

AGENDA FOR

AUDIT COMMITTEE

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To: All Members of Audit Committee

Councillors : D Jones, J Mallon (Chair), S Nuttall,
D Silbiger, Sarah Southworth, R Walker, S Walmsley, M
Whitby and S Wright

Dear Member/Colleague

Audit Committee

You are invited to attend a meeting of the Audit Committee which will be held as follows:-

Date:	Thursday, 20 July 2017
Place:	Lancashire Fusiliers Room - Town Hall
Time:	5.00 pm
Briefing Facilities:	If Opposition Members and Co-opted Members require briefing on any particular item on the Agenda, the appropriate Director/Senior Officer originating the related report should be contacted.
Notes:	

AGENDA

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

Members of the Audit Committee are asked to consider whether they have an interest in any of the matters on the agenda and, if so, to formally declare that interest.

3 MINUTES OF THE LAST MEETING *(Pages 1 - 8)*

The Minutes of the last meeting of the Audit Committee held on

4 MATTERS ARISING

5 AUDITED STATEMENT OF ACCOUNTS *(Pages 9 - 136)*

A report from the Interim Executive Director of Resources and Regulation is attached.

The Audited Statement of Accounts 2016/2017 attached.

6 ISA 260 2016/2017 *(Pages 137 - 176)*

A report from Bury's External Auditors – KPMG is attached. The report also contains Bury's response.

7 ANNUAL GOVERNANCE STATEMENT 2016/2017 *(Pages 177 - 204)*

A joint report from the Leader of the Council and the Interim Chief Executive is attached.

8 INTERNAL AUDIT ANNUAL REPORT 2016/2017 *(Pages 205 - 238)*

A report from the Head of Financial Management is attached.

Appendix A attached

Appendix B attached

Appendix C attached

Appendix D attached

9 EXCLUSION OF PRESS AND PUBLIC

To consider passing the appropriate resolution under Section 100(A)(4) of the Local Government Act 1972 that the press and public be excluded from the meeting during consideration of the following items of business since they involve the likely disclosure of the exempt information stated.

10 REVIEW OF THE EFFECTIVENESS OF THE AUDIT COMMITTEE 2016/2017 *(Pages 239 - 250)*

A report from the Head of Financial Management is attached.

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Minutes of: **AUDIT COMMITTEE**

Date of Meeting: 27 April 2017

Present: Councillor J Mallon (in the Chair)
Councillors D Jones, S Nuttall, D Silbiger, Sarah Southworth,
R Walker, M Whitby and S Wright

Also in attendance: Jerri Lewis - KPMG

Public Attendance: No members of the public were present at the meeting.

Apologies for Absence:

AU.705 DECLARATIONS OF INTEREST

Councillor Mallon declared a personal interest in any item relating to the Department for Children, Young People and Culture as his wife is employed in a Bury High School.

Councillor Sarah Southworth declared a personal interest in any item relating to Six Town Housing as she is a Member of the Board of Directors. She also declared a personal interest in any item relating to Persona as her husband's accountancy business has been awarded the contract to audit Persona.

Councillor Jones declared a personal interest in any item relating to the Department for Children, Young People and Culture as his wife is employed in a Bury School.

Councillor Whitby declared a personal interest in any item referring to Bury Blind and Partially Sighted People and Communic8te Bury as she was a member of both.

Councillor S Wright declared a personal interest in any item relating to the Department for Children, Young People and Culture as his wife is employed in a Bury School.

All Councillors declared personal interests in relation to any matters relating to schools of the Borough due to their roles as Councillor Governors.

AU.706 MINUTES OF THE LAST MEETING

It was agreed:

That subject the Minutes of the last meeting held on 25 January 2017 be approved as a correct record and signed by the Chair.

AU.707 ANNUAL AUDIT FEE LETTER

Jerri Lewis, KPMG, introduced the Annual Audit Fee 2016/17 report. The fee level is notified to the Council by April each year with the planned fee including a 25%

reduction. The proposals by KPMG included a risk-based approach to audit planning as set out in the Code of Practice and Public Sector Audit Appointments Ltd's (PSAA's) published work and fee scales.

Delegated decision:

That the report and planned fee be noted.

AU.708 FINANCIAL MONITORING REPORT

The Head of Head of Financial Management presented a report from the Interim Executive Director of Resources and Regulation updating Members of the Committee on the Authority's financial position in line with the Committee's Statement of Purpose to 'provide independent scrutiny of the authority's exposure to risk and the control environment'. The report focussed on the revenue budget, balance sheet, procurement activity and the minimum level of balances.

The report indicated that the Authority is projecting an overspend of £2.831m for the year based on spending and income information as at 31 December 2016.

Those present were given the opportunity to ask questions and the following points were raised:-

- Councillor Sarah Southworth referred to the income shortfall that was highlighted within the report and asked which council services this was referring to.

Andrew explained that this covered empty rental properties within the Millgate shopping centre and at Bury Business Centre and Bradley Fold and income from car parks.

- Councillor Southworth referred to charges for parking in Council run facilities and asked if a review of these would be carried out in the future. Councillor Southworth explained that it would be better to have full car parks charging less than empty ones making nothing.

It was explained that a review was being undertaken with regard to the level of charging and renewal of the business plan to maximise usage of council owned car parks.

- Councillor Walker asked whether the Audit Committee was in a position to oversee a review.

It was suggested that the Audit Committee refer their concerns to the Overview and Scrutiny Committee and ask that a report on their work be provided as an update to the Audit Committee.

- Councillor Wright referred to the planned use of one off funding that was set out in the outturn forecast summary and the amount that had been recorded by Children, Young People and Culture and asked what this was.

Andrew reported that he would update the Audit Committee in relation to this.

Delegated decision:

That the contents of the report be noted

AU.709 QUARTERLY GOVERNANCE STATEMENT

The Head of Financial Management submitted a report presenting a quarterly update on the Annual Governance Statement following the approval of the Annual Governance Statement on 19 July 2016. The report covered the areas of risk management, business continuity, budget monitoring, the work of Internal Audit, Governance Panel and sickness absence.

Councillor Walker referred to the risk register that would usually accompany the statement and asked whether this would be available to the Audit Committee.

It was explained that the Audit Committee had already received the current register at its last meeting. The year end draft register was due to be presented to the SLT at its meeting in June and it was suggested that the Audit Committee be sent the updated draft register at this time.

Delegated decision:

That the report be noted.

AU.710 EXCLUSION OF PRESS AND PUBLIC

Delegated decision:

That in accordance with Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following items of business since they involved the likely disclosure of exempt information, relating to any action taken, or to be taken in connection with the prevention, investigation and prosecution of crime.

AU.711 2017/2018 INTERNAL AUDIT CHARTER; QUALITY ASSURANCE AND IMPROVEMENT PROGRAMME; EXTERNAL PEER REVIEW REPORT AND ACTION PLAN

Andrew Baldwin presented a report setting out the Internal Audit Charter; Quality Assurance and Improvement Programme, External Peer Review Report and Action Plan.

It was explained that the Public Sector Internal Audit Standards (PSIAS) had come into force on 1 April, 2013.

These standards, which are based on the mandatory elements of the Institute of Internal Auditors (IIA) International Professional Practices Framework (IPPF), are intended to promote further improvement in the professionalism, quality, consistency and effectiveness of Internal Audit across the public sector.

A report was presented to Audit Committee in December 2013 outlining the details of the Standards.

Two of the Standards relate to:

- Internal Audit Charter;
- Quality Improvement and Assurance programme including an External Assessment.

One of the requirements of the Standards is to produce an Internal Audit Charter that defines the purpose of Internal Audit, its responsibilities and position within the Council. The Charter acts as a reference for measuring the effectiveness of Internal Audit.

The PSIAS provide details of how the Charter should comply with the Standards.

Amongst others, these include:

- Recognition of the mandatory nature of the PSIAS;
- Internal Audit's responsibilities, objectives and independence including accountability, reporting lines and relationships and arrangements for avoiding conflict of interest in non-audit activities;
- Definitions of the scope of Internal Audit activities, the terms 'board' and 'senior management' and the role of Internal Audit in counter fraud work;
- The role of Audit Committee and statutory officers with regard to internal audit;
- Internal Audit's remit across the control environment and rights of access to records, assets, personnel and premises.

It is also a requirement of the Standards that the Internal Audit Service produces a Quality Assurance and Improvement Programme (QAIP) that is designed to provide reasonable assurance to Audit Committee members that the Internal Audit Service:

- Performs its work in accordance with the Internal Audit Charter, which is consistent with the Public Sector Internal Audit Standards, Definition of Internal Auditing and Code of Ethics;
- Operates in an efficient and effective manner;
- Contributes to the Council's governance, risk management and control processes;
- Is adding value and continually improving Internal Audit's operations.

The QAIP includes both internal and external assessments for which the internal assessments are both ongoing and periodic (e.g. team briefings, supervision, review of working papers) and the external assessment must be undertaken at least once every five years. The initial self assessment against the Standards was undertaken in 2013 and this was also reported to Audit Committee in December 2013.

PSIAS require that an external assessment of the Council's internal audit function is carried out once every five years by a qualified, independent assessor or

assessment team from outside the organisation. This can be in the form of a full external assessment or a self-assessment with independent external validation.

The internal audit service of Bury Council was externally assessed in October 2016 by a peer review process that was established by the North West Chief Audit Executive's Group and the draft report was issued in December 2016 with details of the findings.

The overall judgement was that the service partially conforms to the Standards and a number of recommendations were made to enable the service to fully conform. An action plan has been put in place to address these.

Delegated decision:

1. That the Audit Committee approve the updated Internal Audit Charter.
2. That the Audit Committee approve the Quality Assurance Improvement Programme.
3. That the Audit Committee note the contents of the external peer review report and action plan.

AU.712 INTERNAL AUDIT PROGRESS REPORT

The Head of Financial Management submitted a report briefing the Committee Members on the work being carried out currently by Internal Audit in line with the Annual Audit Plan 2016/2017.

Details of work undertaken and Audit Reports issued were included in the report with significant issues highlighted. This included work carried out against the approved plan, detailing final reports issued since the last Audit Committee meeting and a suite of performance indicators.

Delegated decision:

That the contents of the report be noted

AU.713 MEMBERS' FEEDBACK

The Head of Financial Management submitted a report providing feedback to Committee Members in the form of responses to specific issues raised in relation to Audit Reports and queries. This included; details of cash transactions on large cash transactions and by providing follow-ups to audit that had been revisited since the Audit Committee meeting in January 2017.

Delegated decision:

That the contents of the report be noted

AU.714 KPMG INTERIM AUDIT REPORT 2016/2017

Jerri Lewis representing KPMG presented the Interim Audit Report 2016/2017.

The report summarised the key findings arising from KPMGs interim audit work in relation to the Authority's 2016/2017 financial statements and KPMGs work to support their 2016/2017 value for money conclusion up to March 2017.

The work of KPMG had covered the following Audit Risks:-

- Significant changes in the pension liability due to the LGPS Triennial Valuation.
- Valuation of PPE
- Agresso System update

It was reported that no control weaknesses or deficiencies had been identified in relation to this work.

An additional significant risk in relation to the Fixed Asset Register Module Upgrade had been identified which required KPMG to carry out work. An initial review of the validation checks suggests that the upgrade had been successful.

It was reported that KPMG had noted the suspension of 3 members of the Leadership Team and they would be reviewing the Terms of Reference of the investigation; however, the issue was remote to the work of the auditors.

Jerri reported that the work in relation to the main financial statements audit would commence at the beginning of June 2017.

Those present were given the opportunity to make comments and ask questions and the following points were raised:-

- Councillor Walker referred to the suspension of three senior officers and asked whether KPMG would be considering reputational risks to the Council around this.

Jerri explained that the external auditors remit was to review arrangements, processes and procedures and the outcomes from these.

Andrew Baldwin explained that acceptable interim arrangements were in place with regards to the senior leadership team and that the integrity of financial systems of the Council and the data therein were not in question in relation to this.

- Councillor Walker referred to fixed assets and asked whether this related to buildings and their condition with regard to maintenance etc.

It was explained that the audit work being undertaken was in relation to the register of assets and the system upgrade being undertaken. KPMG would be looking for assurance that no information was lost during this process.

Andrew Baldwin explained that the Council had upgraded to a new mainframe at the end of February. Internal Audit had been involved to ensure that the migration had been carried out properly and KPMG had looked at the Key Controls around this. No problems had been found.

Delegated decision

That the Interim Report be noted

COUNCILLOR J MALLON
Chair

(Note: The meeting started at 7.00 pm and ended at 8.30 pm)

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REPORT FOR DECISION

MEETING: **AUDIT COMMITTEE**

DATE: **20 JULY 2017**

SUBJECT: **STATEMENT OF ACCOUNTS 2016/17**

REPORT FROM: **INTERIM EXECUTIVE DIRECTOR OF RESOURCES & REGULATION**

CONTACT OFFICER: **STEVE KENYON, INTERIM EXECUTIVE DIRECTOR OF RESOURCES & REGULATION**

TYPE OF DECISION: **COUNCIL**

FREEDOM OF INFORMATION/STATUS: This paper is within the public domain

SUMMARY: The report provides Members with details of the Authority's audited Statement of Accounts for the financial year ended 31 March 2017.

The pre-audited Statement of Accounts was approved by the Responsible Finance Officer on 5 June 2017. The accounts have now been audited by KPMG and Members are asked to note:

- No audit adjustments have been required;
- Two recommendation have been made;
- The quality of the Council's accounts and working papers have remained at a high level;
- For the fourth year the Council is able to present its audited accounts to Members 2½ months earlier than the statutory deadline and KPMG are to be thanked for their part in achieving this;
- A notice will be placed advertising the completion of the audit and how members of the public can access copies of the statement and summary of accounts.

This report is to be considered along with the ISA (UK+I) 260 "*Communication of Audit Matters with those Charged with Governance*" report which will be presented by KPMG as part of this meeting.

OPTIONS & RECOMMENDED OPTION

Members are recommended to:

Approve the final version of the Statement of Accounts for the 2016/17 financial year in line with the provisions of the Accounts and Audit Regulations 2015;

Note the matters and issues arising from the audit and contained within the ISA (UK+I) 260 Financial Statement report (also on the agenda) presented by KPMG;

Approve the letter of representation signed by the Interim Executive Director of Resources & Regulation which will be presented at the meeting of the Audit Committee.

IMPLICATIONS:

Corporate Aims/Policy Framework:

Do the proposals accord with the Policy Framework? Yes

Statement by the Assistant Director of Resources (Finance & Efficiency):

The Statement of Accounts reflects the Authority's financial performance during 2016/17 and helps to shape budget strategy in future years.

Statement by Executive Director of Resources:

There are no wider resource implications.

Equality/Diversity implications:

No

Considered by Monitoring Officer:

Yes

Are there any legal implications?

Yes. The production of the Authority's statutory accounts is a requirement of the Local Government Act 1972 and has been undertaken in compliance therewith and the Council's Financial Regulations (Financial Regulation A: Financial Management: 3.8.5). The report accords with the Council's Policy and Budget Framework and has been produced in accordance with all relevant Statutory Guidance and Codes of Practice.

Staffing/ICT/Property:

No specific implications

Wards Affected:

All

Scrutiny Interest:

Overview & Scrutiny Committee

TRACKING/PROCESS

DIRECTOR: Steve Kenyon

Chief Executive/ Strategic Leadership Team	Cabinet Member /Chair	Ward Members	Partners
Yes	Yes		
Overview & Scrutiny Committee		Committee	Council
		Audit	

1.0 INTRODUCTION

- 1.1 Under the terms of the Accounts and Audit Regulations 2015 each year the Authority is required to produce the draft, unaudited Statement of Accounts before 30th June following the Balance Sheet date. The accounts are approved at this stage by the Responsible Finance Officer. For Bury Council the Responsible Finance Officer is the Interim Executive Director of Resources & Regulation.
- 1.2 Once the draft Accounts have been approved they are subject to audit by, in our case, KPMG and a final copy of the Accounts containing the auditor’s certificate and opinion must then be approved by Audit Committee before being published on or before the statutory publication date of 30th September.
- 1.3 The 2016/17 draft Accounts were approved by the Responsible Finance Officer (Section 151 Officer) on 5 June, 2017.
- 1.4 In accordance with the Accounts and Audit Regulations 2015 members of the public have the right to inspect the Authority's Accounts, including supporting documents, on reasonable notice at all reasonable times. Any rights of objection, inspection and questioning of the external auditor may only be exercised within a single period of 30 working days. This year the Accounts were deposited for inspection at the Town Hall for 30 working days commencing 5 June 2017 until 17 July and the External Auditor was available for questioning from 5 June 2017. This facility was advertised in the local press and on the Bury Council website.
- 1.5 The figures shown within the Statement of Accounts correspond with the results which were reported within the Corporate Revenue & HRA, Capital and Treasury Management Outturn Reports. These were considered by the Cabinet on 28 June 2017 and the Overview & Scrutiny Committee on 4 July 2017 and contain details of the Council’s financial performance against budget.

2.0 THE FORMAT OF THE ACCOUNTS

- 2.1 The Statement of Accounts is attached at Appendix A and it contains the following financial statements:-
 - An Introduction by the Cabinet Member for Finance & Housing;
 - Narrative Report;
 - Statement of Responsibilities;
 - Core Financial Statements:
 - Expenditure and Funding Statement;
 - Comprehensive Income and Expenditure Statement;
 - Balance Sheet;

- Movement In Reserves Statement;
- Cash Flow Statement
- Index for the Notes to the Core Financial Statements;
- Notes to the Core Financial Statements including Accounting Policies;
- The Housing Revenue Account;
- The Collection Fund;
- Group Accounts;
- Glossary of Terms

- 2.2 A brief explanation of the purpose of these statements is given in the Narrative Report on page 6 of the Accounts.
- 2.3 The format and contents of the Accounts are laid down in regulations and in the Code of Practice on Local Authority Accounting incorporating IFRS which we are required to follow. As a result the Authority has little or no discretion over what is shown.
- 2.4 The Council has continued to investigate ways in which the Accounts can be made more accessible to the community at large, especially through the use of plain English, summary information and through the internet. Similar to previous years, the 2016/17 Accounts can be translated into a number of different languages if required and can be made available in Braille and large print.
- 2.5 A quick and easy summary format of the accounts in order to make the accounts easier to understand and more informative, will continue to be provided. These will again be placed on the Council's website and this facility will again be advertised in the local press. We will ensure that the Accounts continue to be presented in the professional format adopted last year on conclusion of the audit.

3.0 TECHNICAL CHANGES

- 3.1 The main change that has impacted on the Accounts for 2016/17 is the presentation of the financial statements including the introduction of the new Expenditure and Funding Statement and new formats for the Income and Expenditure Statement and Movement in Reserves Statement.

4.0 AMENDMENTS TO THE ACCOUNTS

- 4.1 For the 2016/17 financial year there is the continuation of the important development in the responsibilities of auditors in relation to any misstatements that they discover in the course of their work. Under International Standard of Auditing (UK and Ireland) (ISA (UK+I)) 330, auditors plan and perform their audit to provide reasonable assurance that the financial statements are free from material misstatement.
- 4.2 However, in carrying out their work, they will also happen across other misstatements/omissions that are not material and ISA (UK+I) 260 "*Communication of Audit Matters with those Charged with Governance*" requires auditors to report to Members all misstatements that have been advised to officers but not adjusted for.
- 4.3 The principal purposes of the communication with Members are for the auditors to ensure that there is a mutual understanding of the scope of the audit and the respective responsibilities of the auditors and Members; to share information to assist both the auditors and Members to fulfil their respective

responsibilities; and to provide Members with constructive observations arising from the audit process.

4.4 There are no audit adjustments that KPMG (the auditors) have identified from the draft accounts that were approved by the Responsible Finance Officer on 5th June.

4.5 **Members are therefore recommended to approve these Accounts.**

4.6 In the last few years the Council has made continuous improvements to the accounts closure process in terms of its preparation and application and the results of this can be seen in a consistently good performance in terms of a reduced number of both audit adjustments and recommendations as reported in the ISA260:

	2016/ 17	2015/ 16	2014/ 15	2013/ 14	2012/ 13	2011/ 12	2010/ 11	2009/ 10
Audit Adjustments	0	2	0	1	2	1	3	0
Recommendations	2	1	6	6	1	1	10	0
Recommendations outstanding from previous years	0	1	4	0	0	1	0	1

4.7 The Committee should also note that no audit matters of governance have been identified by KPMG.

5.0 MANAGEMENT LETTER

5.1 The authority is required by Auditing Standards to provide the auditor with written representations from management in respect of related party disclosures, compliance with laws and regulations, the accuracy of the financial statements, unadjusted audit differences, fraud and fair value measurements and disclosures. In addition the auditors also seek management representations in relation to contingent liabilities, post balance sheet events.

5.2 In a local government context it is appropriate for management representations to be discussed and approved by the full Council, the Audit Committee or any other committee which has been given delegated responsibility for approval of the financial statements under the Accounts and Audit Regulations 2015. In Bury's case this is the Audit Committee and a letter of representation signed by the Interim Executive Director of Resources & Regulation will require approval by Audit Committee.

6.0 ISSUES

6.1 I would like to thank all the staff involved in the achievement of the deadline for the close down process and pay tribute to the professional, diligent and courteous manner in which the auditors KPMG have discharged their duties.

**STEVE KENYON
INTERIM EXECUTIVE DIRECTOR OF RESOURCES & REGULATION**

Background documents:

Various final accounts working papers held in the files of the Head of Financial Management.

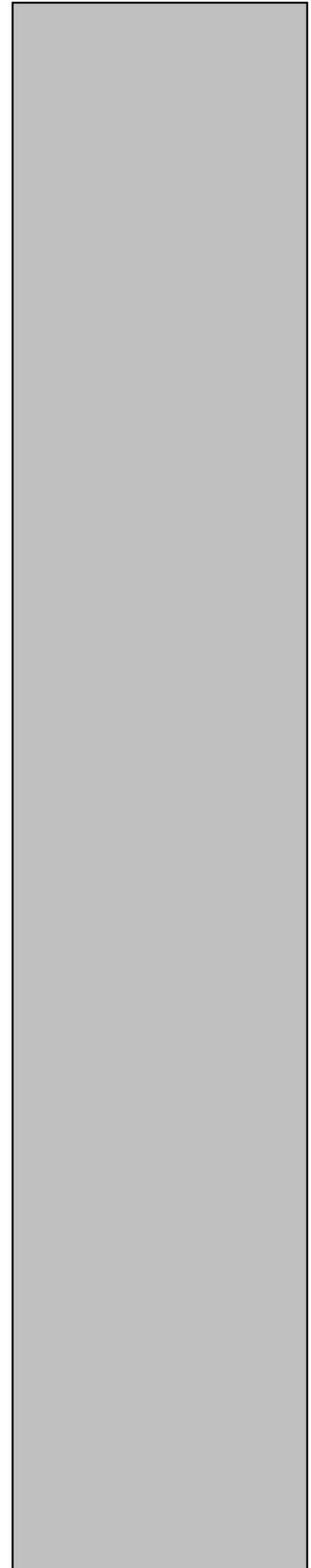
For further information on the details of this report, please contact:

Steve Kenyon, Interim Executive Director of Resources & Regulation;
tel. 0161 253 6922, (email: S.Kenyon@bury.gov.uk)



**FINANCIAL
MANAGEMENT
SERVICES**

**Statement
of
Accounts
2016/2017**



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Introduction by Councillor Eamonn O'Brien, Cabinet Member for Finance and Housing

I am delighted to welcome you to the Council's Statement of Accounts for 2016/17.

The Accounts play a vital part in providing information to a wide range of interested parties on the Council's financial performance. They show how we've spent our money, how we've performed against our budget and how we've invested in our assets. The Accounts are the means by which the Council provides details of its stewardship of public resources and financial performance to its stakeholders.

We have consistently been amongst the top level of local authorities that are low cost but perform and improve strongly. We continue to receive lower levels of funding than other authorities yet achieve some of the best results in the country across a range of services including education, parks and open spaces, planning and supporting older people in residential and nursing care.

The difference between what we spent and what we planned to spend is less than 1% of our total budget and given our gross expenditure is almost £0.5 billion this is a very commendable performance. Almost £33 million has been invested on improving the assets that are so vital to the quality of the services that we aim to provide.

However, as we look to the future there continue to be ever increasing demands on the Council's services and this will clearly put our budget under pressure in the years to come. As with most organisations, the Council hasn't been immune to the effects of the fragile state of the economy which has continued to result in reduced income, reductions in investment returns and increased energy costs.

The Council has responded to these pressures by setting out the strategic direction for the Council, looking towards 2020. It acknowledges that we need to change the way we work given the relentless financial pressures that the Council is facing. The Plan indicates that the Council will have to reduce the services that we provide, focusing on what we have to do and meeting the needs of the most vulnerable. The Council has put in place a programme of savings which sets out Bury Council's way of meeting these challenges in an open and transparent way in partnership with our communities, staff and partners.

We continue to improve the way that we set and monitor our budget and utilise risk management techniques to direct attention to the areas that require most attention. I am determined that this trend will continue through these difficult financial times and that financial prudence will be the watchword of the Council.

I am also determined that the Council will promote equality and equal opportunity access and participation for everyone, whatever their personal circumstances. We will allocate and spend money on services as fairly as possible according to the needs of the community and we will set out clear standards for services so that everyone knows what to expect.

Finally I would like to take this opportunity to thank all of the Council's Members and Officers who have played a part in the production of these Accounts and who have contributed to the sound financial performance that they demonstrate. A summary format of the council's financial performance will also be available on the Internet and in hard copy. In 2016/17 delivery of the budget for the year was overseen by Councillor Rishi Shori, Leader of the Council and Cabinet Member for Business Engagement and Regeneration and Councillor Jane Lewis, Deputy Leader of the Council and Cabinet Member for Finance and Human Resources at the time, and I am extremely grateful for the work that they both put into the process.

I would also like to say thank you to everyone who takes the time to read the Accounts; I hope you find them helpful and informative.



A handwritten signature in black ink, which appears to read "E O'Brien". The signature is written in a cursive style.

Councillor Eamonn O'Brien
Cabinet Member for Finance and Housing

APPROVAL OF THE STATEMENT OF ACCOUNTS

In accordance with Regulation 9 of the Accounts and Audit Regulations 2015 I confirm that these accounts were approved by the Audit Committee at the meeting held on Thursday, 20 July, 2017.

Signed on behalf of Bury Metropolitan Borough Council:

Councillor John Mallon
Chair of Audit Committee

20 July, 2017

In accordance with Regulation 9 of the Accounts and Audit Regulations 2015 I confirm that these accounts present a true and fair view of the financial position, financial performance and cash flows of the Authority at the accounting date and its income and expenditure for the year ended 31st March 2017. The accounts at this date are unaudited and as published may be subject to change.

Signed on behalf of Bury Metropolitan Borough Council:



S Kenyon CPFA
Interim Executive Director of Resources & Regulation

5 June, 2017

NARRATIVE REPORT

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The purpose of this Narrative Report is to offer the reader of the accounts an easily understandable effective guide to the most significant matters reported in the accounts. It is intended that the narrative report is fair, balanced and understandable.

The narrative report provides 2016/17 information relating to:

- Bury Council's Vision, Purpose and Values
- Performance management of the Council;
- Preparation of the accounts;
- Explanation of the core financial statements;
- Summary of the Council's financial results;
- Economy, efficiency and effectiveness in its use of resources
- Corporate Risks;
- Looking Ahead;
- Inspection of the accounts

Bury Council's Vision, Purpose and Values 2015-2020

The Council's Vision, Purpose and Values set out the strategic direction for the Council, looking towards 2020.

The plan outlines the vision for the Council - **to lead, shape and maintain a prosperous, sustainable, Bury that is fit for the future**

It acknowledges that we need to change the way we work given the relentless financial pressures that the Council is facing. The Plan indicates that the Council will have to reduce the services that we provide, focusing on what we have to do and meeting the needs of the most vulnerable.

There are six priorities to help provide the focus for our work:

1. Drive forward through effective marketing and information, proactive engagement with the people of Bury to take ownership of their own health and wellbeing.
2. Continue to develop business friendly policies to attract inward investment and new jobs so that Bury retains its position as a premier destination for retail, leisure, tourism and culture.
3. Ensure new and affordable housing is developed to support growth in the Bury and Greater Manchester economy.
4. Build on the culture of efficiency and effectiveness through new, progressive and integrated partnership working models to drive forward the Council's and Greater Manchester Public Service growth and reform agenda.
5. Ensure staff have the right skills to embrace significant organisational change, through embedding a culture of ownership, empowerment and decision making at all levels of the organisation.
6. Work toward reducing reliance on government funding by developing new models of delivery that are affordable, add value and based on need.

The Council also has six outcomes it wants to achieve; whereby:

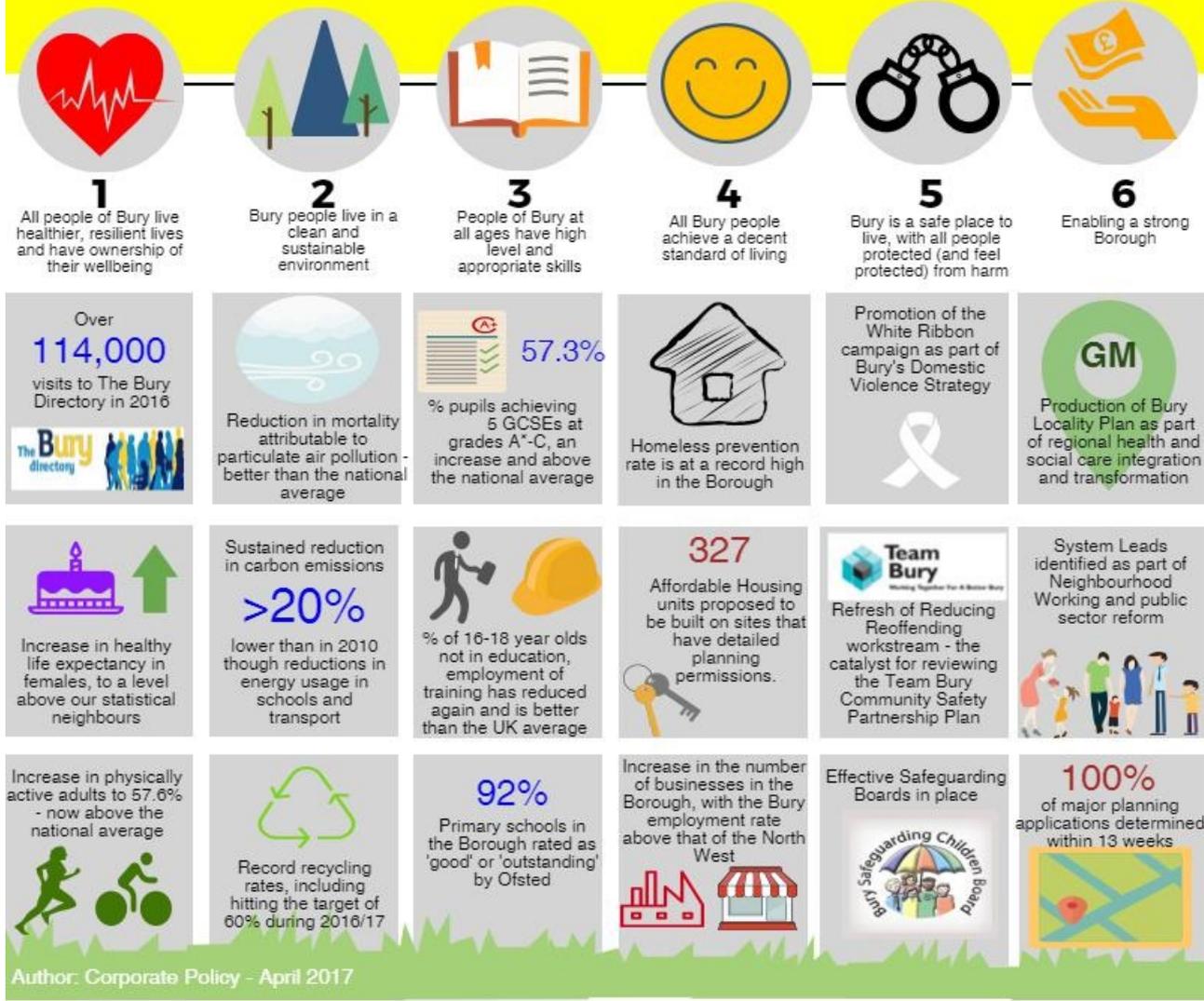
1. All people of Bury live healthier, resilient lives and have ownership of their wellbeing.
2. Bury people live in a clean and sustainable environment.
3. People of Bury at all ages have high level and appropriate skills.
4. All Bury people achieve a decent standard of living.
5. Bury is a safe place to live with all people protected (and feeling protected) from harm.
6. Enabling a strong Borough.

Our Vision, Purpose and Values



To lead, shape and maintain a prosperous, sustainable Bury that is fit for the future

2016/17



Author: Corporate Policy - April 2017



PREPARATION OF ACCOUNTS

These Accounts have been prepared in accordance with the 2016/17 Code of Practice on Local Authority Accounting in the United Kingdom which has been issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) and also using International Financial Reporting Standards (IFRS's).

IFRS's are accounting standards issued by the International Accounting Standards Board (IASB) and are embodied within the Code.

The accounts have also been prepared in accordance with, and comply with, the Accounts and Audit Regulations 2015.

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CORE FINANCIAL STATEMENTS

The Accounts comprise several core financial statements and related notes, which are intended to present the true and fair financial position, financial performance and cash flows of Bury Council.

All the statements and notes give details of the Authority's income and expenditure for the financial year, which ran from **1st April 2016** to **31st March 2017** along with details of the assets and liabilities of the Council at **31st March 2017**. Wherever it is relevant the corresponding figures for the last financial year, 2015/2016, are also shown for comparison.

Briefly, the purpose of the individual statements is as follows:-

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT:

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

EXPENDITURE AND FUNDING ANALYSIS:

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

THE BALANCE SHEET:

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

MOVEMENT IN RESERVES STATEMENT:

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

THE CASH FLOW STATEMENT:

The Cash Flow Statement shows the changes in cash and cash equivalents of the Authority during the reporting period and summarises the inflows and outflows of cash arising from

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

THE HOUSING REVENUE ACCOUNT (HRA):

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

THE COLLECTION FUND:

Is an agent's statement that reflects the statutory obligation for billing authorities to maintain a separate Collection Fund. The statement shows the transactions of the billing authority in relation to the collection from taxpayers and distribution to local authorities and the Government of council tax and non-domestic rates. Up to and including the 2012/13 financial year business rates collected by the local authorities were passed over to the government and redistributed nationally so that each local authority received back an amount dependent on its population. This was paid directly into the General Fund. Since 2013/14 onwards local authorities keep 50% of all business rates income.

THE GROUP ACCOUNTS:

The Group Accounts show the Comprehensive Income and Expenditure Statement, Reconciliation of the Single Entity (Surplus) or Deficit on Provision of Services to the Group Comprehensive Income and Expenditure Statement (surplus or deficit), Group Balance Sheet, Group Movement in Reserves Statement and Group Cash Flow Statement for those subsidiaries, associates and joint ventures that the Council has interests in.

SUMMARY OF THE COUNCIL'S FINANCIAL RESULTS

When reporting on the financial activities of a Local Authority it is usual to distinguish between revenue expenditure, which comprises day to day spending such as salaries, wages and running costs, and capital expenditure which relates to spending on assets that provide benefit for more than a year.

REVENUE OUTTURN

In 2016/17 we had to make ongoing cuts totalling £11.579m in response to the Council's reduced funding position. This was on top of the cuts already made / agreed for previous years. This position was outlined in the Medium Term Financial Strategy approved by Cabinet in December 2013. Total cuts from 2011/12 are summarised below;

2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	Total
£'000	£'000	£'000	£'000	£'000	£'000	£'000
9,575	8,656	9,871	9,652	15,807	11,579	65,140

A priority led budget model was developed for 2016/17 which allocated initial cuts targets between services according to the following factors:

- Link to Council Priorities
- Cost of Doing Business

In examining ways of achieving cuts, Cabinet Members and Directors were asked to question:

- The number of services that they provide
- The quantity of each service
- The quality of each service
- Alternative ways of delivering each service including the use of volunteers
- Options for increasing income

Directors and Cabinet Members were also asked to be mindful of the strategic overview to budget setting for 2015/16 agreed by the Cabinet in December 2013 which suggested that the Council will need to:

- Change the public’s expectations about what the Council can deliver
- Work more closely with individuals and communities to deliver services
- Provide a stronger focus on demand reduction
- Undertake an examination of alternative ways of delivering remaining Council services
- Change the way residents access services

On the 24 February, 2016 the Council set a net budget of **£125.536m**.

As the table below shows, the Council overspent its budget by **£1.670m**.

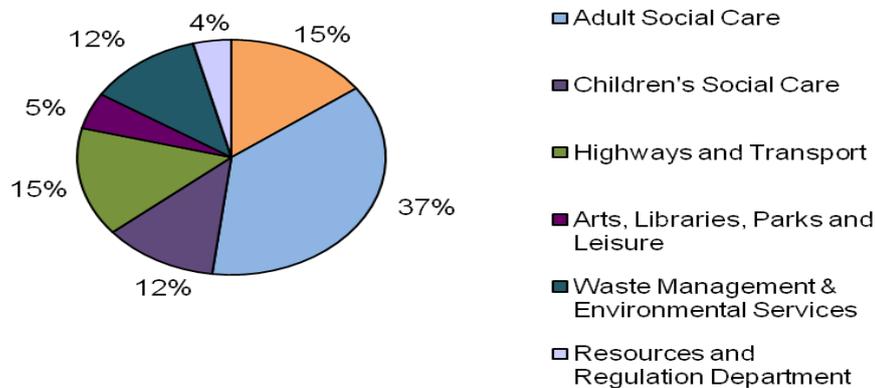
At 31st March 2017 the borough’s schools had accumulated a total overspending against their budget of **£1.862m**. Under the terms of the Local Management of Schools scheme of delegation operated by the Authority, this overall overspending will be carried forward, in total, into the 2017/18 financial year and plans will be put in place to recover the amount of the deficit over the next two financial years.

Revenue expenditure during 2016/2017 was: -

	Revised Estimate £000’s	Actual £000’s	Difference £000’s
Net cost of Bury services	125,536	127,206	1,670
Precepts :- Police	8,164	8,164	0
Fire	3,051	3,051	0
	<hr/> 136,751	<hr/> 138,421	<hr/> 1,670
TOTAL NET EXPENDITURE			
Financed from:-			
Revenue Support Grant	(22,247)	(22,247)	0
Locally Retained Business Rates	(32,954)	(32,954)	0
Council Tax	(81,550)	(81,550)	0
Movement between specific and formula grants	0	(1,670)	(1,670)
BALANCE	<hr/> 0	<hr/> 0	<hr/> 0

The Corporate Revenue Outturn Report details the overall performance of the Council in 2016/2017.

The Council spent £127.206m (excluding precepts) in 2016/2017 as follows:



	£m
Learning – Non Schools	17.139
Adult Health & Social Care	48.163
Children’s Social Care	18.147
Arts, Libraries, Parks and Leisure	6.577
Waste Mgt & Environmental Services	17.948
Highways & Transport	16.275
Resources & Regulation Dept	2.530
Other	0.427
Total	127.206

Major Variances, details of which

can be found in the Revenue Outturn report, included:

Service Area	£000's
Children’s Social Care & Safeguarding	500
Children’s Agency	971
Other Children’s Services	560
Communities and Wellbeing Commissioning & Procurement	1,221
Other Communities and Wellbeing	529
Manchester Airport	(1,134)
Cost of Borrowing	(892)
Other Variances	(85)
Total	1,670

A number of hotspots remain within specific service areas, particularly around reduced income for some services in light of prevailing economic conditions and demand pressures in respect of Looked After Children and Vulnerable Adults. This has been offset by savings on loan interest payable, increased net housing benefit subsidy and increased annual dividend receipt in respect of Manchester Airport.

CAPITAL OUTTURN

Total Capital Expenditure achieved in the year was **£32.497m**.

In addition to the figures shown for the year, Bury’s Voluntary Aided schools received **£1.331m** from the Department for Education for the modernisation of the voluntary sector aided schools.

For information on how Capital Expenditure was financed, refer to Note 15 (page 74).

Expenditure on capital schemes undertaken by Council services in the year is detailed below:-

<u>SERVICE</u>	<u>PROJECT</u>	<u>£000's</u>	<u>£000's</u>
<u>COMMUNITIES & WELLBEING</u>			
Environmental Works	Heat Network in Bury Town Centre	17	17
Leisure Services	Play Areas	150	853
	Demolition of [Old] Radcliffe Pool	703	
Adult Care Services	Learning Disabilities	136	358
	Older People Services	197	
	5 x Welfare Buses	25	
Urban Renewal	Empty Properties	213	1,831
	Housing development - Urban Renewal	708	
	Disabled Facilities Grant	910	
CWB Transport	Transport and Equipment	149	149
<u>CHILDREN, YOUNG PEOPLE & CULTURE</u>			
Children's Services	Support Services	6	5,064
	New Adolescent Support Unit	508	
	Devolved Formula Capital	528	
	Modernisation / New Pupil Places	2,968	
	Access Initiatives	2	
	Targeted Capital Funding - New Millwood	8	
	Upgrade and Remodel Radcliffe Hall	896	
	Children Centre	12	
	Free School Meal Capital Grant	10	
	Early Education Fund	109	
Protecting Play Fields	17		
<u>RESOURCES & REGULATION</u>			
Highways and Transportation	Street Lighting LED Invest to Save	1,107	3,195
	Traffic Management Schemes	32	
	Highways Planned Network Maintenance	1,454	
	Policy – Disabled Pedestrian	5	
	Bridges	209	
	Traffic Calming and Improvement	388	
Planning Services	Development Group Schemes	33	338
	Environmental Projects	305	
Corporate Services	Corporate IT Developments	133	133

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Property Services	Property Development	1,855	
	Property Management	11	
	Property Investment	2,516	4,382
Housing Public Sector	Asbestos Removal	15	
	Environment/Security Work	1,015	
	Energy Efficiency	384	
	Modernisations	10,753	
	Roofing Schemes	1,124	
	Miscellaneous Housing Schemes	2,277	
	Other capital projects	609	
TOTAL		32,497	16,177 32,497

The Capital Programme is funded from a variety of sources. To achieve effective financing of the Capital Programme the emphasis is put on the optimum use of resources so that the best possible financial position for the Council is achieved. This is realised through maximising the use of supported borrowing, capital grants and external contributions. The Capital Programme also requires contributions from capital receipts, reserves and the revenue budget.

The financing of the expenditure carried out during the year is detailed below:

<u>Expenditure:</u>	<u>£000's</u>	<u>£000's</u>
Fixed assets	32,206	
Intangible assets	142	
Vehicle, Plant and Equipment	149	
Total		32,497
<u>Financed by:</u>	<u>£000's</u>	<u>£000's</u>
Loan	5,400	
Capital Receipts	1,608	
Grants & Contributions	7,893	
General Fund Revenue and Reserves	1,420	
Housing Revenue Account	8,290	
Major Repair Allowance	7,886	
Total		32,497

BORROWING OUTTURN

During 2016/17 temporary and shorter term market loans were used to fund capital investment, in line with the treasury management strategy. An analysis of movements on loans at nominal values during the year is shown below:

	Balance at 31/03/16 £000's	Loans raised £000's	Loans repaid £000's	Balance at 31/03/17 £000's
PWLB	131,453	0	0	131,453
PWLB Airport	2,555	0	(829)	1,726
Market	62,000	17,000	(16,500)	62,500
Temporary Loans	0	0	0	0
Other loans	3	0	0	3
Total Debt	196,011	17,000	(17,329)	195,682

The Revenue & HRA, Capital and Treasury Management Outturn reports were submitted to the Cabinet on 28 June and to Overview & Scrutiny Committee on 4 July, 2017. These reports are available to members of the public and may be obtained from the Head of Financial Management at Bury Town Hall or by telephoning 0161-253 5034.

HOUSING

The Housing Revenue Account (HRA) on page 96 produced a deficit of **£2.391m** during the year. This was against an estimated deficit for the year of £2.163m.

COLLECTION FUND

The information shown on page 101 demonstrates that at 31st March 2016 there was a surplus balance on the Collection Fund of **£2.401m**.

ECONOMY, EFFICIENCY AND EFFECTIVENESS IN USE OF RESOURCES

The Council has a framework in place to ensure its resources are used in the most economical, efficient and effective way.

This is achieved by:

- Putting in place arrangements for the sound and fit for purpose governance;
- Understanding and using appropriate and reliable financial and non-financial performance information to support informed decision making and performance management;
- Having reliable and timely financial reporting that supports the delivery of strategic priorities;
- Managing risks effectively and maintaining a sound system of internal control;
- Planning finance effectively to support the sustainable delivery of strategic priorities and maintain statutory functions;
- Managing and utilising assets effectively to support the delivery of strategic priorities;
- Planning, organising and developing the workforce effectively to deliver strategic priorities;
- Procuring supplies and services effectively and economically to support the delivery of strategic priorities:

CORPORATE RISKS

The Council has an embedded process to manage risks and assist the achievement of its objectives, alongside national and local performance targets. The Corporate Risk Register plays an integral role to support production of the Corporate Plan and is subject to annual review by the Audit Committee when it approves the final accounts.

Key corporate risks are detailed in the Annual Governance Statement. They include the risk that:

- The Council doesn't agree a balanced budget;
- The Council cannot deliver the cuts approved in the budget;
- Resilience and capacity of services is jeopardised by ongoing funding reductions;
- Changes to the Business Rates Retention scheme (100%) impact adversely on the Council – e.g. appeals;
- Ongoing Welfare Reforms place additional pressure on both residents and the Council;
- Ongoing academisation of schools impacts upon income levels for traded services;
- Unknown implications of the Brexit referendum impact adversely upon the Council;
- The Council is unable to manage customer / resident demands and expectations in the light of funding reductions;
- The Council's growth strategy is impeded by external influences, e.g. economic conditions;

- Population growth and age profile lead to service demands exceeding Council capacity / resources
- Ability to maintain core statutory functions e.g. safeguarding is impeded by funding reductions;
- Health & Social Care integration does not reform services and deliver required efficiency savings;
- GM approach to devolution does not reform services and deliver required efficiency savings.

The Council currently has a number of significant projects covering a wide range of services, which can involve working in partnership with others, many of which require considerable levels of one-off and recurrent funding from the Council. Specific risks relating to partnerships and projects have been incorporated into the Annual Governance statement where appropriate.

LOOKING AHEAD

- In February 2017, the Council agreed a budget for 2017/18 in compliance with its "Golden Rules". It is now essential that the budget is monitored closely during the year to ensure that departmental savings plans are being achieved, and also that appropriate preparations are made for future years;
- Economic conditions continue to have an adverse impact on income levels in Departments, notably Resources & Regulation (Property and parking fees). The risk is recognised in the assessment of the minimum level of balances and will continue to be closely monitored throughout 2017/18;
- Budgets in respect of Children's Social Care remain under pressure in the light of the increased emphasis on child protection nationally. Likewise, pressures remain in Adult Care Services in respect of an increasing elderly population and Learning Disability care packages. Controls are in place to ensure appropriate care packages are provided, and improved procurement activity ensures these are obtained at competitive rates. This situation will continue to be closely monitored during 2017/18;
- The Council faced two significant changes to the structure of Local Government Finance that took effect from April 2013 - the localisation of Council Tax Benefit and changes to the system for Business Rates. These challenges were once again addressed in setting the 2017/18 budget and monitoring / reporting arrangements were put in place to track progress through the year. From April 2017, Greater Manchester Authorities will be piloting a 100% retention scheme.
- Significant numbers of staff continue to leave the Council under the Voluntary Early Retirement (VER) and Mutual Settlement scheme where a business case can be proven. It is essential that standards of governance and internal control are maintained going forward. This will be a key focus for the work of Internal Audit in 2017/18;
- The Council continues to work closely with Six Town Housing, and a joint Housing Strategic Priorities Board now oversees priorities, and ensures that effective governance arrangements are in place. In addition, regular finance meetings continue to take place between finance staff from Six Town Housing and the Council's s151 Officer;
- The Council set up a Local Authority Trading Company (LATCo) in October 2015 (Persona) to provide a number of adult social care services to the community of Bury. The services include Short Stay (Elmhurst and Spurr House), Shared Lives, Supported Accommodation (Community based), Day Services for Older People (Grundy, Pinfold), Day Services for Physical Disability (ReStart at Castle Leisure), and Day Services for Learning Disabilities (various community bases). Shareholder governance is essential in order to ensure that the Council, who is the 100% shareholder, is strategically in control of the LATCo and thereby meets the requirements of the TECKAL exemption (i.e. the need for the Council to exert control and influence over the company). However, this

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needs to be balanced with the need to enable the LATCo to develop as an organisation and a business. The governance arrangements include:

- Shareholder Panel;
 - LaTCo Board;
 - Executive Management Team;
 - Stakeholder Forum;
 - Committees
-
- The Council is updating its financial strategy for 2017/18 and beyond; the government announced a four year settlement as part of the 2016/17 funding announcement. This has helped the Council to plan ahead before the 100% devolution of business rates by 2020;
 - From 2015/16 the Council has been an active participant in the GM Devolution arrangements; these present both an opportunity and a challenge, and the Council must make sure effective governance arrangements are in place.
 - Health and Social Care Integration – Whilst 2020 is the Government’s target date for health and social care to be integrated across England, local areas are required to produce a plan by April 2017 for how they would achieve this including the governance arrangements. The chart below provides details of how Bury Council, in partnership with Bury Clinical Commissioning Group, Pennine Care NHS Foundation Trust, Pennine Acute Hospital NHS Trust, GP Federation, GP Out of Hours and the Third Sector Development Agency is supporting the integration of health and social care by ensuring the effective governance of integrated teams and commissioning of services.

INSPECTION OF THE ACCOUNTS

In accordance with the Accounts and Audit Regulations 2015 members of the public have the right to inspect the Authority's Accounts, including supporting documents, on reasonable notice at all reasonable times. Any rights of objection, inspection and questioning of the external auditor may only be exercised within a single period of 30 working days. This year the Accounts were deposited for inspection at the Town Hall for 30 working days commencing 5 June 2017 until 17 July and the External Auditor was available for questioning from 5 June 2017. This facility was advertised in the local press and on the Bury Council website.



S KENYON, CPFA,
Interim Executive Director of Resources & Regulation

5 June, 2017

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BL9 0SP.

0161-253-6922

Email: s.kenyon@bury.gov.uk

**STATEMENT OF
RESPONSIBILITIES**

STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

The Authority's Responsibilities

The Authority is required:

- To make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In Bury that Officer is the Interim Executive Director of Resources & Regulation.
- To manage its affairs to secure economic, efficient and effective use of its resources and safeguard its assets.
- To approve the Statement of Accounts.

The Responsibilities of Audit Committee

Audit Committee is required:

- To monitor the integrity of the financial statements of the Council and to review significant financial reporting judgements contained in them;
- To review the Council's internal financial controls including its risk management systems;
- To monitor and review the effectiveness of the Council's internal audit function;
- To review and monitor the external auditor's independence and objectivity and the effectiveness of the audit process;
- To consider significant accounting policies, any changes to them, and any significant estimates and judgements;
- To review the clarity and completeness of disclosures in the financial statements and consider whether the disclosures made are set properly in context;
- To approve the audited Statement of Accounts.

The Responsibilities of the Interim Executive Director of Resources & Regulation

The Interim Executive Director of Resources & Regulation is responsible for the preparation of the Authority's Statement of Accounts which, in terms of CIPFA's Code of Practice on Local Authority Accounting in Great Britain, is required to present **a true and fair view** of the financial position, financial performance and cash flows of the Authority at the accounting date and its income and expenditure for the year ended 31st March 2017.

In preparing the Statement of Accounts the Interim Executive Director of Resources & Regulation has:

- Selected suitable accounting policies and then applied them consistently;
- Made judgements and estimates that were reasonable and prudent;
- Complied with the Code of Practice on Local Authority Accounting.

The Interim Executive Director of Resources & Regulation has also:

- Kept proper accounting records which are up to date;
- Taken reasonable steps for the prevention and detection of fraud and other irregularities;
- Signed the letter of representation with the External Auditor;

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- Signed and dated the draft Statement of Accounts, confirming satisfaction that it presents a true and fair view of the authority's financial position at the balance sheet date, the authority's income and expenditure for the year;
- Commenced the period for the exercise of public rights with regards to the inspection of the statement of accounts;
- Notified the external auditor of the date on which that period began;
- Reconfirmed satisfaction that the accounts present a true and fair view of the financial position at the balance sheet date and the income and expenditure for the year, upon conclusion of the public inspection period and immediately prior to approval of the audited accounts by Audit Committee.

Auditor Responsibilities

The External Auditor's Certificate and Opinion is included at page 21.



**S. KENYON CPFA,
Interim Executive Director of Resources & Regulation**

5 June, 2017

Independent auditor's report to the members of Bury Metropolitan Borough Council (to be completed upon conclusion of the audit)

We have audited the financial statements of Bury Metropolitan Borough Council for the year ended 31 March 2016 on pages 25 to 123. The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2015/16.

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

Respective responsibilities of the Interim Executive Director of Resources and Regulation and auditor

As explained more fully in the Statement of the Interim Executive Director of Resources and Regulation's Responsibilities, the Interim Executive Director of Resources and Regulation is responsible for the preparation of the Statement of Accounts, which includes the financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom, and for being satisfied that the financial statements give a true and fair view. Our responsibility is to audit, and express an opinion on, the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the Authority's and the Group's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Interim Executive Director of Resources and Regulation; and the overall presentation of the financial statements.

In addition, we read all the financial and non-financial information in the Narrative Statement to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the financial position of the Authority and the Group as at 31 March 2016 and of the Authority's and the Group's expenditure and income for the year then ended;
- have been properly prepared in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2015/16.

Matters on which we are required to report by exception

The Code of Audit Practice requires us to report to you if:

- the Annual Governance Statement which accompanies the financial statements does not reflect compliance with 'Delivering Good Governance in Local Government: a Framework' published by CIPFA/SOLACE in June 2007; or
- the information given in the Narrative Statement for the financial year for which the financial statements are prepared is not consistent with the financial statements; or

- any matters have been reported in the public interest under Section 24 of the Local Audit and Accountability Act 2014 during the course of, or at the conclusion of, the audit; or
- any recommendations have been made under Section 24 of the Local Audit and Accountability Act 2014; or
- any other special powers of the auditor have been exercised under the Local Audit and Accountability Act 2014.

We have nothing to report in respect of these matters.

Conclusion on Bury Metropolitan Borough Council's arrangements for securing economy, efficiency and effectiveness in the use of resources

Authority's responsibilities

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

Auditor's responsibilities

We are required under Section 20(1) (c) of the Local Audit and Accountability Act 2014 to satisfy ourselves that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The Code of Audit Practice issued by the Comptroller and Auditor General (C&AG) requires us to report to you our conclusion relating to proper arrangements.

We report if significant matters have come to our attention which prevent us from concluding that the Authority has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources. We are not required to consider, nor have we considered, whether all aspects of the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources are operating effectively.

Scope of the review of arrangements for securing economy, efficiency and effectiveness in the use of resources

We have undertaken our review in accordance with the Code of Audit Practice, having regard to the guidance on the specified criterion issued by C&AG in November 2015, as to whether Bury Metropolitan Borough Council had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people. The C&AG determined this criterion as that necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether Bury Metropolitan Borough Council put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2016.

We planned our work in accordance with the Code of Audit Practice. Based on our risk assessment, we undertook such work as we considered necessary to form a view on whether, in all significant respects, Bury Metropolitan Borough Council had put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

Conclusion

On the basis of our work, having regard to the guidance issued by the C&AG in November 2015, we are satisfied that, in all significant respects, Bury Metropolitan Borough Council put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2016.

Delay in certification of completion of the audit

Due to work on the WGA Return not being completed by the date of the audit report

We cannot formally conclude the audit and issue an audit certificate until we have completed the work necessary to issue our assurance statement in respect of the Authority's Whole of Government Accounts consolidation pack. We are satisfied that this work does not have a material effect on the financial statements or on our value for money conclusion.

Rashpal Khangura

For and on behalf of KPMG LLP, Statutory Auditor

Chartered Accountants

KPMG LLP

1 Sovereign Street

Leeds

LS1 4DA

19 July 2016

CORE FINANCIAL STATEMENTS

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EXPENDITURE AND FUNDING ANALYSIS

2015/2016			2016/2017		
Net Expenditure Chargeable to the General Fund & HRA balances	Adjustments between the Funding & Accounting Basis	Net Expenditure In the Comprehensive Income & Expenditure Statement	Net Expenditure Chargeable to the General Fund & HRA balances	Adjustments between the Funding & Accounting Basis	Net Expenditure In the Comprehensive Income & Expenditure Statement
£000's	£000's	£000's	£000's	£000's	£000's
Continuing Services					
67,370	7,676	75,046	73,197	2,968	76,165
36,323	14,529	50,852	36,224	11,736	47,960
4,464	2,350	6,814	4,021	(46)	3,975
28,541	(10,717)	17,824	39,133	(2,562)	36,571
3,647	(1,197)	2,450	10,882	(2,392)	8,490
140,345	12,641	152,986	163,457	9,704	173,161
(136,489)	(13,931)	(150,420)	(156,776)	10,958	(145,818)
3,856	(1,290)	2,566	6,681	20,662	27,343
Net Cost Of Services					
Other Income and Expenditure					
(Surplus) or Deficit					
20,637 Opening General Fund and HRA Balance					
3,856 Less / Plus Surplus or (deficit) on General Fund & HRA Balance in Year					
16,781 Closing General Fund and HRA Balance at 31 March					
*					
* For a split of this balance between the General Fund and HRA – see Movement in Reserves Statement					

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COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

2015/2016 restated			2016/2017		
Gross Expenditure	Gross Income	Net Expenditure	Gross Expenditure	Gross Income	Net Expenditure
£000's	£000's	£000's	£000's	£000's	£000's
Continuing Services					
135,974	(60,928)	75,046	138,940	(62,775)	76,165
236,487	(185,635)	50,852	232,400	(184,440)	47,960
40,344	(33,530)	6,814	37,144	(33,169)	3,975
82,464	(64,640)	17,824	94,793	(58,222)	36,571
34,006	(31,556)	2,450	39,642	(31,152)	8,490
529,275	(376,289)	152,986	542,919	(369,758)	173,161
Cost Of Services					
Other Operating Expenditure					
0	(463)	(463)	0	(1,847)	(1,847)
34,972	(38,771)	(3,799)	35,887	(38,097)	(2,210)
1,048	0	1,048	1,243	0	1,243
36,020	(39,234)	(3,214)	37,130	(39,944)	(2,814)
Financing and Investment Income and Expenditure					
8,237	0	8,237	7,959	0	7,959
0	(5,480)	(5,480)	0	(6,044)	(6,044)
9,013	0	9,013	7,970	0	7,970
17,250	(5,480)	11,770	15,929	(6,044)	9,885
Taxation and Non-Specific Grant Income & Expenditure					
Demand On Collection Fund:					
0	(66,912)	(66,912)	0	(72,663)	(72,663)
0	(33,049)	(33,049)	0	(20,753)	(20,753)
0	(32,967)	(32,967)	0	(32,141)	(32,141)
0	(26,048)	(26,048)	0	(27,332)	(27,332)
0	(158,976)	(158,976)	0	(152,889)	(152,889)
582,545	(579,979)	2,566	595,978	(568,635)	27,343
(Surplus) or Deficit On Provision of Services					
		6,207			(10,532)
		1			12
		1,275			(3,836)
		(64,200)			15,645
		(4,449)			(15,098)
		(61,166)			(13,809)
Other Comprehensive Income and Expenditure					
		(58,600)			13,534
Total Comprehensive Income and Expenditure					

BALANCE SHEET AT 31ST MARCH 2017

<u>31/3/2016</u>	<u>31/3/2017</u>			
	<u>£'000</u>	<u>£'000</u>	<u>£'000</u>	<u>Note</u>
PROPERTY, PLANT & EQUIPMENT				
<i>Tangible Fixed Assets</i>				
Operational Assets:				
194,984 Council Dwellings	225,993			
273,620 Other Land & Buildings	261,096			
27,906 Infrastructure Assets	27,110			
4,736 Vehicles & Plant	4,194			
1,522 Community Assets	2,523			
43,473 Non-Operational Assets	42,681			
4,487 Assets under construction	1,407			
1,036 Surplus assets held for disposal	1,035	566,039		11
1,691 Intangible Fixed Assets	1,484	1,484		13
7,304 Investment Property	9,374	9,374		14
24,280 Heritage Assets	24,577	24,577		12
585,039 TOTAL FIXED ASSETS		601,474	601,474	
LONG TERM INVESTMENTS				
39,800 Manchester Airport PLC		43,700		18
7,257 Bury MBC Townside Fields Ltd		7,257	50,957	18
47,057				
LONG TERM DEBTORS				
80 Long term Debtors – General		52		
12,904 Loan Accounts		12,668		
16 Debt Managed for Probation Services		15	12,735	
13,000				
CURRENT ASSETS				
1,482 Stocks & Work in Progress	1,464			
822 Assets Held for Sale	570			11
48,516 Sundry Debtors & Advance Payments	46,670			19
20,115 Short Term Investments	3,002			
4,925 Cash And Cash Equivalents	18,884			
75,860		70,590		
LESS : CURRENT LIABILITIES				
(18,857) Short Term Loans Outstanding	(4,603)			21
(164) Deposits & Clients' Funds	(177)			
(3,351) Short Term Provisions	(3,618)			23
(39,222) Sundry Creditors & Advance Receipts	(40,612)			20
(763) Revenue Grants Receipts in Advance	(98)			
(692) Bank Accounts	(2,474)			
(63,049)		(51,582)		
12,811 NET CURRENT ASSETS			19,008	
657,907 TOTAL ASSETS LESS CURRENT LIABILITIES			684,174	
LESS: LONG TERM LIABILITIES				
(178,849) External Loans Outstanding		(192,785)		21
(272) Capital Grants Receipts in Advance		(337)		
(965) Finance Lease Liabilities		(685)		17
(5,056) Deferred Liabilities		(4,316)		22
(226,467) Pension Liability		(252,910)		4
(29,978) Long Term Provisions		(30,355)		23
(441,587)			(481,388)	
216,320 TOTAL NET ASSETS			202,786	

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BALANCE SHEET AT 31ST MARCH 2017

<u>31/3/2016</u>	<u>31/3/2017</u>			
	<u>£'000</u>	<u>£'000</u>	<u>£'000</u>	<u>Note</u>
FINANCED BY :				
USABLE RESERVES				
(33,021) Earmarked Reserves		(29,068)		28
(3,004) Capital Receipts Unapplied		(4,205)		
(10,446) Capital Grants Unapplied		(14,247)		
(10,821) General Fund		(6,531)		27
(5,960) Housing Revenue Account		(3,569)		
(167) Major Repairs Reserve		(209)		
(2,606) Competitive Services / Commuted Sums		(2,598)		28
(11,725) Other Balances		(11,705)		28
(77,750)			(72,132)	
UNUSABLE RESERVES				
(98,332) Revaluation Reserve		(108,100)		29
(241,227) Capital Adjustment Account		(245,815)		30
157 Financial Instruments Adjustment Reserve		221		
(29,586) Available for Sale Financial Instruments Reserve		(33,486)		26
(2,234) Collection Fund Adjustment Account		(3,484)		31
3,516 Accumulated Absences		5,130		
226,467 Pension Reserve		252,910		4
2,671 Workforce Transformation Reserve		1,971		
(2) Deferred Capital Receipts		(1)		32
(138,570)			(130,654)	
(216,320) TOTAL RESERVES AND BALANCES			(202,786)	

MOVEMENT IN RESERVES STATEMENT

2016/17	Earmarked Reserves / General Fund Balances £000's	Housing Revenue Account £000's	Capital Receipts Unapplied £000's	Major Repairs Reserve £000's	Capital Grants Unapplied £000's	Total Usable Reserves £000's	Unusable Reserves £000's	Total Authority Reserves £000's
Balance at 1st April 2016	58,173	5,960	3,004	167	10,446	77,750	138,570	216,320
Movement in reserves during 2016/17								
Total Comprehensive Income and Expenditure	(14,436)	(12,907)	0	0	0	(27,343)	13,809	(13,534)
Adjustments from income & expenditure charged under the accounting basis to the funding basis	6,165	10,516	1,201	42	3,801	21,725	(21,725)	0
Increase or (decrease) in 2016/17	(8,271)	(2,391)	1,201	42	3,801	(5,618)	(7,916)	(13,534)
Balance at 31 March 2017 carried forward	49,902	3,569	4,205	209	14,247	72,132	130,654	202,786
2015/16	Earmarked Reserves / General Fund Balances £000's	Housing Revenue Account £000's	Capital Receipts Unapplied £000's	Major Repairs Reserve £000's	Capital Grants Unapplied £000's	Total Usable Reserves £000's	Unusable Reserves £000's	Total Authority Reserves £000's
Balance at 1st April 2015	55,205	7,157	3,659	125	9,058	75,204	82,516	157,720
Movement in reserves during 2015/16								
Total Comprehensive Income and Expenditure	4,241	(6,807)	0	0	0	(2,566)	61,166	58,600
Adjustments from income & expenditure charged under the accounting basis to the funding basis	(1,273)	5,610	(655)	42	1,388	5,112	(5,112)	0
Increase or (decrease) in 2015/16	2,968	(1,197)	(655)	42	1,388	2,546	56,054	58,600
Balance at 31 March 2016 carried forward	58,173	5,960	3,004	167	10,446	77,750	138,570	216,320

CASH FLOW STATEMENT

2015/16	2016/2017		
£000's	£000's	£000's	£000's
<u>OPERATING ACTIVITIES</u>			
Cash Outflows:			
185,080	Cash Paid to and on behalf of Employees	186,043	
253,920	Cash Paid for Goods and Services	235,572	
34,074	Housing Benefit paid out	30,689	
3,845	Interest Paid	3,937	
1,048	Payments to Housing Capital Receipts Pool	1,243	
477,967	Cash Outflows Generated from Operating Activities		457,484
Cash Inflows:			
(30,305)	Rents (after Rebates)	(29,857)	
(70,268)	Council Tax Receipts (excl major preceptors share of receipts)	(73,827)	
(24,671)	NNDR Receipts (excl government and major preceptors)	(24,996)	
(29,166)	Revenue Support Grant	(20,355)	
(34,384)	DWP Grants for Benefits	(30,999)	
(175,397)	Other Government Grants	(178,009)	
(5,480)	Interest Received	(6,044)	
(2,150)	Airport Dividend Received	(4,511)	
(98,930)	Cash Received for Goods and Services	(84,311)	
(470,751)	Cash Inflows Generated from Operating Activities		(452,909)
7,216	NET CASH (INFLOW) / OUTFLOW FROM OPERATING ACTIVITIES		4,575
<u>INVESTING ACTIVITIES</u>			
21,021	Purchase of Fixed Assets		24,532
(1,200)	Sale of Long Term Investments		3,900
(10,086)	Net Increase / (Decrease) in Short Term Deposits		(17,113)
(2,363)	Proceeds of Sale of Fixed Assets		(4,052)
(272)	Capital Grants received		(337)
7,100	NET CASH FLOWS FROM INVESTING ACTIVITIES		6,930
<u>FINANCING ACTIVITIES</u>			
Repayments of amounts borrowed:			
11,857	Long Term loans repaid		818
0	Short Term loans repaid		16,500
57	Net Receipts from Long Term Debtors		(265)
(6,500)	New Long Term Loans		0
0	New Short Term Loans		(17,000)
(21,285)	Billing Authorities – NNDR and Council Tax Adjustments		(23,735)
(15,871)	NET CASH FLOWS FROM FINANCING ACTIVITIES		(23,682)
(1,555)	NET (INCREASE) / DECREASE IN CASH AND CASH EQUIVALENTS		(12,177)
2,678	Cash and Cash Equivalents at beginning of the reporting period		4,233
4,233	Cash and cash equivalents at the end of the reporting period		16,410
Cash and cash equivalents include:			
Cash held:			
84	Imprest accounts		84
2,217	Schools cash advances		3,214
(692)	Bank current accounts		(2,474)
2,624	Short term deposits with banks & building societies		15,586
4,233			16,410

A handwritten signature in black ink, appearing to read "S. N. Kenyon", with a long horizontal flourish extending to the right.

S KENYON, CPFA,
Interim Executive Director of Resources & Regulation

5 June, 2017

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NOTES TO THE CORE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

GENERAL

The Statement of Accounts summarises the Council's transactions for the 2016/2017 financial year and its position at year end of 31 March 2017. The Accounts have been prepared in accordance with the Accounts and Audit Regulations 2015 and the Local Government and Housing Act 1989. They follow the principles and form recommended by the 2016 Code of Practice on Local Authority Accounting issued by CIPFA.

This Code of Practice is based on International Financial Reporting Standards (IFRS) and has been developed by the CIPFA / LASAAC Code Board under the oversight of the Financial Reporting Advisory Board.

Any divergence from the Code is indicated with an appropriate explanatory note.

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

CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES AND ASSUMPTIONS MADE ABOUT THE FUTURE AND OTHER MAJOR SOURCES OF ESTIMATION UNCERTAINTY

In applying the accounting policies the Authority has had to make certain judgements about complex transactions or those involving uncertainty about future events. Additionally the Statement of Accounts contains estimated figures that are based on assumptions made by the Authority about the future or that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However, because balances cannot be determined with certainty, actual results could be materially different from the assumptions and estimates.

The critical judgements made in the Statement of Accounts are:

- There is a degree of uncertainty about future levels of funding for local government. However, the Authority has determined that this uncertainty is not yet sufficient to provide an indication that the assets of the Authority might be impaired as a result of a need to close facilities and reduce levels of service provision.
- The Local Government Finance Act 2012 introduced a business rates retention scheme that enabled local authorities to retain a proportion of the business rates generated in their area. The new arrangements for the retention of business rates came into effect on 1 April 2013. Billing authorities acting as agents on behalf of the major preceptors, central government and themselves (as principal) are required to make provisions (in accordance with the requirements of the Code and legislation for refunding ratepayers who have successfully appealed against the rateable value of their properties on the rating list. This will include amounts relating to non-domestic rates charged to businesses in 2012-13 and earlier financial years. The amount recognised as a provision should be the best estimate at the Balance Sheet date of the expenditure required to settle the present obligation. The risks and uncertainties that inevitably surround many events and circumstances should be taken into account in reaching the best estimate of a provision. Future events that may affect the amount required to settle an obligation should be reflected in the amount of a provision where there is sufficient objective evidence that they will occur. To achieve this, billing authorities may need to use estimation techniques to establish a range of possible outcomes for ratepayer appeals and the probable financial effect of these outcomes, in order to determine the amount to settle the appeals. Careful analysis of these possible outcomes, the use of judgement, together

with their own expertise in making similar provisions should enable billing authorities to establish provisions based on their best estimate of the most likely outcome. Expert advice may be required for more complex or material appeals. Authorities are required to separately disclose their respective share of these provisions in accordance with the Code of Practice.

- Fair value measurements. When the fair values of financial assets and financial liabilities cannot be measured based on quoted prices in active markets (i.e. Level 1 inputs), their fair value is measured using valuation techniques (e.g. quoted prices for similar assets or liabilities in active markets or the discounted cash flow model). Where possible, the inputs to these valuation techniques are based on observable data but where this is not possible judgement is required in establishing fair values. These judgements typically include considerations such as uncertainty and risk. However, changes in assumptions could affect the fair value of the authority's assets and liabilities.
- Impairment/reversal of impairment. The Authority has significant investments in property, plant and equipment and intangible assets. Changes in the circumstances or expectations of future performance of an individual asset may be an indicator that the asset is impaired requiring the book value to be written down to its recoverable amount. Impairments are reversed if the conditions for impairment are no longer present. Evaluating whether an asset is impaired or if an impairment should be reversed requires a high degree of judgement and may depend to a large extent on the selection of key assumptions about the future.
- Investment Properties. The investment portfolio valuation is determined using internal valuations of each of the property assets in the portfolio, which currently total 52. An assessment of the yields for each of these properties is undertaken using Valuation Office Property Market Reports, market transaction evidence or external valuations as required; and these are then used to produce multipliers and applied to the rental streams from each of the individual properties to form an overall valuation. A key source of uncertainty however is the current economic downturn, where the risk of tenants going into liquidation, administration or simply defaulting on the rent is higher than before, which has the potential to affect the value of investment properties.
- Determining whether a lease agreement is a finance or an operating lease requires judgement as to whether the agreement transfers substantially all the risks and rewards of ownership to the Authority. This judgement has been based upon the degree to which the lease transfers the risks and rewards of ownership to the Authority in accordance with IAS 17. The Authority has recognised as operating leases a number of arrangements which are recognised, in accordance with IFRIC 4, and further details are disclosed in note 17 on page 75.
- Within the Authority there are a number of long-term provisions. The carrying amount of these provisions is estimated based on assumptions about such items as the risk adjustment to cash flows or discount rates used, future changes in prices and estimates of costs. They represent the Authority's best estimate of the expenditure required to settle the obligation at the balance sheet date.
- The pension's liability is based on assumptions relating to discount rates used, future changes in salaries, changes in retirement ages, mortality rates and expected returns on pension fund assets. We review these assumptions regularly, and for pensions annually. However, a change in estimates could have a material impact on the carrying amount of these provisions. A firm of consulting actuaries is engaged to provide the Authority with expert advice about the assumptions to be applied.

- Depreciation of plant and other assets is charged so as to write down the value of those assets to their residual value over their respective estimated useful lives. The Authority is required to assess the useful economic lives and residual values of the assets so that depreciation is charged on a systematic basis to the current carrying amount. These are also dependent on assumptions about the level of repairs and maintenance that will be incurred in relation to individual assets. The depreciation lives of our assets are disclosed on page 46.
- Management assesses the recoverability of its trade and other receivables on a periodic basis based on the age and type of each debt. The percentages applied reflect an assessment of the recoverability of each debt.
- Accounting for Schools – Balance Sheet Recognition of Schools:

The Council recognises the land and buildings used by schools in line with the provisions of the Code of Practice. It states that property used by local authority maintained schools should be recognised in accordance with the asset recognition tests relevant to the arrangements that prevail for the property. The Council recognises the schools land and buildings on its Balance Sheet where it directly owns the assets, the school or school Governing Body own the assets or rights to use the assets have been transferred from another entity.

Where the land and building assets used by the school are owned by an entity other than the Council, school or school Governing Body then it is not included on the Council's Balance Sheet. The exception is where the entity has transferred the rights of use of the asset to the Council, school or school Governing Body.

In 2014/15 the Council completed a school by school assessment across the different types of schools it controls within the Borough. Letters of confirmation were received from the Diocese of Manchester, Salford Diocese, Peel Brow Foundation School, Manchester Mesivta and Bury and Whitefield Jewish Primary School that state that the schools occupy the school premises subject to the direction of the Trustees who own the land on which the schools are sited. All decisions relating to land and buildings rest with the Trustees and there has been no assignment of rights to the property. No formal documentation exists, the schools occupy the premises under a "mere" licence which has passed no interest to the school's governing body and which is terminable by the Trustees at any time. There has been no change in circumstances of these schools. As such none of the schools are included on the Council's balance sheet.

All 42 community schools are owned by the Council and the land and buildings used by the schools are included on the Council's Balance Sheet.

Academies are not considered to be maintained schools in the Council's control. Thus the land and building assets are not owned by the Council and not included on the Council's Balance Sheet.

ACCOUNTING STANDARDS ISSUED, BUT NOT YET BEEN ADOPTED

The Code of Practice on Local Council Accounting in the United Kingdom 2017/18 has introduced several changes in accounting policies which will be required from 1 April 2017. If these had been adopted for the financial year 2016/17 there would be no material changes as detailed below (to be updated following receipt of the 2016/17 Code of Practice; however, the following is based on the 2016/17 Code of Practice: Invitation to Comment proposed developments):

Highways Network Asset: the adoption of the measurement requirements of the *Code of Practice on Transport Infrastructure Assets*, which was due to be implemented in 2016/17 but has been deferred until 2017/18, will represent a change in accounting policy from 1 April 2017 i.e. on a depreciated replacement cost

basis and shall be accounted for retrospectively in accordance with the requirements of *IAS8 Accounting Policies, Changes in Accounting Estimates and Errors*;

Narrative Reporting: new principles-based approach;

Going Concern Basis of Reporting: that all financial statements are provided on the going concern basis as a local authority cannot decide to liquidate itself or cease operating without statutory prescription;

Review of Accounting Policies: that encourages all local authorities to consider the use of innovative approaches to tell their own story in the presentation of their accounting policies and to include only those accounting policies that are significant to the local authority's financial statements;

Narrow Scope Amendments: Two narrow scope amendments to International Financial Reporting Standards (IFRSs) that largely comprise clarifications of the provisions of individual standards. These include amendments to IAS 7 Statement of Cash Flows (Disclosure Initiative) and IAS12 Income Taxes (Recognition of Deferred Taxes for Unrealised Losses).

Legislative and Policy Initiatives relating to:

- *The Cities and Local Government Devolution Act 2016 – Combined Authorities* – the Act is intended to devolve powers over economic development, transport and social care to larger cities. CIPFA/LASAAC is of the view that there is no specific need to amend the Code for the impact of the legislation. However, CIPFA may need to produce application guidance for some of the transactions.
- *The Housing and Planning Act 2016* – the mechanism for making payments to the secretary of state under this Act for high value social housing is very similar to that for the payments made by local authorities to the housing capital receipts pool and therefore the payments would be recognised in the Other Operating Expenditure line of the Comprehensive Income and Expenditure Statement.
- The Exposure Draft of the 2017/18 Code reflects the changes in the statutory disclosure requirements as a result of the *Housing Revenue Account (Accounting Practices) Directions 2016 (English Authorities)*.

It is anticipated that the amendments to these standards will not have a material impact on the information provided in the financial statements.

CAPITAL RECEIPTS

Income from the disposal of fixed assets, known as capital receipts, has been accounted for on an accruals basis. A proportion of the capital receipts earned during the year were pooled and paid out to DCLG as per Local Authorities Finance Regulations 2004 using the proportions as first defined in the Local Government and Housing Act 1989. The balance is credited to the Capital Receipts Unapplied account and is available to finance capital expenditure.

CASH AND CASH EQUIVALENTS

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are investments that mature in no more than 3 months or less from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value. In the Cash Flow Statement, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the Authority's cash management.

CHARGES TO REVENUE FOR NON-CURRENT ASSETS

Service revenue accounts, support services and trading accounts have been charged with the following to record the real cost of holding fixed assets during the year:

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

The charge made to the Housing Revenue Account (HRA) is an amount equivalent to the statutory capital financing costs (known as the Item 8 Determination).

EMPLOYEE BENEFITS

Benefits Payable During Employment

Short term employee benefits are those due to be settled within 12 months of the year-end. They include benefits such as wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits (e.g. cars) for current employees and are recognised as an expense for services in the year in which employees render service to the Authority. An accrual is made for the cost of holiday entitlements (or any form of leave e.g. time off in lieu) earned by employees but not taken before the year end which employees can carry forward into the next financial year. The accrual is made at the wage and salary rates applicable in the following accounting year, being the period in which the employee takes the benefit. The accrual is charged to the surplus or deficit on the provision of services, and then reversed out through the Movement in Reserves Statement so that holiday benefits are charged to revenue in the financial year in which the holiday absence occurs.

Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Authority to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy in exchange for those benefits, and are charged on an accrual's basis to the Non Service Specific Items line in the Comprehensive Income and Expenditure Statement at the earlier or when the Authority can no longer withdraw the offer of those benefits or when the authority recognises costs for a restructuring.

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

Post Employment Benefits

The Authority pays employer's contributions for different types of employees as follows:

- **Teachers:**
The Council administers a centralised scheme for the Department for Education (DfE) and although the scheme is unfunded the DfE uses a notional fund as the basis for calculating the employer's contribution rate paid by the Authority.
- **Other Employees:**
Contributions are paid to the Greater Manchester Pension Fund that is administered by Tameside Council on behalf of the 10 Greater Manchester district councils. This is a contributory, final salary based, occupational pension scheme which is contracted out of the State Earnings Related Scheme. The contribution rate is determined by the Fund's actuary based on triennial valuations, the last of which took place in 2016/17.

The change in the net pension's liability is analysed into the following components:

- Service cost comprising:

- Current service cost – the increase in liabilities as a result of years of service earned this year – allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked;
- Past service cost – the increase in liabilities as a result of a scheme amendment or curtailment whose effect relates to years of service earned in earlier years – debited to the surplus or deficit on the provision of services in the Comprehensive Income and Expenditure Statement as part of Non Service Specific Items;
- Net interest on the net defined benefit liability (asset) i.e. net interest expense for the authority – the change during the period in the net defined benefit liability (asset) that arises from the passage of time charged to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement – this is calculated by applying the discount rate used to measure the defined benefit obligation at the beginning of the period to the net defined benefit liability (asset) at the beginning of the period – taking into account any changes in the net defined benefit liability (asset) during the period as a result of contribution and benefit payments.
- Remeasurements comprising:
 - The return on plan assets – excluding amounts included in net interest on the net defined benefit liability (asset) – charged to the Pensions Reserve as Other Comprehensive Income and Expenditure;
 - Actuarial Gains and Losses – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions - charged to the Pensions Reserve as Other Comprehensive Income and Expenditure;
- Contributions paid to the Greater Manchester Pension Fund – cash paid as employer’s contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

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 Movement in Reserves Statement this means there are transfers to and from the Pension 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 repaid at year-end. The negative balance that arises on the Pensions Reserve thereby measures the beneficial impact to the General Fund of being required to account for retirement benefits on the basis of cash flows rather than as benefits earned by employees.

Details of contribution rates and amounts paid to the schemes in 2016/2017 are shown in Note 4 on page 50.

The purpose of the pensions disclosures is to provide clear information on the impact of this Authority’s obligation to fund the retirement benefits of its staff on its financial position and performance.

FAIR VALUE

The Authority measures some of its non-financial assets such as surplus assets and investment properties and some of its financial instruments at fair value at each reporting date. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The fair value measurement assumes that the transaction to sell the asset or transfer the liability takes place either:

- a) In the principal market for the asset or liability, or
- b) In the absence of the principal market, in the most advantageous market for the asset or liability.

The Authority measures the fair value of an asset or liability using the assumptions that market participants would use when pricing the asset or liability, assuming that market participants act in their economic best interest.

When measuring the fair value of a non-financial asset, the authority takes into account a market participant's ability to generate economic benefits by using the asset in its highest and best use or by selling it to another market participant that would use the asset in its highest and best use.

The Authority uses valuation techniques that are appropriate in the circumstances and for which sufficient data is available, maximising the use of relevant observable inputs and minimising the use of unobservable inputs.

Inputs to the valuation techniques in respect of assets and liabilities for which fair value is measured or disclosed in the Authority's financial statements are categorised within the fair value hierarchy, as follows:

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

FINANCIAL INSTRUMENTS

Amortised Cost

This change in accounting standards has meant that most financial instruments (whether borrowing or investment) have to be valued on an amortised costs basis using the effective interest rate (EIR) method.

Fair Value

In the disclosure notes (see pages 81 to 88) financial instruments are also required to be shown at fair value. Fair value is defined as the amount for which an asset could be exchanged or a liability settled, assuming that the transaction was negotiated between parties knowledgeable about the market in which they are dealing and willing to buy/sell at an appropriate price, with no other motive in their negotiations other than to secure a fair price.

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 and are initially measured at fair value and carried at their amortised cost.
- Available-for-sale Assets – assets that have a quoted market price and / or do not have fixed or determinable payments. The Council has also included Unquoted Equity Investments at cost in this category (i.e. shares in Manchester Airport). These are initially measured and 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 prices – cost less any impairment losses

The inputs to the measurement techniques are categorised in accordance with the following three levels:

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

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

Financial Liabilities

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

GOVERNMENT GRANTS AND CONTRIBUTIONS

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

- the Authority will comply with the conditions attached to the payments, and
- the grants and contributions will be received.

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

Where there are no conditions attached to the grant, the grant is recognised immediately as income in the Comprehensive Income and Expenditure Statement. This applies equally to both capital and revenue grants and includes the Local Services Support Grant which is a non-ringfenced general grant.

HERITAGE ASSETS

The CIPFA Code of Practice requires that heritage assets are measured at valuation in the 2016/17 financial statements. Details can be found in Note 12 (page 72).

Other various gifts, bequests and artefacts that are also held in the Museum and Art Gallery are recognised and measured at depreciated historical cost in accordance with the Council's accounting policies on property, plant and equipment.

Civic Regalia

The civic regalia collection consists of the Council's civic regalia and assorted items received by the Council as part of its civic role. The items are carried on the Balance Sheet at insurance valuation, which is based on market values. The items are deemed to have indeterminate lives and a high residual value; hence the Council does not consider it appropriate to charge depreciation.

The land and building assets identified to date include Radcliffe Tower, the Dungeon and Rodger Worthington's grave. As there is no available valuation for these assets they have been reported at nominal value as recommended by the Council's property valuer.

Art Gallery and Museum collections

The Art Gallery and Museum collections were revalued during 2015/16. The insurance valuation amount for the collection has been used in the Authority's accounts for the collection of pictures and objects. It emphasises the collection's financial importance to the Authority and substitutes an external valuation that in the Authority's view would not produce a figure that truly reflects the contribution to the knowledge, interest and cultural enrichment of the general public in the area.

There were no significant additions to his collection during 2016/17 and it is envisaged that the insurance valuation in place is valid for the 2016/17 financial year or to the overall value of Heritage Assets recognised in the accounts for the year.

INTANGIBLE ASSETS

Intangible Assets represent expenditure on assets that do not have physical substance but are identifiable and controlled by the Council (e.g. software licences). The expenditure is capitalised

when it will bring benefits to the council for more than one financial year. Intangible assets are carried at the historical cost of purchase and other costs incurred in bringing the asset to a usable condition. The balance is amortised to the relevant service revenue account over the economic life of the investment to reflect the pattern of consumption of benefits. Any gain or loss arising on the disposal or abandonment of an intangible asset is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement.

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

The disclosure in the Council's balance sheet refers to the acquisition of software licences. Economic lives for the purposes of amortisation have been assessed at 5 and 10 years.

INTEREST

Interest for the whole Authority is seen on the face of the Comprehensive Income and Expenditure Statement and is charged to Non Service Specific Items. Interest payable on borrowing is charged on a straight-line basis over the period of the loan.

Where the loan agreement has a provision that allows for its early redemption under certain conditions, the period of the loan for the apportionment of interest charges is held to be that up to the next point at which it is a commercial possibility that such a provision could be exercised.

The Council has a number of LOBO loans (see Glossary). For the purpose of apportioning interest costs, the loan period is therefore considered to be that up to which the lender can exercise his offer. In effect, this means that the interest charged is the actual interest paid to the lender in the period.

INVENTORIES AND LONG TERM CONTRACTS

Inventories are shown on the balance sheet at the lower of cost and net realisable value with relatively insignificant stocks not being included within the Balance Sheet.

As per the requirement of IAS2 *Inventories*, income and expenditure relevant to long term contracts is reflected in the Comprehensive Income and Expenditure Statement as contract activity progresses. Long term contracts are reflected in the Balance Sheet when the amount by which recorded turnover is in excess of payments on account and these are classified as 'amounts recoverable on contracts' and are separately disclosed within debtors; or where the balance of payments on account is classified as payments on account and disclosed within creditors.

INVESTMENT PROPERTY

Investment properties are those that are used solely to earn rentals and / or capital appreciation. The definition is not met if the property is used in any way to facilitate the delivery of services or production of goods or is held for sale. Investment properties are measured initially at cost and subsequently at fair value, being the price that would be received to sell such an asset in an orderly transaction between market participants at the measurement date. They are not depreciated but are revalued annually according to market conditions at year-end. The same treatment is applied to gains and losses on disposal.

Rentals received in relation to investment properties are credited to the Financing and Investment Income line in the Comprehensive Income and Expenditure Statement and result in a gain to the General Fund balance. However, revaluation and disposal gains and losses are not permitted by statutory arrangements to have an impact on the General Fund Balance. The gains and losses are therefore reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account and (for any sale proceeds greater than £10,000) the Capital Receipts Reserve.

INVESTMENTS

Investments are recorded in the Balance Sheet at amortised cost.

LEASING

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

Where a lease covers both land and buildings, the land and buildings elements are considered separately for classification.

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

The Authority as Lessee

Finance Leases:

Property, plant and equipment held under finance leases is recognised on the Balance Sheet at the commencement of the lease at its fair value measured at the lease's inception (or the present value of the minimum lease payments, if lower). The asset recognised is matched by a liability for the obligation to pay the lessor. Initial direct costs of the Authority are added to the carrying amount of the asset. Premiums paid on entry into a lease are applied to writing down the lease liability. Contingent rents are charged as expenses in the periods in which they are incurred.

Lease payments are apportioned between:

- A charge for the acquisition of the interest in the property, plant or equipment – applied to write down the lease liability, and
- A finance charge (debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement).

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

The Authority is not required to raise council tax to cover depreciation or revaluation and impairment losses arising on leased assets. Instead, a prudent annual contribution is made from revenue funds towards the deemed capital investment in accordance with statutory requirements. Depreciation and revaluation and impairment losses are therefore substituted by a revenue contribution in the General Fund Balance, by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two.

Operating Leases:

Rental paid under operating leases are charged to the Comprehensive Income and Expenditure Statement as an expense of the services benefitting from use of the leased property, plant or equipment. Charges are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (e.g. there is a rent-free period at the commencement of the lease).

The Authority as Lessor

Finance Leases:

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

Lease rentals receivable are apportioned between:

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

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

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

Operating Leases:

Where the Authority grants an operating lease over a property or an item of plant or equipment, the asset is retained in the Balance Sheet. Rental income is credited to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Credits are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (e.g. there is a premium paid at the commencement of the lease). Initial direct costs incurred in negotiating and arranging the lease are added to the carrying amount of the relevant asset and charged as an expense over the lease term on the same basis as rental income.

LOCAL AUTHORITY SCHOOLS

The *Code of Practice on Local Authority Accounting in the United Kingdom* confirms that the balance of control for local authority maintained schools (i.e. those categories of school identified in the School Standards and Framework Act 1998, as amended) lies within the local authority. The Code also stipulates that those schools' assets, liabilities, reserves and cash flows are recognised in the local authority financial statements (and not the Group Accounts). Therefore, schools transactions, cash flows and balances are recognised in each of the financial statements of the authority as if they were the transactions, cash flows and balances of the authority.

PRIOR YEAR ADJUSTMENTS / EXCEPTIONAL ITEMS

Authorities are required to follow IAS8 Accounting Policies, Changes in Accounting Estimates and Errors when selecting or changing accounting policies, adopting the accounting treatment, changing estimation techniques, and correcting errors.

Exceptional items are ones that are material in terms of the Authority's overall expenditure and are not expected to recur frequently or regularly.

Prior year adjustments represent those material adjustments applicable to prior years arising from changes in accounting policies or the correction of fundamental errors. Due to the change in format of the Income and Expenditure Statement and the Movement in Reserves Statement, as highlighted in the Narrative Report, the respective totals for 2015/16 have been restated.

PROPERTY, PLANT AND EQUIPMENT

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

Recognition

Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment is capitalised on an accruals basis, provided that it is probable that the future economic benefits or service potential associated with the item will flow to the Authority and the cost of the item can be measured reliably. Expenditure that maintains but does not add to an asset's potential to deliver future economic benefits or service potential (i.e. repairs and maintenance) is charged as an expense when it is incurred.

Measurement

Assets are initially measured at cost, comprising:

- the purchase price
- any costs attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management

The Authority does not capitalise borrowing costs incurred in the cost of acquisition, construction and completion of qualifying assets.

The cost of assets acquired other than by purchase is deemed to be its fair value, unless the acquisition does not have commercial substance (i.e. it will not lead to a variation in the cash flows of the Authority). In the latter case, where an asset is acquired via an exchange, the cost of the acquisition is the carrying amount of the asset given up by the Authority.

Donated assets are measured initially at fair value. The difference between fair value and any consideration paid is credited to the Taxation and Non-Specific Grant Income line of the Comprehensive Income and Expenditure Statement, unless the donation has been made conditionally. Until conditions are satisfied, the gain is held in the donated Assets Account. Where gains are credited to the Comprehensive Income and Expenditure Statement, they are reversed out of the General Fund Balance to the Capital Adjustment Account in the Movement in Reserves Statement.

Assets are then carried in the Balance Sheet using the following measurement bases:

- infrastructure, community assets and assets under construction – depreciated historical cost;
- dwellings – current value, determined using the basis of existing use value for social housing (EUV-SH);
- council offices – current value, determined as the amount that would be paid for the asset in its existing use (existing use value – EUV), except for any offices that are situated close to the Council's housing properties, where there is no market for office accommodation, and that are measured at depreciated replacement costs (instant build) as an estimate of current value;
- school buildings – current value, but because of their specialist nature, are measured at depreciated replacement cost which is used as an estimate of current value;

- surplus assets – the current value measurement base is fair value, estimated at highest and best use from a market participant’s perspective;
- all other assets – current value determined as the amount that would be paid for the asset in its existing use (existing use value – EUV).

Where there is no market-based evidence of current value because of the specialist nature of an asset, depreciated replacement cost (DRC) is used as a proxy for current value.

Where non-property assets that have short useful lives or low values (or both), depreciated historical cost basis is used as a proxy for current value.

Assets included in the Balance Sheet at current value, such as operational other land and buildings, non-operational surplus and held for development assets, are re-valued sufficiently regularly to ensure that their carrying amount is not materially different from their current value at the year-end, but as a minimum every five years. Following discussions, it has been agreed with KPMG LLP, our external auditors, that where assets are of lower value, any changes to them have minimal impact on the overall value of the Asset Register. Accordingly the Terms of Engagement have been varied to permit a “de minimis” value of less than £50,000 to be adopted. In order to check that there has not been any significant variation in value from one revaluation to the next sample testing of de minimis assets is to be undertaken.

Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. (Exceptionally, gains might be credited to the Comprehensive Income and Expenditure Statement where they arise from the reversal of a loss previously charged to a service.)

Where decreases in value are identified, they are accounted for by:

- where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulate gains)
- where there is a balance in the Revaluation Reserve or an insufficient balance, the carrying amount of the asset is written down against the relevant service line(s) in the Comprehensive Income and Expenditure Statement.

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

Impairment

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

Where impairment losses are identified they are accounted for by:

- where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains)
- where there is no balance in the Revaluation Reserve or an insufficient balance, the carrying amount of the asset is written down against the relevant service line(s) in the Comprehensive Income and Expenditure Statement.

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

Depreciation

Depreciation is provided for on all Property, Plant and Equipment qualifying assets by the systematic allocation of their depreciable amounts over their useful lives. Qualifying assets are all operational assets that are used to or provide support to service delivery.

An exception is made for assets without a determinable finite useful life (i.e. non operational assets that are not held for investment, freehold land and most Community Assets) and assets that are not yet available for use (i.e. assets under construction).

Depreciation is calculated on the following basis:

	<u>Bases</u>	<u>Estimated Life</u>
Schools and Education Properties	Straight line	8 – 68 Years
Other Operational Properties	Straight line	10 – 99 Years
Infrastructure Assets	Straight line	25 Years
Plant & Equipment	Straight line	5 – 10 Years
Council Dwellings	Major Repairs Allowance (proxy for depreciation)	

Where an item of Property, Plant and Equipment asset has major components whose cost is significant in relation to the total cost of item, the components are depreciated separately.

Disposals and Non-current Assets Held for Sale

When it becomes probable that the carrying amount of an asset will be recovered principally through a sale transaction rather than through its continuing use, it is reclassified as an Asset Held for Sale. The asset is re-valued immediately before reclassification and then carried at the lower of this amount and fair value less costs to sell. Where there is a subsequent decrease to fair value less costs to sell, the loss is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Gains in fair value are recognised only up to the amount of any previously losses recognised in the Surplus or Deficit on Provision of Service. Depreciation is not charged on Assets Held for Sale.

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

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

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

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts. A proportion of receipts relating to housing disposals (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 Capital Receipts Reserve, and can then only be used for new capital investment (or set aside to reduce the Authority's underlying need to borrow (the capital financing requirement). Receipts are appropriated to the Reserve from the General Fund Balance in the Movement in Reserves Statement.

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

The current system of capital accounting is defined by the 1993 Code of Practice introduced as of 1st April 1994. The Code's original objectives remain applicable for local government even after substantial changes have applied to the accounting standards underlying the system since first implemented.

Expenditure on the acquisition, creation or enhancement of fixed assets is capitalised on an accruals basis and capitalised as a non-current asset, provided that the asset yields benefits to the Authority and the services it provides for a period of more than one year. This excludes expenditure on routine repairs and maintenance, which is charged direct to service revenue accounts.

In applying the concept of materiality a de-minimis level of **£15,000** in respect of vehicles, plant and equipment (VPE) is applicable. Expenditure on VPE assets with a value below this level would not generally be included in the Balance Sheet. The relevance and amount of the de-minimis level has been reviewed in the current year. This review will continue in future years.

In 2016/17 the Council has applied depreciation to operational assets in accordance with IAS16 'Property, Plant and Equipment'.

Operational Assets other than Council Dwellings are depreciated on a straight-line basis.

A review of the estimated useful life of individual operational properties is an integral part of the rolling revaluation programme carried out by the Council's Property Services department.

Asset users provide their assessment of the useful life of specific Plant & Equipment assets.

PROVISIONS

Provisions are made where an event has taken place that gives the Authority an obligation that probably requires settlement by a transfer of economic benefits, but where the timing of the transfer is uncertain. Provisions are charged to the appropriate service line in the Comprehensive Income and Expenditure Statement 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 on the balance sheet. Provisions are reviewed at each balance sheet date and adjusted to reflect the current best estimate.

REDEMPTION OF DEBT

Gains and losses on the repurchase or early settlement of borrowing are credited and debited to Net Operating Expenditure in the Comprehensive Income and Expenditure Statement in the year of repurchase/settlement.

RESERVES

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

Certain reserves are kept to manage the accounting processes for non-current assets, financial instruments, retirement and employee benefits and do not represent usable resources for the Authority. These include:

- The Revaluation Reserve (RR) is intended to record accumulated movements on revaluation of fixed assets. These revaluation movements were previously processed through the FARA. The RR is made up of individual credit balances resulting from upward revaluations of specific assets. It is not permissible for there to be a debit balance against any asset. A downward revaluation not covered by a previously established credit balance is processed through the Capital Adjustment Account.
- The Capital Adjustment Account (CAA) was initially constituted by transferring into it the closing balances on the former Capital Financing Account (CFA) and Fixed Asset Restatement Account (FARA). Entries to the CAA are those previously made to the CFA and FARA with the exception of revaluation movements now processed through the RR. An overall credit balance on the CAA indicates that capital finance has been set aside at a faster rate than fixed assets have been consumed. An overall debit balance indicates that fixed assets have been consumed in advance of their financing.
- Additionally, due to full implementation of IAS19 Retirement Benefits, a Pensions Reserve has been established which provides for the net change in the pensions liability to be met by the Council which is recognised in the Comprehensive Income and Expenditure Statement where the pension payments made in the year in accordance with the pension scheme requirements, do not match the change in the Authority's recognised asset or liability for the same period.

REVENUE EXPENDITURE FUNDED FROM CAPITAL UNDER STATUTE

Expenditure incurred during the year that may be capitalised under statutory provisions but does not result in the creation of fixed assets has been charged as expenditure to the relevant service revenue account in the year. Where the council has determined to meet the cost of this expenditure from existing capital resources or by borrowing, a transfer to the Capital Adjustment Account then reverses out the amounts charged in the Statement of Movement on the General Fund Balance so there is no impact on the level of council tax. This was formerly described as Deferred Charges and disclosed in the Balance Sheet with Intangible Assets. There is no longer a Balance Sheet disclosure and the expenditure is amortised to revenue in the year that the expenditure is incurred, as shown in Note 13 (page 73).

REVENUE TRANSACTIONS

Activity is accounted for in the year it takes place, not simply when cash payments are made or received. Debtors and creditors have been accrued on the basis of actual sums receivable or payable wherever possible although it has been necessary to estimate some amounts based on the most recent and accurate information available. However there are variations to this principle:

- Not all payments to public utilities (gas, electricity etc.) have been accrued but since this is a consistent policy from one year to the next the effect on the Accounts for 2016/2017 will not be material.

Provision has been made for doubtful debts where necessary and uncollectable amounts have been written-off.

Council dwelling rents are regarded as annual amounts payable over 50 weeks.

SUPPORT SERVICES

The costs of support services such as administration and management are charged to services in accordance with the Authority's arrangements for accountability and performance.

VALUE ADDED TAX (VAT)

Value Added Tax is included in the accounts only to the extent that it is irrecoverable and therefore charged to service expenditure.

DISCLOSURE NOTES RELATING TO INCOME AND EXPENDITURE STATEMENT:**2. NOTE TO THE EXPENDITURE AND FUNDING ANALYSIS**

Adjustments Between Funding & Accounting Basis 2016/2017				
Adjustments from General Fund to arrive at the Comprehensive Income & Expenditure amounts	Adjustments for Capital Purposes	Net Change for the Pensions Adjustments	Other Differences	Total Adjustments
	£000's	£000's	£000's	£000's
Communities & Wellbeing	4,791	(1,823)	0	2,968
Children, Young People & Culture	14,327	(4,131)	1,540	11,736
Resources & Regulation	948	(1,069)	75	(46)
Non Service Specific	0	(947)	(1,615)	(2,562)
Local Authority Housing (HRA)	(2,392)	0	0	(2,392)
Net Cost Of Services	17,674	(7,970)	0	9,704
Other Income and Expenditure from the Expenditure & Funding Analysis	2,800	7,970	188	10,958
Difference between general fund surplus or deficit and Comprehensive Income & Expenditure Statement Surplus or Deficit on the Provision of Services	20,474	0	188	20,662
Adjustments Between Funding & Accounting Basis 2015/2016				
Adjustments from General Fund to arrive at the Comprehensive Income & Expenditure amounts	Adjustments for Capital Purposes	Net Change for the Pensions Adjustments	Other Differences	Total Adjustments
	£000's	£000's	£000's	£000's
Communities & Wellbeing	7,060	616	0	7,676
Children, Young People & Culture	13,902	1,833	(1,206)	14,529
Resources & Regulation	1,889	421	40	2,350
Non Service Specific	0	(11,883)	1,166	(10,717)
Local Authority Housing (HRA)	(1,197)	0	0	(1,197)
Net Cost Of Services	21,654	(9,013)	0	12,641
Other Income and Expenditure from the Expenditure & Funding Analysis (* relates to capital grants and contributions)	2,415	9,013	(25,359)*	(13,931)
Difference between general fund surplus or deficit and Comprehensive Income & Expenditure Statement Surplus or Deficit on the Provision of Services	24,069	0	(25,359)	(1,290)

3. TRADING SERVICES

The Authority operates the following Trading Services, which are defined as activities that are of a commercial nature and which are financed substantially by charges made for the services:

<u>2015/16</u>		<u>2016/17</u>		
<u>Deficit/</u>		<u>Gross</u>	<u>Income</u>	<u>Deficit/</u>
<u>(Surplus)</u>		<u>Expenditure</u>		<u>(Surplus)</u>
<u>£000's</u>		<u>£000's</u>	<u>£000's</u>	<u>£000's</u>
565	Civic Halls	2,867	(1,003)	1,864
(961)	Markets	1,564	(2,712)	(1,148)
83	Property & Estates	3,007	(2,823)	184
(527)	Industrial Units	1,128	(1,587)	(459)
(700)	Highway Network Services	1,368	(2,046)	(678)
(606)	Architectural Practice	2,779	(3,031)	(252)
(139)	Grounds Maintenance	2,352	(2,446)	(94)
(683)	Catering	6,570	(7,099)	(529)
(120)	Cleaning of Buildings	4,008	(3,988)	20
0	Education – Fair Funding	6,240	(6,240)	0
(450)	Emergency & Security Service	866	(1,403)	(537)
(261)	Transport Services	3,138	(3,719)	(581)
(3,799)	TOTAL	35,887	(38,097)	(2,210)

All material trading accounts are shown above. Both 2015/16 and 2016/17 figures include adjustment for IAS19 (formerly FRS17), accumulated absence (accrued holiday pay) and impairment charges. Details of individual trading accounts are contained within the detailed revenue outturn report – copies of which are available from the Head of Financial Management at Bury Town Hall (telephone 0161-253-5034)

4. DEFINED BENEFIT PENSION SCHEMES

Pension Schemes accounted for as a Defined Contribution Schemes

Teachers employed by the Authority are members of the Teachers' Pension Scheme, administered by Capita Teachers' Pension on behalf of the Department for Education (DfE). The Scheme provides teachers with specified benefits upon their retirement, and the Authority contributes towards the costs by making contributions based on a percentage of members' pensionable salaries.

The scheme is a multi-employer defined benefit scheme. The scheme is unfunded and the Department for Education uses a notional fund as the basis for calculating the employers' contribution rate paid by local authorities. Valuations of the notional fund are undertaken every four years.

The scheme has in excess of 3,700 participating employers and consequently the Authority is not able to identify its share of the underlying financial position and performance of the scheme with sufficient reliability for accounting purposes. For the purposes of this Statement of Accounts, it is therefore accounted for on the same basis as a defined contribution scheme. As a proportion of the total contributions into the Teachers' Pension Scheme during the year ending 31st March 2017, the Authority's own contributions equate to approximately 16.91%.

The Authority is responsible for the costs of any additional benefits awarded upon early retirement outside of the terms of the teachers' scheme. These costs are accounted for on a defined benefit basis as detailed.

The Authority is not liable to the scheme for any other entities obligations under the plan.

Participation in Pensions Schemes

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

The Authority participates in the Local Government Pension Scheme, administered by Tameside Metropolitan Borough Council. This is a funded defined benefit final salary scheme, meaning that the Authority and employees pay contributions into the Greater Manchester Pension Fund, calculated at a level intended to balance the pension liabilities with investment assets.

Arrangements for the award of discretionary post-retirement benefits upon early retirement – this is an unfunded defined benefit arrangement, under which liabilities are recognised when awards are made. However, there are no investment assets built up to meet these pension liabilities, and cash has to be generated to meet actual pension payments as they may eventually fall due.

The Greater Manchester Pension Scheme is operated under the regulatory framework for the Local Government Pension Scheme and the governance of the scheme is the responsibility of the pension committee of Tameside Council. Policy is determined in accordance with the Pension fund Regulations. The investment managers of the fund are appointed by the committee and consist of the Director of Finance and Resources of Tameside Council and Hyman Robertson managers.

The principal risks to the authority of the scheme are the longevity assumptions, statutory changes to the scheme, structural changes to the scheme (i.e. large-scale withdrawals from the scheme), changes to inflation, bond yields and the performance of the equity investments held by the scheme. These are mitigated to a certain extent by the statutory requirements to charge to the General Fund and Housing Revenue Account the amounts required by statute as described in the accounting policies note.

Discretionary Post-retirement Benefits

Discretionary post-retirement benefits on early retirement are an unfunded defined benefit arrangement, under which liabilities are recognised when awards are made. There are no plan assets built up to meet these pension liabilities.

Transactions Relating to Retirement benefits

We recognise the cost of retirement benefits in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge we are required to make against council tax is based on the cash payable in the year, so the real cost of post employment / retirement benefits is reversed out of the General Fund via the Movement in Reserves Statement. The following transactions have been made in the Comprehensive Income and Expenditure Statement and the General Fund Balance via the Movement in Reserves Statement during the year:

	<u>Year to</u> <u>31 March</u> <u>2016</u>	<u>Year to</u> <u>31 March 2017</u>
<i>Comprehensive Income and Expenditure Statement</i>	£000's	£000's
<i>Cost of Services:</i>		

Current Service Cost	22,580	18,025
Past service costs including (gain) / loss from Settlements	800	2,168
	0	
Effect Of settlements	(5,083)	0
Financing and Investment Income and Expenditure	(18,946)	(20,078)
Net interest expense	27,959	28,048
Other Post Employment Benefit Charged to the Surplus or Deficit on the Provision of Services	27,310	28,163
Other post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement:		
Remeasurement of the net defined benefit liability comprising:		
Return on plan assets (excluding the amount included in the net interest expense)	(23,715)	106,904
Actuarial gains and losses arising in changes in demographic assumptions	0	(2,069)
Actuarial gains and losses arising in changes in financial assumptions	76,031	(150,749)
Other Experience	11,884	30,269
Total Post Employment Benefit Charged to the Surplus or Deficit on the Provision of Services	91,510	12,518
Movement in Reserves Statement		
Reversal of net changes made to the Surplus or Deficit for the Provision of Services for post employment benefits in accordance with the code	0	0
Actual amount charged against the General Fund Balance for pensions in the year:		
Employers' contributions payable to scheme	18,258	17,365

In addition to the employer's contributions to the Greater Manchester Pension Scheme, the Authority also makes payments to the Department for Education (DfE) in respect of Teachers' pension costs. In both cases the Authority is also responsible for all pension payments relating to added years it has awarded, together with related increases.

The table below shows the costs of these items:

<u>2015/16</u>		<u>2016/17</u>
<u>Total Cost</u>	<u>Total Cost</u>	<u>Proportion of Pensionable pay</u>
<u>£000's</u>	<u>£000's</u>	<u>%</u>
<u>Teachers</u>		

8,913 Contribution to DCSF etc.	8,813	14.70
1,476 Added years and pensions increases	1,421	2.37
0 Lump sum payments	0	
10,389	10,234	
<u>Other employees</u>		
14,980 Contribution to Superannuation Fund	14,967	16.91
1,8610 Added years and pension increases	67	0.08
Lump sum payments		
16,841	15,034	

Pensions Assets and Liabilities Recognised in the Balance Sheet

	31 Mar 2016	31 Mar 2017
	£000	£000
Present value of the defined benefit obligation	(802,994)	(951,451)
Fair Value of plan assets	576,527	698,541
Net liability arising from defined benefit obligation	(226,467)	(252,910)

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

	31 Mar 2016	31 Mar 2017
	£000	£000
Opening fair value of scheme assets	602,616	576,527
Interest income	18,946	20,078
The return on plan assets, excluding the amount included in the net interest expense	(23,715)	106,904
Other (if applicable)	(18,840)	0
The effect of changes in foreign exchange rates	0	0
Contribution from employer	15,390	14,569
Contributions from employees in the scheme	4,863	4,706
Benefits paid	(22,733)	(24,243)
Fair Value of plan assets	576,527	698,541

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

	Year to	Year to
	31 March	31 March 2017

	2016	
	£000's	£000's
Opening balance at 1st April	884,231	802,994
Current Service cost		
	22,580	18,025
Effects Of Settlement	(23,923)	0
Interest cost	27,959	28,048
Contributions from scheme participants	4,863	4,706
Remeasured (gains) and losses:		
Actuarial gains / losses arising from changes in demographic assumptions	0	2,069
Actuarial gains / losses arising from changes in financial assumptions	(76,031)	150,749
Other experiences	(11,884)	(30,269)
Past service costs		
	800	2,168
Losses / (gains) on curtailment	0	0
Liabilities assumed on entity combinations	0	0
Benefits paid	(25,601)	(27,039)
Liabilities extinguished on settlements	0	0
Closing balance 31st March	802,994	951,451

Local Government Pension Scheme assets comprised:

	<u>Fair value of scheme assets</u>	<u>Fair value of scheme assets</u>
	<u>Year to 31 March 2016</u>	<u>Year to 31 March 2017</u>
Cash and cash equivalents	14,535	19,410
Equity instruments:		
By industry type		
Consumer	50,769	56,777
Manufacturing	41,782	58,137
Energy and utilities	30,949	46,501
Financial institutions	55,926	71,411
Health and care	24,108	25,063
Information technology	12,953	17,746
Other	7,598	11,899
Sub-total equity	224,085	287,534
Bonds:		
By sector		
Corporate	28,723	33,139
UK Government	4,571	9,191
Other	18,000	22,068
Sub-total bonds	51,294	64,398

UK Property	18,154	19,156
Overseas Property	0	0
Sub-total property	18,154	19,156
Private equity:		
All	14,405	19,847
Sub-total private equity	14,405	19,847
Investment Funds and Unit Trusts		
Equities	160,653	174,888
Bonds	44,790	49,860
Hedge Funds	0	0
Commodities	0	0
Infrastructure	7,727	16,105
Other	39,368	47,343
Sub-total other investment funds	252,538	288,196
Derivatives:		
Other	1,516	0
Total assets	576,527	698,541

Basis for estimating Assets and Liabilities

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

Both the Local Government Pension Scheme and discretionary benefits liabilities have been assessed by Hyman Robertson an independent firm of actuaries, estimates for the Greater Manchester Pension Fund based on the latest full valuation of the scheme as at 31st March 2016.

The significant assumptions used by the actuary have been:

Long term expected rate of return on assets in the scheme:	31 Mar 2016	31 Mar 2017
	£000	£000
Actual returns 1 st April to 31 st December	(3.0%)	18.9%
Total returns from 1 st April to 31 st March	(0.6%)	24.1%
Mortality assumptions:		
Longevity at 65 for current pensioners:		
- Men	21.4 years	21.5 years
- Women	24.0 years	24.1 years
Longevity at 65 for future pensioners:		
- Men	24.0 years	23.7 years
- Women	26.6 years	26.2 years
Rate of inflation	2.2%	2.4%
Rate of increase in salaries	3.5%	2.5%
Rate of increase in pensions	1.25%	1.25%
Rate for discounting scheme liabilities	3.5%	2.5%

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the table above. The sensitivity analyses below have been determined based on reasonable possible changes of the assumptions occurring at the end of the reporting period and assumes for each change that the assumption analysed changes while all the other assumptions remain constant. The assumptions in longevity, for example, assume that life expectancy increases or

decreases for men and women. In practice, this is unlikely to occur, and changes in some of the assumptions may be interrelated. The estimations in the sensitivity analysis have followed the accounting policies for the scheme, i.e. on an actuarial basis using the projected unit credit method. The methods and types of assumptions used in preparing the sensitivity analysis below did not change from those used in the previous period.

Sensitivity Analysis - Impact on the Defined Benefit obligation in the Scheme

	Approximate % increase to Employer Liability	Approximate amount £000's
0.5% decrease in Real Discount Rate	9%	87,389
0.5% increase in the Salary Increase Rate	1%	13,318
0.5% increase in the Pension Increase Rate	8%	72,776

Impact on the Authority’s Cash Flows

The objectives of the scheme are to keep employers’ contributions at a constant rate as possible. The Greater Manchester Pension Scheme has agreed a strategy with the scheme’s actuary to achieve a funding level of 100% over the next three years. Funding levels are monitored on an annual basis. The last valuation was completed on 31st March 2017.

The scheme will need to take account of the national changes to the scheme under the Public Pensions services Act 2013. Under the Act, The Local Government Pension Scheme in England and Wales and the other main existing public service schemes may not provide benefits in relation to service after 31st March 2015 (or service after 31st March 2016 for other main existing public service pension schemes in England and Wales). The Act provides for scheme regulations to be made within a common framework, to establish new career average revalued earnings schemes to pay pensions and other benefits to certain public servants.

The authority anticipated to pay £14,900,000 expected contributions to the scheme in 2017/18. The weighted average duration of the defined benefit obligation for scheme members is 16.9 years, 2016/17 (18.2 years 2015/16).

Pensions Reserve

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

	<u>Year to</u> 31 March <u>2016</u>	<u>Year to</u> 31 March <u>2017</u>

Balance 1st April	(281,615)	(226,467)
Remeasurements of the net defined benefit liability / (asset)	64,200	(15,645)
Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	(27,310)	(28,163)
Employers pension contributions and direct payments to pensioners payable in the year	18,258	17,365
Closing Balance	(226,467)	(252,910)

Funding Valuation

The Council's share of pension fund assets is rolled forward, by the actuary, from the latest formal valuation date. The roll forward amount is then adjusted for investment returns, the effective contributions paid into and estimated benefits paid from the fund by the Council and its employees. As such this estimate may differ from the actual assets held by the Pension Fund at 31 March

Further information can be found in the Greater Manchester Pension Fund's Annual Report which is available upon request from Tameside Metropolitan Borough Council, Concord Suite, Manchester Road, Droylsden, Tameside, M43 6SF, or on their website www.gmpf.org.uk.

5. EMPLOYEES IN HIGHER EARNINGS BANDS

In accordance with the Accounts and Audit Regulations 2015, Authorities are required to disclose individual remuneration details for certain employees.

The following table, therefore, sets out the remuneration disclosure for senior officers (excluding teachers), identified by name, whose salary is £150,000 or more per year.

Postholder Information (Post title and Name)	Note	Salary (including fees and allowances) £	Benefits In Kind £	Total Remuneration excluding pension contributions £	Employers Pension Contributions £	Total Remuneration Including Pension Contributions £
2016/17						
Chief Executive – M Owen	1	157,865	0	157,865	30,798	188,663
2015/16						
Chief Executive – M Owen		151,034	0	151,034	28,999	180,033

The following table sets out the **remuneration** disclosures for Senior Officers (excluding teachers), identified by job title, whose **salary** is less than £150,000 but equal to or more than £50,000 per year and who were members of the Council's Strategic Leadership Team.

Postholder Information (Post title and Name)	Note	Salary (including fees and allowances) £	Benefits In Kind £	Total Remuneration excluding pension contributions £	Employers Pension Contributions £	Total Remuneration Including Pension Contributions £
2016/17						
Executive Director – Communities & Wellbeing	2	124,923	0	124,923	24,804	149,727
Executive Director – Children, Young People & Culture	2	111,627	0	111,627	22,249	133,876

Interim Executive Director - Resources & Regulation	112,344	0	112,344	22,244	134,588
Assistant Director – Legal & Democratic Services	2 77,820	0	77,820	15,516	93,336
2015/16					
Executive Director – Communities & Wellbeing	116,349	0	116,349	22,339	138,688
Executive Director – Children, Young People & Culture	108,550	0	108,550	20,975	129,525
Interim Executive Director - Resources & Regulation	109,847	0	109,847	21,163	131,010
Assistant Director – Legal & Democratic Services	77,049	0	77,049	14,895	91,944

Note:

1. The salary includes £3,177 returning officer election allowance.
2. Wef 14 March, 2017 the Executive Director of Communities & Wellbeing has been undertaking the role of Interim Chief Executive and is being paid an honorarium (£2,746.58 for the period to 31 March, 2017); additionally, with effect from the same date, the Assistant Director of Strategic Procurement & Finance, Communities & Wellbeing has been undertaking the role of Interim Executive Director of Communities & Wellbeing; the Solicitor and Team Leader for Legal Services has been undertaking the role of Interim Assistant Director, Legal & Democratic Services; and the Assistant Director of Social Care & Safeguarding has been undertaking the role of Interim Executive Director of Children, Young People & Culture.

The number of employees, including teachers, whose remuneration, excluding employer pension contributions, was £50,000 or more in bands of £5,000 is as follows:-

<u>Salary Range (£)</u>	<u>2016/2017</u> Teaching Staff	<u>2015/2016</u> Teaching Staff	<u>2016/2017</u> Non-Teaching Staff	<u>2015/2016</u> Non-Teaching Staff
50,000 to 54,999	53	52	10	11
55,000 to 59,999	35	37	10	9
60,000 to 64,999	26	34	4	5
65,000 to 69,999	21	16	0	0
70,000 to 74,999	7	7	2	3
75,000 to 79,999	8	3	4	2
80,000 to 84,999	1	2	0	1
85,000 to 89,999	3	4	0	1
90,000 to 94,999	1	1	0	0
95,000 to 99,999	0	1	1	1
100,000 to 104,999	1	0	0	0
105,000 to 109,999	0	1	0	2
110,000 to 114,999	0	0	2	0
115,000 to 119,999	0	0	0	1
120,000 to 124,999	0	0	1	0
125,000 to 129,999	0	0	0	0
130,000 to 134,999	0	0	0	0
135,000 to 139,999	0	0	0	0
140,000 to 144,999	0	0	0	0
145,000 to 149,999	0	0	0	0
150,000 to 154,999	0	0	1	1
TOTAL	156	158	35	37

Analysis of Teaching Staff:

The 2016 Code of Practice recommends that where the authority is not the employer, and the employee is not the employee of the authority, then for schools, typically voluntary aided and foundation schools, employee expenditure is reported separately. As such the following table has been produced to differentiate the different type of school for 2016/17. Peel Brow is the only foundation school and one member of staff is listed in the voluntary aided category.

Salary Range (£)	2016/2017 Voluntary Aided	2016/2017 Voluntary Controlled	2016/2017 Community (Bury Council)	2016/2017 Total
50,000 to 54,999	19	6	28	53
55,000 to 59,999	6	2	27	35
60,000 to 64,999	7	3	16	26
65,000 to 69,999	5	3	13	21
70,000 to 74,999	2	1	4	7
75,000 to 79,999	2	0	6	8
80,000 to 84,999	1	0	0	1
85,000 to 89,999	1	0	2	3
90,000 to 94,999	0	0	1	1
95,000 to 99,999	0	0	0	0
100,000 to 104,999	1	0	0	1
105,000 to 109,999	0	0	0	0
110,000 to 114,999	0	0	0	0
115,000 to 119,999	0	0	0	0
120,000 to 124,999	0	0	0	0
125,000 to 129,999	0	0	0	0
130,000 to 134,999	0	0	0	0
135,000 to 139,999	0	0	0	0
140,000 to 144,999	0	0	0	0
145,000 to 149,999	0	0	0	0
150,000 to 154,999	0	0	0	0
TOTAL	44	15	97	156

The numbers of exit packages with total cost per band and total cost of the compulsory and other redundancies are set out in the table below:

Teaching Staff

Exit package cost band (including special payments)	Number of Compulsory Redundancies		Number of other departures agreed (VER / VES / Compromise Agreements)		Total Number of Exit packages by cost band		Total cost of exit packages in each band	
	2016/2017	2015/2016	2016/2017	2015/2016	2016/2017	2015/2016	2016/2017 £000	2015/2016 £000
£0 - £20,000	1	0	11	22	12	22	108	187
£20,001 - £40,000	0	0	6	0	6	0	165	0
£40,001 - £60,000	0	0	0	0	0	0	0	0
£60,001 - £80,000	0	0	0	0	0	0	0	0
£80,001 - £100,000	0	0	0	0	0	0	0	0
£100,001 - £150,000	0	0	0	0	0	0	0	0

Total	1	0	17	22	18	22	273	187
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Non Teaching Staff

Exit package cost band (including special payments)	Number of Compulsory Redundancies		Number of other departures agreed (VER / VES / Compromise Agreements)		Total Number of Exit packages by cost band		Total cost of exit packages in each band	
	2016/2017	2015/2016	2016/2017	2015/2016	2016/2017	2015/2016	2016/2017 £000	2015/2016 £000
£0 - £20,000	5	5	85	92	90	97	659	800
£20,001 - £40,000	0	0	17	17	17	17	447	461
£40,001 - £60,000	0	0	0	0	0	0	0	0
£60,001 - £80,000	0	0	0	0	0	0	0	0
£80,001 - £100,000	0	0	0	0	0	0	0	0
£100,001 - £150,000	0	0	0	0	0	0	0	0
Total	5	5	102	109	107	114	1,106	1,261

6. TRANSACTIONS WITH RELATED PARTIES

This is a disclosure note required by IAS24 *Related Party Disclosures*, which requires the Council to declare transactions between the Council and related parties. (A related party is where a member of the Council or a Chief Officer is involved in a company or organisation with which the Council undertakes business on normal contractual terms for the supply of services).

Central Government has effective control over the general operations of the Council. It is responsible for providing the framework within which the Council operates. It also provides the majority of funding for Council services. Details of transactions with government departments are set out in the Cash Flow Statement.

During 2016/2017 the Council has undertaken the following transactions with related parties:

Member Interest	Amount Paid 2016/17 (£)	Amount Paid 2015/16 (£)
Volunteer Admin Worker with a Charity for Women from BME Communities	1,983	840
Inspector with an Independent Regulator of Health and Social Care	9,507	18,497
Director & Company Secretary of a Local Charity for Visually Impaired People	55,216	51,895
Employee of Not-for-Profit Organisation for People with Substance Misuse Related issues	224,382	225,898
Committee Member of a Sports Club	2,100	0

Four Members of the Council are on the board of Six Town Housing, which represents 30.8% of the voting rights of Six Town Housing. The Council entered into transactions with the concern to the net value of £5,039,371.16 during 2016/17 (£1,794,748.96 in 2015/2016). This represents income to the Council of £16,235,326.89 (£17,182,984.40 in 2015/2016) and expenditure of £21,274,698.05 (£15,388,235.44 in 2015/2016), including the management fee paid to Six Town Housing of £13,058,600.

One Member of the Council is on the board of Persona Care & Support, which represents 14.3% of the voting rights of Persona Care & Support. The Council entered into transactions with the concern to the net value of £10,970,452.40 during 2016/2017 (£4,775,513 in 2015/2016). This represents income to the Council of £1,078,591.14 in 2016/2017 (£777,002 in 2015/2016) and expenditure of £11,151,257.65 in 2016/2017 (£5,552,515 in 2015/2016), including the management fee paid to Persona Care & Support, of £10,970,452.

There were no other material related party transactions involving Members of the Council. However, several Members are trustees, employees and Council representatives of various charitable and similar voluntary organisations that receive financial and other support from the Council.

Details of transactions are recorded in the Register of Member’s Interest; further information can be obtained from the Head of Financial Management at Bury Town Hall or by telephoning 0161 253 5034.

7. DISCLOSURE OF DEPLOYMENT OF DEDICATED SCHOOLS GRANT

The Council's expenditure on schools is funded primarily by grant monies provided by the Department for Education, the Dedicated Schools Grant (DSG). DSG is ringfenced and can only be applied to meet expenditure properly included in the Schools Budget, as defined in the School’s Finance and Early Years (England) Regulations 2015. The Schools Budget includes elements for a range of educational services provided on an authority-wide basis and for the Individual Schools Budget, which is divided into a budget share for each maintained school.

Details of the deployment of DSG receivable for 2016/17 are as follows:

	Central Expenditure	ISB	Total
	£000	£000	£000
Final DSG for 2016-17 before Academy recoupment			(151,599)
Academy figure recouped for 2016/17			6,021
Total DSG after Academy recoupment for 2016/17			(145,578)
Central Spend Brought Forward from 2015/16			6,028
Less Central Spend Carry-forward to 2016-17 agreed in advance			6,028
Agreed Initial budgeted distribution in 2016/17	(20,171)	(125,407)	(145,578)
In Year Adjustments	243	0	243
Final Budgeted Distribution for 2015/16	(19,928)	(125,407)	(145,335)
Less Actual Central Expenditure	20,717	0	20,717
Less Actual ISB deployed to Schools	0	125,407	125,407
Plus Local Authority contribution for 2015/16	0	0	0
Carry forward to 2016/17	789	0	6,818

8. BETTER CARE FUND – MEMORANDUM OF ACCOUNT

The Better Care Fund (BCF) was announced as part of the June 2013 spending round. It is a single budget shared between the NHS and local government to help them work more closely to try to shift resources into social care and community settings.

The total 2016/17 BCF for England Fund is £3.913bn of NHS funding and requires Clinical Commissioning Groups (CCGs) and local authorities to pool budgets and agree an integrated spending plan for how they will use their BCF allocation.

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Local Health and Wellbeing Boards (HWB) have overall accountability for the local BCF pooled budget.

The total 2016/17 pooled BCF budget held by Bury Council (Host) and Bury CCG is £13.611m and is analysed below.

2016/17 BCF Funding Allocation	£'000
Bury CCG Contribution (revenue)	12,188
Sub Total	12,188
Bury Council - Disabilities Facilities Grant (capital)	1,423
Sub Total	1,423
Total	13,611

Financial performance of the Better Care Fund in the year to 31st March 2017 is analysed below:

Description	2016/17 Budget £'000	2016/17 Outturn £'000	2016/17 Variance £'000
Bury CCG Contribution	(12,188)	(12,188)	0
Bury Council Contribution	(1,423)	(1,423)	0
Total Contributions	(13,611)	(13,611)	0
Revenue	12,188	10,258	(1,930)
Capital	1,423	1,423	0
Total Spend	13,611	11,681	(1,930)
Variance	0	(1,930)	(1,930)

Share of Balances:	2016/17 £'000
Bury CCG	972
Bury Council	958
Total	1,930

9. DISCLOSURE OF AUDIT COSTS

In 2016/17 the Authority incurred the following costs in relation to the audit of the Statement of Accounts:

	<u>2016/2017</u> (£000)	<u>2015/2016</u> (£000)
Fees payable to KPMG LLP with regard to external audit services carried out by the appointed auditor for the year	117	117
Fees payable in respect of other services provided by KPMG LLP during the year:		
Relating to 2015/16 grants (2014/15 grants prior year):	14	17
Relating to 2016/17 other services and grants (2015/16 prior year)	8	10
TOTAL	139	144

10. AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS

The analysis of income and expenditure by service on the face of the Comprehensive Income and Expenditure Statement is that specified by the Service Reporting Code of Practice. However, decisions about resource allocation are taken by the Authority's Cabinet on the basis of budget reports analysed across departments. These reports are prepared on a different basis from the accounting policies used in the financial statements. In particular:

- No charges are made in relation to capital expenditure (whereas depreciation, revaluation and impairment losses in excess of the balance on the Revaluation Reserve and amortisations are charged to services in the Comprehensive Income and Expenditure Statement)
- The cost of retirement benefits is based on cash flows (payment of employer's pensions contributions) rather than current service cost of benefits accrued in the year
- Expenditure on some support services is budgeted for centrally and not charged to departments.

The income and expenditure of the Authority's principal departments recorded in the budget reports for the year and detailed on pages 11 & 12 of this document is as follows:

2016-17 Directorate Analysis	Communities & Wellbeing	Children, Young People & Culture	Resources & Regulation	Housing General Fund	NSS	Total Directorate Analysis
Fees, charges & other Internal income	(64,068)	(19,821)	(46,827)	(715)	(45,840)	(177,271)
Interest and investment income					(5,999)	(5,999)
Government grants and contributions	(14,308)	(1,015)	(483)	(50,395)	(554)	(66,755)
Total income	(78,376)	(20,836)	(47,310)	(51,110)	(52,393)	(250,025)
Employee expenses	29,377	24,248	18,265	0	5,980	77,870
Other service expenses	117,258	37,553	22,267	49,651	53,428	280,157
Support service recharges	4,115	3,956	9,308	1,278	547	19,204
Total operating expenses	150,750	65,757	49,840	50,929	59,955	377,231
Surplus or deficit on the provision of services	72,374	44,921	2,530	(181)	7,562	127,206

Reconciliation of Directorate Income and Expenditure to Cost of Services in the Comprehensive Income and Expenditure Statement	2016-17
	<u>£000's</u>
(Directorate) Analysis	127,206
Services and Support Services not in Analysis	2,621
Amounts not reported to management for decision making	8,490
Amounts not included in I & E	34,844
Sub Total - Cost of Services	173,161
Less Corporate Amounts	(145,818)
Total	27,343

2016-17 Reconciliation to Subjective Analysis	Directorate Analysis	Services & Support Services not included in Directorate Analysis	Amounts not reported to management for decision making	Amount not included in CIES	Operating Costs Of Service	Corporate Amounts	Total
Fees, charges & Other Income	(177,271)	(15,597)	(30,846)	0	(223,714)	(38,097)	(261,811)
Interest and investment income	(5,999)	(3)	0	(19,639)	(25,641)	(6,044)	(31,685)
Income from Council Tax	0	0	0	0	0	(72,663)	(72,663)
Government grants and contributions	(66,755)	(165,410)	0	0	(232,165)	(80,225)	(312,390)
Total income	(250,025)	(181,010)	(30,846)	(19,639)	(481,520)	(197,029)	(678,549)
Employee expenses	77,870	116,840	0	0	194,710	12,971	207,681
Other service expenses	229,485	57,736	15,188	23,820	326,229	25,821	352,050
Support service recharges	19,204	8,988	0	0	28,192	1,429	29,621
Depreciation, amortisation and impairment	21,763	67	24,113	30,663	76,606	3,635	80,241
Interest payments	3,495	0	35		3,530	7,959	11,489
Precepts and Levies	25,414	0	0	0	25,414	0	25,414
Payments to Housing Capital Receipts Pool	0	0	0	0	0	1,243	1,243
Gain or Loss on disposal of fixed assets	0	0	0	0	0	(1,847)	(1,847)
Total operating expenses	377,231	183,631	39,336	54,483	654,681	51,211	705,892
Surplus or deficit on the provision of services	127,206	2,621	8,490	34,844	173,161	(145,818)	27,343

2015-16 Directorate Analysis	Communities & Wellbeing	Children, Young People & Culture	Resources & Regulation	Housing General Fund	NSS	Total Directorate Analysis
Fees, charges & other Internal income	(59,596)	(30,963)	(45,129)	(791)	(2,698)	(139,177)
Interest and investment income						0
Government grants and contributions	(13,746)	(157,406)	(2,727)	(53,579)	(1,087)	(228,545)
Total income	(73,342)	(188,369)	(47,856)	(54,370)	(3,785)	(367,722)
Employee expenses	34,720	127,498	16,393	0	493	179,104
Other service expenses	104,634	97,269	25,825	52,288	18,660	298,676
Support service recharges	8,107	11,398	11,020	1,318	(8,214)	23,629
Total operating expenses	147,461	236,165	53,238	53,606	10,939	501,409
Surplus or deficit on the provision of services	74,119	47,796	5,382	(764)	7,154	133,687

Reconciliation of Directorate Income and Expenditure to Cost of Services in the Comprehensive Income and Expenditure Statement	2015-16
	<u>£000's</u>
(Directorate) Analysis	133,687
Services and Support Services not in Analysis	2,176
Amounts not reported to management for decision making	(1,560)
Amounts not included in I & E	18,683
Sub Total - Cost of Services	152,986
Less Corporate Amounts	(150,420)
Total	2,566

Reconciliation to Subjective Analysis 15-16	Directorate Analysis	Services & Support Services not included in Directorate Analysis	Amounts not reported to management for decision making	Amount not included in CIES	Operating Costs Of Service	Corporate Amounts	Total
Fees, charges & other Internal income	(180,366)	(12,919)	(35,342)	0	(228,627)	(38,770)	(267,397)
Interest and investment income	(2,394)	0	0	(22,654)	(25,048)	(5,480)	(30,528)
Income from Council Tax	0	0	0	0	0	(66,911)	(66,911)
Government grants and contributions	(228,545)	(163,859)	0	0	(392,404)	(92,064)	(484,468)
Total income	(411,305)	(176,778)	(35,342)	(22,654)	(646,079)	(203,226)	(849,304)
Employee expenses	179,104	111,428	0	0	290,532	13,220	303,752
Other service expenses	302,235	58,597	15,346	18,520	394,698	26,909	421,607
Support service recharges	23,864	8,894	0	0	32,758	1,440	34,198
Depreciation, amortisation and impairment	6,330	35	18,402	22,817	47,584	2,415	49,999
Interest payments	8,237	0	34		8,271	8,237	16,508
Precepts and Levies	25,222	0	0	0	25,222	0	25,222
Payments to Housing Capital Receipts Pool	0	0	0	0	0	1,048	1,048
Gain or Loss on disposal of fixed assets		0	0	0	0	(463)	(463)
Total operating expenses	544,992	178,954	33,782	41,337	799,065	52,806	851,871
Surplus or deficit on the provision of services	133,687	2,176	(1,560)	18,683	152,986	(150,420)	2,566

RECONCILIATION OF (DIRECTORATE) INCOME AND EXPENDITURE TO COST OF SERVICES IN THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

This reconciliation shows how the figures in the analysis of (directorate) income and expenditure relate to the amounts included in the Comprehensive Income and Expenditure Statement.

	<u>2015/2016</u> <u>£000's</u>	<u>2016/2017</u> <u>£000's</u>
Net expenditure in the (Directorate) Analysis	133,687	127,206
Net expenditure of services and support services not included in the Analysis	2,176	2,621
Amounts in the Comprehensive Income and Expenditure Statement not reported to management in the Analysis	(1,560)	8,490
Amounts included in the Analysis not included in the Comprehensive Income and Expenditure Statement	18,683	34,844
Cost of Services in Comprehensive Income and Expenditure Statement	152,986	173,161

DISCLOSURE NOTES RELATING TO BALANCE SHEET:
11. TANGIBLE FIXED ASSETS

Movements in respect of tangible fixed assets were as follows: -

TANGIBLE FIXED ASSETS - OPERATIONAL	Council Dwellings	Other Land & Buildings	Infra-structure Assets	Vehicles, Plant and Eqpt	Community Assets	Total
Certified Valuation or Cost at 1 April 2016	202,646	284,014	50,122	14,406	1,522	552,710
Additions	16,176	5,295	2,735	377	81	24,664
Revaluations recognised in the Revaluation Reserve	33,210	431	0	0	(20)	33,621
Revaluations recognised in the Surplus/Deficit on the provision of Services	0	(7,440)	0	0	0	(7,440)
Disposals	0	0	0	0	0	0
Reclassification (to) / from Held for Sale	(1,935)	0	0	0	0	(1,935)
Other movements - Reclassification	0	(1,447)	0	0	1,021	(426)

Value of assets at 31 March 2017	250,097	280,853	52,857	14,783	2,604	601,194
Accumulated depreciation and impairment at 1 April 2016	(7,661)	(10,394)	(22,216)	(9,669)	0	(49,940)
Depreciation - annual charge	(7,928)	(4,455)	(1,296)	(825)	0	(14,504)
Depreciation - written out to Revaluation Reserve	0	0	0	0	0	0
Depreciation - written out to the Surplus/Deficit on the Provision of Services	7,661	0	0	0	0	7,661
Impairments recognised in the Surplus/Deficit on the Provision of Services	(16,176)	(5,200)	(2,235)	(95)	(81)	(23,787)
Disposals	0	292	0	0	0	292
Other movements - Reclassification	0	0	0	0	0	0
At 31 March 2017	(24,104)	(19,757)	(25,747)	(10,589)	(81)	(80,276)
Balance Sheet Value of assets at 31 March 2017	225,993	261,096	27,110	4194	2,523	520,916
Balance Sheet Value of assets at 1 April 2016	194,984	273,620	27,906	4,736	1,522	502,768

TANGIBLE FIXED ASSETS - NON-OPERATIONAL	Non Operational Assets	Surplus Assets	Assets Under Construction	Total
Certified Valuation or Cost at 1 April 2016	43,473	1,036	4,487	48,996
Additions	180	0	3,041	3,221
Revaluations recognised in the Revaluation Reserve	2,984	(1)	0	2,983
Revaluations recognised in the Surplus/Deficit on the provision of Services	(9,034)	0	0	(9,034)
Disposals	(255)	0	0	(255)
Reclassification (to) / from Held for Sale	0	0	0	0
Other movements - Reclassification	5,513	0	(5,086)	427
Value of assets at 31 March 2017	42,861	1,035	2,442	46,338

Accumulated depreciation and impairment at 1 April 2016	0	0	0	0
Depreciation - annual charge	0	0	0	0
Depreciation - written out to Revaluation Reserve	0	0	0	0
Depreciation - written out to the Surplus/Deficit on the Provision of Services	0	0	0	0
Impairments recognised in the Surplus/Deficit on the Provision of Services	0	0	0	0
Disposals	(180)	0	(1,035)	(1,215)
Other movements - Reclassification	0	0	0	0
At 31 March 2017	(180)	0	(1,035)	(1,215)
Balance Sheet Value of assets at 31 March 2017	42,681	1,035	1,407	45,124
Balance Sheet Value of assets at 1 April 2016	43,473	1,036	4,487	48,996

Bury Council's share of land owned at Manchester Airport is included in the accounts under Non-Operational Assets at a value of £8.7million, after an upward revaluation of £0.974m in 2016/17. An impairment review was carried out in the year as required by IAS36. There were no significant resultant adjustments to the value recorded in the Fixed Assets register for Operational and Non-Operational Investment Properties.

During the year Castlebrook High School has converted to Academy status on a long lease from Bury Council to the sponsor, Shaw Educational Trust. Subsequently, the value of the asset held in Bury Council's accounts has been impaired to reflect this event.

The Boxing Day flooding experienced in several parts of the borough in 2015 had an adverse long term effect on some of the assets maintained by the Council.

Works have been initiated during the year to refurbish the three of the Council's maintained highway structures that were severely damaged by the floods, funded by a set aside amount from 2016/17 that was received as Flood grant from the Department of Transport. The value of the works undertaken by year end and amounts set aside to continue works in 2017/18 will be reflected in the accounts at cost.

More information on the basis of asset valuation and the accounting treatment for fixed assets may be found in the statement of accounting policies.

Valuations of Fixed Assets carried at Current Value

	<u>Council Dwellings</u>	<u>Other Land & Bldgs</u>	<u>Vehicle Plant & Eqpt</u>	<u>Infra-structure Assets</u>	<u>Communi-ty Assets</u>	<u>Invest ment Props</u>	<u>Assets under constru-ction</u>	<u>Non-Optnl Assets / Surplus Assets</u>	<u>Heritage Assets</u>	<u>Assets held for Sale</u>	<u>Total</u>
	<u>£000's</u>	<u>£000's</u>	<u>£000's</u>	<u>£000's</u>	<u>£000's</u>	<u>£000's</u>	<u>£000's</u>	<u>£000's</u>	<u>£000's</u>	<u>£000's</u>	<u>£000's</u>
Valued at Historic Cost	-	-	4,194	27,110	2,523	5,610	1,407	(59)	567	-	41,352
Valued at Current / Fair Value:											
2016/17	225,993	(27,280)	-	-	-	2,515	-	2,236	334	(1,471)	202,327
2015/16	-	(56,502)	-	-	-	-	-	2,383	-	458	(53,661)
2014/15	-	(5,230)	-	-	-	-	-	(1,987)	-	(716)	(7,933)
2013/14	-	(6,950)	-	-	-	113	-	(1,137)	23,676	2,227	17,929
2012/2013 and prior	-	357,058	-	-	-	1,136	-	43,764	-	72	402,030
Total Tangible Fixed Assets	225,993	261,096	4,194	27,110	2,523	9,374	1,407	45,200	24,577	570	602,044

The statement above shows the progress of the Council's rolling programme for the revaluation of fixed assets. The valuations are carried out by the Senior Asset Officer, Mr R Dewsnap (MRICS). The basis for the valuation is set out in the statement of accounting policies.

During 2016/2017 the Authority's housing stock was re-valued to £234m.

In accordance with IAS 16 "Property, Plant and Equipment" with adaptations for the public sector context, the Council has charged depreciation on its assets to the Comprehensive Income and Expenditure Statement regardless of the maintenance regime on the asset.

12. HERITAGE ASSETS

A reconciliation of the Carrying Value of tangible Heritage Assets recognised by the Authority in the year is given in the table below:

	Art Gallery and Museum	Art Gallery and Museum	Civic Regalia	Total
	Artefacts and Gifts	Pictures	£'000	£'000
	£'000	£'000	£'000	£'000
Certified Valuation or Cost at 1 April 2016	16	23,635	629	24,280
Additions	0	0	0	0
Disposals	0	0	0	0
Revaluations recognised in the Revaluation Reserve	0	297	0	297
Revaluations recognised in the Surplus/Deficit on the provision of Services	0	0	0	0
Reclassification	0	0	0	0
Value of assets at 31 March 2017	16	23,932	629	24,577
Accumulated depreciation and impairment at 1 April 2016	0	0	0	0

Depreciation - annual charge	0	0	0	0
Disposals	0	0	0	0
Impairments recognised in the Revaluation Reserve	0	0	0	0
Impairments recognised in the Surplus/Deficit on the Provision of Services	0	0	0	0
Other movements, reclassification	0	0	0	0
Depreciation and impairment at 31 March 2016	0	0	0	0
Balance Sheet Value of assets at 31 March 2017	16	23,932	629	24,577
Balance Sheet Value of assets at 1 April 2016	16	23,635	629	24,280

Additionally, the Authority has in its care three Historic Buildings that are classed as Heritage Assets – these carried in the accounts at a nominal value only and are named as the Radcliffe Tower in Radcliffe, The Dungeon in Tottington and Rodger Worthington’s Grave in Hawkshaw.

HERITAGE ASSETS: SUMMARY OF TRANSACTIONS	2015/2016	2016/2017
	£'000	£'000
Cost of Acquisitions of Heritage Assets		
Art Gallery and Museum - artefacts and gifts	0	0
Art Gallery and Museum - pictures	0	0
Civic Regalia	192	0
Total Cost of Purchases	192	0
Value of Heritage Assets Acquired by Donation		
Total Donations	8	0
Impairment of Civic Regalia Assets		
Carrying value	0	0
Proceeds	0	0

13. INTANGIBLE FIXED ASSETS

Movements in respect of intangible fixed assets were as follows: -

	Software Licences
	£000's
Original cost	9,858
Amortisation to 1st April 2016	(8,167)
Balance at 1st April 2016	1,691
Purchases in year	72
Amortisation in year	(279)
Balance at 31st March 2017	1,484

14. INVESTMENT PROPERTIES

Movements in respect of fair value of investment properties over the year are as follows:

	<u>2015/16</u> <u>£000's</u>	<u>2016/17</u> <u>£000's</u>
Balance at 1st April	1,249	7,304
Purchases in year	5,798	2,646
Net Gain (Loss) from fair value adjustment	257	(576)
Balance at 31st March	7,304	9,374

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

	<u>2015/16</u> <u>£000's</u>	<u>2016/17</u> <u>£000's</u>
Rental Income from Investment Property	276	501
Direct operating expenses arising from investment property	(51)	(77)
Net gain / (loss)	225	424

15. CAPITAL EXPENDITURE and FINANCING

	<u>2015/2016</u> <u>£000's</u>	<u>2016/2017</u> <u>£000's</u>
Opening Capital Financing Requirement	240,814	244,025
<u>Capital Investment</u>		
Property, Plant And Equipment Additions In the Year		
Operational Assets	21,908	25,726
Non-operational Assets	8,870	4,643
Intangible Assets	132	142
	30,910	30,511
Revenue Expenditure Funded from Capital under Statute	2,488	1,986
Revenue Expenditure Funded from Capital under Statute – Equal Pay back Pay	6	0
	33,404	32,497
<u>Sources of Finance</u>		
Capital Receipts	(1,971)	(1,607)
Government Grants and other Contributions	(21,327)	(25,490)
Sums set aside from Revenue including Minimum Revenue Provision	(6,895)	(3,701)
	(30,193)	(30,798)
Closing Capital Financing Requirement	244,025	245,724
<u>Explanation of movements in year</u>		
Increase in underlying need to borrow		
- supported by Government financial assistance	0	0
- unsupported by Government financial assistance	6,768	5,400
Minimum Revenue Provision and other repayments in the year	(3,557)	(3,701)
Increase (decrease)in Capital Financing Requirement	3,211	1,699

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Major capital commitments as at 31st March 2017 total £25.269m and include:

- All schools including Secondary Schools Modernisation - £8.083m
- Elms Bank High Remodelling - £1.051m
- Highways Schemes - £7.239m
- Housing Development Schemes - £8.896m

The actual level of expenditure on any of the uncommitted schemes for future years will depend upon the availability of capital financing resources. Copies of the Capital Programme may be obtained from the Head of Financial Management during normal office hours by telephoning 0161-253-5034.

16. OPERATING LEASES

Authority as Lessee:-

Vehicles, Plant, Furniture and Equipment - the Authority uses vehicles, plant and other equipment financed under the terms of an operating lease. The amount charged under these arrangements in 2016/2017 was £518,824 (2015/2016 £589,954).

Land and Buildings – the Authority leases numerous buildings, which have been accounted for as operating leases. The rentals payable in 2016/2017 were £1,412,953 (2015/2016 £1,310,707).

The Authority is committed to making payments of £498,896 under operating leases in 2017/2018 for Vehicles, Plant and Equipment and £1,354,920 for land and Buildings comprising the following elements:

	Land and Buildings £	Vehicles, Plant and Equipment £
Leases expiring in 2017/2018	19,225	97,005
Leases expiring between 2018/2019 and 2022/2023	250,305	401,891
Leases expiring after 2022/2023	1,085,390	0
TOTAL	1,354,920	498,896

Per IAS17, the estimate of the outstanding undischarged obligations in respect of operating leases is disclosed in the above illustration on the basis of an analysis of the commitment that the Authority has to make payments in the succeeding financial year, categorised according to the eventual year of expiry of the leases under which the payments are to be made.

Authority as Lessor:-

The Authority acts as lessor for a number of buildings within the Borough, which are accounted for as operating leases. The rentals receivable in 2016/17 were £4,354,669.28 (2015/2016 £4,135,848.87).

The gross value of assets held for use in operating leases was £46,278,247. The assets have been valued at different stages over the last 5 years in accordance with FRS15 and are subject to depreciation ranging between 20-50% at 31 March 2017.

17. FINANCE LEASES

Authority as Lessee:

The Council has reclassified several operating leases as finance leases, and has identified other arrangements which should be finance leases.

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The assets acquired under these leases are carried as Property, Plant and Equipment in the Balance Sheet at the following net amounts:

	31 March 2016	31 March 2017
	£000	£000
Vehicles, Plant, Furniture and Equipment	1,164	909
Total	1,164	909

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

	31 March 2016	31 March 2017
	£000	£000
Finance lease liabilities (net present value of minimum lease payments)	965	685
Finance costs payable in future years	39	17
Minimum lease payments	1,004	702

The minimum lease payments will be payable over the following periods:

	Minimum Lease Payments		Finance Lease Liabilities	
	31 March 2016 £000	31 March 2017 £000	31 March 2016 £000	31 March 2017 £000
Not later than 1 year	443	443	394	428
Later than 1 year not later than 5 years	631	259	571	253
Later than 5 years	23	0	0	4
	1,097	702	965	685

Authority as Lessor:

The Council does not have any finance leases where the Authority is Lessor.

18. INVESTMENTS

Investments at 31st March: consisted of:-	<u>2015/16</u> £000's	<u>2016/17</u> £000's
Manchester Airport Holdings Limited	39,800	43,700
Bury MBC Townside Fields Ltd	7,257	7,257
TOTAL	47,057	50,957

Manchester Airport Holdings Limited – The Councils shareholding in Manchester Airport Holdings Limited remains at 3.22% as at 31 March 2017. The asset is valued using the earning based method resulting in the asset being valued at fair value rather than historic cost, therefore requiring an annual valuation. A firm of financial experts and valuers have provided an independent valuation which includes reviewing the financial performance, stability and business assumptions of the Manchester Airport Holdings Limited. The valuation provided is based on estimations and assumptions and therefore should the Council sell its shareholding the value held in these statements may not be realised. As at 31 March 2017 the valuers advised of an increase of £3.9m in the fair value Council share from £39.8m to £43.7m which has been reflected in the financial statement.

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The revaluation has been balanced by an increase in the Financial Instruments Available-For-Sale Reserve of £3.9m – see Table 2, Note 26, page 82.

Bury MBC Townside Fields Ltd – This is a long term investment in Bury MBC Townside Fields Ltd which is a wholly owned subsidiary of the Council.

19. ANALYSIS OF DEBTORS

	<u>2015/16</u>	<u>2016/17</u>
	<u>£000's</u>	<u>£000's</u>
Central Government Bodies	7,436	4,261
Other Local Authorities	2,678	2,719
NHS Bodies	226	209
Public Corporations and Trading Funds	9,402	8,855
Collection Fund	12,991	13,043
Bodies External to General Government	15,783	17,583
TOTALS	48,516	46,670

20. ANALYSIS OF CREDITORS

	<u>2015/16</u>	<u>2016/17</u>
	<u>£000's</u>	<u>£000's</u>
Central Government Bodies	12,047	9,527
Other Local Authorities	4,183	1,848
NHS Bodies	1,595	716
Public Corporations and Trading Funds	517	2,347
Collection Fund	3,155	3,952
Bodies External to General Government	17,725	22,222
TOTALS	39,222	40,612

21. LOANS OUTSTANDING, LONG & SHORT TERM

	<u>2015/2016</u>		<u>2016/2017</u>	
	<u>£000's</u>		<u>£000's</u>	
Analysis by loan type:				
PWLB loans:				
Bury	132,356		132,289	
Airport	2,554		1,760	
Market loans	62,793		63,336	
Temporary loans	0		0	
Local bonds	3		3	
TOTAL	197,706		197,388	
Analysed by maturity period:-				
Short Term Loans Outstanding				
Within 1 year	18,857	18,857	4,603	4,603

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Long Term Loans Outstanding

1/2 years	3,166		16,503	
2/3 years	4,510		10,000	
3/4 years	10,000		1,000	
4/5 years	1,000		5,000	
5/6 years	0		3,000	
6/10 years	3,000		550	
10/15 years	550		26,000	
15+ years	156,623	178,849	130,732	192,785
TOTAL		197,706		197,388

The PWLB debt at 31st March 2017 includes **£1.760 million** in respect of Manchester Airport, being Bury's share of the debt transferred from Manchester City Council to each of the other Greater Manchester districts.

22. DEFERRED LIABILITIES

	<u>2015/16</u> <u>£000's</u>	<u>2016/17</u> <u>£000's</u>
Debt ex GMC - Tameside	4,342	3,705
Debt ex Probation - Trafford	16	15
Debt ex Inner City Central Station - MCC	54	47
Debt ex Airport GMMDAF	644	549
TOTAL	5,056	4,316

23. PROVISIONS

Short Term Provisions

	<u>31st March</u> <u>2016</u>	<u>Income</u>	<u>Expenditure</u>	<u>Unused</u> <u>Amounts</u> <u>Reversed</u> <u>In Year</u>	<u>31st March</u> <u>2017</u>
	<u>£000's</u>	<u>£000's</u>	<u>£000's</u>	<u>£000's</u>	<u>£000's</u>
Resources and Regulation	(410)	(174)	492	0	(92)
Children, Young People and Culture	(628)	(106)	116	0	(618)
Business Rates	(2,313)	(595)	0	0	(2,908)
TOTALS	(3,351)	(875)	608	0	(3,618)

Long Term Provisions

	<u>31st March</u> <u>2016</u>	<u>Income</u>	<u>Expenditure</u>	<u>Unused</u> <u>Amounts</u> <u>Reversed</u> <u>In Year</u>	<u>31st March</u> <u>2017</u>
	<u>£000's</u>	<u>£000's</u>	<u>£000's</u>	<u>£000's</u>	<u>£000's</u>
Liability Insurance	(24,555)	(2,750)	1,912	0	(25,393)

Property Insurance	(1,031)	(101)	15	0	(1,117)
Children, Young People & Culture	0	(1,873)	1,833	0	(40)
Resources and Regulation	(263)	(2)	39	0	(226)
Workforce Transformation	(2,302)	0	700	0	(1,602)
Business Rates Appeals	(578)	(5,304)	5,155	0	(727)
Other	(1,249)	(79)	78	0	(1,250)
TOTALS	(29,978)	(10,109)	9,732	0	(30,355)

The insurance provisions are used to provide cover against specific risks in order to reduce the level of external insurance premiums, whilst maintaining adequate cover. The income of £2.75m to Liability Insurance reflects the charges to departments required to adhere to the Council's policy of ensuring that the provision is adequate to meet all claims. The main movements in the expenditure of £1.912m represent payment of claims, premiums, brokerage and claims handling fees, and risk management initiatives.

The Property Insurance provisions are used to provide cover on specific risks which are not insured commercially. These risks are: fire, storm, flood and escape of water from any tank or apparatus or pipe and theft by forcible or violent entry / exit to a locked building. The income of £101,000 reflects charges to departments ensuring that the provision is adequate to meet all property claims. The expenditure represents payment of claims made by departments on the Property fund.

The Resources and Regulation provision is mainly for the Heywood Link Commuted Sum which is payable to the East Lancashire Railway Trust when certain property leases pass from the Council to the Trust. This lease transfer could happen at any time in the future.

Changes to the Business Rates system came into force with effect from 1st April 2013 under the Localism Act. Local Authorities now retain 50% of rates collected, and also assume responsibility for 50% of any losses due to appeals. The process for lodging and processing appeals is beyond the control of the Local Authority, and reductions can be backdated. The Business Rates provision is to cover the backdating of appeals lodged, but not yet heard.

There are various other provisions which the Council makes from time to time. The main ones relate to a Furnished Tenancy Replacement provision of £550,000 and a Greater Manchester Pension Fund additional costs provision of £600,000.

24. CONTINGENT LIABILITIES

Municipal Mutual Insurance Ltd

On 30th September 1992 the Authority's then insurers, MMI Ltd., announced that they were no longer accepting new business. The Authority has 7 outstanding claims with MMI totalling £182,530 as at 31st March 2017. A "Scheme of Arrangement" has been put in place to facilitate an orderly settlement of the sums due.

On 13 November 2012 the directors of MMI triggered the Scheme of Arrangement which now means that the Authority may be required to repay £2,080,527 in respect of claims previously settled. However, the scheme provides that following the occurrence of a Trigger Event a levy may be imposed on all those creditors that have been paid in respect of established scheme liabilities. On 1 January, 2014 a rate of 15% was set by Ernst & Young, the Scheme's administrators, for which a provision of £300,000 was made in the Council's accounts in that year and an amount of £303,158.90 was paid in 2014/15 in respect of this. A further Levy Notice was issued on 1 April 2016 stating that the levy should now be set at 25%, an increase of 10%. As at 31 March 2017 this equates to £520,132 of the £2m that would have to be paid.

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In 2015/16 this authority, in line with the other Greater Manchester authorities, increased the provision in its accounts for the increase in the amount of the levy, in Bury's case £200,000.

As such the amended amount that the authority may be required to repay is £1,560,395 (i.e. £2,080,527 less £520,132 levy) in respect of claims previously settled.

Six Town Housing (Arms Length Management Organisation)

The Council has agreed to meet all contributions to retirement benefit schemes that are the responsibility of Six Town Housing in respect of both transferred and new staff by way of periodic management fee payments to them. The Council has also accepted responsibility for any liabilities of Six Town Housing in respect of transferred employees' early retirement which may arise subsequent to the Transfer Date. It will (in relation to those Transferred Employees who are members of the Local Government Pension Scheme) upon demand make such payments to the Administering Authority as are necessary to ensure the accrued benefits of the Transferred Employees, whilst in the service of the Council, are fully funded.

NNDR Appeals

The Council has made a provision for NNDR Appeals based upon its best estimates of the actual liability as at the year-end in known appeals. It is not possible to quantify appeals that have not yet been lodged with the Valuation Office so there is a risk to the Council that national and local appeals may have a future impact on the accounts.

Modesole

As a result of the Council receiving a distribution of proceeds from the sale of its entire shareholding in Modesole Ltd, a liability may arise, the extent of which cannot yet be determined. An indemnity was given to the buyer against any future liabilities arising in Modesole prior to the date of the sale. This indemnity is limited to the value of the sale proceeds received and will last for a period of 10 years from the date of sale, which was completed on 9 August 2005.

Metrolink

The Association of Greater Manchester Authorities (AGMA), the Greater Manchester Passenger Transport Authority and Executive (PTA/E) and the Department for Transport (DFT) for Metrolink phase 3a have entered into a partnership funding approach. Within the agreement the DFT contribution is capped at £244m in cash and that the PTA/E and the AGMA authorities are jointly and severally responsible for meeting all costs over and above that sum on the strict understanding that the scope of the scheme granted full approval is delivered. The scheme is fully funded at present and the above arrangement will only be operative if it is exceeded. Strict monitoring arrangements will be put in place by all parties to minimise the risk of that happening.

Greater Manchester Housing Investment Fund

The Greater Manchester Devolution Agreement provides for a Housing Investment Fund of £300m over ten years, to be invested in the form of recoverable loans and equity into property investments to deliver the growth ambitions of Greater Manchester (GM).

The Fund was set-up on 1 April 2015 and is administered by Manchester City Council as accountable body.

The Fund provides the opportunity to invest in locally prioritised schemes and give the flexibility required to stimulate the market, accelerate growth and increase housing supply.

In return for GM receiving this Fund it must guarantee that 80% of the funds drawn down, to a maximum of £240m, will be repaid to Her Majesty's Treasury (HMT) at the end of the Fund life (this is likely to be in 2028 when all loans advanced are repaid). The Department of Communities and Local Government (DCLG) will underwrite the first 20% of any loss to the Fund (up to a maximum of £60m).

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Each GM Council will indemnify a proportion of the Fund based on its percentage of GM population as at 1 April 2015. For Bury Council the maximum indemnity will be £16.5m which is 6.86% of the total indemnity.

At 31 March 2017 the amount drawn down was £41.831m

It is not currently anticipated that there will be any call on this indemnity.

Greater Manchester Loan Funds Guarantee

Bury Council agreed to enter into an indemnity agreement to support the Greater Manchester Loan Fund. The fund was set up to provide loans to new and growing business in Greater Manchester. This was entered into alongside other Greater Manchester Authorities and given to Manchester City Council in order to underwrite the initial £12m to £14m capital in proportion to its percentage of GM population at the date of the establishment of the fund (June 2013).

For Bury Council the maximum indemnity will be £0.962m which is 6.87% of the total indemnity.

At 31 March 2017 loans totalling £5.050m have been advanced. The risk of the indemnity being called upon is considered to be low.

25. TRUST FUNDS

The Council acts as a custodian trustee for 18 trust funds and as one of several trustees for a further two funds. As a custodian trustee the Council holds the property but takes no decisions on its use. In neither case do the funds represent the assets of the Council and therefore have not been included in the Balance Sheet. For further information please contact Andrew Baldwin, Head of Financial Management at Bury Town Hall (telephone 0161 253-5034).

26. FINANCIAL INSTRUMENTS

Types of Financial Instruments

Accounting regulations require the "financial instruments" (investment, lending and borrowing of the Council) shown on the balance sheet to be further analysed into various defined categories. The investments, lending & borrowing disclosed in the balance sheet are made up of the following categories of "financial instruments".

TABLE 1 – FINANCIAL INSTRUMENT BALANCES

	Long-Term		Current		Total	
	31 st March 2016 £000s	31 st March 2017 £000s	31 st March 2016 £000s	31 st March 2017 £000s	31 st March 2016 £000s	31 st March 2017 £000s
Borrowings						
Financial liabilities at amortised cost	178,850	192,785	18,857	4,603	197,706	197,388
Financial liabilities at fair value through profit and loss	0	0	0	0	0	0
Other borrowing (Finance lease)	0	0	0	0	0	0
Total borrowings	178,850	192,785	18,857	4,603	197,706	197,388
Investments						
Loans and receivables	8,411	8,411	22,739	17,587	31,150	25,998
Available-for-sale financial assets	0	0	0	0	0	0
Financial Assets at fair value through profit and	39,800	43,700	0	0	39,800	43,700

loss						
Unquoted equity investment at cost			0	0	0	0
Total investments	48,211	52,111	22,739	17,587	70,950	69,698

Note 1 – Under accounting requirements the carrying value of the financial instrument value is shown in the balance sheet which includes the principal amount borrowed or lent and further adjustments for breakage costs or stepped interest loans (measured by an effective interest rate calculation) including accrued interest. Accrued interest is shown separately in current assets/liabilities where the payments/receipts are due within one year. The effective interest rate is effectively accrued interest receivable under the instrument, adjusted for the amortisation of any premiums or discounts reflected in the purchase price.

Note 2 – Fair value has been measured by estimating using a valuation technique

Gains and losses on Financial Instruments

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

TABLE 2 – FINANCIAL INSTRUMENTS GAINS/LOSSES

2016/2017	Financial Liabilities	Financial Assets			Total
	Liabilities measured at amortised cost	Loans and receivables	Available-for-sale assets (1)	Fair value through I&E	
	£000s	£000s	£000s	£000s	£000s
Interest expense	(7,926)	0	0	0	(7,926)
Losses on derecognition	0	0	0	0	0
Impairment losses	0	0	0	0	0
Interest payable and similar charges	(7,926)	0	0	0	(7,926)
Interest income	0	5,986	0	0	5,986
Gains on derecognition	0	0	0	0	0
Interest and investment income	0	5,986	0	0	5,986
Gains on revaluation	0	0	0	0	0
Losses on revaluation	0	0	3,900	0	3,900
Amounts recycled to the Comprehensive I&E Statement after impairment	0	0	0	0	0
Surplus arising on revaluation of financial assets	0	0	3,900	0	3,900
Net gain/(loss) for the year	(7,926)	5,986	3,900	0	1,960

Note 1:- Manchester Airport Holdings Limited plc – The Council holds a 3.22% illiquid stake in this airport. A firm of financial experts and valuers have provided an independent valuation which includes reviewing the financial performance, stability and business assumptions of the Manchester Airport Holdings Limited. As at 31 March 2017 the valuers advised of an increase of £3.9m in the fair value Council share from £39.8m to £43.7m which has been reflected in the Available for Sale Reserve.

Fair Value of Financial Assets

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

TABLE 3 – FINANCIAL ASSETS MEASURED AT FAIR VALUE

Recurring fair value measurements	Input level in fair value hierarchy	Valuation technique used to measure fair value	As at 31/3/2016 £000s	As at 31/3/2017 £000s
Available for Sale - Manchester Airport	Level 3	Earnings Based	39,800	43,700
Total			39,800	43,700

The Council owns a 3.22% share in Manchester Airport Holdings Limited. The shares in this company are not traded in an active market and fair value of £43,700,000 has been based on valuation techniques that are observable for the asset on an open market value basis. The valuation has been made using annual audited accounts for 2014/15 and 2015/16 along with interim 6 month reports for the period ending 30 September 2016.

The earnings based method (EBITA) has been used based on data for comparable quoted companies operating in the same sector. These shares are subject to an annual valuation. In 2016/17 this has seen an increase in value of £3.9m.

There were no transfers between input levels during the financial year 2016/17.

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

The Fair Values of Financial Assets and Financial Liabilities that are not measured at Fair Value

Except for the financial assets carried at fair value (described in the table above), all other financial liabilities and financial assets represented by loans and receivables and long term debtors and creditors are carried on the balance sheet at amortised cost. Their fair value can be assessed by calculating the present value of the cash flows that take place over the remaining life of the instruments (Level 2), using the following assumptions:

- For loans from the PWLB payable, borrowing rates from the PWLB have been applied to provide the fair value under PWLB debt redemption procedures.
- For non-PWLB loans payable, prevailing market rates have been applied to provide the fair value under PWLB debt redemption procedures;
- For loans receivable prevailing benchmark market rates have been used to provide the fair value;
- No early repayment or impairment is recognised;
- Where an instrument has a maturity of less than 12 months or is a trade or other receivable the fair value is taken to be the carrying amount or the billed amount;

TABLE 4A – FINANCIAL LIABILITIES

The fair values are calculated as follows:

	31st March 2016		31st March 2017	
	Carrying amount	Fair value	Carrying amount	Fair value
	£000s	£000s	£000s	£000s
PWLB Loans	134,910	163,684	134,048	175,931
LOBO/Market Loans	62,793	77,927	63,337	92,254
Temporary Loans	0	0	0	0
Local Bonds	3	3	3	3
Financial liabilities	197,706	241,614	197,388	268,188

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

The fair value of PWLB loans of £175.931m measures the economic effect of the terms agreed with the PWLB compared with estimates of the terms that would be offered for market transactions undertaken at the Balance Sheet date. The difference between the carrying amount and the fair value measures the additional interest that the authority will pay over the remaining terms of the loans under the agreements with the PWLB, against what would be paid if the loans were at prevailing market rates.

TABLE 4B – FINANCIAL ASSETS

	31st March 2016		31st March 2017	
	Carrying amount	Fair value	Carrying amount	Fair value
	£000s	£000s	£000s	£000s
Call Investments	2,624	2,624	15,585	15,605
Fixed Investments	20,115	20,152	3,002	3,005
Term Deposit	0	0	0	0
Manchester Airport Loan	8,411	8,411	8,411	8,411
Financial assets	31,150	31,187	26,998	27,021

The fair value is **higher** than the carrying amount because the Council's portfolio of investments includes a number of fixed rate loans where the interest rate receivable is **greater** than the rates available for similar loans at the Balance Sheet date. This guarantee to receive interest above current market rates increases the amount that the Authority would receive if it agreed to early repayment of loans.

Nature and extent of risks arising from financial instruments

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

- **Credit risk** the possibility that other parties might fail to pay amounts due to the Council;
- **Liquidity risk** the possibility that the Council might not have funds available to meet its commitments to make payments;
- **Re-financing risk** the possibility that the Council might be requiring to renew a financial instrument on maturity at disadvantageous interest rates or terms.
- **Market risk** the possibility that financial loss might arise for the Council as a result of changes in such measures as interest rates or stock market movements.

Overall procedures for managing risk

The Council’s management of treasury risks actively works to minimise the Council’s exposure to the unpredictability of financial markets and to protect the financial resources available to fund services. The Council has fully adopted CIPFA’s Code of Treasury Management Practices and has written principles for overall risk management as well as written policies and procedures covering specific areas such as credit risk, liquidity risk and market risk.

Credit Risk

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Council’s customers.

It is the policy of the Council to place deposits only with a limited number of high quality banks and building societies whose credit rating is independently assessed as sufficiently secure by the Council’s treasury advisers and to restrict lending to a prudent maximum amount for each institution. The Council also has a policy of limiting deposits with institutions to a maximum of £35m and a limit on the maximum size of one transaction in placing a deposit of £15m.

The following analysis summarises the Council’s potential maximum exposure to credit risk, based on past experience and current market conditions.

TABLE 5 – CREDIT RISK (A)

	Amounts at 31 March 2017	Historical experience of default	Historical experience adjusted for market conditions as at 31 March 2017	Estimated maximum exposure to default and uncollectability
	£000s	%	%	£000s
Deposits with banks and other financial institutions	18,587	0.00%	0.00%	0
Bonds and other securities	0	0.00%	0.00%	0
Sundry Debtors	46,670	0.12%	0.12%	56
Total	65,257			56

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

Debtors

Of the total Sundry Debtors of £46.670m a main risk of losses relates to system debtors of £10.086m. The Council does not generally allow credit for customers, such that **£11.250m** of the **£11.683m** balance on the debtors system is past its due date for payment. The past due amount can be analysed by age as follows:

TABLE 6 – CREDIT RISK (B)

	31 March 2017
	£000s
Less than three months	6,176
Three to four months	136
Four months to one year	1,549
More than one year	3,389
Total	11,250

Liquidity Risk

The Council manages its liquidity position through the risk management procedures above (the setting and approval of prudential indicators and the approval of the treasury and investment strategy reports), as well as through a comprehensive cash flow management system, as required by the CIPFA Code of Practice. This seeks to ensure that cash is available when needed.

The Council has ready access to borrowings from the money markets to cover any day to day cash flow need, and the PWLB and money markets for access to longer term funds. The Council is also required to provide a balanced budget through the Local Government Finance Act 1992, which ensures sufficient monies are raised to cover annual expenditure. There is therefore no significant risk that it will be unable to raise finance to meet its commitments under financial instruments.

Refinancing and Maturity risk

The Council maintains a significant debt and investment portfolio. Whilst the cash flow procedures above are considered against the refinancing risk procedures, longer-term risk to the Council relates to managing the exposure to replacing financial instruments as they mature. This risk relates to both the maturing of longer term financial liabilities and longer term financial assets.

The approved treasury indicator limits for the maturity structure of debt and the limits placed on investments placed for greater than one year in duration are the key parameters used to address this risk. The Council approved treasury and investment strategies address the main risks and the central treasury team address the operational risks within the approved parameters. This includes:

monitoring the maturity profile of financial liabilities and amending the profile through either new borrowing or the rescheduling of the existing debt; and

monitoring the maturity profile of investments to ensure sufficient liquidity is available for the Council's day to day cash flow needs, and the spread of longer term investments provide stability of maturities and returns in relation to the longer term cash flow needs.

The maturity analysis of financial liabilities is as follows:-

TABLE 7 – LIQUIDITY RISK

On 31 March 2016	Loans Outstanding	On 31 March 2017
£000s		£000s
134,008	Public Works Loans Board	133,179
39,000	LOBO Loans	34,000
23,000	Market Debt	28,500
3	Local bonds	3
196,011	Total	195,682
17,329	Less than 1 year	3,172
3,166	Between 1 and 2 years	16,503
15,510	Between 2 and 5 years	16,000
3,000	Between 5 and 10 years	3,550
157,006	More than 10 years	156,457
196,011	Total	195,682

Of the £39m of Lender Option Borrower Option (LOBO) loans, £1m matures in less than 5 years time, whilst the remaining loans mature in more than 10 years (the average maturity time being 49 years).

The LOBO loans could potentially be called by the lender in the next financial year, however it is not anticipated that any of these will be called and require payment.

Market Risk

Interest Rate Risk

The Council is exposed to interest rate movements on its borrowings and investments. Movements in interest rates have a complex impact on the Council, depending on how variable and fixed interest rates move across differing financial instrument periods. For instance, a rise in variable and fixed interest rates would have the following effects:

- Borrowings at variable rates – the interest expense charged to the Comprehensive Income and Expenditure Statement will rise;
- Borrowings at fixed rates – the fair value of the borrowing will fall (no impact on revenue balances);
- Investments at variable rates – the interest income credited to the Comprehensive Income and Expenditure Statement will rise; and
- Investments at fixed rates – the fair value of the assets will fall (no impact on revenue balances).

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

The Council has a number of strategies for managing interest rate risk. The Annual Treasury Management Strategy draws together Council's prudential and treasury indicators and its expected treasury operations, including an expectation of interest rate movements. From this Strategy a treasury indicator is set which provides maximum limits for fixed and variable interest rate exposure. The central treasury team will monitor market and forecast interest rates within the year to adjust exposures appropriately. For instance during periods of falling interest rates, and where economic circumstances make it favourable, fixed rate investments may be taken for longer periods to secure better long term returns, similarly the drawing of longer term fixed rates borrowing would be postponed.

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

TABLE 8 – INTEREST RATE RISK

	£000s
Increase in interest payable on variable rate borrowings	269
Increase in interest receivable on variable rate investments	(197)
Impact on Surplus or Deficit on the Provision of Services	72
Decrease in fair value of fixed rate investment assets (no impact on Comprehensive Income and Expenditure Statement)	12
Impact on Other Comprehensive Income and Expenditure	12
Decrease in fair value of fixed rate borrowing liabilities (no impact on Comprehensive Income and Expenditure Statement)	40,905

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The approximate impact of a 1% fall in interest rates would be as above but with the movements being reversed. These assumptions are based on the same methodology as used in the Note – Fair value of Assets and Liabilities carried at Amortised Cost

Price Risk

The Council does not generally invest in equity shares but does have shareholdings to the value of £43.7m in local industry. Whilst these holding are generally illiquid, the Council is exposed to losses arising from movements in the price of the shares.

As the shareholdings have arisen in the acquisition of specific interests, the Council is not in a position to limit its exposure to price movements by diversifying its portfolio. Instead it only acquires shareholdings in return for "open book" arrangements with the company concerned so that the Council can monitor factors that might cause a fall in the value of specific shareholdings.

The shares are all classified as Available-for-Sale, meaning that all movements in price will impact on gains and losses recognised in the Available for Sale Reserve. A general shift of 5% in the general price of shares (positive or negative) would thus have resulted in a £1.990m gain or loss being recognised in the Available for Sale Reserve.

Foreign Exchange Risk

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

DISCLOSURE NOTES RELATING TO MOVEMENT IN RESERVES STATEMENT:

27. GENERAL FUND BALANCE

The 2016/2017 deficit on the General Fund (excluding the use of balances and reserves) of £4.290m is split as follows: -

	DSG Schools Budget £000's	General £000's	Total £000's
Balance at 31st March 2016	(758)	(10,063)	(10,821)
(Surplus)/Deficit for the Year	2,620	1,670	4,290
Balance at 31st March 2017	1,862	(8,393)	(6,531)

28. EARMARKED RESERVES

The earmarked reserves are set aside for the purposes indicated in their title, with contributions to, and calls upon, being fixed at levels which optimise the Authority's financial position.

	Balance at 31st March 2016 £000's	Transfers out 2016/17 £000's	Transfers in 2016/17 £000's	Balance at 31st March 2017 £000's
ABG Top Slice	454	0	0	454
Airport Shares	949	0	0	949
Arts & Libraries	36	(36)	0	0
BCCI Reserve	127	0	0	127
Children, Young People and Culture	105	(9)	20	116
Communities and Wellbeing	11,413	(3,518)	1,202	9,097
Education (Schools) Fire	131	0	0	131
Energy Conservation	352	(199)	87	240
GM Connexions Partnership	1,408	0	0	1,408

GMWDA Levy Equalisation	195	0	470	665
Leisure	184	0	85	269
NNDR Appeals	1,155	0	1,406	2,561
Workforce Modernisation Reserve	3,297	(1,651)	97	1,743
Performance Reward	3,931	0	0	3,931
Resources and Regulation	2,499	(62)	469	2,906
School Catering Reserve	474	(10)	56	520
Transformation Reserve	6,311	(3,638)	1,278	3,951
	33,021	(9,123)	5,170	29,068
Commuted Sums	2,606	(1,048)	1,040	2,598
Other Balances	11,725	(22)	2	11,705
TOTALS	47,352	(10,193)	6,212	43,371

The reserves are held for the following purposes:

Area Based Grant Top Slice Reserve

The ABG Top Slice Reserve is a reserve set aside to further the objectives of the Council's priorities. The grant ceased being paid by the Government in 2011/12.

Airport Shares

The Airport Shares Reserve relates to historic dividends in respect of the Council's shareholding in Manchester Airport Group.

Arts & Libraries Reserve

This reserve is used to fund any opportunities to purchase pictures for the art gallery and for maintenance of public access computers in libraries.

BCCI Reserve

This reserve is to fund future expenses arising from the collapse of the Bank of Credit and Commerce International.

Children, Young People and Culture

This reserve relate to grants received that have not yet been spent.

Communities and Wellbeing

The main Communities and Wellbeing Reserves relate to adult care grants and other external funds received that have not yet been spent. These include Public Health Reserve of £2,747,000, Better Care Reserve of £958,000 and Supporting People Reserve of £1,619,000.

Education (Schools) Fire Reserve

The Council is required to fund the initial £100,000 of any Education Fire Insurance Claim. This reserve thereby provides for this risk corporately.

Energy Conservation Reserve

The Energy Conservation Reserve operates on a payback process where initial investment in energy conservation is funded from the reserve, while contributions are made to the reserve by services over an agreed payback period

GM Connexions Partnership Reserve

This reserve is to fund future developments of the Connexions Service.

GMWDA Levy Equalisation

The Greater Manchester Waste Disposal Authority Levy Equalisation reserve is used to offset increased waste levy costs during the early years of the PFI contract for waste disposal.

Leisure Reserve

The Leisure Reserve is for the general development of leisure facilities.

NNDR Appeals Reserve

This reserve is to cover volatility in the Business Rates yield arising from changes to the Business Rates base, and mandatory reliefs.

Workforce Modernisation Reserve

This reserve is to fund future costs associated with workforce modernisation.

Performance Reward Reserves

These reserves are used to fund performance improvement initiatives throughout the Authority.

Resources and Regulation

These reserves mainly relate to grants received that have not yet been spent. Also included are a number of individual reserves in respect of Planning and Highways.

School Catering Reserve

This reserve is to finance investment in school kitchens and dining facilities.

Transformation Reserve

The Transformation Reserve is to fund future technological and other investment within the Borough as part of its modernisation, transformation and Plan for Change agenda.

Commuted Sums

This reserve represents money received as part of Section 106 agreements from Housing and other developers. The reserve is earmarked and is not available for general use.

Other Balances

Other balances used to finance our assets include our 3.22% shareholding in Manchester Airport (£10m).

29. REVALUATION RESERVE

The reserve will be credited with amounts resulting from acquisition and enhancement and upward revaluation in the year and written down with downward revaluations, depreciation and impairment losses and disposals or decommissioning of fixed assets.

The balance on this account does not represent cash and is not available to spend.

<u>2015/2016</u> <u>£000's</u>		<u>2016/2017</u> <u>£000's</u>
109,051	Balance at 1st April	98,332
14,401	Upward revaluations in year	10,532
(19,313)	Downward revaluations in the year not charged to (Surplus) / deficit on the Provision of Services	(130)
(4,912)	(Surplus) or deficit on revaluation of non-current assets not posted to the Surplus or Deficit on the Provision of Services	10,402
(4,406)	Difference between Fair value depreciation and historical cost depreciation	(498)
(1,294)	Impairment Losses	(12)
(107)	Disposal of fixed assets	(124)
(5,807)	Amount written off to Capital Adjustment Account	(634)
98,332	Balance at 31st March	108,100

30. CAPITAL ADJUSTMENT ACCOUNT

The balance will be increased by the future capital resources set-aside and written down with amounts representing the consumption of fixed assets and the disposal or de-commissioning of assets that held revaluation gains up to 31st March 2007. The balance on this account does not represent cash and is not available to spend.

<u>2015/16</u>			<u>2016/17</u>	
£000's			£000's	
231,833	Balance at 1st April			241,227
(14,425)	Depreciation and Impairment Losses		(46,655)	
0	Revaluation losses on Property, Plant and Equipment		24,786	
(880)	Amortisation of Intangible Assets		(279)	
(2,493)	Revenue expenditure funded from capital under statute		(1,997)	
0	Housing Revenue expenditure funded from capital under statute		0	
(2,700)	Disposal of fixed assets		(2,065)	
(264)	Restatement of Value		44	
(1)	Other		(1)	(26,167)
	Net written out amount of the cost of non-current assets consumed in the year			
211,070				215,060
1,971	Capital receipts applied to capital investment		1,608	
7,619	Movement on MRR		7,886	
1,656	Grants applied to capital investment credited to I&E		6,156	
12,052	Grants applied to capital investment from the Capital Grants Unapplied Account		10,027	
3,521	Statutory provision for the financing of capital investment charged against General Fund and HRA balances		3,658	
3,338	Revenue resources applied to capital investment		1,420	
30,157				30,755
241,227	Balance at 31st March			245,815

31. COLLECTION FUND ADJUSTMENT ACCOUNT

The Collection Fund Adjustment Account manages the differences arising from the recognition of council tax and non-domestic rates income in the Comprehensive Income and Expenditure Statement as it falls due from council tax payers and business rates payers compared with the statutory arrangements for paying across amounts to the General Fund from the Collection Fund.

<u>2015/16</u>			<u>2015/16</u>	
£000's			£000's	
	Balance at 1st April			(2,234)
188				(1,250)
(2,422)	Amount by which council tax and non-domestic rate income credited to the Comprehensive Income and Expenditure statement is different from council tax and non-domestic rate income calculated for the year in accordance with statutory regulations.			
(2,234)	TOTAL			(3,484)

32. DEFERRED CAPITAL RECEIPTS

The figures shown in the balance sheet (page 28) represent receipts due from the sale of council houses and other dwellings where the Council has entered into a mortgage agreement and the receipt will therefore be realised over a number of years.

DISCLOSURE NOTES RELATING TO CASH FLOW STATEMENT:

33. RECONCILIATION OF CASHFLOW TO COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

The net cash flow from revenue activities can be reconciled to the Comprehensive Income & Expenditure Statement as follows:

<u>2015/16</u>		<u>2016/17</u>	
<u>£000's</u>		<u>£000's</u>	<u>£000's</u>
2,566	(SURPLUS) / DEFICIT FOR THE YEAR ON PROVISION OF SERVICES		27,343
	Non Cash Movements in I & E Statement:		
(32,639)	Provision for Depreciation & Impairment of Fixed Assets	(50,475)	
5,563	Other Provisions	(644)	
3,521	Minimum Revenue Provision	3,658	
(2,746)	Contributions from / (to) Revenue Reserves	5,618	
15,739	Other General Fund Items	18,278	
10,828	Other non-cash Movements	(3,340)	
266			(26,905)
	Movements in Current Assets and Liabilities:		
102	Increase / (Decrease) in Stock	(18)	
11,868	Increase / (Decrease) in Revenue Debtors	(1,737)	
(467)	(Increase) / Decrease in Revenue Grants Received in Advance	665	
(10,904)	(Increase) / Decrease in Revenue Creditors & Advance Receipts	(1,391)	
599			(2,481)
	Items shown elsewhere in the Cash Flow Statement:		
(3,845)	Interest Paid	(3,937)	
5,480	Interest Received	6,044	
2,150	Dividend Income	4,511	
3,785			6,618
7,216	NET CASH INFLOW FROM REVENUE ACTIVITIES		4,575

34. ANALYSIS OF NET DEBT

The following table details movement on cash, loans and investments in the year.

	<u>31st March</u>			<u>Other</u>	<u>31st March</u>
	<u>2016</u>	<u>Receipts</u>	<u>Payments</u>	<u>Movements</u>	<u>2017</u>
	<u>£000's</u>	<u>£000's</u>	<u>£000's</u>	<u>£000's</u>	<u>£000's</u>
Cash Overdrawn	(692)	18,909	(20,691)	0	(2,474)
Cash & Cash Equivalents	4,925	13,959	0	0	18,884
Debt Due Beyond One Year	(178,849)	0	829	(14,765)	(192,785)

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Debt Due Within One Year	(18,857)	(17,000)	16,500	14,754	(4,603)
Long Term Debtors	13,000	0	(265)	0	12,735
Current Asset Investments	20,115	0	(17,113)	0	3,002
TOTALS	(160,358)	15,868	(20,740)	(11)	(165,241)

35. RECONCILIATION OF NET DEBT

The table below reflects the movement in the net debt of the Council during the year.

<u>2015/2016</u>		<u>2016/2017</u>
<u>£000's</u>		<u>£000's</u>
1,555	(Increase)/ Decrease in Cash Overdrawn in the Year to 31st March	12,177
5,414	(Increase)/Decrease in Debt	53
(10,086)	Increase/(Decrease) in Investments	<u>(17,113)</u>
(3,117)	Change in Net Debt	<u>(4,883)</u>
(157,241)	Net Debt at 1 st April	(160,358)
(160,358)	Net Debt at 31 st March	<u>(165,241)</u>
(3,117)	Movement in Net Debt	(4,883)

36. ANALYSIS OF GOVERNMENT GRANTS

The following government grants were received in and are reflected in the cash flow statement.

<u>2015/2016</u>		<u>2016/2017</u>
<u>£000's</u>		<u>£000's</u>
34,384	Housing Benefits	30,999
435	Children's Social Care	490
156,546	Education Grants	158,345
13,691	Adult Care Services	14,308
19	Probation	19
4,706	Other Grants	<u>4,847</u>
<u>209,781</u>	TOTAL	<u>209,008</u>

37. MOVEMENT IN CASH

The table below shows the movement in cash to the related items in the opening and closing balance sheets for the period.

	<u>31st March</u>	<u>31st March</u>	<u>Movement</u>
	<u>2016</u>	<u>2017</u>	<u>£000's</u>
	<u>£000's</u>	<u>£000's</u>	
Bank Overdraft	(692)	(2,474)	1,782
Cash and Cash Equivalents	<u>4,925</u>	<u>18,884</u>	<u>(13,959)</u>
TOTALS	4,233	16,410	(12,177)

38. EVENTS AFTER THE BALANCE SHEET DATE

On the 23rd June 2016 the UK voted to leave the European Union. The full impact of this is still unknown and inevitably the country is now in a period of uncertainty.

HOUSING REVENUE ACCOUNT

HOUSING REVENUE ACCOUNT**INCOME AND EXPENDITURE STATEMENT**

This statement shows the economic cost in the year of providing housing services in accordance with generally accepted accounting practices rather than the amount to be funded from rents and government grants. Authorities charge rents to cover expenditure in accordance with regulations; this may be different from the accounting cost. The increase or decrease in the year, on the basis of which rents are raised, is shown in the Movement on the HRA Statement.

Since April 2005 the Council's housing stock has been managed by an Arms Length Management Organisation, Six Town Housing.

<u>2015/2016</u> <u>£000's</u>		<u>2016/2017</u> <u>£000's</u>	Note
	<u>Income</u>		
(30,092)	Dwelling Rents (gross)	(29,669)	1,2,8
(213)	Non-Dwelling Rents	(188)	
(993)	Charges for Services and Facilities	(971)	
(44)	Contributions towards expenditure	(18)	
(31,342)	Total Income	(30,846)	
	<u>Expenditure</u>		
6,769	Repairs and Maintenance	6,702	
8,169	Supervision and Management	8,178	
91	Rents, Rates, taxes & other charges	103	
18,402	Depreciation and Impairment of fixed assets	24,113	5,6
35	Debt management costs	35	
316	Increased Provision for Bad & Doubtful Debts	205	8
33,782	Total Expenditure	39,336	
2,440	Net Cost of HRA Services as included in the Comprehensive Income and Expenditure Statement	8,490	
10	HRA services share of Corporate and Democratic Core	0	
2,450	Net Cost of HRA Services	8,490	
	HRA Share of Operating Income and Expenditure included in the Comprehensive Income and Expenditure Statement:		
4,433	Interest payable and other similar charges	4,464	
(76)	Interest and investment income	(47)	
6,807	(Surplus) or Deficit for the year on HRA Services	12,907	

Movement on the HRA Statement

<u>2015/2016</u> <u>£000's</u>		<u>2016/2017</u> <u>£000's</u>
(7,157)	Balance on the HRA at the end of the previous year	(5,960)
6,807	(Surplus) or Deficit for the year on the HRA Income and Expenditure Statement	12,907
(5,610)	Adjustments between accounting basis and funding basis under regulations	(10,516)
1,197	Net (increase) or decrease before transfers to or from reserves	2,391
0	Transfers (to) or from reserves	0
1,197	(Increase) or decrease in year on the HRA	2,391
(5,960)	Balance on the HRA at the end of the current year	(3,569)

Note to the Movement on the HRA Statement

<u>2015/2016</u> <u>£000's</u>		<u>2016/2017</u> <u>£000's</u>	Note
	Adjustments between accounting basis and funding basis under regulations		
(15)	Difference between amounts charged to the Income and Expenditure Statement for amortisation of premiums and discounts and the charge for the year determined in accordance with statute	(13)	
(10,740)	Reversal of impairment losses	(16,178)	
5,145	Capital expenditure funded by the HRA	5,675	
(5,610)		(10,516)	
0	Transfer from Major Repairs Reserve	0	3
0		0	

NOTES TO THE HOUSING REVENUE ACCOUNT

1. HOUSING STOCK

In preparing the HRA budget, the Council needs to estimate the total level of income it needs to raise from rents. In doing so it takes account of current rental income, any likely changes in the size and composition of the Housing Stock and the estimated loss of income from unoccupied dwellings.

The numbers of each type of property at 31st March were: -

<u>2015/2016</u>		<u>2016/2017</u>
	Flats and Maisonettes	
2,289	1 Bedroom	2,282
811	2 Bedrooms	809
57	3 Bedrooms	55
156	Bedsitters	156
	Houses & Bungalows	
804	1 Bedroom	804
1,807	2 Bedrooms	1,791
2,126	3 Bedrooms or more	2,102
8,050	TOTAL	7,999

Council house sales account for the reduction in the Housing stock during the financial year.

The total capital receipts realised from the disposal of Council houses during the year was **£2.309m**. This figure represents an increase in the region of 125% compared to the 2015/16 figure of £1.835m. The figure represents the total selling price of Council houses (net of Right to Buy discount) and other repaid discounts relating to previous sales.

The value of the housing stock was:-

<u>2015/2016</u>		<u>2016/2017</u>
£000's	Total Balance Sheet value as at 1 st April	£000's
192,877	Dwellings	193,462
1,518	Shops, Offices and Garage Colonies	1,522
194,395	Total Operational Assets	194,984
10,704	Additions	16,176
5	Certificated Revaluation – Shops and Offices	2
2,162	Housing Stock Revaluations	33,209
(259)	Depreciation	(267)
(10,704)	Impairments	(16,176)
(1,319)	Sale of Council Houses	(1,935)
0	Sale of other Council Housing assets	0
194,984	Balance Sheet Value as at 31st March	225,993
193,462	Dwellings	224,480
1,522	Shops, Offices and Garage Colonies	1,513
194,984	Total Operational Assets	225,993

2. VACANT POSSESSION

- (i) The Vacant Possession Value (VPV) of dwellings within the Council's HRA as at 1st April 2016 was £585.7m representing a small increase of approximately 1.27% over the 1st April 2015 figure of £578.3m. The new value was established as a result of the revaluation of the Housing Stock completed in the year.

- (ii) The VPV is an opinion of the best sale price that could have been obtained for the properties on the date of the valuation. The Balance Sheet value of dwellings within the HRA contains an adjustment factor advised by Government to reflect the fact that the properties have sitting tenants enjoying sub-market rents and rights, including 'right-to-buy'. This reflects the economic cost to the Government of providing council housing at less than open market rents. The current adjustment factor for the North West and Merseyside Region was set from April 2016 at 40% by DCLG, a change from 35%. The adjusted figure for 1st April 2016 is therefore £234.3m.

3. MAJOR REPAIRS RESERVE (MRR)

The Major Repairs Allowance (MRA), that used to be paid in past years as part of the HRA subsidy, provided authorities with the resources needed to maintain the value of their housing stock over time. Under the new self financing model Authorities can still use, for a transitional period, an element equivalent to the MRA that is transferred during the year into the Major Repairs Reserve and equates to an amount not less than the MRA.

£000's 2015/2016		£000's 2016/2017
125	Balance as at 1st April	167
7,661	Transferred to MRR during the year	7,928
0	Credit in respect of General Fund depreciation	0
0	Transferred from MRR to HRA during the year	0
(7,619)	Debits in respect of capital expenditure within HRA	(7,886)
167	Balance as at 31st March	209

4. CAPITAL EXPENDITURE WITHIN HRA

The 1989 Act gives local authorities the discretion to finance expenditure for HRA capital purposes from the HRA.

£000'S 2015/2016		£000's 2016/2017
10,704	Total Capital expenditure within the HRA	16,176
	Financed By:	
123	External Contributions	208
2,962	Revenue Contributions	8,082
0	Capital receipts	0
7,619	Major Repairs Reserve	7,886
10,704	Total	16,176

5. DEPRECIATION

Authorities are required to charge depreciation on all HRA properties calculated in accordance with proper practices, including non-dwelling properties. In 2016/17, the total charge for depreciation for council houses was £7,885,700 (£7,619,100 in 2015/16) and for other property was £42,322 (£42,391 in 2015/16). The Major Repair Allowance is used as a proxy for depreciation of the council houses stock. It corresponds to a straight-line charge based on a component average useful life, and is considered to be a reasonable approximation.

6. IMPAIRMENT CHARGES

Impairment charges of £16.176m for the financial year have been made in respect of capital expenditure not adding value to the housing stock and other property within the HRA.

7. REVENUE EXPENDITURE FUNDED FROM CAPITAL UNDER STATUTE

No revenue expenditure funded from capital under statute is attributable to the HRA.

8. RENT ARREARS / BAD DEBT PROVISION

RENT ARREARS

The rent arrears as at 1 April, 2016 totalled £1,156,158 and at 31 March, 2017 they totalled £1,235,419. 59.42% of the arrears at 31 March 2017 related to current tenants (56.57% at 31st March 2016) and 40.58% related to former tenants (43.43% at 31st March 2016). The figures stated represent gross arrears and are not shown net of advances as in previous years.

BAD DEBT PROVISION

<u>£000's</u> <u>2015/2016</u>		<u>£000's</u> <u>2016/2017</u>	<u>£000's</u> <u>2016/2017</u>
679	Opening Bad Debt Provision		893
316	Charged to HRA	205	
(112)	Written off	(155)	
10	Reinstated previously written off amount	8	
214	Net increase / (decrease)		58
893	Closing Bad Debt Provision		951

COLLECTION FUND

THE COLLECTION FUND

<u>2015/16</u>	<u>2015/16</u>	<u>2015/16</u>	<u>Income & Expenditure</u> <u>Account</u>	<u>2016/17</u>	<u>2016/17</u>	<u>2016/17</u>	<u>Note</u>
<u>Council</u> <u>Tax</u>	<u>NNDR</u>	<u>TOTAL</u>		<u>Council Tax</u>	<u>NNDR</u>	<u>TOTAL</u>	
<u>£000's</u>	<u>£000's</u>	<u>£000's</u>	<u>INCOME</u>	<u>£000's</u>	<u>£000's</u>	<u>£000's</u>	
(81,023)	0	(81,023)	Council Tax	(85,042)	0	(85,042)	1
(1)	0	(1)	Council Tax Annexe grant	(1)	0	(1)	
0	0	0	Transitional Relief	0	0	0	
0	(49,230)	(49,230)	Business Rates Receivable	0	(51,978)	(51,978)	2
0	(730)	(730)	Business Rates Transitional Protection Payments	0	(133)	(133)	
			Contributions towards previous year's deficit				
0	(506)	(506)	Bury MBC	0	(2,400)	(2,400)	
0	(516)	(516)	Central Government	0	(2,449)	(2,449)	
0	(10)	(10)	Greater Manchester Fire & Civil Defense Authority	0	(49)	(49)	
(81,024)	(50,992)	(132,016)	TOTAL INCOME	(85,043)	(57,009)	(142,052)	
			EXPENDITURE				
			Precepts and Demands on Collection Fund				
66,793	24,671	91,464	Bury	70,335	24,996	95,331	
7,802	0	7,802	Police	8,164	0	8,164	
2,953	493	3,446	Fire	3,051	510	3,561	
0	24,177	24,177	Central Government	0	25,506	25,506	
0	239	239	Cost of Collection	0	244	244	
			Bad Debts				
497	1,065	1,562	Change in Bad Debt provision	582	(1,680)	(1,098)	
0	53	53	Write Offs	35	3,688	3,723	
0	1,254	1,254	Contribution to appeals provision	0	1,518	1,518	
			Transfer of Surplus				
0	0	0	Police	272	0	272	
0	0	0	Fire	103	0	103	
0	0	0	Bury	2,327	0	2,327	
78,045	51,952	129,997	TOTAL EXPENDITURE	84,869	54,782	139,651	
(2,979)	960	(2,019)	Movement in collection fund	(174)	(2,227)	(2,401)	
(2,578)	4,256	1,678	Balance during year Fund Balance brought forward	(5,557)	5,216	(341)	
(5,557)	5,216	(341)	Closing Cumulative (Surplus) / Deficit Carried Forward	(5,731)	2,989	(2,742)	

NOTES TO THE COLLECTION FUND**1. COUNCIL TAX**

Band	Valuation	Total Number of Dwellings	Specified Ratio	Band D Equivalent
A	Less than £40,000	25,342	6/9	16,895
B	£40,000 to £52,000	16,170	7/9	12,577
C	£52,000 to £68,000	15,594	8/9	13,861
D	£68,000 to £88,000	8,234	1	8,234
E	£88,000 to £120,000	5,000	11/9	6,111
F	£120,000 to £160,000	1,707	13/9	2,466
G	£160,000 to £320,000	1,183	15/9	1,971
H	More than £320,000	154	18/9	308
		73,384		62,423
	Less allowance for losses on collection			(2,084)
	Impact of Council Tax Support Scheme			(8,439)
	COUNCIL TAX BASE 2016/2017			51,900

- i) The actual number of properties was 82,806 but after adjusting for single person discounts, empty properties etc, the notional number of dwellings is 73,390.
- ii) The Band D Council Tax levied for the year was **£1,571.29** (£1,513.78 in 2015/2016):

	2016/2017	2015/2016
	£000's	£000's
Bury Council	1,355.21	1,303.841
Greater Manchester Police Authority	157.30	152.30
Greater Manchester Fire & Civil Defence Authority	58.78	57.64
TOTAL	1,571.29	1,513.78

2. NATIONAL NON-DOMESTIC RATES (NNDR)

The Authority collects NNDR in respect of business premises by applying a rate poundage set by central Government to the rateable value of the premises. The rate set for 2016/2017 was **49.7p** in the pound (49.3p in 2015/2016) and at 31st March 2017 the estimated non-domestic rateable value of the Borough was **£129.78m** (£128.56m at 31st March 2016). In addition in 2015/16 the Small Business Rate was set at **48.4p** in the pound (48.0p for 2015/16).

GROUP ACCOUNTS

THE GROUP ACCOUNTS

1. Introduction

The Accounting Code of Practice requires that where an Authority has material financial interests and a significant level of control over one or more entity, it should prepare Group Accounts. The Group financial statements required include the Group Comprehensive Income and Expenditure Statement, Reconciliation of the Single Entity (Surplus) or Deficit on Provision of Services for the year to the Group Surplus, Group Balance Sheet, Group Movement in Reserves Statement and Group Cash Flow Statement; these are shown on the following pages. The aim of these statements is to give an overall picture of the Authority's financial activities and the resources employed in carrying out those activities. There are no significant effects due to group consolidation.

2. Inclusion of Organisations within the Group Accounts

The Authority has group relationships with three organisations over which it has substantial control and influence.

Six Town Housing and Bury MBC Townside Fields Limited have been included in the Group Accounts and details of the Authority's shareholdings, degree of commitment to the organisations and other financial transaction details are given in the notes to the Group Statements on pages 111 to 113.

Also included in the Group Accounts is Persona Care & Support Limited. The company was incorporated on the 10th August 2015 and is a wholly owned subsidiary of Bury Council.

3. Basis of Consolidation

Six Town Housing, Bury MBC Townside Fields Ltd and Persona Care & Support Ltd have been identified as subsidiaries of Bury Council and as such their financial statements have been consolidated on a line by line basis to comply with FRS 2 – acquisition accounting.

The acquisition accounting basis for consolidation has been used for the 3 subsidiaries as Bury Council, the parent company, has taken 100% control of the companies.

In order to create Six Town Housing and Persona Care & Support, part of the Authority has been externalised and therefore at the formation of the company the assets and liabilities were transferred at fair value which did not give rise to good will.

Six Town Housing was incorporated on 30 October 2003 and trading began on 1 April 2005. Bury MBC Townside Fields Limited was incorporated on the 14th October 2009. Both are wholly owned subsidiaries of Bury Council.

The financial year of all 3 subsidiaries is the same as that of Bury Council, from 1 April 2016 to 31 March 2017, therefore no adjustments are required regarding the accounting year.

4. Accounts

Six Town Housing's Statement of Accounts 2016/2017 are audited by RSM and will be submitted to their Audit Standards, Risk and Performance Committee on 7th September 2017, followed by the Board meeting on 21st September 2017.

Copies of Six Town Housing Ltd 2016/17 Statement of Accounts can be obtained from Six Town Housing Finance Department, 6, Knowsley Place, Angouleme Way, Bury BL9 0EL.

For both Bury MBC Townside Fields Limited and Persona Care & Support Limited pre-audit accounts for the year ended 31st March 2017 have been used to prepare the group accounts. Both companies audited are Horsfield and Smith.

GROUP COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

<u>2015/2016</u>				<u>2016/17</u>		
<u>Gross Expenditure</u>	<u>Gross Income</u>	<u>Net Expenditure</u>		<u>Gross Expenditure</u>	<u>Gross Income</u>	<u>Net Expenditure</u>
<u>£000's</u>	<u>£000's</u>	<u>£000's</u>		<u>£000's</u>	<u>£000's</u>	<u>£000's</u>
			Continuing Services			
127,188	(48,723)	78,465	Communities & Wellbeing	137,911	(61,660)	76,251
236,472	(185,519)	50,953	Children, Young People & Culture	232,393	(184,380)	48,013
37,274	(31,017)	6,257	Resources & Regulation	35,835	(30,069)	5,766
82,464	(64,640)	17,824	Non Service Specific	89,809	(55,877)	33,932
41,109	(41,922)	(813)	Local Authority Housing (HRA)	39,642	(31,152)	8,490
524,507	(371,821)	152,686	Cost Of Services	535,590	(363,138)	172,452
			Other Operating Expenditure			
-	(463)	(463)	(Gain)/Loss on Disposal of Non-Current Assets	-	(1,847)	(1,847)
34,972	(41,442)	(6,470)	(Surplus)/Deficits on Trading Operations	35,887	(38,097)	(2,210)
1,048	0	1,048	Contribution of Housing Capital Receipts to Government Pool	1,243	0	1,243
36,020	(41,905)	(5,885)		37,130	(39,944)	(2,814)
			Financing and Investment Income and Expenditure			
8,237	0	8,237	Interest Payable & other Similar Charges	7,959	0	7,959
0	(5,043)	(5,043)	Interest and Investment Income	0	(5,610)	(5,610)
10,335	0	10,335	Pensions Interest Cost and Expected Return on Pensions Assets (IAS19)	8,158	0	8,158
17	55	72	Taxation of Group Entities	71	0	71
18,589	(4,988)	13,601		16,188	(5,610)	10,578
			Taxation and Non-Specific Grant Income			
			Demand On Collection Fund:			
0	(66,913)	(66,913)	Council Tax	0	(72,663)	(72,663)
0	(33,049)	(33,049)	Government Grants (not attributable to specific services)	0	(20,753)	(20,753)
0	(32,967)	(32,967)	Non-Domestic Rate distribution	0	(32,141)	(32,141)
0	(26,048)	(26,048)	Capital grants and contributions	0	(27,332)	(27,332)
0	(158,977)	(158,977)		0	(152,889)	(152,889)
579,116	(577,691)	1,425	(Surplus) or Deficit On Provision of Services	588,908	(561,581)	27,327
		6,123	(Surplus) / Deficit on revaluation of property, plant and equipment			(10,532)
		1	Impairment Losses on Non-Current Assets charged to Revaluation Reserve			(448)
		1,275	(Surplus) / Deficit on revaluation of available for sale financial assets			(3,836)
		(68,422)	Actuarial (gains) / losses			15,946
		(4,449)	Any other (gains)/ losses for the year			(15,098)
		(65,472)	Other Comprehensive Income and Expenditure			(13,968)
		(64,047)	Total Comprehensive Income and Expenditure			13,359

RECONCILIATION OF THE SINGLE ENTITY SURPLUS OR DEFICIT ON PROVISION OF SERVICES FOR THE YEAR TO THE GROUP SURPLUS OR DEFICIT

<u>2015/16</u>		<u>2016/17</u>
<u>£000's</u>		<u>£000's</u>
2,566	(Surplus) / deficit for the year on the Authority Comprehensive Income and Expenditure Statement	27,343
0	Adjustments for transactions with other group entities	0
2,566	Surplus / Deficit on provision of services in the Group Comprehensive Income and Expenditure Statement attributable to the Authority (Surplus) / deficit on provision of services in the Group Comprehensive Income and Expenditure Statement attributable to group entities (adjusted for intra-group transactions):	27,343
(1,141)	Subsidiaries	(16)
	Associates	
	Joint Venture	
1,425	(Surplus) / Deficit on provision of services for the year on Group Comprehensive Income and Expenditure Statement	27,327

GROUP BALANCE SHEET AT 31ST MARCH 2017

<u>31/03/2016</u>		<u>31/03/2017</u>	<u>31/03/2017</u>
<u>£'000</u>		<u>£'000</u>	<u>£'000</u>
	PROPERTY, PLANT & EQUIPMENT		
	<i>Tangible Fixed Assets</i>		
	Operational Assets:		
204,018	Council Dwellings	234,995	
273,620	Other Land & Buildings	261,096	
27,906	Infrastructure Assets	27,110	
4,736	Vehicles & Plant	4,266	
1,522	Community Assets	2,523	
43,473	Non-Operational Assets	42,681	
4,487	Assets under construction	1,407	
1,036	Surplus assets held for disposal	1,036	
1,691	Intangible Fixed Assets		2,357
14,404	Investment Property		16,473
24,280	Heritage Assets		24,577
601,173	TOTAL FIXED ASSETS		618,521
	LONG TERM INVESTMENTS		
39,800	Manchester Airport PLC		43,700
39,800			43,700
	LONG TERM DEBTORS		
80	Long term Debtors - General		52
9,197	Loan Accounts		9,069
16	Debt Managed for Probation Services		15
9,293			9,136
	CURRENT ASSETS		
1,578	Stocks & Work in Progress	1,564	
43,018	Sundry Debtors & Advance Payments	39,849	
822	Assets Held for Sale	570	
20,115	Short Term Investments	4,002	
10,090	Cash And Cash Equivalents	23,890	
75,623			69,875
	LESS : CURRENT LIABILITIES		
(18,857)	Short Term Loans Outstanding	(4,603)	
(164)	Deposits & Clients' Funds	(177)	
(3,351)	Short Term Provisions	(3,618)	
(36,381)	Sundry Creditors & Advance Receipts	(37,266)	
(763)	Revenue Grant Receipts in Advance	(98)	
(692)	Bank Accounts	(2,474)	
(60,208)			(48,236)
15,415	NET CURRENT ASSETS		21,639
665,681	TOTAL ASSETS LESS CURRENT LIABILITIES		692,996
	LESS: LONG TERM LIABILITIES		
(179,383)	External Loans Outstanding		(192,785)
(272)	Capital Grants Receipts in Advance		(337)
(965)	Finance Lease Liabilities		(685)
(5,324)	Deferred Liabilities		(5,287)
(231,720)	Pension Liability		(258,911)
(30,272)	Long Term Provisions		(30,605)
(447,936)			(488,610)
217,745	TOTAL NET ASSETS		204,386

<u>31/03/2016</u>		<u>31/03/2017</u>	<u>£'000</u>
<u>£'000</u>		<u>£'000</u>	<u>£'000</u>
	FINANCED BY :		
	USABLE RESERVES		
(39,277)	Earmarked Reserves	(35,899)	
(3,004)	Capital Receipts Unapplied	(4,205)	
(10,446)	Capital Grants Unapplied	(14,247)	
(10,821)	General Fund	(6,531)	
(5,960)	Housing Revenue Account	(3,569)	
(167)	Major Repairs Reserve	(209)	
(2,606)	Competitive Services / Commuted Sums	(2,598)	
(11,725)	Other Balances	(11,705)	
(84,006)			(78,963)
	UNUSABLE RESERVES		
(98,742)	Revaluation Reserve	(108,870)	
(241,227)	Capital Adjustment Account	(245,815)	
157	Financial Instruments Adjustment Reserve	221	
(29,586)	Available for Sale Financial Instruments Reserve	(33,486)	
(2,234)	Collection Fund Adjustment Account	(3,484)	
3,516	Accumulated Absences	5,130	
231,708	Pension Reserve	258,911	
2,671	Equal Pay Back Pay Reserve	1,971	
(2)	Deferred Capital Receipts	(1)	
(133,739)			(125,423)
(217,745)	TOTAL RESERVES AND BALANCES		(204,386)

GROUP MOVEMENT IN RESERVES STATEMENT

2016/17

	<u>Earmarked Reserves / General Fund Balance</u>	<u>Housing Revenue Account</u>	<u>Capital Receipts Unapplied</u>	<u>Major Repairs Reserve</u>	<u>Capital Grants Unapplied</u>	<u>Total Usable Reserves</u>	<u>Unusable Reserves</u>	<u>Total Group Reserves</u>
	<u>£000's</u>	<u>£000's</u>	<u>£000's</u>	<u>£000's</u>	<u>£000's</u>	<u>£000's</u>	<u>£000's</u>	<u>£000's</u>
Balance at 1st April 2016 carried forward	64,429	5,960	3,004	167	10,446	84,006	133,739	217,745
<u>Movement in reserves during 2016/17</u>								
Total Comprehensive Income and Expenditure	(14,420)	(12,907)	0	0	0	(27,327)	13,968	(13,359)
Adjustments between accounting basis & funding basis under regulations	6,724	10,516	1,201	42	3,801	22,284	(22,284)	0
Increase or (Decrease) in 2016/17	<u>(7,696)</u>	<u>(2,391)</u>	<u>1,201</u>	<u>42</u>	<u>3,801</u>	<u>(5,043)</u>	<u>(8,316)</u>	<u>(13,359)</u>
Balance at 31 March 2017 carried forward	56,733	3,569	4,205	209	14,247	78,963	125,423	204,386

GROUP CASH FLOW STATEMENT

<u>2015/16</u>		<u>2016/17</u>	
<u>£000's</u>		<u>£000's</u>	<u>£000's</u>
	<u>OPERATING ACTIVITIES</u>		
	Cash Outflows:		
196,624	Cash Paid to and on behalf of Employees	203,276	
265,688	Cash Paid for Goods and Services	247,637	
34,074	Housing Benefit paid out	30,689	
87	VAT payments (BMBCTF & Persona)	1,016	
4,290	Interest Paid	4,379	
45	Corporation tax (STH)	91	
1,048	Payments to Housing Capital Receipts Pool	1,243	
501,856	Cash Outflows Generated from Operating Activities		488,331
	Cash Inflows:		
(30,305)	Rents (after Rebates)	(29,857)	
(70,268)	Council Tax Receipts (excl major preceptors share of receipts)	(73,827)	
(24,671)	NNDR Receipts (excl government and major preceptors)	(24,996)	
(29,166)	Revenue Support Grant	(20,355)	
(34,384)	DWP Grants for Benefits	(30,999)	
(175,472)	Other Government Grants	(178,084)	
(5,494)	Interest Received	(6,051)	
(2,150)	Airport Dividend Received	(4,511)	
(123,248)	Cash Received for Goods and Services	(116,629)	
(495,158)	Cash Inflows Generated from Operating Activities		(485,309)
6,698	NET CASH (INFLOW) / OUTFLOW FROM OPERATING ACTIVITIES		3,022
	<u>INVESTING ACTIVITIES</u>		
21,824	Purchase of Fixed Assets		25,244
	Capital Expenditure (STH)		
(1,200)	Purchase / (Sale) of Long Term Investments		3,900
(10,086)	Net Increase / (Decrease) in Short Term Deposits		(17,113)
(2,363)	Proceeds of Sale of Fixed Assets		(4,052)
(272)	Capital Grants received		(337)
7,903	NET CASH FLOWS FROM INVESTING ACTIVITIES		7,642
	<u>FINANCING ACTIVITIES</u>		
	Repayments of amounts borrowed:		
11,857	Long Term loans repaid		818
0	Short Term loans repaid		16,500
57	Net Receipts from Long Term Debtors		(265)
(6,665)	New Long Term Loans		(2)
0	New Short Term Loans		(17,000)
(21,285)	Billing Authorities – NNDR and Council Tax Adjustments		(23,735)
(16,036)	NET CASH FLOWS FROM FINANCING ACTIVITIES		(23,684)
(1,435)	NET (INCREASE) / DECREASE IN CASH AND CASH EQUIVALENTS		(13,020)



S KENYON CPFA,
Interim Executive Director of Resources & Regulation.

5 June, 2017

Notes to the Group Statements

1. Subsidiary Income and Expenditure

The operating expenditure and income of Six Town Housing has been included within "Non Service Specific". The operating expenditure and income of Bury MBC Townside Fields Limited has been included within "Resources & Regulation" whilst that of Persona Care & Support Limited has been included within "Communities & Wellbeing".

2. Amount to be met from Government Grant and Local Taxes

This is the same amount as that disclosed in the Comprehensive Income and Expenditure Statement of Bury Council.

3. Goodwill

No goodwill arose in respect of any subsidiaries.

4. Plant, Property and Equipment

Six Town Housing's fixed assets are included as tangible assets; they are valued at either historical cost or fair value determined by DRC, the same as the equivalent class for Bury Council assets. Bury MBC Townside Fields Limited's fixed assets are also valued at historic cost in line with Bury Council's policy. Persona Care & Support Ltd accounts show no fixed assets.

5. Six Town Housing - wholly owned subsidiary

Nature of the Business: Six Town Housing was set up to manage and maintain the housing stock of Bury Council. Six Town Housing has no share capital and is wholly owned by the Authority. Bury Council has a 100% interest in Six Town Housing, a company which is limited by guarantee.

Percentage of Total Shareholding: The composition of the Board and the voting rights is as follows:

	Members	% of voting Rights
Bury Council	4	30.8
Tenant	4	30.8
Independent	4	30.8
Independent Chair	1	7.6
Advisory Director	1	0
		100

The related party transactions between Council Members on the board of Six Town Housing and Bury Council are detailed in Bury Council Statement of Accounts Note 6 (page 60).

Bury Council's Commitment: Six Town Housing is the wholly owned subsidiary of Bury Council. The Council is therefore committed that, in the event of Six Town Housing being wound up to contribute up to the limit of the guarantee. After the satisfaction of all the debts and liabilities the remaining assets will be transferred to the Council's Housing Revenue Account.

Financial Transactions and Operations: In 2016/2017 Six Town Housing made a deficit of £0.232m compared to a deficit of £0.784m in 2015/2016. Bury Council paid management fees of £13.059m in 2016/2017 (£13.059 in 2015/2016) to Six Town Housing for the management of its housing stock.

Bury Council has made a number of loans to Six Town Housing at commercial rates of interest. No new additional loans were during 2016/17:-

Loans by Bury Council to Six Town Housing						
	No of years of loan	2011/12 £m	2013/14 £m	2014/15 £m	2015/16 £m	Total £m
Redbank Housing Project	35.5	1.140	0	0	0	1.140
Mortgage Rescue	18	0	0.410	0.166	0	0.576
AGMA Loans	25	0	0	1.869	0.250	2.119
TOTAL		1.140	0.410	2.035	0.250	3.835

6. Bury MBC Townside Fields Limited – wholly owned subsidiary

Nature of Business: Bury MBC Townside Fields was formed to facilitate the development of Knowsley Place. The company's share capital (Ordinary Share Capital £1) is wholly owned by Bury Council.

Bury MBC Townside Fields Limited made a profit after tax of £0.154m for the year ended 31st March 2017 compared to a profit of £0.137m for the period to 31st March 2016. As at 31st March 2017, Bury Council has £7.1m invested in Bury MBC Townside Fields Ltd.

7. Persona Care & Support Limited – wholly owned subsidiary

Nature of Business: Persona Care & Support was formed to provide social care services to older people and people with disabilities. The company's share capital (Called up Share Capital £1) is wholly owned by Bury Council.

Persona Care & Support Limited made a profit before tax of £0.094m for the year ended 31st March 2017, compared to a profit of £0.142m for the period to 31st March 2016. Bury Council paid management fees of £10.970m (£5.448m in 2015/2016).

8. Reconciliation of the (surplus) / deficit on provision of services in the Comprehensive Income and Expenditure Statement to the net cash (Inflow) / Outflow from Operating Activities

<u>2015/16</u> <u>£000's</u>	<u>GROUP RECONCILIATION OF REVENUE CASH FLOW</u>	<u>2016/17</u> <u>£000's</u>	<u>£000's</u>
2,566	(SURPLUS) / DEFICIT FOR THE YEAR ON REVENUE ACCOUNT		27,343
1,853	Six Town Housing (Surplus) / Deficit		232
(154)	BMBC Townside Fields (Surplus) / Deficit		(154)
(52)	Persona (Surplus) / Deficit		(94)
	Non Cash Movements in Revenue Account:		
(32,778)	Provision for Depreciation & Impairment	(50,178)	
1,353	Other Provisions	(688)	
3,521	Minimum Revenue Provision	3,658	
1,254	Contributions from / (to) Revenue Reserves	5,618	
15,739	I & E Statement Items Shown Elsewhere	18,278	
(2,170)	Other non-cash Movements	(5,339)	
(13,081)			(28,651)
	Movements in Current Assets and Liabilities:		
154	Increase / (Decrease) in Stock	(14)	
9,462	Increase / (Decrease) in Revenue Debtors	(3,374)	
(467)	(Increase) / Decrease in Revenue Grants received in advance	665	
(10,333)	(Increase) / Decrease in Revenue Creditors & Advance Receipts	886	
(1,184)			(1,837)
	Items shown elsewhere in the Cash Flow Statement:		
(4,290)	Interest Paid	(4,379)	
5,494	Interest Received	6,051	
2,150	Dividend Income	4,511	
3,354			6,183
(6,698)	NET CASH (INFLOW)/OUTFLOW FROM REVENUE ACTIVITIES		3,022

GLOSSARY OF TERMS

GLOSSARY OF TERMS

ACCOUNTING POLICIES

Those principles, bases, conventions, rules and practices applied by an entity that specify how the effects of transactions and other events are to be reflected in its financial statements through:

- i. Recognising
- ii. Selecting measurement bases for, and
- iii. Presenting

Assets, liabilities, gains, losses and changes to reserves.

Accounting policies do not include estimation techniques. They define the process whereby transactions and other events are reflected in the financial statements.

ACCRUALS BASIS

Accounting for income and expenditure during the financial year in which they are earned or incurred, not when money is received or paid.

ACTUARIAL GAINS AND LOSSES

For a defined benefit pension scheme, the changes in actuarial deficits or surpluses that arise because:

- a) events have not coincided with the actuarial assumptions made for the last valuation (experience gains and losses)
- b) the actuarial assumptions have changed.

AMORTISATION

Amortisation is a routine decrease in value of an intangible asset, or the process of paying off a debt over time through regular payments.

ASSETS

Items that are of worth and are measurable in terms of money and can be further classified as:

INTANGIBLE ASSETS

An identifiable non-monetary item in the Balance Sheet representing, for example, the cost of computer software purchased by the Authority where there is no tangible **fixed asset** in existence, but the Authority derives benefit from the expenditure over a number of years.

CURRENT ASSETS

Assets which may change in value on a day-to-day basis (e.g. stocks).

PROPERTY, PLANT AND EQUIPMENT

Tangible assets (i.e. assets with physical substance) that are held for use in the production or supply of goods and services and which yield benefit to the Authority for a period of a year or more (e.g. land and buildings). Fixed assets are further classified into: -

Operational Assets

Assets used in the direct delivery of those services for which the Authority has a responsibility e.g. schools.

Community Assets

Assets that the Authority intends to hold in perpetuity, that have no determinable useful

life, and which may in addition have restrictions on their disposal e.g. parks, cemeteries and crematoria and allotments.

Infrastructure Assets

Assets that are required in order to enable other developments to take place and where there is no prospect of sale or alternative use e.g. roads, footways, footpaths, bridges, tunnels and underpasses etc.

Non-Operational Assets

Assets that are held by the Authority but not directly used or occupied e.g. Investment Properties; Assets under construction; and Surplus assets held for disposal by the Authority.

Heritage Assets

Assets that are intended to be preserved in trust for future generations because of their cultural, environmental or historical associations. Heritage assets can include historical buildings, archaeological sites, military and scientific equipment of historical importance, historic motor vehicles, civic regalia, orders and decorations (medals), museum and gallery collections and works of art.

Donated Assets

Assets (including heritage assets) transferred at nil value or acquired at less than fair value that may be received by a local authority from private individuals or entities.

BALANCE SHEET

A statement of the **assets, liabilities** and other **balances** at the end of an accounting period (e.g. a financial year).

CAPITAL

Expenditure on the acquisition, creation or enhancement of tangible **assets** which yields benefit to the Authority for more than a year and/or **income** from the sale of such **assets**.

CAPITAL CHARGES

Charges made to services for the use of **fixed assets**.

The charge in 2016/17 represents **Depreciation** which is:

the measure of the wearing out, consumption or other reduction in the useful life of a fixed asset. This is calculated based on the remaining life of an asset. It is charged to revenue on a straight-line basis on all depreciable assets based on an assessment of the remaining useful life of the asset.

CAPITAL RECEIPTS

Income from the sale of tangible or intangible fixed assets. Such receipts may be used to finance new capital expenditure or credit arrangement liabilities of a capital nature or set aside to repay debt related to capital expenditure already incurred.

CARBON REDUCTION COMMITMENT ENERGY EFFICIENCY SCHEME

The Carbon Reduction Commitment Energy Efficiency Scheme is a carbon emissions trading scheme aimed at public and private sector organisations across the whole of the UK. It is administered by the Environment Agency on behalf of the Department for Energy & Climate Change (DECC) and its goal is to encourage reductions in energy consumption and carbon emissions. One of the ways it does this is by requiring organisations to buy and surrender CO₂ emissions allowances. The first year councils were required to do this was 2011/12.

CASH AND CASH EQUIVALENTS

Cash comprises cash in hand and demand deposits. Cash equivalents are short term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

CHARGING AUTHORITY

This is an Authority which has the task of collecting the Council Tax from the Council Tax payers within its geographical area. Bury Council is such an Authority.

CREDITORS

Money owed **TO** individuals or organisations **BY** the Authority in respect of work done or services rendered within the financial year but for which payment has not yet been made.

CURTAILMENT

For a defined benefit scheme, an event that reduces the expected years of future service of present employees or reduces for a number of employees the accrual of defined benefits for some or all of their future service. Curtailments include:

- a) termination of employees' services earlier than expected; and
- b) termination of, or amendment to the terms of, a defined benefit scheme so that some or all future service by current employees will no longer qualify for benefits or will qualify only for reduced benefits.

DEBTORS

Money owed **BY** individuals or organisations **TO** the Authority in respect of work done or services rendered within the financial year but for which payment has not yet been received.

DEFINED BENEFIT SCHEME

A pension or other retirement benefit scheme other than a defined contribution scheme. Usually, the scheme rules define the benefits independently of the contributions payable, and the benefits are not directly related to the investments of the scheme. The scheme may be funded or unfunded (including notionally funded).

DEPRECIATION

The measure of the cost or revalued amount of the benefits of the fixed assets that have been consumed during the period. Consumption includes the wearing out, using up or other reduction in the useful life of a fixed asset whether arising from use, time or obsolescence through either changes in technology or demand for the goods and services produced by the asset.

EMPLOYEE BENEFITS

All forms of consideration given by an entity in exchange for service rendered by employees.

EVENTS AFTER THE BALANCE SHEET DATE

Those events, favourable and unfavourable, that occur between the balance sheet date and the date when the Statement of Accounts is authorised for issue.

EXPENDITURE

Amounts paid by the Authority for goods received or services rendered of either a **capital** or a **revenue** nature. This does not necessarily involve a cash payment - expenditure is deemed to have been incurred once the goods or services have been received even if they have not yet been paid for (in which case the supplier is a **creditor** of the Authority).

EXIT PACKAGES

Payments that the Authority has agreed relating to redundancy costs, pension contributions in respect of added years, ex gratia payments and other departure costs.

FAIR VALUE

Fair value is the price that would be received to sell an asset or paid to transfer a liability (exit price) in an orderly transaction (not a forced sale) between market participants (market-based view) at the measurement date (current price).

GROUP ACCOUNTS

The preparation of a group comprehensive income and expenditure statement and group balance sheet where local authorities have interests in subsidiaries, associated companies and joint ventures that are material in aggregate.

- i. Group – a reporting Authority and its subsidiary entities.
- ii. Subsidiary – an entity is a subsidiary of the reporting Authority if the Authority is able to exercise *control* over the operating and financial policies of the entity and the Authority is able to gain *benefits* from the entity or is exposed to the risk of potential losses arising from this control.
- iii. Associate – an entity (other than a subsidiary or joint venture) in which the reporting Authority has a *participating interest* and over whose operating and financial policies the reporting Authority is able to *exercise significant influence*.
- iv. Joint Venture – an entity in which the reporting Authority has an interest on a long-term basis and is *jointly controlled* by the reporting Authority and one or more entities under a contractual or other binding arrangement.

IMPAIRMENT OF FIXED ASSETS

The primary meaning of Impairment is a reduction in the economic value of a fixed asset, arising from e.g. damage such as fire or vandalism, or changed use following demolition.

Further to the introduction of the Revaluation Reserve in 2007/08, 'valuation' impairments also now occur, relating to downward revaluations (arising from general fall in market prices) and the treatment of capital expenditure not capitalised as fixed assets (non-enhancing spend).

Both 'economic use' and 'valuation' impairments are treated in the same way as depreciation, i.e. a charge to the service revenue accounts reversed out through the Movement in Reserves Statement.

INCOME

Amounts due to the Authority for goods supplied or services rendered of either a **capital** or a **revenue** nature. This does not necessarily involve a cash payment - income is deemed to have been earned once the goods or services have been supplied even if the payment has not yet been received (in which case the recipient is a **debtor** of the Authority).

LEASING

A method of financing capital expenditure where a rental is paid for an asset for a specified period of time. There are two forms of lease: a **Finance Lease** involves the payment of the full cost of the **asset** and transfers substantially all of the risks and rewards of ownership of a fixed asset to the lessee. An **Operating Lease** involves the payment of a rental for the use of the **asset** and at the end of the leasing agreement the **asset** will not belong to the Authority.

LIABILITIES

Amounts due to individuals or organisations which will have to be paid at some time in the future. Current Liabilities are payable within one year of the **Balance Sheet** date.

LOBO (“Lender Option, Borrower Option”)

A LOBO is a type of loan instrument. The borrower borrows a principal sum for the duration of the loan period (typically 20 to 40 years), initially at a fixed interest rate. Periodically (typically every 3 to 5 years), the lender has the ability to alter the interest rate. Should the lender exercise this option, the borrower then has the option to continue with the instrument at the new rate or alternatively to terminate the agreement and pay back the principal sum with no other penalty.

NON DISTRIBUTED COSTS

These are overheads for which no user directly benefits and should not be apportioned to services.

OUTTURN

The final actual **income** and **expenditure** earned or incurred in a financial year.

PRECEPTS

The method by which a non-charging Authority obtains the income it requires by making a levy on the appropriate **charging authorities** (i.e. Police and Fire). **Charging authorities** will themselves precept on the Collection Fund to obtain their own income.

PROJECTED UNIT METHOD

An accrued benefits valuation method in which the pension scheme liabilities make allowance for projected earnings. An accrued benefits valuation method is a valuation method in which the scheme liabilities at the valuation date relate to:

- i. the benefits for pensioners and deferred pensioners (i.e. individuals who have ceased to be active members but are entitled to benefits payable at a later date) and their dependants allowing, where appropriate, for future increases; and
- ii. the accrued benefits for members in service on the valuation date.
The accrued benefits are the benefits for service up to a given point in time, whether vested rights or not. Guidance on the projected unit method is given in the Guidance Note GN26 issued by the Faculty and Institute of Actuaries.

PROVISIONS

These are sums set aside to meet **liabilities** or losses which it is anticipated will be incurred but where the amount and/or the timing of such costs is uncertain.

RELATED PARTIES

A person or entity that is related to the entity that is preparing its financial statements.

- a) A person or a close member of that person’s family is related to a reporting entity if that person:
 - i. Has control or joint control over the reporting entity;
 - ii. Has significant influence over the reporting entity; or
 - iii. Is a member of the key management personnel of the reporting entity or of a parent of the reporting entity
- b) An entity is related to a reporting entity if any of the following conditions applies:

- i. The entity and the reporting entity are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
- ii. One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).
- iii. Both entities are joint ventures of the same third party.
- iv. One entity is a joint venture of a third entity and the other entity is an associate of the third entity.
- v. The entity is a post-employment benefit plan for the benefit of employees of either the reporting entity or an entity related to the reporting entity. If the reporting entity is itself such a plan, the sponsoring employers are also related to the reporting entity.
- vi. The entity is controlled or jointly controlled by a person identified in (a).
- vii. A person identified in (a)(i) has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity).

Examples of related parties of an Authority include central government, local authorities and other bodies precepting or levying demands on the Council Tax, its subsidiary and associated companies, its joint ventures and joint venture partners, its members, chief officers and its pension fund (the administering Authority and related parties, scheduled bodies and related parties, trustees and advisors).

RELATED PARTY TRANSACTIONS

The transfer of assets or liabilities or the performance of services by, to or for a related party irrespective of whether a charge is made. Examples include:

- i. The purchase, sale, lease, rental or hire of assets between related parties.
- ii. The provision of a pension fund to a related party of assets or loans, irrespective of any direct economic benefit to the pension fund.
- iii. The provision of a guarantee to a third party in relation to a liability or obligation of a related party.
- iv. The provision of services to a related party, including the provision of pension fund administration services.
- v. Transactions with individuals who are related parties of an Authority or a pension fund, except those applicable to other members of the community or the pension fund, such as Council Tax, rents and payments of benefits.

The materiality of related party transactions should be judged not only in terms of their significance to the Authority, but also in relation to its related party.

RESERVES

These are sums set aside to meet possible future costs where there is no certainty about whether or not the costs will actually be incurred.

RETIREMENT BENEFITS

All forms of consideration given by an employer in exchange for services rendered by employees that are payable after the completion of employment. Retirement benefits do not include termination benefits payable as a result of either (i) an employers decision to terminate an employee's employment before the normal retirement date or (ii) an employee's decision to accept voluntary redundancy in exchange for those benefits, because these are not given in exchange for services rendered by employees.

REVENUE

Income and **expenditure** arising from day-to-day activities.

REVENUE SUPPORT GRANT

This is an annual grant paid by central Government as its contribution towards the cost of the Authority's services in general. The amount of Revenue Support Grant that is provided to authorities is established through the local government finance settlement. Each Council's Settlement Funding Assessment consists of the revenue support grant and the local share of business rates.

SHORT TERM EMPLOYEE BENEFITS

Employee benefits (other than termination benefits) that fall due wholly within 12 months after the end of the period in which the employees render the related service.

VALUE ADDED TAX

VAT is an indirect tax levied on most business transactions and on many goods and some services. Input tax is VAT charged on purchases; output tax is VAT charged on sales.

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External audit report 2016/17

Bury Metropolitan Borough Council

July 2017



Summary for Audit Committee

Financial statements 2017

This document summarises the key findings in relation to our 2016-17 external audit at Bury MBC. We previously reported on our interim work in our *External Audit Interim Report 2016/17* in April 2017.

This report focusses on our on-site work which was completed in June 2017 on the Authority's significant risk areas, as well as other areas of your financial statements. Our findings are summarised on pages 4 – 9.

Our report also includes additional findings in respect of our control work which we have identified since we issued our interim report.

Subject to all outstanding queries being resolved to our satisfaction we anticipate issuing an unqualified audit opinion on the Authority's financial statements before the deadline of 30 September. These outstanding items include:

- Impairment/Revaluation review of the un-revalued population of assets in 2016/17
- Final review of our work
- Whole of Government accounts

Based on our work, we have raised 2 recommendations. Details on our recommendations can be found in Appendix 1.

Use of resources

We have completed our risk-based work to consider whether in all significant respects the Authority has proper arrangements to ensure has taken properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people. We have concluded that the Authority has made proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

We therefore anticipate issuing an unqualified value for money opinion.

See further details on page 16.

Public Interest Report

We have a duty to consider whether to issue a report in the public interest about something we believe the Authority should consider, or if the public should know about.

Acknowledgements

We would like to take this opportunity to thank officers and Members for their continuing help and co-operation throughout our audit work.

We ask the Audit Committee to note this report.

Contents

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This report is addressed to Bury Metropolitan Borough council (the Authority) and has been prepared for the sole use of the Authority. We take no responsibility to any member of staff acting in their individual capacities, or to third parties. Public Sector Audit Appointments issued a document entitled Statement of Responsibilities of Auditors and Audited Bodies summarising where the responsibilities of auditors begin and end and what is expected from audited bodies. We draw your attention to this document which is available on Public Sector Audit Appointment's website (www.psaa.co.uk).

External auditors do not act as a substitute for the audited body's own responsibility for putting in place proper arrangements to ensure that public 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.

We are committed to providing you with a high quality service. If you have any concerns or are dissatisfied with any part of KPMG's work, in the first instance you should contact Rashpal Khangura, the engagement lead to the Authority, who will try to resolve your complaint. If you are dissatisfied with your response please contact the national lead partner for all of KPMG's work under our contract with Public Sector Audit Appointments Limited, Andrew Sayers (on 0207 694 8981, or by email to andrew.sayers@kpmg.co.uk). After this, if you are still dissatisfied with how your complaint has been handled you can access PSAA's complaints procedure by emailing generalenquiries@psaa.co.uk, by telephoning 020 7072 7445 or by writing to Public Sector Audit Appointments Limited, 3rd Floor, Local Government House, Smith Square, London, SW1P 3H.

Section one

Financial Statements



We anticipate issuing an unqualified audit opinion on the Authority's 2016/17 financial statements by 30 September 2017. We will also report that your Annual Governance Statement complies with the guidance issued by CIPFA/SOLACE (*'Delivering Good Governance in Local Government'*) published in April 2016.

For the year ending 31 March 2017, the Authority has reported a deficit of the provision of services of £27m. The impact on the General Fund has been a decrease in the General Fund.



Significant audit risks

Our *External Audit Plan 2016/17* sets out our assessment of the Authority’s significant audit risks. We have completed our testing in these areas and set out our evaluation following our work:

Significant audit risks	Work performed
<p>1. Significant changes in the pension liability due to LGPS Triennial Valuation (Authority and Pension Fund)</p>	<p>Why is this a risk?</p> <p>During the year, the Pension Fund has undergone a triennial valuation with an effective date of 31 March 2016 in line with the <i>Local Government Pension Scheme (Administration) Regulations 2013</i>. The share of pensions assets and liabilities for each admitted body is determined in detail, and a large volume of data is provided to the actuary to support this triennial valuation.</p> <p>There is a risk that the data provided to the actuary for the valuation exercise is inaccurate and that these inaccuracies affect the actuarial figures in the accounts. Most of the data is provided to the actuary by [Pension Administrator], who administer the Pension Fund.</p> <p>Our work to address this risk</p> <p>We have reviewed the process used to submit payroll data to the Pension Fund and have found no issues to note. We have also tested the year-end submission process and other year-end controls. Whilst we found that there was no formal management review of actuarial assumptions, Management has subsequently confirmed that the assumptions used by the actuary are appropriate and assumptions are reviewed by the Pension Fund.</p> <p>We have also substantively agreed the total figures submitted to the actuary to the ledger with no issues to note. We have relied on the work completed by the Greater Manchester Pension Fund audit team to gain assurance over the controls that take place at the Pension Fund.</p>
<p>2. Valuation of PPE</p>	<p>Why is this a risk?</p> <p>The Council policy for asset revaluation is to ‘re-value sufficiently regularly to ensure that their carrying amount is not materially different from their current value at the year-end, but as a minimum every five years’. The NBV of the fixed assets as at 31 March 2016 was £584.2m.</p> <p>At the 31 March 2016, there were 46 assets which remained ‘unvalued’ (in line with rolling five year programme) due to resource constraints in property management. The results of these valuations were available as at the end of June, however these values because of the timing, were not incorporated into the financial statements. This resulted in an unadjusted misstatement of £755k.</p> <p>The Authority have made good progress developing their processes to ensure the programme of revaluation is up-to-date and the carrying value of the asset base is materially accurate. However, given the historical issues identified with fixed asset revaluations in the past and the significance of the value to the financial statements we identified this as a significant audit risk.</p> <p>Our work to address this risk</p> <p>We met with the Authority’s internal valuer and capital accountant in March 2017 to discuss the approach to valuations for the 2016/17 accounts. They confirmed that the rolling valuation programme was progressing to plan. (<i>cont. overleaf</i>)</p>

Significant audit opinion risks	Work performed
2. Valuation of PPE	<p data-bbox="434 159 836 186">Our work to address this risk (cont)</p> <p data-bbox="434 209 1379 292">At final audit, we reviewed the output of the rolling valuation programme and critically assessed the Authority’s formal consideration of indications of impairment and surplus assets within its estate, including the process undertaken.</p> <p data-bbox="434 312 1379 534">Whilst the Authority were able to evidence a formal review of the impairment through the revaluation work, we requested the Authority provide a formal assessment outlining what consideration had been given to assets not due for revaluation in year and whether there were any material movements since 2015/16. As at the time of writing this report this assessment has not yet been provided for audit and therefore we have not yet been able to conclude that there have not been any indications of material changes in value of the ‘unvalued’ population. We will provide the Audit Committee with an update at the meeting on the 20th July 2017.</p> <p data-bbox="434 555 1379 638">We noted the rolling programme of valuation was complete and the Authority are now fully on-track with regard to timing of asset revaluations. This is a marked improvement on prior years.</p> <p data-bbox="434 658 1379 710">We have substantively tested a sample of additions, confirming the appropriateness over capitalisation of this expenditure in line with accounting standards.</p> <p data-bbox="434 731 525 758">We also:</p> <ul data-bbox="434 779 1379 928" style="list-style-type: none"> • Assessed the competence, capability, objectivity and independence of the internal valuer; • considered the adequacy of the disclosures about the key judgements and degree of estimation involved in concluding that there has been no material movement in the value of land and buildings (not revalued in year) since 31 March 2016. <p data-bbox="434 948 1379 1062">As above upon receipt of the valuers assessment of the un-revalued asset population we will critically assess the calculation of market value indices movements and re-perform this calculation to confirm that no material movement in the value of land and building assets is indicated.</p> <p data-bbox="434 1083 1379 1160">We have not identified any significant issues in respect of other work completed to date, however we have included a recommendation with respect of the timeliness of the impairment and indices review provided for audit.</p>

Significant audit opinion risks	Work performed
3. Finance Ledger (Agresso) upgrade	<p data-bbox="434 1247 644 1274">Why is this a risk?</p> <p data-bbox="434 1297 1379 1348">The Authority implemented a significant upgrade to their general ledger system, Agresso (now Unit 4), in February 2017.</p> <p data-bbox="434 1369 1379 1421">The upgrade involved data migration of financial data and for this reason we recognised this as a significant risk which is pervasive to the financial statements.</p> <p data-bbox="434 1442 768 1469">Our work to address this risk</p> <p data-bbox="434 1489 1379 1572">A sample of project highlight reports were reviewed to evidence the working group set up to project manage the implementation to monitor risks and progress of implementation.</p> <p data-bbox="434 1593 1379 1645">Internal Audit carried out testing to ensure the transfer of the ledger information is complete and accurate.</p> <p data-bbox="434 1665 1379 1748">We reviewed the work of internal audit to inform our risk assessment and consulted with our internal Technology Risk Consulting (TRC) team to determine the approach to testing the data migration as part of the General IT Controls testing.</p> <p data-bbox="434 1769 1379 1875">Our testing of the ledger data migration identified no significant issues and we were able to gain assurance over the completeness and accuracy of the process. We have therefore satisfied ourselves that the financial information we relied on for the purpose of our audit was complete and accurate.</p>

Significant audit opinion risks Work performed

4. Fixed Asset Register Module Upgrade

Why is this a risk?

The Authority informed us of their plan to upgrade the fixed asset register through the use of a fixed asset module in Unit 4 during the interim audit. The Authority implemented the module at the end of March 2017.

The same risks apply as the general ledger upgrade with respect of the completeness and accuracy of the data migration. There are also associated risks with the functionality and reporting with the new module.

To mitigate this , the asset data was loaded twice into the test environment, the depreciation proposal run was tested & then sent to accountants to cross-check against their budgets. No issues were identified by the validation checks carried out by the Authority.

Depreciation for 2016/17 & year-end postings were run in Unit 4 and the general ledger was updated through the FA module.

Our work to address this risk

We agreed the prior year fixed asset register balances, uploaded into the Unit 4 Fixed Asset module, back to prior year accounts and workings on the prior year audit file. We then confirmed the balances in the financial data transferred across was complete and accurate.

We assured ourselves that the impact of valuation exercise was appropriately reflected in the new fixed asset module and subsequent balances in the financial statements.

Considerations required by professional standards

Fraud risk of revenue recognition

Professional standards require us to make a rebuttable presumption that the fraud risk from revenue recognition is a significant risk.

In our *External Audit Plan 2016/17* we reported that we do not consider this to be a significant risk for Local Authorities as there is unlikely to be an incentive to fraudulently recognise revenue.

This is still the case. Since we have rebutted this presumed risk, there has been no impact on our audit work.

Management override of controls

Professional standards require us to communicate the fraud risk from management override of controls as significant because management is typically in a unique position to perpetrate fraud because of its ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively.

Our audit methodology incorporates the risk of management override as a default significant risk. We have not identified any specific additional risks of management override relating to this audit.

In line with our methodology, we carried out appropriate controls testing and substantive procedures, including over journal entries, accounting estimates and significant transactions that are outside the normal course of business, or are otherwise unusual.

There are no matters arising from this work that we need to bring to your attention.



Other areas of audit focus

We identified an area of audit focus. This is not considered as significant risks as there are less likely to give rise to a material error. Nonetheless this is an area of importance where we would carry out substantive audit procedures to ensure that there is no risk of material misstatement.

Other areas of audit focus	Our work to address the areas
<p>1. Disclosures associated with retrospective restatement of CIES, EFA and MiRS</p>	<p>Background</p> <p>CIPFA has introduced changes to the 2016/17 Local Government Accounting Code (Code):</p> <ul style="list-style-type: none"> — Allowing local authorities to report on the same basis as they are organised by removing the requirement for the Service Reporting Code of Practice (SeRCOP) to be applied to the Comprehensive Income and Expenditure Statement (CIES); and — Introducing an Expenditure and Funding Analysis (EFA) which provides a direct reconciliation between the way local authorities are funded and prepare their budget and the CIES. This analysis is supported by a streamlined Movement in Reserves Statement (MiRS) and replaces the current segmental reporting note. <p>The Authority was required to make a retrospective restatement of its CIES (cost of services) and the MiRS. New disclosure requirements and restatement of accounts require compliance with relevant guidance and correct application of applicable accounting standards.</p> <p>What we have done</p> <p>For the restatement, we have obtained an understanding of the methodology used to prepare the revised statements. We have also agreed figures disclosed to the Authority’s general ledger and found no issues to note.</p>

Judgements

We have considered the level of prudence within key judgements in your 2016/17 financial statements and accounting estimates. We have set out our view below across the following range of judgements.



Subjective areas	2016/17	2015/16	Commentary
Provisions	3	3	We consider the provision accounting treatment and disclosures to be proportionate.
PPE: HRA assets	3	3	The Authority continues its use of the beacon methodology in line with the DCLG's <i>Stock Valuation for Resource Accounting</i> published in November 2016. The Authority has utilised external valuation expert to provide valuation estimates. We have reviewed the instructions provided and deem that the valuation exercise is in line with the instructions. The resulting increase is in line with regional indices provided by Gerald Eve, the valuation firm engaged by the NAO to provide supporting valuation information.

Proposed opinion and audit differences

Subject to all outstanding queries being resolved to our satisfaction, we anticipate issuing an unqualified audit opinion on the Authority's 2016/17 financial statements following approval of the Statement of Accounts by the Audit Committee on 20 July 2017.

Audit differences

In accordance with ISA 260 we are required to report uncorrected audit differences to you. We also report any material misstatements which have been corrected and which we believe should be communicated to you to help you meet your governance responsibilities.

The final materiality (see Appendix 4 for more information on materiality) level for this year's audit was set at £8 million. This was a reduction of £0.5m from planning materiality (£8.5m) to reflect reduction in General Fund Reserves as at 31 March 2017. Audit differences below £400k are not considered significant.

We did not identify any material misstatements. We however identified a number of presentational adjustments required to ensure that the accounts are compliant with the Code of Practice on Local Authority Accounting in the United Kingdom 2016/17 ('the Code').

We understand that the Authority will be addressing these and updating the accounts as appropriate. We will confirm the required amendments have been made in the final accounts.

Annual governance statement

We have reviewed the Authority's 2016/17 Annual Governance Statement and confirmed that:

- It complies with *Delivering Good Governance in Local Government: A Framework* published by CIPFA/SOLACE;

and

- It is not misleading or inconsistent with other information we are aware of from our audit of the financial statements.

We have made a small number of comments in respect of its format and content which the Authority has agreed to amend where significant.

Narrative report

We have reviewed the Authority's 2016/17 narrative report and have confirmed that it is consistent with the financial statements and our understanding of the Authority.

Accounts production and audit process

Our audit standards (*ISA 260*) require us to communicate our views on the significant qualitative aspects of the Authority's accounting practices and financial reporting.

We also assessed the Authority's process for preparing the accounts and its support for an efficient audit. The efficient production of the financial statements and good-quality working papers are critical to meeting the tighter deadlines.

Accounting practices and financial reporting

The Authority have been working to earlier close downs for a number of years and therefore are well placed for earlier statutory close down next year. The Authority's process for preparing the accounts is well structured.

Completeness of draft accounts

We received a complete set of draft accounts on 2 June 2017.

Quality of supporting working papers

We issued our *Accounts Audit Protocol 2016/17* ("Prepared by Client" request) in April 2017 which outlines our documentation request. This helps the Authority to provide audit evidence in line with our expectations. We followed this up with a meeting with Management to discuss specific requirements of the document request list.

We did not find quality issues in relation to the working papers. There is an opportunity for improvements to be made in providing breakdown and audit trail of underlying transactions which will be reflected in next year's prepared by client protocol.



Response to audit queries

We are pleased to report the Officers have been on the whole very responsive to our queries, apart from the timeliness of the information received with respect of the impairment/revaluation work.

Additional findings in relation to the Authority's control environment for key financial systems

In our *External Audit Interim Report 2016/17* tabled in April 2017, we reported that there were some year end controls that we will be testing during our year end audit.

We have since completed the testing of these controls and have found no significant issues to note.

Prior year recommendations

As part of our audit we have specifically followed up the Authority's progress in addressing the recommendations in last years ISA 260 report.

The Authority has implemented all of the recommendations in our ISA 260 Report 2015/16.

Appendix 2 provides further details.

Controls over key financial systems

We have tested controls as part of our focus on significant audit risks and other parts of your key financial systems on which we rely as part of our audit. The strength of the control framework informs the substantive testing we complete during our final accounts visit.

We identified one recommendation with relation to the HRA Rental Income controls we believe will improve the effectiveness of the process currently in place.

Further detail and associated recommendations can be found in Appendix 1.

Completion

We confirm that we have complied with requirements on objectivity and independence in relation to this year's audit of the Authority's 2016/17 financial statements.

Before we can issue our opinion we require a signed management representation letter.

Once we have finalised our opinions and conclusions we will prepare our Annual Audit Letter and close our audit.

Declaration of independence and objectivity

As part of the finalisation process we are required to provide you with representations concerning our independence.

In relation to the audit of the financial statements of Bury Metropolitan Borough Council for the year ending 31 March 2017, we confirm that there were no relationships between KPMG LLP and Bury Metropolitan Borough Council, its directors and senior management and its affiliates that we consider may reasonably be thought to bear on the objectivity and independence of the audit engagement lead and audit staff. We also confirm that we have complied with Ethical Standards and the Public Sector Audit Appointments Ltd requirements in relation to independence and objectivity.

We have provided a detailed declaration in Appendix 5 in accordance with ISA 260.

Management representations

You are required to provide us with representations on specific matters such as your financial standing and whether the transactions within the accounts are legal and unaffected by fraud. We have provided a template to the Head of Financial Management for presentation to the Audit Committee. We require a signed copy of your management representations before we issue our audit opinion.

Other matters

ISA 260 requires us to communicate to you by exception 'audit matters of governance interest that arise from the audit of the financial statements' which include:

- Significant difficulties encountered during the audit;
- Significant matters arising from the audit that were discussed, or subject to correspondence with management;
- Other matters, if arising from the audit that, in the auditor's professional judgment, are significant to the

oversight of the financial reporting process; and

- Matters specifically required by other auditing standards to be communicated to those charged with governance (e.g. significant deficiencies in internal control; issues relating to fraud, compliance with laws and regulations, subsequent events, non disclosure, related party, public interest reporting, questions/objections, opening balances etc.).

There are no others matters which we wish to draw to your attention in addition to those highlighted in this report or our previous reports relating to the audit of the Authority's financial statements.

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- Matters specifically required by other auditing standards to be communicated to those charged with governance (e.g. significant deficiencies in internal control; issues relating to fraud, compliance with laws and regulations, subsequent events, non disclosure, related party, public interest reporting, questions/objections, opening balances etc.).

There are no others matters which we wish to draw to your attention in addition to those highlighted in this report or our previous reports relating to the audit of the Authority's financial statements.

Section two

Value for money



Our 2016/17 VFM conclusion considers whether the Authority had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people.

We have concluded that the Authority has made proper arrangements to ensure it took properly-informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people.



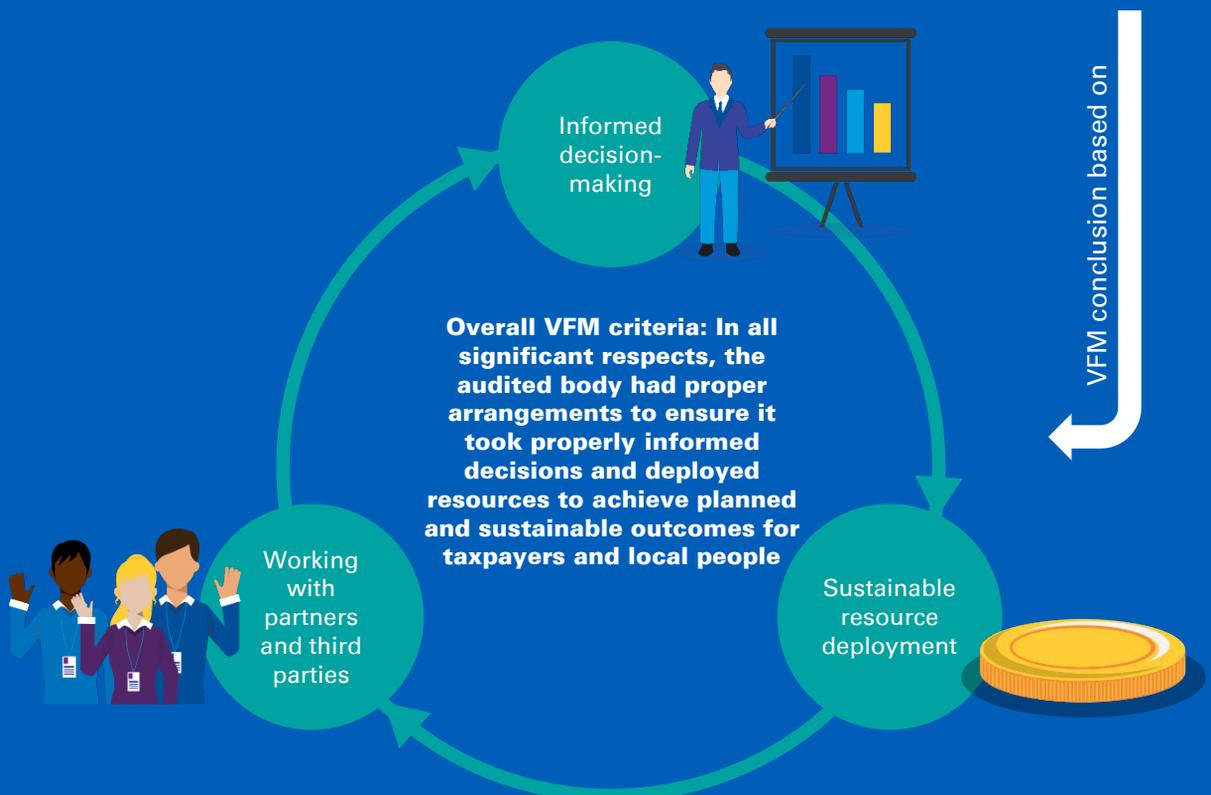
VFM conclusion

The Local Audit and Accountability Act 2014 requires auditors of local government bodies to be satisfied that the authority 'has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources'.

This is supported by the Code of Audit Practice, published by the NAO in April 2015, which requires auditors to 'take into account their knowledge of the relevant local sector as a whole, and the audited body specifically, to identify any risks that, in the auditor's judgement, have the potential to cause the auditor to reach an inappropriate conclusion on the audited body's arrangements.'

Our VFM conclusion considers whether the Authority had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people.

We follow a risk based approach to target audit effort on the areas of greatest audit risk.



The table below summarises our assessment of the individual VFM risks identified against the three sub-criteria. This directly feeds into the overall VFM criteria and our value for money opinion.

VFM assessment summary			
VFM risk	Informed decision-making	Sustainable resource deployment	Working with partners and third parties
1. Financial standing	✓	✓	✓
2. Ofsted Inspection	✓	✓	✓
Overall summary	✓	✓	✓

In consideration of the above, we have concluded that in 2016/17, the Authority has made proper arrangements to ensure it took properly-informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people.

Further details on the work done and our assessment are provided on the following pages.

In our Interim Report presented to the Audit Committee in April 2017 we also noted the suspensions of the Chief Executive, Monitoring Officer and Director of Children’s Services. As part of our VFM audit we considered the subsequent resignations of the Chief Executive and Director of Children’s Services and any impact this may have on our audit. We have reviewed the process followed by the Council and reviewed the scope of the independent review undertaken and can confirm that there is no impact on our audit.

Significant VFM risks

We have identified two significant VFM risks, as communicated to you in our *2016/17 External Audit Plan*. In all cases we are satisfied that external or internal scrutiny provides sufficient assurance that the Authority’s current arrangements in relation to these risk areas are adequate.

Significant VFM risks	Work performed
1. Financial standing	<p data-bbox="445 623 651 648">Why is this a risk?</p> <p data-bbox="445 669 1343 810">The Revenue budget approved by Council on 24 February 2016 identified the need to achieve savings of £11.58m in the year to 31 March 2017. At Month 6, the Authority’s revenue position was showing a projected overspend of £4.92m. The main variances were due demand pressures in Adult Social Care and Children’s Services.</p> <p data-bbox="445 830 1343 1027">The Authority mitigated against the pressures resulting in a £1.67m overspend at 31 March 2017 funded through use of general fund reserves. However, the budget consultation for the three year period 2017 to 2020 estimates further cuts amounting to £32m, with £13.3m of cuts expected in 2017/18. The Authority are therefore under great pressure to meet their financial targets with an ever reducing budget. There is a risk the Authority do not have the appropriate arrangements in place to deliver the required savings putting increasing pressure on the reserve balances in the future.</p> <p data-bbox="445 1048 696 1073">Summary of our work</p> <p data-bbox="445 1094 1343 1259">We reviewed the 2017/18 and 2018/19 savings plans to see how well developed they are. Our work has involved assessing the arrangements in place for identifying potential savings at the Authority, reviewing key assumptions used by the Council in their savings identification and future budget setting processes. We also considered whether an appropriate governance structure exists to manage this process effectively to support informed decision making.</p> <p data-bbox="445 1280 1343 1390">Based on this work, we have concluded we are satisfied adequate arrangements exist for identifying savings and an appropriate governance structure is in place to manage this process. We are also satisfied with the appropriateness of assumptions used in the budget setting process.</p> <p data-bbox="445 1411 1343 1549">It should be noted that the latest 2017/18 financial position shows as at month 3 the Council are forecasting an overspend of £3.6m for 2017/18. We note the Council have identified reasons for these, as well as actions to address them. Furthermore all additional spending controls introduced in 2016/17 have been continued into 2017/18 and all Executive Directors have been asked to prepare turn-around plans.</p> <p data-bbox="445 1570 1343 1680">It should be noted that with a general fund balance at the end of 2016/17 of £8.4m and a minimum level of general fund reserves of £4.25m, an overspend of £3.6m in 2017/18 would leave the Council only £0.5m above the minimum level of general fund reserves.</p> <p data-bbox="445 1701 1343 1806">Therefore in summary, whilst we are satisfied for 2016/17 that the council has adequate arrangements in place to secure value for money, the financial position of the Council should be closely monitored and appropriate action should continue to be taken to address overspends.</p>

Significant VFM risks

Work performed

2. Ofsted Inspection

Why is this a risk?

Findings of an Ofsted inspection of Bury Council Children’s Services for children in need of help and protection, looked after children and care leavers was presented to Overview and Scrutiny in June 2016. The inspection took place over a four week period between February and March 2016. The inspection found that there were no widespread or serious failings that may result in or leave children being harmed or at risk of harm. However, the report included eleven recommendations to assist the Council in preparing an action plan to ensure all services to children and young people are rated ‘good’ or ‘outstanding’. There is a risk the Authority does not have appropriate arrangements in place to ensure delivery against the action plan, failure of which could impact performance and reputation.

Summary of our work

We have met with key senior officers and assessed what processes have been put in place to manage the delivery of the action plan including how the Authority monitors performance against it. This involved understanding the governance arrangements in place to and reviewing the progress made by the Council towards the full implementation of all actions included in the plan. We are satisfied that there are adequate arrangements in place in respect of this risk to secure value for money.

Appendices



Key issues and recommendations

Our audit work on the Authority’s 2016/17 financial statements have identified a number of issues. We have listed these issues in this appendix together with our recommendations which we have agreed with Management. We have also included Management’s responses to these recommendations.

The Authority should closely monitor progress in addressing the risks, including the implementation of our recommendations. We will formally follow up these recommendations next year.

Each issue and recommendation have been given a priority rating, which is explained below.

- 

Issues that are fundamental and material to your system of internal control. We believe that these issues might mean that you do not meet a system objective or reduce (mitigate) a risk.
- 

Issues that have an important effect on internal controls but do not need immediate action. You may still meet a system objective in full or in part or reduce (mitigate) a risk adequately but the weakness remains in the system.
- 

Issues that would, if corrected, improve internal control in general but are not vital to the overall system. These are generally issues of good practice that we feel would benefit if introduced.

The following is a summary of the issues and recommendations raised in the year 2016/17.

2016/17 recommendations summary			
Priority	Number raised in our interim report	Number raised from our year-end audit	Total raised for 2016/17
High	0	0	0
Medium	0	2	2
Low	0	0	0
Total	0	2	2



1. HRA Reconciliation

There are two key reconciliations that take place for HRA rental income, ranging from a weekly cash reconciliation between the income received and income recorded in QL (Rents) system, to a quarterly reconciliation between Agresso and the QL system.

When we reviewed the quarterly reconciliation it was not easy to trace where the figures used to perform it had been derived from in the system. We also identified there could be improvements to the timeliness of the reconciliation, noting the quarter two (31 September 2016) reconciliation was not prepared and reviewed until November.

Recommendation

We recommend the Authority establish a means of interfacing the two systems to improve the efficiency of the reconciliations.

The Principal Accountant responsible for reviewing the quarterly reconciliation should ensure this is prepared and reviewed within one month of the quarter end.

Management Response

Accepted

Owner

HRA Principal Accountant

Deadline

With immediate effect



2. Review of impairment

In March 2017, we met with the Capital Accountant and Internal Valuer to receive an update on the rolling programme of valuation and agree an approach for the year end review of impairment. A full review of assets not valued in the current year was not presented to the audit team whilst onsite. This was subsequently provided to use prior to sign off. There is a risk of material movement in the value of land and buildings (not revalued in year) since 31 March 2016.

Recommendation

For those assets held at current value and not revalued in a particular year, the Authority should carry out a timely review of impairment and use appropriate indices to apply an estimated revaluation for the year.

Management Response

Accepted

Owner

Senior Asset Officer

Deadline

With immediate effect

Follow-up of prior year recommendations

In the previous year, we raised one recommendation which we reported in our *External Audit Report 2015/16 (ISA 260)*. The Authority has implemented all of the recommendations. We re-iterate the importance of the outstanding recommendations and recommend that these are implemented by the Authority.

We have used the same rating system as explained in Appendix 1.

Each recommendation is assessed during our 2016/17 work, and we have obtained the recommendation’s status to date. We have also obtained Management’s assessment of each outstanding recommendation.

Below is a summary of the prior year’s recommendations.

2015/16 recommendations status summary			
Priority	Number raised	Number implemented / superseded	Number outstanding
High	0	0	0
Medium	1	1	0
Low	0	0	0
Total	1	1	0



1. Asset Valuation

As at 31 March 2016, there were still 46 unvalued assets that had not been revalued in line with rolling valuation programme in place at the Authority. We understand this is due to resource constraints and compared to prior years the Authority’s valuers have reduced the number of ‘unvalued’ assets outstanding at the year end. Valuation certificates for these assets, valued as at 1 April 2016, were received in June 2016 and based on a sample tested there was a downward revaluation of £755k. If this were extrapolated across all the assets we do not consider there to be a risk of material misstatement.

Recommendation

We recommended that the Authority continued to develop a programme that would ensure all assets due for revaluation in year were captured before the financial year-end close. This will ensure the fixed asset balance in the accounts is complete and accurate.

Management original response

Agreed. A programme of Asset Valuations is to be integrated into the new Database System which is currently being implemented and provides a clear target for 2016-17.

Original deadline

With immediate effect.

KPMG’s July 2017 assessment

Fully implemented

Audit differences

We are required by ISA 260 to report all uncorrected misstatements, other than those that we believe are clearly trivial, to those charged with governance (which in your case is the [Audit Committee]). We are also required to report all material misstatements that have been corrected but that we believe should be communicated to you to assist you in fulfilling your governance responsibilities.

A number of minor amendments focused on presentational improvements have also been made to the 2016/17 draft financial statements. The Finance team is committed to continuous improvement in the quality of the financial statements submitted for audit in future years.

Adjusted audit differences

No audit differences were identified.

Unadjusted audit differences

No unadjusted audit differences were identified

Materiality and reporting of audit differences

The assessment of what is material is a matter of professional judgment and includes consideration of three aspects: materiality by value, nature and context.

Material errors by value are those which are simply of significant numerical size to distort the reader's perception of the financial statements. Our assessment of the threshold for this depends upon the size of key figures in the financial statements, as well as other factors such as the level of public interest in the financial statements.

Errors which are material by nature may not be large in value, but may concern accounting disclosures of key importance and sensitivity, for example the salaries of senior staff.

Errors that are material by context are those that would alter key figures in the financial statements from one result to another – for example, errors that change successful performance against a target to failure.

We reassessed materiality for the Authority at the start of the final accounts audit. It was reduced by £0.5m from £8.5m to reflect the reduction in General Fund Reserves as at 31 March 2017. Materiality for the Authority's accounts was therefore set at £8m million which equates to around two percent of gross expenditure. We design our procedures to detect errors in specific accounts at a lower level of precision.

Reporting to the Audit Committee

Whilst our audit procedures are designed to identify misstatements which are material to our opinion on the financial statements as a whole, we nevertheless report to the Audit Committee any misstatements of lesser amounts to the extent that these are identified by our audit work.

Under *ISA 260*, we are obliged to report omissions or misstatements other than those which are 'clearly trivial' to those charged with governance. *ISA 260* defines 'clearly trivial' as matters that are clearly inconsequential, whether taken individually or in aggregate and whether judged by any quantitative or qualitative criteria.

ISA 450 requires us to request that uncorrected misstatements are corrected.

In the context of the Authority, we propose that an individual difference could normally be considered to be clearly trivial if it is less than £400k for the Authority.

Where management have corrected material misstatements identified during the course of the audit, we will consider whether those corrections should be communicated to the Audit Committee to assist it in fulfilling its governance responsibilities.

Declaration of independence and objectivity

Auditors appointed by Public Sector Audit Appointments Ltd must comply with the Code of Audit Practice (the 'Code') which states that:

"The auditor should carry out their work with integrity, objectivity and independence, and in accordance with the ethical framework applicable to auditors, including the ethical standards for auditors set by the Financial Reporting Council, and any additional requirements set out by the auditor's recognised supervisory body, or any other body charged with oversight of the auditor's independence. The auditor should be, and should be seen to be, impartial and independent. Accordingly, the auditor should not carry out any other work for an audited body if that work would impair their independence in carrying out any of their statutory duties, or might reasonably be perceived as doing so."

In considering issues of independence and objectivity we consider relevant professional, regulatory and legal requirements and guidance, including the provisions of the Code, the detailed provisions of the Statement of Independence included within the Public Sector Audit Appointments Ltd Terms of Appointment ('Public Sector Audit Appointments Ltd Guidance') and the requirements of APB Ethical Standard 1 Integrity, Objectivity and Independence ('Ethical Standards').

The Code states that, in carrying out their audit of the financial statements, auditors should comply with auditing standards currently in force, and as may be amended from time to time. Public Sector Audit Appointments Ltd guidance requires appointed auditors to follow the provisions of *ISA (UK&I) 260 'Communication of Audit Matters with Those Charged with Governance'* that are applicable to the audit of listed companies. This means that the appointed auditor must disclose in writing:

- Details of all relationships between the auditor and the client, its directors and senior management and its affiliates, including all services provided by the audit firm and its network to the client, its directors and senior management and its affiliates, that the auditor considers may reasonably be thought to bear on the auditor's objectivity and independence.
- The related safeguards that are in place.
- The total amount of fees that the auditor and the auditor's network firms have charged to the client and its affiliates for the provision of services during the reporting period, analysed into appropriate categories, for example, statutory audit services, further audit services, tax advisory services and other non-audit services. For each category, the amounts of any future services which have been contracted or where a written proposal has been submitted are separately

disclosed. We do this in our Annual Audit Letter.

Appointed auditors are also required to confirm in writing that they have complied with Ethical Standards and that, in the auditor's professional judgement, the auditor is independent and the auditor's objectivity is not compromised, or otherwise declare that the auditor has concerns that the auditor's objectivity and independence may be compromised and explaining the actions which necessarily follow from his. These matters should be discussed with the Audit Committee.

Ethical Standards require us to communicate to those charged with governance in writing at least annually all significant facts and matters, including those related to the provision of non-audit services and the safeguards put in place that, in our professional judgement, may reasonably be thought to bear on our independence and the objectivity of the Engagement Lead and the audit team.

General procedures to safeguard independence and objectivity

KPMG LLP is committed to being and being seen to be independent. As part of our ethics and independence policies, all KPMG LLP Audit Partners and staff annually confirm their compliance with our Ethics and Independence Manual including in particular that they have no prohibited shareholdings.

Our Ethics and Independence Manual is fully consistent with the requirements of the Ethical Standards issued by the UK Auditing Practices Board. As a result we have underlying safeguards in place to maintain independence through: Instilling professional values, Communications, Internal accountability, Risk management and Independent reviews.

We would be happy to discuss any of these aspects of our procedures in more detail.

Auditor declaration

In relation to the audit of the financial statements of Bury Metropolitan Borough for the financial year ending 31 March 2017, we confirm that there were no relationships between KPMG LLP and Bury Metropolitan Borough Council, its directors and senior management and its affiliates that we consider may reasonably be thought to bear on the objectivity and independence of the audit engagement lead and audit staff. We also confirm that we have complied with Ethical Standards and the Public Sector Audit Appointments Ltd requirements in relation to independence and objectivity.

Non-audit work and independence

Below we have listed the non-audit work performed and set out how we have considered and mitigated (where necessary) potential threats to our independence.

Summary of non-audit work		
Description of non-audit service	Estimated fee*	Potential threat to auditor independence and associated safeguards in place
VAT advice on sporting services	£2,500	<p>Self-interest: This engagement is entirely separate from the audit through a separate contract, engagement team and lead partner. In addition, the audit fee scale rates were set independently to KPMG by the PSAA. Therefore, the proposed engagement will have no perceived or actual impact on the audit team and the audit team resources that will be deployed to perform a robust and thorough audit.</p> <p>Self-review: The nature of this work is to review the assumptions and conclusions reached and to provide insight into areas where tax issues have not been considered. Therefore, it does not impact on our opinion and we do not consider that the outcome of this work will be a threat to our role as external auditors. The existence of a separate team for this work is a further safeguard. Consequently, we consider we have appropriately managed this threat.</p> <p>Management threat: This work will be advice and support only – all decisions will be made by the Authority.</p> <p>Familiarity: This threat is limited given the scale, nature and timing of the work. The existence of the separate team for this work is the key safeguard.</p> <p>Advocacy: We will not act as advocates for the Authority in any aspect of this work. We will draw on our experience in such roles to provide the Trust with a range of approaches but the scope of this work falls well short of any advocacy role.</p> <p>Intimidation: not applicable</p>
Pooling Housing Receipts Return 2015/16	£3,000	<p>Self-interest: These engagements were entirely separate from the audit through a separate contract and did not impact the financial statements audit in 2016/17. The engagement has had no perceived or actual impact on the audit team and the audit team resources that will be deployed to perform a robust and thorough audit.</p> <p>Self-review: The nature of this work is to review supporting evidence of grant returns. Therefore, it does not impact on our opinion and we do not consider that the outcome of this work will be a threat to our role as external auditors. The existence of a separate team for this work is a further safeguard. Consequently, we consider we have appropriately managed this threat.</p> <p>Management threat: All decisions will be made by Authority.</p> <p>Familiarity: This threat is limited given the scale, nature and timing of the work.</p> <p>Advocacy: We will not act as advocates for the Authority in any aspect of this work.</p> <p>Intimidation: not applicable</p>
Teacher’s Pension Audit 2015/16	£2,500	
Total estimated fees	£8,000	
Total estimated fees as a percentage of the external audit fees	7%	

*exclusive of VAT

Audit fees

Audit fees

As communicated to you in our External Audit Plan 2016/17, our scale fee for the audit is £116,730 plus VAT *in 2016/17*, which is the same as the prior year. However, we will be proposing an additional fee of £2,543 due to additional work undertaken in relation to the additional work required in respect of the two new system upgrades. We will agree this fee with management ahead of seeking ratification from the PSAA. See table below for further detail.

Our work on the certification of Housing Benefits (BEN01) is planned for August 2017. The planned scale fee for this is £8,483 plus VAT.

PSAA fee table		
Component of audit	2016/17 <i>(planned fee)</i> £	2015/16 <i>(actual fee)</i> £
Accounts opinion and use of resources work		
PSAA scale fee set in [2014/15]	116,730	116,730
Additional work to conclude our opinions (note 1)	2,543	-
Subtotal	119,273	116,730
Housing benefits (BEN01) certification work		
PSAA scale fee set in [2014/15]	8,483	9,191
Total fee for the Authority set by the PSAA	127,756	125,213

All fees are quoted exclusive of VAT.

Note 1: work undertaken on the two new system upgrades (the General Ledger and Fixed Asset systems).



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(Letterhead of Client)

KPMG LLP
1 Sovereign Square
Sovereign Street
Leeds
LS1 4DA

20 July 2017

Dear Sirs

This representation letter is provided in connection with your audit of the financial statements of Bury Metropolitan Borough Council (“the Authority”), for the year ended 31 March 2017, for the purpose of expressing an opinion:

- i. as to whether these financial statements give a true and fair view of the financial position of the Authority and the Group as at 31 March 2017 and of the Authority’s and the Group’s expenditure and income for the year then ended;
- ii. whether the financial statements have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.

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

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

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

Financial statements

1. The Authority has fulfilled its responsibilities, as set out in the Accounts and Audit Regulations 2015, for the preparation of financial statements that:
 - i. give a true and fair view of the financial position of the Authority and the Group as at 31 March 2017 and of the Authority’s and the Group’s expenditure and income for the year then ended;
 - ii. have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.

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

2. Measurement methods and significant assumptions used by the Authority in making accounting estimates, including those measured at fair value, are reasonable.
3. All events subsequent to the date of the financial statements and for which IAS 10 *Events after the reporting period* requires adjustment or disclosure have been adjusted or disclosed.
4. The effects of uncorrected misstatements are immaterial, both individually and in aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is attached to this representation letter.

Information provided

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

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

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

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

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

Included in the Appendix to this letter are the definitions of both a related party and a related party transaction as we understand them as defined in IAS 24 and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.

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

The Authority further confirms that:

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

have been identified and properly accounted for; and

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

This letter was tabled and agreed at the meeting of the Audit Committee on 20 July 2017.

Yours faithfully,

[Chair of the Audit Committee]

[Chief Financial Officer]

Optional cc: [Audit Committee]

Appendix to the Authority Representation Letter of Bury Metropolitan Borough Council: Definitions

Financial Statements

A complete set of financial statements comprises:

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

A local authority is required to present group accounts in addition to its single entity accounts where required by chapter nine of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.

A housing authority must present:

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

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

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

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

Material Matters

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

IAS 1.7 and IAS 8.5 state that:

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

Fraud

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

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

Error

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

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

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

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

Management

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

Related Party and Related Party Transaction

Related party:

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

- a) A person or a close member of that person's family is related to a reporting entity if that person:
 - i. has control or joint control over the reporting entity;
 - ii. has significant influence over the reporting entity; or
 - iii. is a member of the key management personnel of the reporting entity or of a parent of the reporting entity.
- b) An entity is related to a reporting entity if any of the following conditions applies:
 - i. The entity and the reporting entity are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
 - ii. One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).
 - iii. Both entities are joint ventures of the same third party.
 - iv. One entity is a joint venture of a third entity and the other entity is an associate of the third entity.

- v. The entity is a post-employment benefit plan for the benefit of employees of either the reporting entity or an entity related to the reporting entity. If the reporting entity is itself such a plan, the sponsoring employers are also related to the reporting entity.
- vi. The entity is controlled, or jointly controlled by a person identified in (a).
- vii. A person identified in (a)(i) has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity).
- viii. The entity or any member of a group of which it is a part, provides key management personnel services to the reporting entity or to the parent of the reporting entity.

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

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

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

Related party transaction:

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

BURY COUNCIL**Annual Governance Statement 2016/17****1. SCOPE OF RESPONSIBILITY**

Bury 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 the above.

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

The Council has approved and adopted a Local 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 www.bury.gov.uk or can be obtained from;

Interim Executive Director of Resources & Regulation,
Town Hall,
Knowsley Street,
Bury Council,
BL9 0SP.

This statement explains how Bury Council has complied with the code and also meets the requirements of regulation 6(1)(b) of the Accounts and Audit Regulations 2015 in relation to the publication of a statement on internal control.

2. THE PURPOSE OF THE GOVERNANCE FRAMEWORK

The governance framework comprises the systems, processes, culture and values, by which the authority is directed and controlled 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 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 Bury Council throughout the year ended 31 March 2017, and up to the date of approval of the statement of accounts.

3. GOVERNANCE FRAMEWORK

The Council has made a clear statement of its ambitions and vision and uses this as a basis for corporate and service planning and shaping the community strategy. The Council is responsible for approving the budget and developing policies and making constitutional decisions. The Council elects a Leader for a term of four years and the Leader appoints a Cabinet of Councillors, each holding a special portfolio of responsibility. The Council's Constitution sets out the roles and responsibilities of each Cabinet member; and the responsibilities delegated to the Chief Executive, members of the Senior Leadership Team and senior managers of the Council. It establishes the posts holding responsibility for statutory and proper Officers. The Constitution is reviewed and updated regularly by Members. Decisions are scrutinised by the Overview and Scrutiny and Health Scrutiny Committees.

Members and Officers are governed by Codes of Conduct and bound by the protocol on Member/Officer relations. The Council is committed to maintaining the highest standards of behaviour and documentation to eliminate corruption and fraud through the Contract Procedure Rules, and protocols from members and Officers for gifts and hospitality. The Constitution is supplemented by a number of codes and protocols, including a Whistleblowing Policy.

Additionally, the Council's financial management arrangements conform to the governance requirements of CIPFA's 'Statement on the Role of the Chief Financial Officer in Local Government' (2016).

The Council has adopted the 2016 Delivering Good Governance in Local Government Framework and recognises that effective governance is achieved through the following seven core principles:

- I. Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law;
- II. Ensuring openness and comprehensive stakeholder engagement;
- III. Defining outcomes in terms of sustainable economic, social and environmental benefits;
- IV. Determining the interventions necessary to optimise the achievement of the intended outcomes;
- V. Developing the entity's capacity including the capability of its leadership and the individuals within it;
- VI. Managing the risks and performance through robust internal control and string public financial management;
- VII. Implementing good practices in transparency, reporting and audit, to deliver effective accountability.

The table overleaf demonstrates how these core principles have been upheld during the year 2016/17.

Core Principle	Sub Principles	We Do This By:
<p>Behaving with integrity, demonstrating strong commitment to ethical values and respecting the rule of law.</p>	<p>Local government organisations are accountable not only for how much they spend, but also for how they use the resources under their stewardship. This includes accountability for outputs, both positive and negative, and for the outcomes they have achieved. In addition, they have an overarching responsibility to serve the public interest in adhering to the requirements of legislation and government policies. It is essential that, as a whole, they can demonstrate the appropriateness of all their actions and have mechanisms in place to encourage and enforce adherence to ethical values and to respect the rule of law</p>	<p>Ensuring Members and officers behave with integrity and lead a culture where acting in the public interest is visibly and consistently demonstrated thereby protecting the reputation of the organisation.</p> <p>Ensuring Members take the lead in establishing specific operating principles or values for the organisation and its staff and that they are communicated and understood. These should build on the <i>Seven Principles of Public Life</i> (the Nolan Principles).</p> <p>Leading by example and using the above standard operating principles or values as a framework for decision making and other actions.</p> <p>Demonstrating, communicating and embedding the standard operating principles or values through appropriate policies and processes which are reviewed on a regular basis to ensure that they are operating effectively.</p> <p>Seeking to establish, monitor and maintain the Council’s ethical standards and performance.</p> <p>Underpinning personal behaviour with ethical values and ensuring they permeate all aspects of the Council’s culture and operation.</p> <p>Developing and maintaining robust policies and procedures which place emphasis on agreed ethical values.</p> <p>Ensuring that external providers of service on behalf of the Council are required to act with integrity and in compliance with ethical standards expected by the Council.</p> <p>Ensuring Members and staff demonstrate a strong commitment to the rule of the law as well as adhering to relevant laws and regulations.</p> <p>Creating the conditions to ensure that the statutory officers, other key post holders, and Members, are able to fulfil their responsibilities in accordance with legislative and regulatory requirements.</p> <p>Striving to optimise the use of the full powers available for the benefit of its citizens, communities and other stakeholders.</p> <p>Dealing with breaches of legal and regulatory provisions effectively.</p> <p>Ensuring corruption and misuse of power are dealt with effectively.</p>
<p>Ensuring openness and comprehensive stakeholder engagement</p>	<p>Local government is run for the public good; organisations therefore should ensure openness in their activities. Clear, trusted channels of</p>	<p>Ensuring an open culture through demonstrating, documenting and communicating the Council’s commitment to openness.</p> <p>Making decisions that are open about actions, plans, resource use, forecasts, outputs and outcomes.</p>

Core Principle	Sub Principles	We Do This By:
	<p>communication and consultation should be used to engage effectively with all groups of stakeholders, such as individual citizens and service users, as well as institutional stakeholders.</p>	<p>The presumption is for openness. If that is not the case, a justification for the reasoning for keeping a decision confidential should be provided.</p> <p>Providing clear reasoning and evidence for decisions in both public records and explanations to stakeholders and being explicit about the criteria, rationale and considerations used. In due course, ensuring that the impact and consequences of those decisions are clear.</p> <p>Using formal and informal consultation and engagement to determine the most appropriate and effective interventions/courses of action.</p> <p>Establishing a clear policy on the type of issues that the Council will meaningfully consult with or involve communities, individual citizens, service users and other stakeholders to ensure that service (or other) provision is contributing towards the achievement of intended outcomes.</p> <p>Ensuring that communication methods are effective and that Members and officers are clear about their roles with regard to community engagement.</p> <p>Encouraging, collecting and evaluating the views and experiences of communities, citizens, service users and organisations of different backgrounds including reference to future use.</p> <p>Implementing effective feedback mechanisms in order to demonstrate how views have been taken into account.</p> <p>Balancing feedback from more active stakeholder groups with other stakeholder groups to ensure inclusivity.</p> <p>Taking account of the impact on future generations of tax payers and service users.</p> <p>Effectively engaging with institutional stakeholders to ensure that the purpose, objectives and intended outcomes for each stakeholder relationship are clear so that outcomes are achieved successfully and sustainably.</p> <p>Developing formal and informal partnerships to allow for resources to be used more efficiently and outcomes achieved more effectively.</p> <p>Ensuring that partnerships are based on: Trust; A Shared Commitment to Change; A Culture that Promotes and Accepts Challenge Among Partners; and that the added value of partnership working is explicit.</p>
<p>Defining outcomes in terms of sustainable economic, social, and environmental benefits</p>	<p>The long-term nature and impact of many of local government's responsibilities mean that it should define and plan outcomes and that these</p>	<p>Having a clear vision, which is in an agreed formal statement of the Council's purpose and intended outcomes containing appropriate performance indicators, which provide the basis for the Council's overall strategy, planning and other decisions.</p>

Core Principle	Sub Principles	We Do This By:
	<p>should be sustainable. Decisions should further the organisation’s purpose, contribute to intended benefits and outcomes, and remain within the limits of authority and resources. Input from all groups of stakeholders, including citizens, service users, and institutional stakeholders, is vital to the success of this process and in balancing competing demands when determining priorities for the finite resources available.</p>	<p>Specifying the intended impact on, or changes for, stakeholders including individual citizens and service users. It could be immediately or over the course of a year or longer.</p> <p>Delivering defined outcomes on a sustainable basis within the resources that will be available.</p> <p>Identifying and managing risks to the achievement of outcomes.</p> <p>Managing service users’ expectations effectively with regard to determining priorities and making the best use of the resources available.</p> <p>Considering and balancing the combined economic, social and environmental impact of policies and plans when taking decisions about service provision.</p> <p>Taking a longer-term view with regard to decision making, taking account of risk and acting transparently where there are potential conflicts between the Council’s intended outcomes and short-term factors such as the political cycle or financial constraints.</p> <p>Determining the wider public interest associated with balancing conflicting interests between achieving the various economic, social and environmental benefits, through consultation where possible, in order to ensure appropriate trade-offs.</p> <p>Ensuring fair access to services.</p>
<p>Determining the interventions necessary to optimise the achievement of the intended outcomes</p>	<p>Local government achieves its intended outcomes by providing a mixture of legal, regulatory, and practical interventions (courses of action). Determining the right mix of these courses of action is a critically important strategic choice that the Council has to make to ensure intended outcomes are achieved. The Council needs robust decision-making mechanisms to ensure that their defined outcomes can be achieved in a way that provides the best trade-off between the various types of resource inputs while still enabling effective and efficient operations. Decisions made need to be reviewed frequently to ensure that achievement of</p>	<p>Ensuring decision makers receive objective and rigorous analysis of a variety of options indicating how intended outcomes would be achieved and associated risks. Therefore ensuring best value is achieved however services are provided.</p> <p>Considering feedback from citizens and service users when making decisions about service improvements or where services are no longer required in order to prioritise competing demands with limited resources available including people, skills, land and assets and bearing in mind future impacts.</p> <p>Establishing and implementing robust planning and control cycles that cover strategic and operational plans, priorities and targets.</p> <p>Engaging with internal and external stakeholders in determining how services and other courses of action should be planned and delivered.</p> <p>Considering and monitoring risks facing each partner when working collaboratively, including shared risks.</p> <p>Ensuring arrangements are flexible and agile so that the mechanisms for delivering goods and services can be adapted to changing circumstances.</p>

Core Principle	Sub Principles	We Do This By:
	<p>outcomes is optimised.</p>	<p>Establishing appropriate key performance indicators as part of the planning process in order to identify how the performance of services and projects is to be measured.</p> <p>Ensuring capacity exists to generate the information required to review service quality regularly.</p> <p>Preparing budgets in accordance with objectives, strategies and the medium term financial plan.</p> <p>Informing medium and long term resource planning by drawing up realistic estimates of revenue and capital expenditure aimed at developing a sustainable funding.</p> <p>Ensuring the medium term financial strategy integrates and balances service priorities, affordability and other resource constraints.</p> <p>Ensuring the budgeting process is all-inclusive, taking into account the full cost of operations over the medium and longer term.</p> <p>Ensuring the medium term financial strategy sets the context for ongoing decisions on significant delivery issues or responses to changes in the external environment that may arise during the budgetary period in order for outcomes to be achieved while optimising resource usage.</p> <p>Ensuring the achievement of 'social value' through service planning and commissioning.</p>
<p>Developing the entity's capacity, including the capability of its leadership and the individuals within it</p>	<p>Local government needs appropriate structures and leadership, as well as people with the right skills, appropriate qualifications and mindset, to operate efficiently and effectively and achieve their intended outcomes within the specified periods. A local government organisation must ensure that it has both the capacity to fulfil its own mandate and to make certain that there are policies in place to guarantee that its management has the operational capacity for the organisation as a whole. Because both individuals and the environment in which an organisation operates will</p>	<p>Reviewing operations, performance and use of assets on a regular basis to ensure their continuing effectiveness.</p> <p>Improving resource use through appropriate application of techniques such as benchmarking and other options in order to determine how resources are allocated so that defined outcomes are achieved effectively and efficiently.</p> <p>Recognising the benefits of partnerships and collaborative working where added value can be achieved.</p> <p>Developing and maintaining an effective workforce plan to enhance the strategic allocation of resources.</p> <p>Developing protocols to ensure that elected and appointed leaders negotiate with each other regarding their respective roles early on in the relationship and that a shared understanding of roles and objectives is maintained.</p> <p>Publishing a statement that specifies the types of decisions that are delegated and those reserved for the collective decision making of the governing body.</p> <p>Ensuring the Leader and the Head of Paid Service have clearly defined and distinctive leadership roles</p>

Core Principle	Sub Principles	We Do This By:
	<p>change over time, there will be a continuous need to develop its capacity as well as providing training to develop the skills and experience of individual staff members. Leadership in local government is strengthened by the participation of people with many different types of backgrounds, reflecting the structure and diversity of communities.</p>	<p>within a structure whereby the Head of Paid Service leads in implementing strategy and managing the delivery of services and other outputs set by Members and each provides a check and a balance for each other's authority.</p> <p>Developing the capabilities of Members and Senior Management to achieve effective leadership and to enable the Council to respond successfully to changing legal and policy demands as well as economic, political and environmental changes and risks by:</p> <ul style="list-style-type: none"> • Ensuring Members and staff have access to appropriate induction tailored to their role and that ongoing training and development matching individual and organisational requirements is available and encouraged; • Identifying training needs to ensure Members and Senior Officers have the appropriate skills, knowledge resources and support to fulfil their roles and responsibilities and ensuring that they are able to update their knowledge on a continuing basis; • Ensuring personal, organisational and system-wide development through shared learning, including lessons learned from governance weaknesses both internal and external. <p>Ensuring that there are structures in place to encourage public participation.</p> <p>Taking steps to consider the leadership's own effectiveness and ensuring leaders are open to constructive feedback from peer review and inspections.</p> <p>Holding staff to account through regular performance reviews which take account of training or development needs.</p> <p>Ensuring arrangements are in place to maintain the health and wellbeing of the workforce and support individuals in maintaining their own physical and mental wellbeing.</p>
<p>Managing risks and performance through robust internal control and strong public financial management</p>	<p>Local government needs to ensure that the organisations and governance structures that it oversees have implemented, and can sustain, an effective performance management system that facilitates effective and efficient delivery of planned services. Risk management and internal control are important and integral parts of a performance management system and are crucial to the achievement of outcomes. Risk should be considered and addressed as part of all decision making activities. A strong</p>	<p>Recognising that risk management is an integral part of all activities and must be considered in all aspects of decision making.</p> <p>Implementing robust and integrated risk management arrangements and ensuring that they are working effectively.</p> <p>Ensuring that responsibilities for managing individual risks are clearly allocated.</p> <p>Ensuring financial management supports both long term achievement of outcomes and short-term financial and operational performance.</p> <p>Ensuring well-developed financial management is integrated at all levels of planning and control, including management of financial risks and controls.</p> <p>Monitoring service delivery effectively including planning, specification, execution and independent post implementation review.</p>

Core Principle	Sub Principles	We Do This By:
	<p>system of financial management is essential for the implementation of policies and the achievement of intended outcomes, as it will enforce financial discipline, strategic allocation of resources, efficient service delivery and accountability. It is also essential that a culture and structure for scrutiny are in place as a key part of accountable decision making, policy making and review. A positive working culture that accepts, promotes and encourages constructive challenge is critical to successful scrutiny and successful service delivery. Importantly, this culture does not happen automatically, it requires repeated public commitment from those in authority.</p>	<p>Making decision based on relevant, clear objective analysis and advice pointing out the implications and risks inherent in the Council’s financial, social and environmental position and outlook.</p> <p>Ensuring an effective scrutiny or oversight function is in place which encourages effective and constructive challenge and debate on policies and objectives to support balanced and effective decision making.</p> <p>Providing Members and Senior Management with regular reports on service delivery plans and on progress towards outcome achievement.</p> <p>Ensuring there is consistency between specification stages (such as budgets) and post implementation reporting (e.g. financial statements).</p> <p>Aligning the risk management strategy and policies on internal control with achieving objectives.</p> <p>Evaluating and monitoring risk management and internal control on a regular basis.</p> <p>Ensuring effective counter fraud and anti-corruption arrangements are in place.</p> <p>Ensuring additional assurance on the overall adequacy and effectiveness of the framework of governance, risk management and control is provided by the internal auditor.</p> <p>Ensuring an audit committee which is independent of the executive and accountable to the governing body:</p> <ul style="list-style-type: none"> • Provides a further source of assurance regarding the authority’s arrangements for managing risk and maintaining an effective control environment • And its recommendations are listened to and acted upon. <p>Ensuring effective arrangements are in place for the safe collection, storage, use and sharing of data, including processes to safeguard personal data.</p> <p>Ensuring effective arrangements are in place and operating effectively when sharing data with other bodies.</p> <p>Reviewing and auditing regularly the quality and accuracy of data used in decision making and performance monitoring.</p>
<p>Implementing good practices in transparency, reporting, and audit to deliver effective</p>	<p>Accountability is about ensuring that those making decisions and delivering services are answerable for them. Effective accountability is concerned not</p>	<p>Writing and communicating reports for the public and other stakeholders in a fair, balanced and understandable style appropriate to the intended audience and ensuring that they are easy to access and interrogate.</p> <p>Striking a balance between providing the right amount of information to satisfy transparency demands</p>

Core Principle	Sub Principles	We Do This By:
accountability	only with reporting on actions completed, but also ensuring that stakeholders are able to understand and respond as the organisation plans and carries out its activities in a transparent manner. Both external and internal audit contribute to effective accountability.	<p>and enhance public scrutiny whilst not being too onerous to provide and for users to understand.</p> <p>Reporting at least annually on performance, value for money and stewardship of resources.</p> <p>Ensuring Members and Senior Management own the results.</p> <p>Ensuring robust arrangements for assessing the extent to which the principles contained in this Framework have been applied and publishing the results on this assessment, including an action plan for improvement and evidence to demonstrate good governance (the Annual Governance Statement).</p> <p>Ensuring that this framework is applied to jointly managed or shared service organisations as appropriate.</p> <p>Ensuring the performance information that accompanies the financial statements is prepared on a consistent and timely basis and the statements allow for comparison with other, similar organisations.</p> <p>Ensuring that recommendations for corrective action made by internal and external audit are acted upon.</p> <p>Ensuring an effective internal audit service with direct access to Members is in place, providing assurance with regard to governance arrangements and that recommendations are acted upon.</p> <p>Welcoming peer challenge, reviews and inspections from regulatory bodies and implementing recommendations.</p> <p>Gaining assurance on risks associated with delivering services through third parties and this is evidenced in the annual governance statement.</p> <p>Ensuring that when working in partnership, arrangements for accountability are clear and the need for wider public accountability has been recognised and met.</p>

4. RISK MANAGEMENT

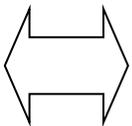
The Council has adopted a corporate risk management policy, and operates a fully integrated risk management system covering the core functionality of the organisation. A web-based risk management toolkit is available to all levels of staff, enabling the production of risk registers at various levels throughout the organisation which are reviewed continually, and reported on a quarterly basis.

Significant business risks that may impact upon the Council and its key partnership priorities (Team Bury) have been identified and appropriate control measures are in place.

The most significant risks facing the Council continue to be in respect of reduced funding, increased demand and the resulting level of savings required.

The Council approved cuts of £11.579m in 2016/17 and £31.876m for the three year period 2017/18 to 2019/20, of which £13.335m relates to 2017/18; this followed extensive consultation with residents, service users and other stakeholders.

A summary of the key risks the Council faced in 2016/17 is outlined on the table overleaf; these will continue to be monitored on an ongoing basis and reported to members quarterly.



BURY COUNCIL

Corporate Risk Register 2016/17 – as at 31st March 2017

Risk	Risk Owner	Raw Risk Score				Target Risk Score	Mitigation Measures / Assurance Levels			Risk Conclusion	Residual Risk Score				Direction of Travel
		Likelihood	Impact	Proximity	Score		Level 1	Level 2	Level 3		Likelihood	Impact	Proximity	Score	
The Council doesn't agree a balanced budget	Cabinet / SLT	4	4	4	64	LOW	<p>The Council has a 4 year financial forecast covering 2016/17 to 2019/20 in line with the Government's 4 year funding offer.</p> <p>Budget options have now been approved (Feb 17) covering a 3 year period, recognising the lead in times for the development of options.</p>	<p>Budget options validated by the Councils Strategic Leadership Team, and through regular meetings with Portfolio Holders.</p> <p>Budget proposals were considered by the Overview & Scrutiny Committee prior to approval.</p>	External Audit Opinion on VFM / Financial Standing	Manage	1	4	4	16	No Change
The Council cannot deliver cuts approved in the budget	Cabinet / SLT	4	4	4	64	LOW	<p>Once approved, cuts need to be delivered.</p> <p>Robust budget monitoring procedures are in place, given early warning of potential pressures.</p>	<p>Budget monitoring reports are considered every month by SLT, and reported quarterly to Cabinet.</p> <p>SLT and the Cabinet meet regularly to discuss progress</p>	External Audit Opinion on VFM / Financial Standing.	Manage	4	4	4	64	<p>Previously 48</p> <p>Increased to reflect challenge of delivering continuous budget cuts</p>

							<p>2016/17 in year monitoring highlighted the challenges of delivering continuous budget cuts with reduced organisational capacity.</p> <p>Control measures in place to mitigate overspend pressures where possible.</p> <p>Forecast is improving, however pressures still remain; Month 9 position showing +£2.8m (was +£6.4m)</p>	<p>with the in year budget.</p> <p>Monitoring reports are also considered quarterly at;</p> <ul style="list-style-type: none"> • SLT / Cabinet • Overview & Scrutiny • Audit Cttee <p>Increasingly considering “Invest to Save” options.</p> <p>Additional resources available for Adult Social Care – via precept & Government</p>						
Resilience and capacity of services is jeopardised by ongoing funding reductions	SLT	4	4	4	64	LOW	<p>Budget options consider operational impact, and are subject to separate risk assessments.</p> <p>The Council undertakes workforce planning to ensure the right staff are in place, with the right skills at the time needed.</p> <p>Recruitment & Retention of staff</p>	<p>Business continuity plans exist for all services</p> <p>The Council received minimal transition funding from the Government compared to other GM authorities.</p> <p>The Council has access to transformation funding under GM Health & Social</p>	<p>External Audit Opinion on VFM / Financial Standing</p> <p>External reviews, e.g. OFSTED / CQC</p>	Manage	3	4	4	48



Previously
36
Risk
increased to
reflect 2017
reevaluation

48

4

4

3

Manage

The Council's External Auditors review the Council's Collection Fund, and Appeals Provisions as part of the annual audit process.

The Council maintains an active dialogue with the Valuation Office Agency to ensure that appeals are dealt with in a timely manner.

The Council participates in the GM Collection Fund Accounting Group

Care arrangements

presents a challenge in some service areas.

The Council makes "in year" provision for the impact of appeals when estimating yield (NNDR1), and also makes provision within the annual revenue budget.

In addition, the Council holds a reserve to fund the backdating (i.e. one-off) effect of appeals.

Risk of appeals is heightened under 100% retention (although protection for 2017/18 pilot); also likely to be increased incidence of appeals in light of 2017 revaluation

Impact of business failure also increases, however mitigated through work of Business Engagement Team

LOW

48

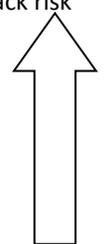
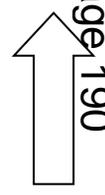
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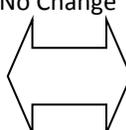
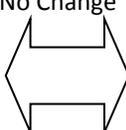
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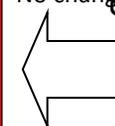
Cabinet Member for Finance & HR / Interim Executive Director of Resources & Regulation

Changes to the Business Rates Retention scheme (100%) impact adversely on the Council – e.g. appeals



impact adversely upon the Council							Brexit – notably economic conditions. Potential impact on the pound, inflation, and impact upon Bury businesses	economic conditions and the Council’s Treasury Management.	Treasurers Group								Risk increased to reflect level of uncertainty
The Council is unable to manage customer / resident demands and expectations in the light of funding reductions	Cabinet / SLT	4	4	3	48	LOW	The Council has previously written to all residents advising them of the impact of funding reductions. Further communication required e.g. resident briefings	Public meetings are held each year as part of the budget consultation process.	The role of elected members is critical as they provide an interface between residents and the Council	Manage	3	4	3	36			No change
The Council’s growth strategy is impeded by external influences, e.g. economic conditions	Leader / Chief Executive	3	4	3	36	LOW	The Council has a clear Growth Strategy in place GMSF will present opportunities for growth, however also create competition between Boroughs Economic uncertainty may stifle growth.	This has been agreed at both Council and Partner level (Bury Wider Leadership Group).	The Council actively promotes development opportunities nationally, and engages with GM activity to promote the region.	Manage	2	3	3	18			No change
Population growth and age profile lead to service demands exceeding Council capacity /	Cabinet / SLT	4	4	3	48	LOW	The Council has adopted the Social Care Precept (2016/17) to channel additional resources to	A number of initiatives are in place aimed at early intervention, and self care e.g. reablement,	Close working takes place with partners in the CCG and key providers to mitigate	Manage	4	4	4	64			No Change

resources.							pressures in Adult Social Care. Continuing pressures in the NHS will impact upon the Council's services Further funding for Social Care now made available Complexity and long term nature of conditions an increasing pressure Fragile market of care providers	wellbeing service	demand pressures. Development of LCO / OCO working model						
Ability to maintain core statutory functions e.g. safeguarding is impeded by funding reductions.	Cabinet / SLT	2	4	3	24	LOW	The budget setting process reflects the statutory nature of some services when allocating cuts targets Additional resources now available for Adult Social Care	Directors prioritise spend to ensure statutory obligations are fulfilled – this is done through the Cash ceiling / virement scheme.	External Audit Opinion on VFM / Financial Standing External reviews, e.g. OFSTED / CQC	Manage	2	4	3	24	No Change 
Health & Social Care integration does not reform services and deliver required efficiency savings	Cabinet Member for Health & Wellbeing / Executive Director of Communities & Wellbeing	3	4	4	48	LOW	The Council and CCG work closely together and operate pooled budgets in some areas (Better Care Fund). The Council and	The Council is working towards development of a single commissioning organisation (OCO); this is expected to be in place by April 2017.	Partnership working takes place at a higher "North East Sector" level with Oldham and Rochdale Councils,	Manage	3	4	4	48	No Change 

No change


48

4

4

3

Manage

The Leader and Chief Executive lead on the Crime and Justice workstream.

This is supplemented by a comprehensive schedule of meetings at member level.

The Council is an equal partner in AGMA, and engages actively through regular GM meetings at officer level.

Risk that reform takes place at the pace of the slowest partner

Risk that Bury's low cost base rises to average GM levels

Need to ensure democratic / governance processes preserve local accountability

Election of Mayor to take place in 1st quarter of 2017/18

LOW

24

3

4

2

Leader / Chief Executive

GM approach to devolution does not reform services and deliver required efficiency savings

Risk Scoring Matrix

Likelihood 1 (low) – 4 (high)
Impact 1 (low) – 4 (high)
Proximity 1 (low) – 4 (high)
Maximum Score 4 x 4 x 4 = 64

Low Risk	0 - 20
Medium Risk	21 - 40
High Risk	41 - 64

5. REVIEW OF EFFECTIVENESS

The Council is required to conduct a continuous review of the effectiveness of its governance framework including the system of internal control. We have been advised on the implications of the result of the review of the effectiveness of the governance framework and that the arrangements continue to be regarded as fit for purpose in accordance with the governance framework.

This is achieved through the following;

- Quarterly meeting of "Governance Panel" comprising; interim Executive Director of Resources & Regulation (s151 Officer), Monitoring Officer and Head of Financial Management.
- Continuous review of governance arrangements, and a quarterly update of the Governance Statement – reported to and approved by the Audit Committee.
- The Council has adopted a Planning and Performance Framework and carries out a programme of monitoring which runs throughout its annual cycle. This includes: monthly scrutiny of all budgets; quarterly monitoring and reporting of Performance Indicators.
- The Cabinet carries out functions which are not the responsibility of any other part of the Authority. Several members of the Cabinet are assigned portfolio areas, and are assisted by non Cabinet Members as necessary. This allows the Cabinet to monitor the activities of the authority. Cabinet Members each have a specific Role Description setting out the responsibilities of their portfolio.
- There is a well established Overview and Scrutiny function which has been revised and updated in the light of experience. Scrutiny reviews the work of the Council throughout the year and also report annually to Council.
- The Council has introduced a corporate system to receive and reference incoming complaints, allowing the response to be tracked, and progress to be reported to senior management.
- The Council has a database to record and track Freedom of Information requests, and reviews ensuring compliance with statutory deadlines.
- Similarly, a database operates to hold service business continuity plans, and map links / dependencies between services.
- The Executive Directors and Chief Executives of Six Town Housing and Persona have each reviewed the operation of key controls throughout the Council, from the perspective of their own departments, using a detailed checklist. They have provided a signed assurance statement and identified any weaknesses or reservations for inclusion in an improvement programme.
- The Monitoring Officer carries out a continuous review of all legal and ethical matters, receiving copies of all agendas, minutes, reports and associated papers, commenting when necessary, or taking appropriate action, should it be required. The Monitoring Officer is also responsible for monitoring the Local Code of Corporate Governance.

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- The Interim Executive Director of Resources & Regulation (s151 officer) prepares quarterly Risk Management reports reviewing activities and progress, and has reviewed the Local Code of Corporate Governance and anti-fraud and corruption strategy.
- The Standards Committee is responsible for standards and probity, and receives regular reports from the Monitoring Officer.
- The Audit Committee carries out an overview of the activities of the Council's internal and external audit functions. Members are provided with copies of all reports produced by Internal Audit and by the Council's external auditors (KPMG). They approve the annual plans for each, and receive regular progress reports throughout the year. The Head of Financial Management (in the role of Head of Internal Audit) submits to them an Annual Report and Opinion, and the external auditor submits an Audit and Inspection Annual Letter.
- The Internal Audit service is a directly employed in-house service, providing a continuous review in accordance with the Council's obligations under the Local Government Act 1972 and the Accounts and Audit Regulations 2015. It operates under the Audit and Assurance Council, as part of the Financial Reporting Council, and the CIPFA (Chartered Institute of Public Finance and Accountancy) UK Public Sector Internal Audit Standards, as approved by Audit Committee in December 2013.
- The Internal Audit Section is assessed every year against the UK Public Sector Internal Audit Standards (PSIAS) and previously against the 2006 CIPFA Code of Practice for Internal Audit in Local Government. The service was externally assessed by a peer review in October 2016 that found the service to be partially compliant against the PSIAS. An action plan has been put in place to address the gaps found.
- The Council's external auditors (KPMG) review the activities of the Council and approve the annual accounts. Conclusions and significant issues arising are reported in their Report to those charged with governance.
- The Audit Committee has been advised on the outcome of the review of the effectiveness of the system of internal control, and an action plan to address weaknesses and ensure continuous improvement of the system is in place.
- Despite the suspensions in 2016/17 of the Chief Executive, the Executive Director of Children's Services and the Monitoring officer, interim arrangements were quickly put in place to ensure maintenance and continuity of the governance arrangements already in place and to ensure these remained effective. These arrangements will continue until further notice and until the conclusion of the suspensions.

6. EFFICIENCY / VALUE FOR MONEY

The Council prides itself on delivering quality services at an affordable price, and is recognised as being efficient.

VFM Profiles:

Public Sector Audit Appointments (previously the Audit Commission) has published profiles comparing the cost per head of population of services in Bury with those of other Metropolitan Councils; these assist us in determining that the Council is offering Value for Money.

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Any benchmarking data should be used with caution given differences in interpretation between organisations. It should also be noted that some of the data used refers back to 2015/16 and most services have undergone significant transformation since then.

Overview

This is an overview of the authority's spend on its services expressed per head of total population (or subsections of the population for adult social care and children's services). Most of the expenditure data come from the latest Revenue Outturn return however spending on children's services and the planned net current expenditure come from different sources and are for different time periods. Each indicator links to another set of related indicators. You can view an indicator in detail by clicking on the icon next to the indicator name.

Indicator	Period	Value	% change	DoT	Rank (Percentile)	Average
Total net spend per head	2015/16	£1,859.81 per head	-2%		 Average	£1,909.44 per head
Spend on adult social care per adult	2015/16	£416.59 per head 18+	-15%		 In the highest third	£398.53 per head 18+
Spend on council tax benefits and housing benefits administration per head	2015/16	£9.29 per head	-7%		 In the lowest 25%	£13.63 per head
Spend on all children and young people services per head 0-17 yrs	2015/16	£4,270.97 per head 0-17	1%		 In the highest 25%	£3,836.94 per head 0-17
Spend on culture and sport per head	2015/16	£57.83 per head	-9%		 In the lowest third	£70.15 per head
Spend on environmental services per head	2015/16	£36.87 per head	1%		 In the lowest 20%	£64.60 per head
Spend on housing services per head	2015/16	£37.59 per head	-10%		 In the highest 10%	£22.84 per head
Spend on sustainable economy per head	2015/16	£76.65 per head	-3%		 In the lowest 20%	£100.01 per head
Spend on public health services per head	2015/16	£58.68 per head	43%		 In the lowest 20%	£77.19 per head
Planned net current expenditure per head of population	2016/17	£1,873.29 per head	-2%		 Average	£1,929.37 per head

In their ISA260 statement (July 2016), the Council's External Auditors (KPMG) stated;

"Our VFM conclusion considers how the Authority secures financial resilience and challenges how it secures economy, efficiency and effectiveness. We have concluded that the Authority has made proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ending 31 March, 2016.

7. GROUP ACTIVITIES

The Council has "Group" relationships with four organisations as follows;

- AskBury joint venture company
- Bury MBC Townside Fields Limited
- Six Town Housing
- Persona

From an internal control / governance perspective;

- All transactions relating to these organisations utilise the Council's corporate systems and are safeguarded by the controls therein.
- All transactions are open to examination by the Council's own Internal Audit team.
- A "Joint Venture Board" is in place to oversee activity in this area.
- Guidance is sought from External Auditors on significant issues, e.g. Knowsley Place development.
- All decisions are subject to the Council's reporting / approval requirements.
- There are regular performance / financial monitoring meetings between senior officers of Six Town Housing, Persona and the Council.

8. SIGNIFICANT GOVERNANCE ISSUES

The Effectiveness statement set out in section 5 above demonstrates that the Control Environment described in section 3 is operating effectively. Further evidence to support this conclusion comes from:

1 Work of Internal Audit

The Internal Audit Section is managed by the Chief Internal Auditor. The Head of Financial Management, in the role of Chief Internal Auditor, seeks to comply with the five principles of CIPFA's guidance on the Role of the Head of Internal Audit, as follows:

The Chief Internal Auditor in a public service organisation plays a critical role in delivering the organisation's strategic objectives by:

Championing best practice in governance and management, objectively and independently assessing the adequacy of governance and management of existing risks, commenting on

	responses to emerging risks and proposed developments.
	Giving an objective, independent and evidence based opinion on all aspects of governance, risk management and internal control.
To perform this role the Chief Internal Auditor:	Must be a senior manager with regular and open engagement across the organisation, particularly with the Leadership Team and with the Audit Committee.
	Must lead and direct an internal audit service that is resourced to be fit for purpose.
	Must be professionally qualified and suitably experienced.

The Internal Audit section reviews the core functional activities of the Council in accordance with professional standards and in line with a risk based plan. During 2016/17, 63 Internal Audit reports were produced resulting in 328 recommendations (99% accepted).

Internal Audit recommendations are ranked according to risk – there were no recommendations made during 2016/17 that were viewed as high risk.

The Schools Financial Value Standard (SFVS), which began operating in 2012/13, is a self assessment that should be undertaken by maintained schools to ensure the effective financial management of their resources. It is a mandatory requirement that all LA maintained schools complete and submit a signed SFVS template to their Local Authority on an annual basis. All Bury’s schools that are required to undertake the assessment did so successfully. Locally, this will be viewed as a minimum standard, and the Internal Audit section will undertake whatever work it deems necessary based upon its own risk assessments.

The Annual Report and Opinion by the Head of Financial Management states:

"The effectiveness and security of local authority systems and controls are underpinned by the overall governance and control framework. At Bury this is considered to be sound".

2 View of External Audit

The Auditors’ ISA 260 report (July 2016) concluded that;

"The Annual Governance Statement complies with the guidance issued by CIPFA / SOLACE in June 2007".

On Boxing Day 2015, widespread floods were experienced across the Borough; this involved considerable damage, loss of structures and flooding of numerous properties. In addition to the significant human impact upon residents and local businesses, the Council faces a financial burden in respect of reinstatement, and recovery / clean up.

The Council has continued to seek to recover costs in 2016/17 under the "Bellwin Scheme" and through wider Government support. The Bellwin scheme operates like an insurance policy, whereby the Council would be required to pay an "excess" amounting to approximately £250,000 before support is available.

Discussions are ongoing with the Government in respect of wider infrastructure losses; damage to bridges, parks, and the Council's Housing Stock.

9. LOOKING AHEAD - 2017/18

- Looking forward to 2017/18, the Council is proactively responding to a number of challenges;
- The Council incurred an overspend of £1.670m in 2016/17.
- In February 2017, the Council agreed a three year budget for 2017/18 to 2019/20 in compliance with its "Golden Rules". It is now essential that the budget is monitored closely during the year to ensure that departmental savings plans are being achieved, and also that appropriate preparations are made for future years.
- Economic conditions continue to have an adverse impact on income levels in Departments, notably Resources & Regulation (Property and parking fees). The risk is recognised in the assessment of the minimum level of balances and will continue to be closely monitored throughout 2017/18.
- Budgets in respect of Children's Social Care remain under pressure in the light of the increased emphasis on child protection nationally. Likewise, pressures remain in Adult Care Services in respect of an increasing elderly population and Learning Disability care packages. Controls are in place to ensure appropriate care packages are provided, and improved procurement activity ensures these are obtained at competitive rates. This situation will continue to be closely monitored during 2017/18.
- The Council faced two significant changes to the structure of Local Government Finance that took effect from April 2013 - the localisation of Council Tax Benefit and changes to the system for Business Rates. These challenges were once again addressed in setting the 2017/18 budget and monitoring / reporting arrangements were put in place to track progress through the year.
- Significant numbers of staff continue to leave the Council under the Voluntary Early Retirement (VER) and Mutual Settlement scheme where a business case can be proven. It is essential that standards of governance and internal control are maintained going forward. This will be a key focus for the work of Internal Audit in 2017/18.
- The Council continues to work closely with Six Town Housing, and a joint Housing Strategic Priorities Board now oversees priorities, and ensures that effective governance arrangements are in place. In addition, regular finance meetings continue to take place between finance staff from Six Town Housing and the Council's s151 Officer.

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- The Council set up a Local Authority Trading Company (LATCo) in October 2015 (Persona) to provide a number of adult social care services to the community of Bury. The services include Short Stay (Elmhurst and Spurr House), Shared Lives, Supported Accommodation (Community based), Day Services for Older People (Grundy, Pinfold), Day Services for Physical Disability (ReStart at Castle Leisure), and Day Services for Learning Disabilities (various community bases). Shareholder governance is essential in order to ensure that the Council, who is the 100% shareholder, is strategically in control of the LATCo and thereby meets the requirements of the TECKAL exemption (i.e. the need for the Council to exert control and influence over the company). However, this needs to be balanced with the need to enable the LATCo to develop as an organisation and a business. The governance arrangements include:
 - Shareholder Panel;
 - LaTCo Board;
 - Executive Management Team;
 - Stakeholder Forum;
 - Committees

They have been designed with the intention of making a clear distinction between the role of the Shareholder and that of the LATCo who is entrusted to deliver services on their behalf.

The Shareholder will hold the LATCo accountable through the Council Shareholder Panel. This Panel is made up of the Cabinet Member for Health and Wellbeing, three Elected Members, the Director for Adult Social Services (DASS) (currently the Executive Director Communities and Wellbeing), and the S151 officer (currently the Assistant Director Resources and Regulation, Finance). The role of the panel is to act on behalf of the shareholder to scrutinise the LATCo in respect of performance against the business plan and financial plan. The Shareholder Panel has certain retained decisions, for example appointments to the LATCo Board. The LATCo Board is responsible for the strategic direction of the LATCo and reports back to the Shareholder Panel in respect of performance. This Board comprises Executive Directors of the company; Managing Director, Finance Director and Operations Director. There are also two Non-Executive Directors. The Non-Executive Directors have been appointed based on their commercial expertise and ability to complement the skills, experience and knowledge of other Board members and fill any expertise gaps. One of the Non-Executive Directors is an Elected Member of the Council. The final Board position is that of staff representative. This position ensures that the workforce have a key role in the operation of the organisation, recognising that this is a people business. The Board is co-ordinated by an Independent Chairperson. The LATCo Board has put in place committees, management teams and stakeholder forums that it has deemed necessary to effectively manage its business. These include those necessary to establishing and maintaining effective relationships with trade unions. A Shareholder Agreement has been put in place between the Shareholder and the LATCo. This contains details of retained and delegated decision making powers.

The LATCo also has relationships with the Council beyond the Shareholder as detailed below:

- Commissioners – The LATCo is commissioned by the Council for the services it provides to it. This relationship is governed by contracts for services and under pinned by service specifications. The initial contract is for 5 years with a review at the 3 year point (3 years plus 2 years).

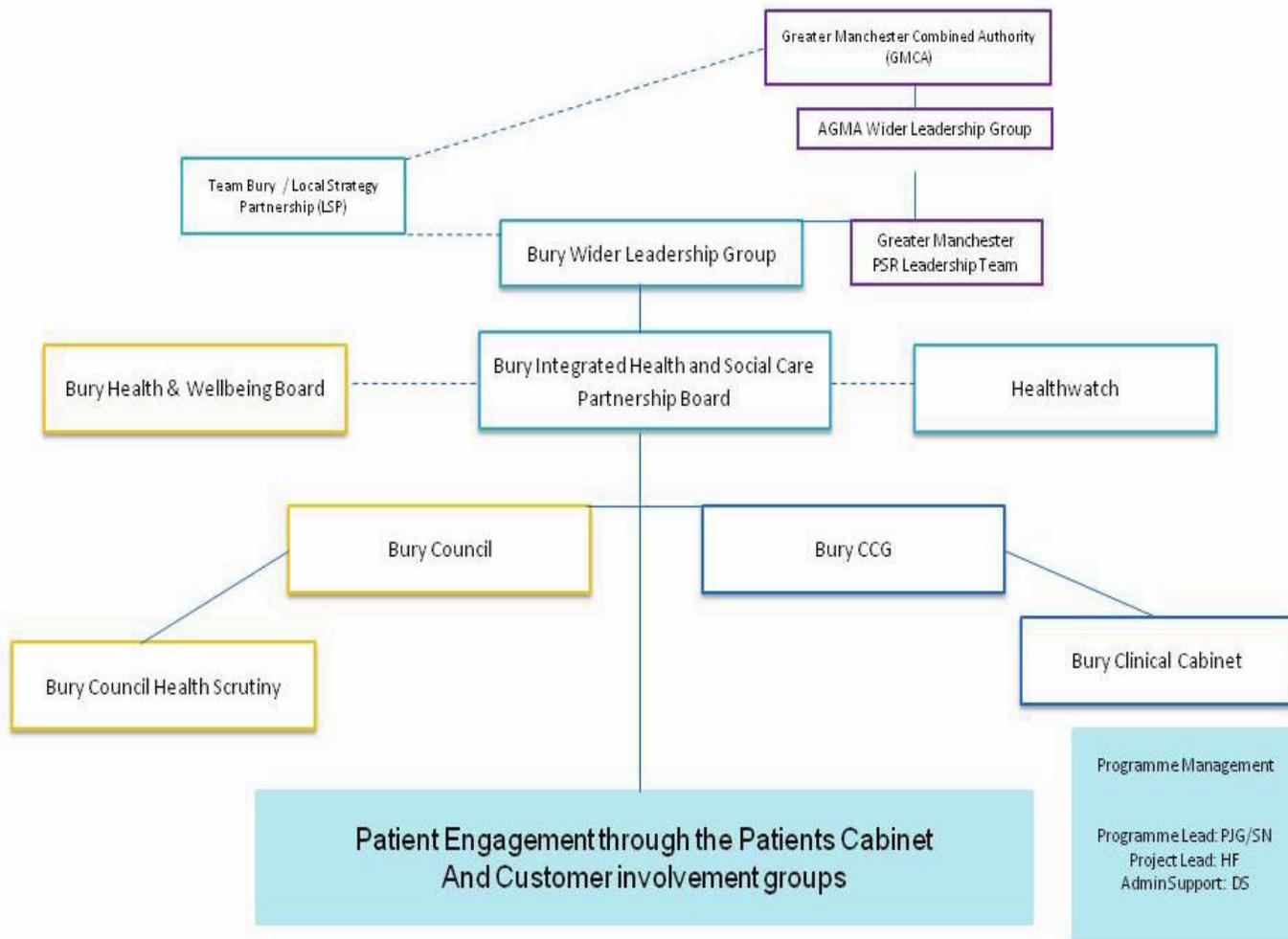
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- Support Services – The LATCo buys back certain support services such as IT. This buy back relationship where the LATCo is the recipient of a service provided by the Council, is governed by service level agreements.
- Traded Services – The LATCo buys back certain traded services such as transport, security, and grounds maintenance. This buy back relationship where the LATCo is the recipient of a service provided by the Council, is governed by service level agreements.
- Tenant – The LATCo is the tenant on 9 Council owned properties. This relationship is governed by separate leases.

- The Council is updating its financial strategy for 2017/18 and beyond; the government announced a four year settlement as part of the 2017/18 funding announcement. This will help the Council to plan ahead before the 100% devolution of business rates by 2020.

- From 2015/16 the Council has been an active participant in the GM Devolution arrangements; these present both an opportunity and a challenge, and the Council must make sure effective governance arrangements are in place.

- Health and Social Care Integration – Whilst 2020 is the Government’s target date for health and social care to be integrated across England, local areas are required to produce a plan by April 2017 for how they would achieve this including the governance arrangements. The chart below provides details of how Bury Council, in partnership with Bury Clinical Commissioning Group, Pennine Care NHS Foundation Trust, Pennine Acute Hospital NHS Trust, GP Federation, GP Out of Hours and the Third Sector Development Agency is supporting the integration of health and social care by ensuring the effective governance of integrated teams and commissioning of services.



This statement, and progress on the actions set out above is reviewed and monitored by the Strategic Leadership Team and the Audit Committee on a regular basis.

Signed:

Pat Jones Greenhalgh

[Handwritten Signature]

Interim Chief Executive
June 2017

Leader of the Council
June 2017

REPORT FOR DECISION

MEETING: AUDIT COMMITTEE

DATE: 20 JULY 2017

SUBJECT: INTERNAL AUDIT ANNUAL REPORT AND REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROL AND GOVERNANCE 2016/17

REPORT FROM: HEAD OF FINANCIAL MANAGEMENT

CONTACT OFFICER: ANDREW BALDWIN

TYPE OF DECISION: Non Key Decision

FREEDOM OF INFORMATION/STATUS: For Publication

SUMMARY: This report summarises the work undertaken by the Internal Audit service in the financial year 2016/17 comparing it to the Audit Plan for the year. It contains an "Audit Opinion" which assesses the authority's control and governance framework, finding it to be robust. Members are also updated on some of the issues facing the Internal Audit service in the current year.

OPTIONS & RECOMMENDED OPTION Members can accept or reject the conclusions reached in the report, or can ask for it to be revised. Based on the evidence provided Members are recommended to accept the report, and to endorse its suitability in support of the Governance Statement for 2016/17.

IMPLICATIONS:

Corporate Aims/Policy Framework: Yes

Financial Implications and Risk Considerations: See statement by Interim Executive Director of Resources & Regulation.

Statement by Interim Executive Director of Resources & Regulation: There are no direct financial or risk implications arising from the report.

The work of the Internal Audit section is an essential element of the framework by which I discharge my obligations under s151 of the Local Government Act 1972. The opinion given by the Head of Financial Management on the control framework provides assurance that key controls are operating to an acceptable standard.

The Annual Report and Opinion, (see Appendix B, par. 3) reminds Members of the nature of testing – it covers a proportion of Council activities at a particular point in time. There is, therefore, always a risk that weaknesses in control may have developed that have not yet been identified.

- Equality/Diversity implications:** No
- Considered by Monitoring Officer:** Yes. The Internal Audit Annual Report complies with statutory requirements.
- Are there any legal implications?** Yes. (see Appendix B paragraphs 1.2, 6.1 and 10.2).
- Staffing/ICT/Property:** There are no direct resource implications arising from the report.
- Wards Affected:** The work of Internal Audit impacts on all of the Council’s wards and Township Forums.
- Scrutiny Interest:** None.

TRACKING/PROCESS

DIRECTOR:

Chief Executive/ Strategic Leadership Team	Cabinet Member/Chair	Ward Members	Partners
	✓Chair		
Overview & Scrutiny Committee	Cabinet	Committee	Council
		Audit 20/07/17	

1.0 BACKGROUND

- 1.1 Members of the Audit Committee are actively involved in overseeing Internal Audit work – approving the annual plan, scrutinising reports and monitoring progress. The Annual Report was introduced in 1999 and is now a regular feature, providing an opportunity to recap the performance of Internal Audit over the whole year, and to take stock.

2.0 ISSUES

- 2.1 The Review of the Effectiveness of Internal Audit (attached as Appendix A) gives us the opportunity to consider what constitutes the system of internal audit in its widest sense and determine how effective it is. Significant resources are used in maintaining such systems and it is essential to review them.
- 2.2 The Annual Report (attached as Appendices B, C and D) examines the overall position with regard to systems and controls, having regard to the risks involved.
- 2.3 It is intended that the report will form part of the assurance Members are now required to seek under the provisions of the Accounts and Audit Regulations 2015. They will draw upon assurances gathered from various sources in order to fulfil the Council's obligation to issue a Governance Statement.

3.0 CONCLUSION

- 3.1 The report concludes that the planned work for 2016/17 was completed to a satisfactory degree and to an acceptable standard.
- 3.2 The report also concludes that the authority has a robust internal control framework and effective governance arrangements.

Andrew Baldwin
Head of Financial Management

List of Background Papers:-

Internal Audit Annual Plan 2016/17

Contact Details:-

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BURY COUNCIL – Review of the Effectiveness of Internal Control 2016/17			
CONTROL	PURPOSE	EVIDENCE	OUTCOME
AUDIT COMMITTEE			
Compliant with CIPFA Toolkit and best practice	Audit Committees are a key component of corporate governance in that they provide assurances about the organisation’s arrangements for managing risk, maintaining an effective control environment, and reporting on financial and non-financial performance.	The effectiveness of the Audit Committee is reviewed annually by the Head of Financial Management in his role as Chief Internal Auditor using the CIPFA Toolkit as a model and ensurance with UK Public Sector Internal Audit Standards. The report is available for inspection in the Audit Committee agendas.	The Audit Committee now has a clear statement of purpose, a set of core functions, an awareness of the key features that constitute a good audit committee, and an awareness of good practice in the structure and administration of the Audit Committee. In addition, there is a self-assessment checklist.
CORPORATE GOVERNANCE			
Annual Governance Statement	With effect from 2007/08 it became a requirement to include an Annual Governance Statement within the Authority’s published accounts. The purpose of the statement is to provide an assurance as to the effectiveness of internal control, and wider corporate governance within the organisation. The 2015 Accounts and Audit Regulations require an authority to conduct a review at least once a year of the	The Authority piloted a Governance Statement in its 2006/07 accounts, and has been produced and reviewed annually since then in accordance with CIPFA Code of Practice. The statement is refreshed each quarter and presented to the Audit Committee and the Governance Panel. The Statement is prepared using information from the Council’s Internal and External Auditors, the views of the Monitoring Officer, S151 Officer, and other reviews.	The Statement summarises the effectiveness of the internal control / governance framework and compares this with the Authority’s standard as outlined in the “Local Code of Corporate Governance”. The Statement provides management, Members, Partners and Stakeholders with an assurance as to the effectiveness of the internal control / governance framework. The Statement highlights action points for improvement.

BURY COUNCIL – Review of the Effectiveness of Internal Control 2016/17			
CONTROL	PURPOSE	EVIDENCE	OUTCOME
	effectiveness of its system of internal control and to include a statement reporting on the review with any published Statement of Accounts. For a local authority in England the statement is the Annual Governance Statement.	Critically, the Statement is based upon “Assurance Certificates” completed by Executive Directors. The Statement is approved by Strategic Leadership Team, the Governance Panel and the Audit Committee.	
Monitoring Officer	The Monitoring Officer carries out a continuous review of all legal and ethical matters.	The Monitoring Officer receives copies of all agendas, minutes, reports and associated papers, commenting where necessary, or taking appropriate action should it be required.	The Monitoring Officer is responsible for monitoring compliance with the Local Code of Corporate Governance, and ensuring that the highest standards are maintained.
S151 Officer	It is a requirement under the Local Government Act 1972 (s151), and the Local Government Finance Act 1988 (s114) that the Council appoints a responsible officer to oversee the proper administration of the financial affairs of the Council.	The Interim Executive Director of Resources & Regulation fulfilled this role for the Council during 2016/17. Equally there are effective arrangements for staff to deputise in the absence of the s151 officer. During 2016/17 the s151 officer was a qualified accountant.	The s151 officer has produced a comprehensive set of Financial Regulations to ensure high standards of financial management throughout the organisation.
Financial Management	Effective financial management ensures the Council deploys its	The Council has invested significantly in the development of	The Council has agreed finance procedure rules, and manages its

BURY COUNCIL – Review of the Effectiveness of Internal Control 2016/17			
CONTROL	PURPOSE	EVIDENCE	OUTCOME
	resources efficiently and effectively in pursuit of its objectives.	its financial systems, and has a well established budget monitoring and reporting framework – to officers and elected members.	<p>Medium Term Financial Strategy within its own “golden rules”.</p> <p>This ensures the Council maintains a balanced budget, and a risk assessed level of balances.</p>
Risk Management	The Authority has developed a comprehensive framework for effectively managing and reporting risk and opportunities; both within the Council, and when working in partnership.	<p>On-line risk registers are maintained at operational, departmental, and strategic levels. Registers are reviewed at least quarterly, and reported to Management Board and members.</p> <p>An officer level “Operational Risk Management Group” continues to operate, along with a Member level “Corporate Risk Management Group” both groups meet on a regular basis.</p> <p>The Council’s approach to Partnership Risk Management continues to be developed; the Project Risk Analysis and Management (PRAM) Framework has now been populated with significant risks identified by Team Bury partner organisations.</p>	<p>The Council has adopted a priority led approach to risk, with all risks / opportunities being clearly identified and mapped to the Council’s Strategic Objectives.</p> <p>Risk registers and the review process have been operating for nearly 3 years now, and are making a positive contribution to effective management of the Council’s resources. This is achieved by allowing informed decision making, with a clear understanding of the risks / opportunities involved.</p> <p>The continued development of PRAM has contributed to the effectiveness and confidence of Partnership working.</p>

BURY COUNCIL – Review of the Effectiveness of Internal Control 2016/17			
CONTROL	PURPOSE	EVIDENCE	OUTCOME
Performance Management	The Authority maintains a range of Performance Indicators; some are statutory requirements, others are maintained locally to monitor the effectiveness of services.	The Authority has developed an in-house software package (PIMS) to record, analyse, monitor and report performance data in respect of its Vision, Purpose and Values.	<p>The system is available to all managers, and partner organisations in respect of “Team Bury” indicators.</p> <p>Quarterly reports are considered by Strategic Leadership Team and Members.</p> <p>Internal and external review confirms data quality to be of a high standard.</p>
Health & Safety	The Council has a number of obligations in respect of health & safety; employer, landlord; service provider etc.	There is a well established Corporate Health & Safety Team, supported by representatives in service areas.	<p>The Council has clearly defined Health & Safety standards which are communicated to staff through regular training sessions.</p> <p>The Health & Safety Section produce a comprehensive Annual Report outlining work undertaken, and proposing future action.</p>
Business Continuity	<p>Effective business continuity planning ensures that the Council is able to deliver critical services in the event of a disaster / significant disruption.</p> <p>This is now a statutory duty upon the Authority under the Civil Contingencies Act.</p>	<p>The Council has undertaken over 200 Business Impact Assessments to assess the criticality of services, interdependencies, and recovery arrangements.</p> <p>Similarly a revised Corporate Business Continuity Plan was approved in December 2007 and has been reviewed annually since</p>	The process of Business Impact Assessment is documented for all service areas and has formed a baseline upon which corporate / departmental responses can be developed.

BURY COUNCIL – Review of the Effectiveness of Internal Control 2016/17			
CONTROL	PURPOSE	EVIDENCE	OUTCOME
		then. Further work is in progress to develop departmental responses in the event of a major incident including the Council Emergency response Plan for 2017/18.	
Gifts & Hospitality	A robust mechanism to record, approve and monitor offers of gifts and hospitality is fundamental to effective governance.	An online register has been developed where members and officers can declare offers of gifts / hospitality. Quarterly reports of declarations are made to the Monitoring Officer, Strategic leadership Team, the Governance Panel and the Audit Committee. The s151 Officer emails all staff on a regular basis reminding them of the need to make declarations.	The Council’s “Local Code of Corporate Governance” reinforces this through its core principle of “promoting the values of the authority and demonstrating the values of good governance through behaviour”. The online registration has recently been extended to include declarations of interests.
Internal Audit Annual Report and Opinion	The Annual Report provides an opportunity to look at the performance of Internal Audit over the whole financial year, and to take stock of the overall position with regard to systems and controls, having regard to the risks involved.	Copy of the Internal Audit Annual Report and Opinion is presented to the July Audit Committee for their approval and is part of this report.	The Annual Report provides some of the assurances Members and others have to seek, in order to satisfy the requirements under the provisions of the Accounts and Audit Regulations 2015. The report is particularly concerned with the authority’s control framework, and its assessment, which forms the basis of the Audit Opinion.

BURY COUNCIL – Review of the Effectiveness of Internal Control 2016/17			
CONTROL	PURPOSE	EVIDENCE	OUTCOME
Partnership Code of Practice	The Authority adopted a "Partnership Code of Practice" in 2007/08 and has entered into a "Memorandum of Understanding" with the PCT. The Council has also set-up Team Bury Protocols around areas such as asset management etc. and has data sharing agreements with all partners.	The Code is available to both officers and Partner organisations and sets out the principles of partnership working.	<p>The Code outlines key considerations when entering into a Partnership, e.g. Finance, HR, Legal issues, Risk Management etc.</p> <p>The Code provides practical guidance in respect of these issues.</p> <p>The Memorandum of Understanding covers the aims and objectives, the partnership principles, roles and responsibilities, accountability, and evidence that the arrangements have led to benefits.</p>
External Audit reliance on the opinions of Internal Audit.	To have confidence that the Internal Audit Section plays a full part in the system of internal financial control.	Audit and Inspection letter.	As the external auditors opinion is that they do have confidence in the effectiveness of the Internal Audit service it allows them to concentrate on wider control issues and projects assured that the internal control environment is being properly and professionally audited.
External Audit review of Internal Audit	To ensure that the Internal Audit service is independent and objective, can be relied upon to carry out their work to a high standard and in compliance with the CIPFA	Findings reported to the Audit Committee.	This assurance is vital to the Audit Committee and the s151 Officer in giving them the assurance that the Internal Audit service carries out its responsibilities to the highest standard, performs its work with honesty, diligence

BURY COUNCIL – Review of the Effectiveness of Internal Control 2016/17			
CONTROL	PURPOSE	EVIDENCE	OUTCOME
	Code.		and responsibility, in accordance with the Code and is continually striving to improve.
Established Scrutiny Committees	Review and scrutinise decisions made or actions taken in connection with the discharge of any of the Council’s functions.	The Scrutiny Committees must report annually to the full Council on their workings.	Allows the Council to fulfil its obligations under the Local Government Act 2000.
Established Standards Committee	Promote and maintain high standards of conduct by Councillors.	Council Minutes.	Closely monitors compliance with the Members’ Code of Conduct.
Governance Panel	Established in 2008/09 to provide a forum to discuss, challenge and improve all aspects of ethical governance within the Council. The Panel meets on a quarterly basis.	The Panel will receive details of current investigations, the quarterly Governance Statement, Freedom of Information requests, Risk Management reports, and updates from Internal Audit, the S151 Officer, and the Monitoring Officer.	The Council’s approach to Governance is monitored to ensure compliance with the Local Code of Corporate Governance. Any improvements that are recommended as a result can be followed-up.
INTERNAL AUDIT INWARD LOOK			
Compliant with CIPFA Code of Practice	To ensure that the Internal Audit function takes full account of the Accounts & Audit Regulations 2015.	Compliance with the Code reviewed in April 2016 and found a compliance of 98%. Copy available in Internal Audit.	Compliance with the Code fulfils the Accounts & Audit Regulations in that the relevant body must “maintain an adequate and effective system of Internal Audit of its accounting records and of its system of internal control in

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CONTROL	PURPOSE	EVIDENCE	OUTCOME
			accordance with the proper practices in relation to internal control”.
Internal Audit is appropriately resourced	To ensure that the Audit Team possesses the qualifications, skills, competencies, experience and personal attributes required to meet its objectives and comply with CIPFA Standards.	Benchmarking results and personal files.	A highly respected Internal Audit Team that can be relied upon to deliver a quality service that adds value to the Authority. Staff hold appropriate qualifications, are suitably experienced, with up to date job descriptions
Audit Planning	To determine the priorities of the internal audit activity each year and to allocate staffing resources.	Audit universe produced annually that takes account of national and local risks, Members and Directors requests for audits to be carried out, availability of staff resources. It provides details of the audit work to be carried out and the total number of audit days and how these have been calculated. The plan is adjusted according to changing priorities.	The audit plan is developed each year that is risk based and is consistent with the Council goals plus departmental objectives and priorities. Progress against the plan is reported quarterly to Audit Committee.
Quality Assurance	To ensure that all audit work is of a high standard.	All audit reports and files are reviewed by the Audit Manager and/or the Head of Financial Management and evidenced in the file. Progress against the work plan is monitored and reported to Audit Committee each quarter. The suite of performance indicators is	Audit work is allocated to staff with the appropriate skills, experience and competence. Auditors take due professional care at all times. Performance monitoring takes place through 1-2-1s, team meetings, against the approved plan and via a suite of performance indicators.

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CONTROL	PURPOSE	EVIDENCE	OUTCOME
		<p>reported to Audit Committee each quarter. A review of the effectiveness of the internal audit service is conducted annually.</p> <p>Additionally, the auditors develop and document a plan for each engagement and results are communicated to the Audit Committee, Chief Executive and the relative Executive Director. Follow ups are also carried out to ensure agreed actions have been carried out to address recommendations.</p>	
Public Sector Internal Audit Standards (PSIAS)	To ensure Internal Audit work complies with PSIAS that came into force in April 2013.	As a requirement of the PSIAS an external assessment of the service was carried out in October 2016.	The overall judgement was that the service partially conforms to the Standards and a number of recommendations were made to enable the service to fully conform. An action plan has been put in place to address these and this was presented to Audit Committee on 27 April, 2017.
Internal Audit Charter	The internal audit charter is a formal document that defines internal audit's purpose, authority, responsibility and	The Charter is reviewed annually and complies with the requirements of the UK Public Sector Internal Audit Standards.	The Charter provides details of the purpose of Internal Audit, its objectives, responsibilities, independence, scope of work, status, planning approach,

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CONTROL	PURPOSE	EVIDENCE	OUTCOME
	position within the Council. It is therefore a reference point for measuring the effectiveness of internal audit.		reporting lines, compliance with the Code of Ethics and how it is resourced and staffed.
Code of Ethics	The service complies with the Institute of Internal Auditors Code of Ethics.	Auditors perform their work with honesty, diligence, and responsibility. They observe the law and make disclosures expected by the law and the profession. They are not knowingly a party to any illegal activity, or engage in acts that are discreditable to the profession of internal auditing or to the Council. They respect and contribute to the legitimate and ethical objectives of the Council. They do not participate in any activity or relationship that may impair or be presumed to impair their unbiased assessment. This participation includes those activities or relationships that may be in conflict with the interests of the Council. They do not accept anything that may impair or be presumed to impair their professional judgment. They disclose all material facts known to them that, if not disclosed, may	Auditors carrying out their duties with integrity, being objective, confidential and competent at all times.

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CONTROL	PURPOSE	EVIDENCE	OUTCOME
		distort the reporting of activities under review. They are prudent in the use and protection of information acquired in the course of their duties. They do not use information for any personal gain or in any manner that would be contrary to the law or detrimental to the legitimate and ethical objectives of the Council. They engage only in those services for which they have the necessary knowledge, skills, and experience and perform internal audit services in accordance with the UK Public Sector Internal Audit Standards. They continually improve their proficiency and the effectiveness and quality of their services.	
Client Satisfaction Questionnaires	To obtain feedback on the quality of the service from the user.	Results from the questionnaires are reported to the Audit Committee and retained in the Internal Audit office.	To ensure that Internal Audit is working effectively and that the whole experience of the user is a good one that will encourage them to seek further work and advice on the areas they see as at risk.
Benchmarking	Benchmarking provides the evidence of how we are performing.	We benchmark ourselves annually within the North West Chief Internal Auditors Group which	The benchmarking enables us to answer some fundamental performance questions; how does our performance

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CONTROL	PURPOSE	EVIDENCE	OUTCOME
		consists now of 21 Authorities.	compare with our peers; can we learn anything from other organisations; and do we provide value for money.
Internal Audit Performance Indicators	To measure performance over time to ensure improvements are continuously being achieved.	A range of 27 performance measures are presented to the Audit Committee each quarter.	Ensuring a good and improving service and enable the Audit Committee to monitor the performance of Internal Audit.
Membership and regular attendance at the North West Chief Internal Auditor’s Group.	This group primarily exists to allow Chief Auditors across AGMA and beyond to discuss the important issues of the day.	Minutes of the meetings.	The Group (reporting to Treasurers Group) is invaluable in maintaining the highest levels of competence by inviting speakers to address the Group on important issues and being a forum for new and innovative ideas.
Membership and regular attendance at the North West Computer Audit Group.	This group primarily exists to allow Computer audit experts within AGMA to discuss the important issues of the day and provide a forum to raise the overall standard of work. The Group has set-up a Greater Manchester Computer Audit Consortium to supplement our own staff. The Council bought-in 20 days from the consortium in 2016/17.	Minutes of the meetings. This group reports to the Chief Auditors Group.	The development and sharing of best practice in the field of Computer Audit. The sharing of knowledge and in some cases resources through partnership working. The standard of work and the extent of our knowledge is enhanced by inviting specialists to speak to us. We have also benefited from polling our training requirements and obtaining this valuable resource at a competitive rate. The Group have also arranged for in-house training to disseminate expertise amongst the AGMA members.
Membership and regular attendance at	This group primarily exists to allow Contracts audit experts	Minutes of the meetings. This group reports to the Chief Auditors	The development and sharing of best practice in the field of Contracts Audit.

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CONTROL	PURPOSE	EVIDENCE	OUTCOME
the North West Contracts Audit Group.	within AGMA and beyond to discuss the important issues of the day and provide a forum to raise the overall standard of work.	Group.	<p>The sharing of knowledge and in some cases resources through partnership working. The standard of work and the extent of our knowledge is enhanced by inviting specialists to speak to us. We have also benefited from polling our training requirements and obtaining this valuable resource at a competitive rate.</p> <p>The Group have also arranged for in-house training to disseminate expertise amongst the AGMA members.</p>
Membership and regular attendance at the North West Fraud Group.	This group primarily exists to allow those working within the area of fraud investigations within AGMA and beyond to discuss the important issues of the day and provide a forum to raise the overall standard of work	Minutes of the meetings. This group reports to the Chief Auditors Group.	The development and sharing of best practice in the field of proactive and reactive work. The sharing of knowledge and experiences. The standard of work and the extent of our knowledge is enhanced by inviting specialists to speak to us. We have also benefited from polling our training requirements and obtaining this valuable resource at a competitive rate. The Group have also arranged for in-house training to disseminate expertise amongst the AGMA members.
Participation in the National Fraud Initiative overseen by the Audit Commission.	To tackle a broad range of fraud risks faced by the public sector	Process overseen by the Audit Commission and independently audited by KPMG as Bury’s external auditors. The NFI scheme is	Thousand of pounds worth of savings and the deterrent effect that goes with the scheme are sound reasons for taking part.

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CONTROL	PURPOSE	EVIDENCE	OUTCOME
		overseen internally by the Internal Audit section.	
POLICIES & PROCEDURES			
Local Code of Corporate Governance	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.	To this end the authority has approved and adopted a Local Code of Corporate Governance which has been reviewed and updated in accordance with the principles and requirements of the 2016 CIPFA/SOLACE document <i>"Delivering Good Governance in Local Government : A Framework"</i> and supporting guidance.	<p>The Local Code is built around six core principles of governance, each with more detailed supporting principles.</p> <p>An assessment against the standards in the Local Code of Corporate Governance forms the basis of the Annual Governance Statement.</p> <p>The Local Code has been communicated to both officers and members.</p> <p>The Council undertaken a review of ethical governance to determine the level of awareness, and assess training needs. As a result, an e-learning module has been developed and made available to Officers and Members.</p>
Risk Management Policy	The Council formally adopted its Risk Management Policy in 2006; this outlined its approach to the identification, management & reporting of risk.	<p>The Policy gives an overview of the Council's approach to risk management.</p> <p>This is further supported by a "Policy into Practice" document which outlines the detailed</p>	<p>The documents have been effective in defining the Council's approach to risk management.</p> <p>This is evidenced through a fully populated set of risk registers; frequent (and well attended) meetings of officer</p>

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		operation of the various levels of risk register, reporting lines, and membership of officer and member groups.	and member risk management groups. The Council’s Annual Report on Risk Management provides further details of the positive impact of the risk management process.
Anti-Fraud & Corruption Strategy	In the light of the Nolan Report and several well publicised fraud and corruption cases, it became accepted that standards and practices needed to be formalised and developed into a distinct anti-fraud and corruption strategy.	The Strategy is available on the intranet and a link is available through the Internal Audit web page. The Strategy has also been placed on the Internet and Intranet and is reviewed annually.	The public is entitled to expect conduct of the highest standard from members and officers of the Council. Bury Council recognises the need for the highest standards of probity in dealing with public money, and is firmly committed to the prevention, detection and investigation of all forms of fraud and corruption. It will deal equally with perpetrators from inside and outside the authority. This strategy explains how we shall achieve this aim. To raise staff and Member awareness, an e-learning module has been developed.
Whistleblowing Policy	To provide an avenue for all those to whom the policy applies to raise concerns and receive feedback on any action taken.	Files are maintained on a strictly confidential basis.	The Council is made aware of important issues, including criminal activity within the Council, that it otherwise may not have been made aware of. The Whistleblowing Policy is part of the Anti Fraud & Corruption Strategy that was updated in December 2014 and is

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CONTROL	PURPOSE	EVIDENCE	OUTCOME
			refreshed annually.
Complaints procedure	To ensure all complaints are recorded and acted upon in accordance with the procedure. This is now made possible by retaining the information within a purpose built database.	Statistics on complaints; learned outcomes and problems raised are distributed to management within departments and reported to Departmental Management Teams.	Informing the Council when things do not work as efficiently or effectively as they should.
Freedom of Information Policy	The Council must comply with the Freedom of Information Act 2000. The Act gives a general right of access to all types of recorded information held by the Council.	Freedom of Information request documentation.	The Council will comply with the legislation and be seen to be assisting persons to obtain valid information upon request.
Data Protection Procedures	To ensure the Council complies with the Data Protection Act 1998 and protects the personal data the Council maintains on individuals; whether paper or computer based.	The Council’s arrangements are inspected regularly by the Offices of the Information Commissioner.	The Council will comply with the Act and maintain proper control over its information retention arrangements.
Financial Procedure Rules	To conduct its business efficiently, the Council needs to ensure that it has sound financial management policies and that they are strictly adhered to.	The work of external and internal audit.	The Financial Procedure Rules assist the s151 Officer to carry out his responsibilities under the Local Government Act 1972 and s144 of the Finance Act 1988 for the proper administration of the financial affairs of the Council.

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CONTROL	PURPOSE	EVIDENCE	OUTCOME
Contract Procedure Rules	It is a requirement of every contract between the Council and any person who is not an employee of the Council that they comply with the requirements of this rule.	Procedure rules are audited by Internal Audit every year.	The Procedure Rules clarify the way the Council expects its employees, partners and contractors to conduct their business. A review was undertaken during 2010.
Policies on the Regulation of Investigatory Powers Act 2000	It gives the power to investigating officers to carry out covert surveillance and use covert human intelligence sources subject to a system of authorisation.	The Legal Services section maintains a central record of all RIPA applications.	Prevents the Council from breaching Article 8 of the Convention on Human Rights 1953 as applied by the Human Rights Act 1988. It also prevents the Legal representatives of defendants from excluding evidence obtained in this way.
INTERNAL AUDIT OPINION			
<p>The Internal Audit Section has undertaken a continuous risk based review of the System of Internal Control and the Council’s Governance arrangements during 2016/17.</p> <p>No material weaknesses were identified, and in my professional opinion, the Council has a robust Internal Control framework and effective Governance arrangements.</p>			
		<p>20th July 2017</p>	
<p>Andrew Baldwin CPFA Head of Financial Management</p>			

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BURY COUNCIL INTERNAL AUDIT**ANNUAL REPORT AND OPINION FOR 2016/17****1.0 INTRODUCTION**

- 1.1 The Internal Audit Annual Report provides an opportunity to look at the performance of Internal Audit over the whole financial year, and to take stock of the overall position with regard to systems and controls.
- 1.2 The Council has an obligation to issue an Annual Governance Statement under the provisions of the Accounts and Audit Regulations 2015 which must demonstrate that Members and Officers regularly review, and are satisfied with, the Council's control framework. This report will provide some of the assurances Members and others have to seek, in order to satisfy those requirements. They will also draw upon assurances gathered from a variety of other sources.
- 1.3 Members of the Audit Committee are actively involved in the planning and monitoring of the work of Internal Audit, which focuses on reviewing the corporate governance arrangements of the Council. They achieve this involvement through their approval of the annual plan, scrutiny of reports produced, and regular progress monitoring.
- 1.4 A comprehensive Internal Audit Annual Plan for the financial year 2016/17 was approved by the Audit Committee at its meeting on 25 January, 2016.
- 1.5 Throughout the year Members of the Audit Committee have received regular progress reports which monitor performance and keep them informed of our day to day activities.
- 1.6 Detailed reports of all the audit work carried out by the Section have been circulated to Members of Audit Committee.
- 1.7 This annual report aims to assess overall performance against that original plan, giving additional information about the productivity and costs of the service.
- 1.8 The report details the activities of Internal Audit during 2016/17 comparing the output of work against the approved Audit Plan for the year.
- 1.9 It is particularly concerned with the Authority's control framework and its assessment, which forms the basis of the Audit Opinion.
- 1.10 The stated intention in the plan was that the emphasis of our work would be the examination, review and testing of systems and controls, paying particular attention to the fundamental systems.
- 1.11 This report gives an opinion of the adequacy and effectiveness of those systems and controls, based on our work throughout the year, and our accumulated knowledge of those systems and the control framework within the Authority.

2.0 KEY MESSAGES

- When planning our risk based approach for 2016/17, Internal Audit identified over 600 separate auditable areas within the Council's three Directorates (Resources & Regulation, Communities & Wellbeing, Children, Young People & Culture) plus Six Town Housing. We had selected 54 areas for attention during the year. This objective changed during the year and 53 areas were examined along with participation in 3 investigations.
- We planned to undertake 764 rechargeable working days for the year – our actual output was 808. Our non-rechargeable days were 660 against an original estimate of 668.
- 57 final reports were issued and responded to during the course of the year. Half of these reports were completed within the originally allocated time and 85% issued within 14 days of the audit ending. Whilst we do try to cover additional issues arising during the course of an audit, we also have to ration the time allocated by making a measured judgement.
- In total, 328 recommendations were made in our reports and 99% of them were accepted for implementation, and there were no serious disputes arising.
- Satisfaction rating from our post audit questionnaires was 100%.
- The quality of our work was last reviewed by our external auditors in March 2011. The External Auditors concluded that "Internal Audit have achieved the required standard in all eleven areas set out in the CIPFA Code of Practice on Internal Audit in Local Government in the United Kingdom. (N.B. Standards from the Chartered Institute of Public Accountancy Code of Practice for Internal Audit). The report identified that there were no issues arising from the review.
- An external assessment of the service carried out in October 2016 found the service partially conforms with Public sector Internal Audit Standards. 17 recommendations were made and an action plan has been put in place to implement these.
- 38 specialist audits were conducted; 160 key controls were examined in 10 key control areas; 6 investigations were successfully concluded.
- The cost of the Section was £234,000 i.e. an underspend of £26,000 compared to the budget of £260,000 including recharges), and equates to £159 per rechargeable day.
- Last year we reported the setting up of the Corporate Fraud Team. Since its beginnings the team has investigated cases of fraud across several areas of the Council's services. The ability to work across multiple areas of the Council has proven very useful, with one prosecution case involving the Council and Six Town Housing, joint working at a level not previously carried out. As you would expect from working in new areas, some have proved more productive than others, some requiring further development before results are likely. Close working with Parking Services and NSL has resulted in prosecutions for the misuse of Blue Badges and the abuse of disabled parking spaces. Whilst not of a high monetary value, it was felt that the protection of what amounts to a valuable and limited resource for disabled residents could be secured for a minimal investment in time from officers. Further close working with the Corporate Policy team led to the introduction of additional verification for monies used to purchase Council Housing stock under the Right to Buy scheme, this helps to comply with our duties under Anti Money Laundering Regulations. The team continues to work closely with our

colleagues in Internal Audit to ensure that information and learning is freely passed between teams, to help target areas worth investigating or possible system weaknesses which can be removed. The results from the work of the team reinforces the view that where a service or asset is of a high value, there are people who will seek to obtain these things through fraudulent activity.

3.0 OPINION

Control Framework

The effectiveness and security of local authority systems and controls are underpinned by the overall governance and control framework. At Bury this is considered to be sound.

Systems and Controls

A major part of our function is to provide a continuous review and appraisal of systems and controls, to report our findings, and to make recommendations where appropriate. I am satisfied with the coverage that we have achieved, and I believe that systems and controls are generally sound. We have singled out weak systems and identified situations where existing systems have been allowed to lapse or fall behind, and where we believe that improvements can be made. We have continued to report on these issues to Executive Directors, Chief Officers and Members, making appropriate recommendations. The Audit Committee has been instrumental in our approach to following up our recommendations.

I believe that we have achieved a good coverage of systems and controls, but as always, I must remind Members that we only ever examine a proportion of the Council's activities (hence the need to focus our attention on "significant" systems and key controls), and that our examination often only represents a "snapshot" in time. Internal Audit is only a part of the Council's control framework, and is not a substitute for management. For this reason we have tried to proactively encourage changes to the culture of the authority in promoting good corporate governance, an anti-fraud and corruption strategy and recognition of the need to build upon the Council's risk management and business continuity arrangements.

4.0 EVIDENCE - FRAMEWORK

My opinion is based on the following:

- 4.1 The Council's Constitution has clear and unambiguous Standing Orders, Financial Regulations and Scheme of Delegated Powers which have been updated, and are subject to continual review.
- 4.2 The Council's Constitution also encompasses codes of conduct for both Members and employees, clearly linked to the appropriate Standing Orders, Financial Regulations etc. The National Code for Members has been adopted at Bury, and the National Code for Employees has been adopted.

- 4.3 The Council updated its Anti-Fraud and Corruption Strategy in December 2014 which was widely publicised. The policy takes a strong line on fraud, which underlines the anti-fraud culture within the authority. Incorporated into the Strategy are its Confidential Reporting (Whistleblowing) Policy, Benefit Fraud Prosecution Policy, Members' Guidance (re outside bodies), and a Local Code of Corporate Governance. Standards of Conduct, Anti-Bribery Policy and an Anti-Money Laundering Guidance are also reiterated here.
- 4.4 The Council has a Standards Committee (supported by the Monitoring Officer), and an Audit Committee (supported by the s151 Officer, Head of Financial Management and the Council's external auditors) promoting the high standards expected. I see this as strengthening the control framework and helping to encourage an anti-fraud and corruption culture throughout the authority.
- 4.5 During 2016/17, the Governance Panel continued to provide a forum to discuss, challenge and improve all aspects of governance in the Council. The panel was made up of four officers whose responsibilities formed the core of the Council's ethical framework (S151 Officer, Monitoring Officer, Head of Financial Management, and the interim Executive Director of Resources & Regulation).
- 4.6 No limits have been placed on the scope of Internal Audit work and as Head of Financial Management I have direct access to the Chief Executive in the capacity of Head of Internal Audit. I report directly to the Interim Executive Director of Resources & Regulation, departmental Executive Directors and to Members, and liaise regularly with the Council's external auditors.
- 4.7 The Accounts and Audit Regulations 2015 par. 6 (1) (a) require an authority to conduct a review at least once a year of the effectiveness of its system of internal control and to include a statement reporting on the review with any published Statement of Accounts. For a local authority in England the statement is the Annual Governance Statement. Having considered the findings of the review, members are then required to approve the annual governance statement, prepared in accordance with proper practice as in relation to internal control. The review is included in Appendix A to this report. Our approach is to divide the assurance framework into four categories (Audit Committee, Corporate Governance, Internal Audit, and Policies and Procedures) and look at the Controls in place, the purpose of this control, the evidence that this control exists, and the value of the control. I conclude that, in my professional opinion, the Council has a robust internal control framework and ethical governance arrangements.

5.0 EVIDENCE – SYSTEMS AND CONTROLS

My opinion is based on the following which relate to last year's work:

- 5.1 Throughout the year we have conducted a rigorous examination of the Council's fundamental systems and key controls. This has included work on Debtors, Creditors, Cash Collection, Housing Rents, Payroll, Housing Benefits, the Main Accounting System, Treasury Management, Council Tax and NNDR. Many other systems have also been examined.
- 5.2 We have continued to work closely with the Council's external auditors enabling us to co-ordinate our efforts and achieve maximum coverage in our systems audit work.

- 5.3 In addition to formal examination of systems, we have also carried out a series of random tests throughout the course of the year. For example we regularly check invoices, payroll variations and suchlike, making sure that systems are working in practice and are being adhered to. We have also continued to offer support to inter-departmental working groups, providing advice on new or revised systems. Requests for our advice and involvement at the early stages of schemes continued during 2016/17.
- 5.4 I have been encouraged, once again, by the general acceptance of audit recommendations, and by the support of Members. We have continued to develop our follow-up procedures under the auspices of the Audit Committee, which has led to an improved ratio of implementation. This, in turn, has helped to improve confidence in our systems.
- 5.5 Significant progress has been made with risk management. The Authority now has comprehensive risk registers updated on a quarterly basis, a Member level Group, quarterly reports to Strategic Leadership Team and a full training programme for Members and staff.
- 5.6 Controls often weaken when change has taken place, necessitating a revision of procedures. The authority has been, and still is, undergoing a period of change and innovation. Throughout this period I have continued to constantly remind management and Members of the need to maintain adequate controls in such circumstances.
- 5.7 We have again been directly involved in a number of special investigations, and I have reported individually on these in as much detail as is permissible. The lessons learned from some of these should help us to improve controls and remind us to remain alert.

6.0 ABOUT THE INTERNAL AUDIT SECTION

6.1 Audit Objectives

- The Internal Audit Section is the Council's own directly employed in-house Internal Audit Service, and provides a continuous review in accordance with the Council's obligations under the Local Government Act 1972 and the Accounts and Audit Regulations 2015. It operates under the Audit and Assurance Council, as part of the Financial Reporting Council, and the CIPFA (Chartered Institute of Public Finance and Accountancy) UK Public Sector Internal Audit Standards, as approved by Audit Committee in December 2013. Its objectives are to:
 - independently and objectively review and appraise systems of control throughout the authority and its activities;
 - use a systematic and disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes within the Council;
 - ascertain the extent of compliance with procedures, policies, regulations and legislation;
 - provide reassurance to management that their agreed policies are being carried out effectively;
 - facilitate good practice in managing risks;
 - recommend improvements in control, performance and productivity in achieving corporate objectives;

- review the value for money processes, Best Value arrangements, systems, and units within the authority;
- work in partnership with the external auditors;
- identify fraud as a consequence of its reviews and to deter crime;
- perform its work with integrity, objectivity, confidentiality, competency, proficiency and due professional care;
- ensure the internal audit activity is managed through:
 - risk-based planning and approval of plan by Audit Committee;
 - resource planning and allocation of auditors to engagements;
 - engagement planning, performance, analysis, evaluation and communication;
 - setting, monitoring and reporting of performance standards to Audit Committee,

6.2 Audit Staff

- Internal Audit has a staffing establishment of six. This includes two Auditors, one Senior Auditor, an Audit Apprentice and an Audit Manager in addition to the Chief Internal Auditor.

6.3 Audit Skills

- We employ qualified and part qualified staff at either Accountant or Technician level. Additionally, three of our team are also graduates and some hold additional qualifications, e.g. Chartered Institute of Public Finance and Accountancy (CIPFA), Chartered Institute of Management Accountants (CIMA), Member of the Institute of Internal Auditors (IIA), Qualification in Computer Audit (QiCA) Certificate in Investigative Practices (CIIP).
- We have continued to supplement professional training with on-the-job training, specialist courses and seminars. These are identified mainly through the employee review system and help us to maintain a highly trained team. Two members of the Section have undergone the Senior Management Breakthrough training.
- We also support the activities of professional bodies such as CIPFA and working groups such as the North West Chief Internal Auditors Group, the North West Computer Audit Group, the North West Fraud Group and the North West Contract Audit Group. We have supported the National and Greater Manchester Fraud Initiatives from the outset and have maintained our participation in the ground breaking data matching exercises, which have produced such impressive savings over the years.
- Our broad spread of skills and experience in the section is constantly under review. This year we have purchased additional computer audit expertise, from the Greater Manchester Computer Audit Consortium, to supplement our own. Specialist staff from the Consortium (operated on our behalf by Salford City Council) have worked alongside our own, in-house staff, whilst we continue to develop our in-house capability.
- Appendix D reports the performance management data for Internal Audit for the 2016/17 financial year. This document represents a collation of the regular performance management updates brought before Members of the Audit Committee throughout the year.

7.0 THE PLAN - INPUTS

- We planned to provide 764 days of directly rechargeable work. Our actual output was 808.
- An analysis of time planned and worked can be seen at Appendix C.

8.0 THE PLAN – OUTPUTS

- The analysis at Appendix C shows that targets were generally achieved. It also reflects the fact that some re-scheduling of time has taken place to effect changes in priority and allow for the involvement of auditors on working groups and in conducting investigations.
- Members have been made aware of these changes through regular updates throughout the year.
- We have ensured that the core systems work has been carried out, and any reductions have been limited to the lower risk areas, which we have been able to defer in the short term.

9.0 THE COSTS

- The cost of the Section (including recharges) for the year was £234,000 (against a budget of £260,000). This has been recharged to our clients on an hourly recharge basis in accordance with our Service Level Agreement.
- Average cost per auditor was £42,956 (inclusive of overheads).
- Our recharge rate was £23.00 per hour.
- Our costs/charges have remained amongst the lowest in Greater Manchester for several years. This was confirmed in the July 2010 (most recent figures) CIPFA Benchmarking Club results that revealed the average cost per Auditor in England is £319 per day. Bury's costs amounted to £278 per day placing us in the top performing quartile. Last year we managed to reduce our costs further to £159 per day. However, the cost of participation in the Benchmarking Club has led to the Council taking the decision not to continue our participation. This is in line with most of our AGMA colleagues.
- Our rates compare very favourably with firms in the profession.

10.0 LOOKING AHEAD

10.1 We are now delivering our plan for 2017/18 (approved 25 January, 2017). I will continue to inform Members of progress throughout the year, and will again present an annual report at the year end. The following issues will also impact upon the performance of Internal Audit and its measurement, and are shown for the information of Members:

- Audit Planning – Internal Audit will continue to develop a risk based approach to its planning process.
- Intranet – The Section will continue to develop its entry on the Authority intranet site as a means of promotion.

- Performance Indicators – Internal Audit will continue producing their own key indicators as part of a Performance Management Framework developed by the Section 151 Officer.

10.2 In accordance with the Council's requirement to produce an Annual Governance Statement (Accounts and Audit Regulations 2015), it is hoped that this report, and the work of Internal Audit, will provide some of the assurance needed in supporting the Statement.

ANDREW BALDWIN CPFA

HEAD OF FINANCIAL MANAGEMENT

Background documents:

Internal Audit Plan 2016/17

For further information on the details of this report, please contact:

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☎ 0161 253 5034

E-mail: a.baldwin@bury.gov.uk

INTERNAL AUDIT PLAN 2016/2017
As at end of Period 12
From the 1 April 2016 to 31 March 2017
Section 151 Assurance

	FULL YEAR TOTAL ESTIMATED	Appendix C PERIOD 12 TOTAL ACHIEVED
Business Continuity	0	0
Cash Collection and Banking	8	4
Council Tax	8	3
Creditors	28	36
Debtors	18	1
Housing Benefit	8	8
Housing Rent	7	20
Income	0	22
Main Accounting System	50	16
NNDR	8	10
Payroll	30	27
Risk Management	8	0
Taxation	0	0
Treasury Management	8	14
Sub Total	181	161
Governance/VFM		
Physical	43	12
Financial	79	67
People and Partners	40	38
Sub Total	162	117
Fraud		
Detection	25	12
Investigation	40	83
Prevention	5	9
Sub Total	70	104
Front Line Services		
Place	73	22
People	278	404
Sub Total	351	426
TOTAL CHARGEABLE DAYS	764	808
TOTAL DAYS NOT CHARGED	668	660
TOTAL WORKING DAYS	1,432	1,468

INTERNAL AUDIT PLAN 2016/2017
As at end of Period 12
From the 1 April 2016 to 31 March 2017
NON-RECHARGEABLE

	FULL YEAR TOTAL ESTIMATED	PERIOD 12 TOTAL ACHIEVED
<i>Audit Management and Admin</i>	190	208
<i>Leave</i>	197	233
<i>Training</i>	247	168
<i>Sickness absence</i>	34	51
TOTAL NON-RECHARGEABLE DAYS	668	660

Period 12 is 100% of the year

	Estimated Days	Achieved Period 12	Actual % Achieved
Section 151 Assurance	181	161	89
Governance/VFM	162	117	72
Fraud	70	104	149
Front Line Services	351	426	121
Total	764	808	106

Directorate breakdown

	Annual Estimated Days	Actual Achieved Period 12	Actual Achieved %
Authority Wide	247	89	36
Resources & Regulation	84	64	76
Communities & Wellbeing	85	134	158
Children, Young People & Culture	233	365	157
Six Town Housing	75	126	168
Persona	40	30	75
Total	764	808	106

Internal Audit Performance Indicators - Period 12, 1 April 2016 to 31 March 2017

APPENDIX D

Work in Progress	Target	Actual
PI 01 Incomplete Audits b/f from previous period(s)	N/A	13
PI 02 Planned Audits started in Period	54	53
PI 03 Unplanned Audits started In Period	N/A	0
PI 3a Fraud work	0	6
PI3b Other	0	6
Total Audits in Progress	54	78

Productivity	Target	Actual
PI 04 Chargeable Days for Period	764	808
PI 05 Non-Chargeable Days for Period	668	660
Total Days worked for Period	1,432	1468
PI 06 % of Audits completed within Allocated days	75%	51%

Specialist Areas	Target	Actual
PI 07 Contract Schemes Examined in Period	0	0
PI 08 Computer Audits undertaken in Period	1	1
PI 09 Fundamental Financial Systems Examined	15	10
PI 10 School Audits undertaken in Period	22	27
Total Specialist Audits Undertaken	38	38

Reporting	Target	Actual
PI 11 Draft reports issued in Period	43	63
PI 12 Total Reports issued in Period	57	57
PI 13 Percentage of Reports issued within 14 days of completing field work	95%	85%

Financial	Target	Actual
PI 14 Average Salary Per Staff Member (£)	48,644	42,956
PI 15 Internal Audit Budget Outturn to date (£)	260,000	234,000
PI 16 Cost Per Audit Day (£)	182	159

Staffing	Target	Actual
PI 17 Percentage of Qualified Staff	100	100
PI 18 Average post-qual experience (years)	5	10+
PI 19 Days Training	247	168
PI 20 Days lost to Sickness	0	51

Recommendations	Target	Actual
PI 21 No. of Recs made in final reports issued	N/A	328
PI 22 % of Recommendations Accepted	100	99
PI 23 % of Recs followed up within 6 mths	100	100

Quality	Target	Actual
PI 24 External Audit Consultation Meetings Held	3	3
PI 25 Client Satisfaction - Planning / Approach	97	100
PI 26 Client Satisfaction - Quality of Report	97	100
PI 27 Client Satisfaction - Value of Audit	97	100

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