has been received by the Chief Officers' Management Team.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

3. None

DETAIL

4. The status report for the period ending 20th May 2010 is attached for consideration in the appendix.

FINANCIAL/RESOURCE IMPLICATIONS

Capital

5. None

Revenue

6. None

Property

7. None

Other

8. None

LEGAL IMPLICATIONS

Statutory power to undertake proposals in the report:

9. The Accounts and Audit (Amendment) (England) Regulations 2006 require the Council to 'maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control'.

Other Legal Implications

10. None

POLICY FRAMEWORK IMPLICATIONS

11. None

SUPPORTING DOCUMENTATION

Appendices

1.	Internal Audit: Status of Work Report period ending 20 th May 2010
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Documents In Members' Rooms

1.	None
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Background Documents

Title of Background Paper Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)

1.	None	
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Background documents available for inspection at: Internal Audit Office, North Block Basement, Civic Centre

KEY DECISION? N/A

WARDS/COMMUNITIES AFFECTED: N/A

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SUBJECT:	Internal Audit: Status of Work
MEETING:	Audit Committee
DATE OF MEETING:	23 June 2010
REPORT OF:	Chief Internal Auditor
REPORT DATE:	May 2010

1 Internal audit report opinion definitions:

Opinion	Framework of governance, risk management and management control
Substantial assurance [G]	A sound framework in place that is operating effectively. Some immaterial evidence of inconsistent application.
Adequate Assurance [A1]	Basically a sound framework in place but with repeated evidence of inconsistent application.
Limited assurance [A2]	Critical weakness(es) identified within the framework or significant evidence of inconsistent application.
No assurance [R]	Fundamental weaknesses have been identified or the framework is ineffective or absent.
Closed [X]	Management has confirmed that all identified framework weaknesses have been appropriately addressed.

2 Status of 'live' reports:

Audit title	Report date	Audit Sponsor	Directorate	Opinion								Original actions	Actions outstanding
				Aug 2008	Nov 2008	Feb 2009	May 2009	Aug 2009	Dec 2009	Mar 2010	June 2010		
Fleet Transport	08/04/08	Executive Director of Environment	Environment	G	G	G	G	G	G	G	G	11 (0)	1 (0)
Licensing	16/04/08	Chief Executive	Legal and Democratic Services	G	G	G	G	G	G	G	G	13 (3)	1(0)
Network Management	10/06/08	Executive Director of Resources	Resources	A	G	G	G	G	G	G	X	19 (0)	0
Across Schools Thematic Reviews – Security	16/06/08	Executive Director Children's Services and Learning	Children's Services and Learning	A	A	A	G	G	G	G	G	8 (4)	1 (0)
Affordable Housing	14/08/08	Executive Director of Neighbourhoods	Neighbourhoods	A	G	G	G	G	G	G	G	12 (4)	1 (0)
Town Depot Stores	05/09/08	Executive Director of Neighbourhoods	Neighbourhoods		A	A	G	G	G	G	X	11 (3)	0
Itchen Bridge	16/09/08	Executive Director of Resources and Executive Director of Environment	Resources / Environment		A	G	G	G	G	G	X	4 (0)	0

Audit title	Report date	Audit Sponsor	Directorate	Opinion								Original actions	Actions outstanding
				Aug 2008	Nov 2008	Feb 2009	May 2009	Aug 2009	Dec 2009	Mar 2010	June 2010		
Capital Programme and Major Projects	01/12/08	Executive Director of Resources	Cross-cutting		A	A	A	A	A ₂	A ₁	X	7(0)	0
Public Transport	04/02/09	Executive Director of Environment. Executive Director of Resources	Environment			A	G	G	G	G	X	5(2)	0
Mental Health and Substance Misuse	23/03/09	Executive Director Communities Health and Care	Communities Health and Care				A	A	A ₂	G	X	6 (3)	0
Woodmill	26/03/09	Executive Director of Neighbourhoods and Executive Director of Resources	Neighbourhoods and Resources				R	A	G	G	G	9 (8)	1 (0)
Computer Installations & Operating Systems	14/05/09	Executive Director of Resources	Resources					A	A ₂	A ₂	G	20 (6)	1 (0)
IS Security Management	14/05/09	Executive Director of Resources	Resources					A	G	G	G	13 (3)	4 (0)
Registration Services	16/06/09	Executive Director of Environment	Environment					G	G	G	G	6 (0)	4 (0)
Development Control	19/06/09	Executive Director of Environment	Environment					G	G	G	G	1 (1)	1 (1)

Audit title	Report date	Audit Sponsor	Directorate	Opinion								Original actions	Actions outstanding
				Aug 2008	Nov 2008	Feb 2009	May 2009	Aug 2009	Dec 2009	Mar 2010	June 2010		
Sports and Recreation Venues	23/06/09	Executive Director of Neighbourhoods	Neighbourhoods					A	G	G	X	10 (7)	0
Debtors	30/06/09	Executive Director of Resources	Resources					G	G	G	G	5 (1)	1 (0)
Direct Payments – follow up	30/06/09	Executive Director of Health and Community Care	Health and Communities Care					G	G	G	X	1 (0)	0
Open Spaces and Street Cleansing	01/07/09	Executive Director of Neighbourhoods	Neighbourhoods					A	G	G	G	9 (2)	2 (1)
School PFI Contract Management	03/07/09	Executive Director, Children Services and Learning	Children Services and Learning					A	A1	A1	A1	8 (1)	6 (1)
Contract Management	07/07/09	Executive Director of Resources	Resources					A	G	G	G	9 (1)	1 (0)
Emergency Home Closures	28/07/09	Executive Director of Health and Community Care	Communities Health and Care					A	G	G	G	5 (1)	1 (0)
Transport Services Income Investigation	14/09/09	Executive Director of Resources	Resources						R	G	X	22 (22)	0

Audit title	Report date	Audit Sponsor	Directorate	Opinion								Original actions	Actions outstanding	
				Aug 2008	Nov 2008	Feb 2009	May 2009	Aug 2009	Dec 2009	Mar 2010	June 2010			(of which are 'high' priority)
School Catering Services	17/09/09	Executive Director of Children Services and Learning	Children Services and Learning							G	G	X	5 (1)	0
NNDR	08/12/09	Executive Director of Resources	Resources							G	G	X	4 (0)	0
CCTV Services	05/01/10	Executive Director of Neighbourhoods	Neighbourhoods							G	G	G	11 (2)	3 (0)
Woodlands Community College	18/01/10	Executive Director of Children, Services and Learning	Children Services and Learning							R	G	X	25 (25)	0
Procurement Follow Up	08/02/10	Executive Director of Resources	Resources								G	G	3 (2)	1 (1)
Accommodation Strategy and Flexible Working	08/02/10	Executive Director of Resources	Resources								G	G	6 (1)	1 (0)
Integrated Transport and the Local Transport Strategy 2009/10	08/02/10	Executive Director of Environment	Environment								A2	X	19 (0)	0
Land and Property Management	25/02/10	Executive Director of Resources	Resources									G→X	2 (1)	0

Audit title	Report date	Audit Sponsor	Directorate	Opinion								Original actions	Actions outstanding	
				Aug 2008	Nov 2008	Feb 2009	May 2009	Aug 2009	Dec 2009	Mar 2010	June 2010			(of which are 'high' priority)
Adult Learning and Disability	25/02/10	Executive Director of Health and Adult Social Care	Health and Adult Social Care									G	2 (0)	2 (0)
Payroll	23/03/10	Executive Director of Resources	Resources									G	3 (2)	3 (2)
Creditors	31/03/10	Executive Director of Resources	Resources									A1→G	5 (0)	2 (0)
Highways Network Management	25/03/10	Executive Director of Environment	Environment									G→X	3 (0)	0
Housing Rents Collection and Debt Management	08/04/10	Executive Director of Neighbourhoods	Neighbourhoods									A1→G	8 (1)	1 (0)
Highways Resources Management	20/04/10	Executive Director of Environment	Environment									A1→X	5 (0)	0
Decent Homes	11/05/10	Executive Director of Neighbourhoods	Neighbourhoods									A1	7 (1)	7 (1)
Corporate Governance Framework	12/05/10	Solicitor to the Council	Chief Executives									G	3 (0)	3 (0)

3 Executive summaries of new reports published where critical weaknesses or unacceptable levels of risk were identified:

Audit title: Decent Homes (11/05/10)

Original published audit opinion: Adequate Assurance [A1]

Current audit opinion: Adequate Assurance [A1]

Executive summary:

The decent homes programme status report as at 31st March 2010 in respect of National Indicator- 158 shows 10% of the council housing stock is 'Non-decent' against the services performance target of 9%. The target, as indicated by the Stock Condition Database Manager, was not met due to a variety of reasons, the most notable being severe weather conditions (snowfall).

The Decent Homes surveys were largely completed in December 2009 with the outcome recorded on Codeman. Due to nature of these surveys and difficulties in gaining access to tenants' homes this activity will continue as further access is achieved. Due to the volume of data collected there has been an absence of quality checks on the transfer of data between the surveyors' spreadsheets and Codeman, from the sample reviewed audit testing highlighted some evidence of variance and omission.

Analysis of two months data questioned the efficiency of the process followed with regard Decent Homes survey visits. Of the properties visited only 56% were successful on the initial visit. Current practice requires a card to be left to arrange a second visit to access the property. Such revisits were cost and resource intensive. The Management has proposed that an offer of an appointment will be used for all future surveys to improve the effectiveness of the surveying resource.

The Housing Health and Safety Rating System (HHSRS) is a risk assessment system to assess the potential risk to the health and safety of occupants in residential properties and came into effect from 6th April 2006. The Codeman system has not been configured to record the HHSRS information at the present time. Policy for the implementation of HHSRS is now in process being prepared for the Council approval.

Management actions and update since last report:

An appropriate action plan has been compiled.

High priority actions overdue:

None

4 Update on previously published reports where critical weaknesses or unacceptable levels of risk identified:

Audit title: Schools PFI Contract Management (03/07/09)

Original published audit opinion: Limited Assurance [A2]

Current audit opinion: Adequate Assurance [A1]

Executive summary:

A governance framework was in place that met the requirements of the 'Concession Agreement', however 'terms of reference' were not evident for all the committees in place or had been reviewed recently. As such assurance could not be provided that each committee was fully aware and fulfilling its substantive role.

The Council did not maintain an Operational Contract Manual for the management of school PFI, consequently good practice may not be consistently followed during the life of the contract as the Council's contract management team changes.

No formal training on managing PFI contracts had been provided to Council staff, therefore a significant amount of trust and reliance is placed on the service provider in the provision of technical expertise.

The monthly KPI review meetings between the Authority, school and the contractor showed that performance of the contractors is discussed but there was no evidence from agendas or minutes to suggest that the "assessment of performance of the contractors management of the agreement" reports were reviewed within these meeting as detailed within "Schedule 4 - Performance Measurement System to Concession Agreement". Therefore, enforcement of the Concession Agreement may be more difficult in relation to other aspects if the contractor is not complying fully.

Interserve Pyramid Schools (Southampton), led on the most recent benchmarking exercise and collecting data for the Council for comparative purposes. The benchmarking process commenced 6 months prior to contract renewal as opposed to 9 to 24 months in line with good practice.

The results of an independent review of the benchmarking process conducted by Procurement have never been provided to the Infrastructure & Capital Projects Team, thus failing to comply with best practice guidance on "Benchmarking and Market Testing" in relation to capturing the lesson learnt.

Management actions and update:

None

High priority actions overdue:

Further schools will be re-built under PFI as part of BSF Wave 6a. The Assets and Capital Strategy Manager will discuss with the Head of Infrastructure and Capital and BSF Project Director arrangements for bringing management of existing and new PFI contracts under the Building Schools for the Future Team

5 Internal Audit Performance

Internal Audit has been assessed as fully compliant with the CIPFA Code of Practice by the Audit Commission in their triennial review of the service in 2009. The Audit Commission's *'Use of Resources' assessment 2008/09 and based on the key lines of enquiry for 2009* seen the overall theme score for Internal Control assessed as a '3'

6 Planning and Resourcing

The Internal audit team is operating with a 12.5% shortfall (1 fte) against the current establishment. Recruitment is currently being reviewed

7 Rolling work programme

Audit title	Audit Progress				
	TOR issued	Fieldwork commenced	Fieldwork complete	Draft report issued	Final report issued (proposed)
<u>2009/10 Audit Plan</u>					
Annual governance statement	✓	✓	✓	✓	10/05/09
Hampshire Camera Partnership	✓	✓	✓	✓	07/06/09
Youth Services	✓	✓	✓	✓	28/07/09
Supporting People	✓	✓	✓	✓	05/08/09
Solent Sea Rescue	✓	✓	✓	✓	24/08/09
School Catering Services	✓	✓	✓	✓	17/09/09
School Grant funding	✓	✓	✓	✓	29/09/09
Building Control	✓	✓	✓	✓	12/10/09
Treasury Management	✓	✓	✓	✓	12/11/09
Affordable Housing Development	✓	✓	✓	✓	13/11/09

Audit title	Audit Progress				
	TOR issued	Fieldwork commenced	Fieldwork complete	Draft report issued	Final report issued (proposed)
Transport Services Income Investigation	n/a	✓	✓	✓	14/11/09
Council tax	✓	✓	✓	✓	17/11/09
Debtors	✓	✓	✓	✓	20/11/09
Housing and Council Tax Benefit administration – 09/10	✓	✓	✓	✓	01/12/09
NNDR	✓	✓	✓	✓	08/12/09
CCTV	✓	✓	✓	✓	04/01/10
Compliance with Health and Safety Legislation	✓	✓	✓	✓	07/01/10
Workforce Strategy	✓	✓	✓	✓	07/01/10
Woodlands Community School	✓	✓	✓	✓	31/01/10
Integrated Transport and the Local Transport Strategy	✓	✓	✓	✓	08/02/10
Accommodation Strategy and Flexible Working	✓	✓	✓	✓	08/02/10
Procurement	✓	✓	✓	✓	08/02/10

Audit title	Audit Progress				
	TOR issued	Fieldwork commenced	Fieldwork complete	Draft report issued	Final report issued (proposed)
Land and property management	✓	✓	✓	✓	25/02/10
Highways Network Management	✓	✓	✓	✓	25/02/10
Adult and Learning Disability	✓	✓	✓	✓	25/02/10
Main Accounting System	✓	✓	✓	✓	26/02/10
Payroll	✓	✓	✓	✓	23/03/10
Creditors	✓	✓	✓	✓	31/03/10
European Funding	✓	✓	✓	✓	31/03/10
Housing rent collection and debt management	✓	✓	✓	✓	08/04/10
Highways Resources Management	✓	✓	✓	✓	20/04/10
Decent Homes and Estates	✓	✓	✓	✓	11/05/10
Corporate Governance Framework	✓	✓	✓	✓	12/05/10
Financial Management	✓	✓	✓	✓	19/05/10

Audit title	Audit Progress				
	TOR issued	Fieldwork commenced	Fieldwork complete	Draft report issued	Final report issued (proposed)
Cash Collection and banking	✓	✓	✓	✓	
Network Management	✓	✓	✓	✓	
Corporate Business Continuity Planning	✓	✓	✓	✓	
Application Software Management	✓	✓	✓	✓	
Data Management – Children Services	✓	✓	✓	✓	
IT Solutions Development	✓	✓	✓	✓	
Risk Management	✓	✓	✓	✓	
Contract Management Follow up	✓	✓	✓	✓	
Housing Needs	✓	✓	✓	✓	
Fraud thematic – CRB's/qualifications	✓	✓	✓	✓	
Commissioning Plan for Health and Wellbeing	✓	✓	✓		
Children's Trust arrangements for the delivery of the children's plan	✓	✓	✓		

Audit title	Audit Progress				
	TOR issued	Fieldwork commenced	Fieldwork complete	Draft report issued	Final report issued (proposed)
Across School thematic review	✓	✓	✓		
Risk Financing	✓	✓			
Financial Management Standards in Schools	28 of 28 complete				

FMSiS Analysis				
Schools Assessed (2009-10)	Pass	Conditional (to Pass)	Not Achieved	Comments
28	7	20	1	<p>Review of Holy Family Junior school FMSiS self-assessment (February 10) highlighted significant gaps in evidence to support attainment of the key standards. A schedule of issues arising was subsequently provided to the school highlighting areas where it was deemed the Standard had not been met.</p> <p>Holy Family Junior School submitted a revised self-assessment on 18 May 2010; this is currently being reviewed.</p>

Audit title	Audit Progress				
	TOR issued	Fieldwork commenced	Fieldwork complete	Draft report issued	Final report issued (<i>proposed</i>)
<u>2010/11 Audit Plan</u>					
Safeguarding	✓	✓	✓	✓	
Annual Governance Statement	✓	✓	✓	✓	
Abandoned Vehicles	✓	✓	✓		
Hampshire Camera Partnership	✓	✓	✓		
Bereavement Services	✓				

8 Status of 'Live' External Audit
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Audit title	Report date	Audit Sponsor	Directorate	Original actions	Actions outstanding
				(of which are 'high' priority)	
Opinion Interim Report	June 08	Executive Director of Resources	Resources	5 (2)	2 (1)
Final Accounts memo	Dec 08	Executive Director of Resources	Resources	5 (1)	1 (0)
Use of Resources	March 09	Executive Director of Resources	Resources	7 (4)	2 (1)
Data quality	March 09	Cross Directorate	Cross Directorate	6 (2)	2 (0)

Page no.	Recommendation	Priority 1 = Low 2 = Med 3 = High	Responsibility	Agreed	Comments	Date	Progress / Update
Opinion Interim Report (Jun 08)							
Social Services Income							
6	Identify the cause of the failure of the social care billing, and implement changes to the system to ensure that this does not continue into future years.	3	Penny Furness - Smith	Agreed	Significant resources are still being employed to manage the current billing situation. A major project to develop a new charging policy and billing system to be introduced for 2009/10 is now underway.	Apr-09	New charging policy has been introduced from April 2009, work is continuing on implementing an upgrade of Paris so that the system side of billing can be improved. This is expected to happen in the autumn 2010.
IT Risk Assessment							
7	Implement changes identified from our risk assessment of IT systems. <ul style="list-style-type: none"> Ensure that IT policies and standards are up to date and revised on a regular and timely basis. 	2	Kevin Foley	Agreed	Need a list of the major risk areas so that this can be completed. Will investigate and put appropriate controls in place.	Phased Programme End July	IT Policies are currently being reviewed and updated by the IT Client Team
Final Account Memo (Dec 08)							
Registration of assets with the Land Registry							
-	The registration of ownership of Land & Buildings with the Land Registry	2	John Spiers	Yes	This work is undertaken by Legal Services who have taken on a	Ongoing	Ongoing

Page no.	Recommendation	Priority 1 = Low 2 = Med 3 = High	Responsibility	Agreed	Comments	Date	Progress / Update
	should be continued until completed.				temporary contract solicitor to undertake the work. The contract will continue as there is still a lot of work to do. The resources portfolio work is now well underway.		
Use of Resources (Mar 09)							
Internal Control							
-	Ensure that the revised non-residential social care billing policy and the replacement income billing module are implemented.	3	Penny Furness - Smith	Yes	The new policy and charging module are in the process of being delivered per the specific action plan resulting from the PWC review.	Dec-09	New charging policy has been introduced from April 2009, work is continuing on implementing an upgrade of Paris so that the system side of billing can be improved. This is expected to happen in the autumn 2010.
-	Evaluate partnerships' contribution to improving VFM as part of implementing the Council's partnership protocol.	2	Joy Wilmot-Palmer	Yes	Process to be developed by the end of 2009/10 following the agreement and implementation of the new protocol.	Mar-10	A protocol comprising of a Partnership Code and Toolkit was approved by Full Council in May 2009. This has been placed on the Council's intranet together with a Partnership Register to assist in assessing the VFM and contribution made by each to city

Page no.	Recommendation	Priority 1 = Low 2 = Med 3 = High	Responsibility	Agreed	Comments	Date	Progress / Update
							life. A Partnership VFM Assessment Framework and checklist has also been developed to complement this work. This was discussed with the Audit Commission as part of their initial 2010 CAA work. This revised approach to determining the VFM of partner contributions has also been tested against key partnership activities undertaken in 2009/10.
Data Quality (Mar 09)							
Management arrangements							
7	Agree appropriate data sharing arrangements with the Council's LAA partners.	2	Joy Wilmot-Palmer	Yes	Data Sharing arrangements are already in place to facilitate the operation of key partnerships that underpin the delivery of the LAA. Following on from the approval of the partnership protocol these arrangements will be reviewed for both existing and new partnerships to determine if they would be more appropriately applied at an individual partner rather than at a partnership level having due regard to all legal obligations	Mar-10	A national CAA information sharing protocol devised by key inspectorates was agreed by the Southampton Partnership Delivery Board in August 2009. Work has continued to facilitate the electronic transfer of data between

Page no.	Recommendation	Priority 1 = Low 2 = Med 3 = High	Responsibility	Agreed	Comments	Date	Progress / Update
					as well as other information management requirements.		health, the DWP, Police and the City Council to facilitate information sharing and joint work between LAA partners. In February 2010 the partners that make up the Children's and Young Person's Trust agreed a generic and specific data sharing protocols. This agreement has also been used as the basis of the information sharing arrangements agreed by the Delivery Board and partners in setting up a City wide Research and Information Board, which now oversees partner input into and use of the data contained within the Mosaic Customer Insight system.
7	Consistently apply existing quality checking of externally reported data more effectively, supported by	2	Joy Wilmot-Palmer	Yes	The sign off arrangements for externally reported data, including HIP forms, will be reviewed. Updated guidance will be	Mar-10	Policy Co-ordinators contributed to an initial overview of key

Page no.	Recommendation	Priority 1 = Low 2 = Med 3 = High	Responsibility	Agreed	Comments	Date	Progress / Update
	refresher training for staff.				issued and the respective roles of Heads of Service and Policy Co-ordinators within the quality assurance process will be reinforced.		externally reported / shared data sets in October 2009 and have also initiated spot checks of the existing sign off arrangements of key national returns – providing feedback to appropriate officers as necessary. Data Quality issues have also featured in discussions about the information reported on the national Data Hub and in the development of the first phase of the Council's Business Metrics initiative. Following a recent discussion at the Chief Officers Management Team a review has now been put in train of all published council data, which will feed into the new national Open Data initiative.

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