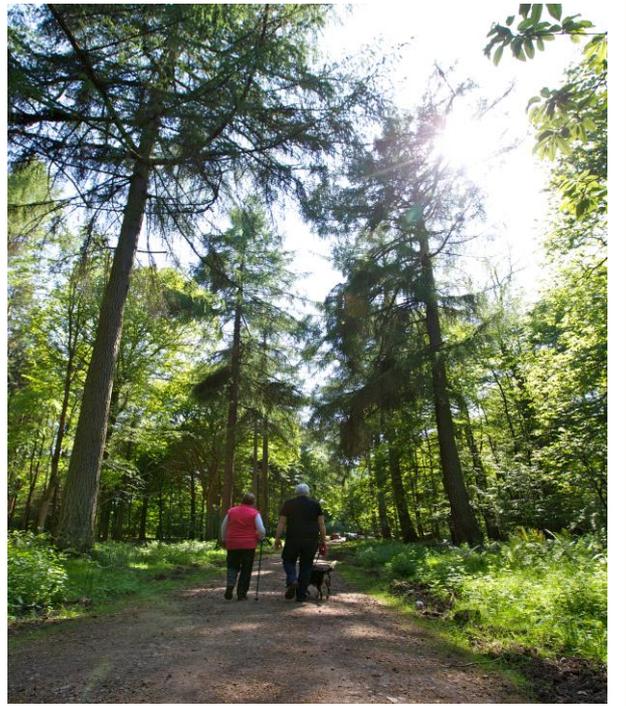
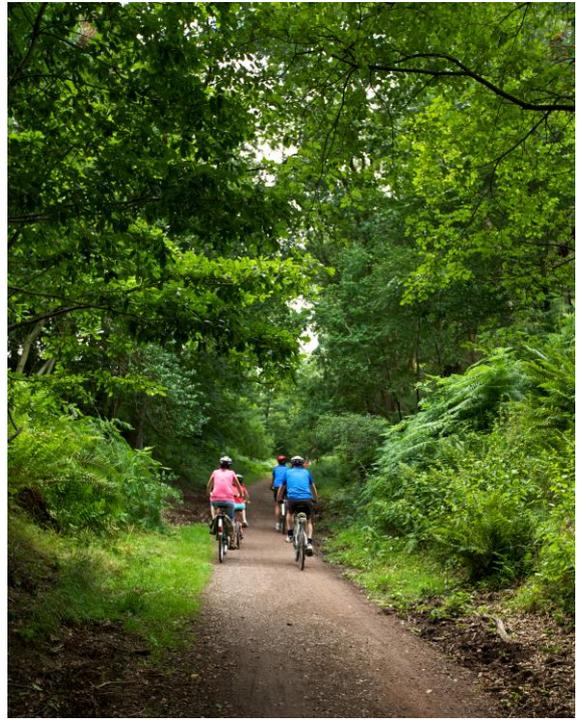




STATEMENT OF ACCOUNTS 2016/17



CONTENTS

Page(s)

2 - 12	Narrative Report
13	Statement of Responsibilities for the Statement of Accounts
14	Comprehensive Income and Expenditure Statement
15	Note to the Accounts - Expenditure and Funding Analysis
16	Balance Sheet
17	Movement in Reserves Statement
18	Cash Flow Statement
19 - 74	Notes to the Accounts
75 - 78	Collection Fund and Notes
79 - 82	Glossary of Terms
83 - 90	Annual Governance Statement including Statement on the System of Internal Financial Control
91 - 93	Independent Auditor's report

NARRATIVE REPORT

INTRODUCTION TO FOREST OF DEAN DISTRICT COUNCIL

The Forest of Dean district has a population of 84,544 (2015 ONS Mid-Year estimate) living in an area covering 526 square kilometres. Over 100 square kilometres of this is woodland managed by the Forestry Commission. The district has four main towns and many smaller, rural settlements where the majority (approximately 58%) of the population live. For residents the "specialness" of the area is important arising from its cultural identity and natural environment.

Political Structure in the 2016/17 Municipal year

The council has 48 elected members representing 27 wards within the Forest of Dean. There are also 41 parish councils. Elections are held every four years, with the latest elections held in May 2015. There is no overall political control. Additional elections may arise from time to time if a councillor or parish councillor resigns from office.

The political make-up of the council in the 2016/17 municipal year was:

Conservative party	21 councillors
Labour Party	9 councillors
United Kingdom Independence Party (UKIP)	5 councillors
Forest First	4 councillors
Independent	3 councillors
Independent Non Aligned	3 councillors
Green and Non Aligned Independent	3 councillors
Total	48 councillors

The council has adopted the Leader and Cabinet model as its political management structure arising from the Local Government and Public Involvement in Health Act 2007. The Leader of the Council has responsibility for the appointment of Members of the Cabinet, the allocation of Portfolios and the delegation of Executive Functions. Cabinet Members are held to account by a system of scrutiny which is set out in the Constitution.

The council is responsible for setting the budget and policy framework within which decisions are made. When major decisions are to be discussed or made, these are published in the cabinet's Forward Plan in so far as they can be anticipated. If these decisions are to be discussed with council officers at a meeting of the cabinet, this will generally be open for the public to attend, except where personal or confidential matters are being discussed.

The Cabinet for 2016/17 was made up as follows:

Leader of the Council & Cabinet member for Governance, Regeneration and Planning Policy	Councillor Patrick Molyneux
Deputy Leader of the Council & Cabinet member for Shared services and growth	Councillor Brian Robinson
Cabinet Member for Housing & Wellbeing	Councillor Carole Allaway Martin
Cabinet Member for Finance, Asset management & Performance	Councillor Richard Boyles
Cabinet Member for Environment	Councillor Marilyn Smart OBE
Cabinet Member for Community	Councillor Terry Hale

STATEMENT OF ACCOUNTS 2016/17

The Chairman and Deputy Chairman for the council for 2016/17 were:

Chairman	Councillor Jane Horne
Deputy Chairman	Councillor James Bevan

Full details of all the council's committees, including chairs and membership can be found on the council's website on www.fdean.gov.uk.

Management Structure

Supporting the work of councillors is the organisational structure of the council, headed by the Corporate Leadership Team, led by the Head of Paid Service, Ms Sue Pangbourne. The statutory role of Section 151 officer is held by Mr. Paul Jones and the statutory role of monitoring officer / solicitor to the council is held by Mrs. Claire Hughes.

Bankers

The council's banking services are provided by Lloyds Bank, 130 High Street, Cheltenham, GL50 IEW.

External Auditor

The appointed external auditor for 2016/17 was Grant Thornton UK LLP, Hartwell House, 55 – 61 Victoria Street, Bristol, BS1 6FT.

COUNCIL VISION AND PRIORITIES

The council's vision is for the Forest of Dean District to be a great place to live, work and stay.

Our Corporate Priorities and Objectives for the district are to achieve:

- Strong communities
- Thriving economy
- Enhanced environment
- Value for money

PERFORMANCE MANAGEMENT

Performance management is a critical element of the council's management processes. The council is committed to a joined up approach to performance management that involves members and employees working together to ensure that the council continues to deliver on the issues that matter most to local people and on improving the quality of services at all levels. Our performance management system helps the council to identify what does and does not work and the factors that support or hinder economic, efficient and effective service delivery.

Overall the council performed well during 2016/17. We continue to get recognition for our good performance, sound financial management and value for money. The council's Annual Report for 2016/17 should be read in conjunction with the Statement of Accounts 2016/17 to obtain a balanced view of the council's work and finances.

The council's non-financial and financial performance is regularly monitored and reported to Cabinet and Scrutiny committees on a quarterly basis. Details of these reports for 2016/17 can be found on the council's website.

DEVELOPMENTS IN SERVICE DELIVERY

The council is a multifunctional organisation, which works closely with other parts of the public service and the voluntary and community sector, making objective, transparent, evidence-based decisions about how services should be provided and by whom.

The council has entered several shared service and partnership arrangements with other organisations, to ensure the delivery of quality services in an efficient, cost-effective manner, including GO Shared services, providing Human Resources, Payroll, Finance and Procurement functions; shared with Cotswold District Council, Cheltenham Borough Council and West Oxfordshire District Council, using a common platform (Business World Enterprise Resource Planning (ERP) system). The council's Information, Communications and Technology (ICT) is shared with Cheltenham Borough Council, also using common ICT platforms, enabling service resilience within the councils.

2020 Vision

Further joint working savings are planned to be delivered by increasing the shared services between this council and its "GO Partners" (West Oxfordshire District Council, Cheltenham Borough Council and Cotswold District Council). In June 2014, the four councils approved a vision document "2020 Vision for Joint Working" which set out the outline business case for extending joint working. Funding has been received from central government to support the transitional costs of this work.

In October 2015, each of the four councils' Cabinets and Full Councils approved the decision to proceed with the 2020 programme. A Joint Committee was set up on 1st April 2016, with delegated authority on behalf of the partner councils to oversee the partnership core functions (Finance, HR and IT), partnership shared services and the 2020 Vision programme. The purpose of the Joint Committee is to provide political direction and guidance, and ensure the 2020 Vision business case benefits are delivered for each council as well as the partnership.

A key principle of the partnership is that each council will retain its own identity, have its own elected members and continue to make decisions taking account of the needs of its local community. There will still be staff working in each location, as at present. Some members of staff will provide a service predominantly to one council; others will provide a service for more than one council.

The Partnership Services Managing Director is Mr David Neudegg and he is accountable to the Joint Committee. Each partner council has a Head of Paid Service who is responsible for the partner council services which are not delegated to the Joint Committee.

All partner councils, including this council are now working towards establishing local authority owned companies, named as "Publica Group (Support) Limited" to take over the running of council services from Autumn 2017. Publica will therefore provide all the services currently provided by Cotswold, Forest of Dean and West Oxfordshire District Councils plus ICT, HR and finance for Cheltenham Borough Council.

Ubico Limited

Ubico Limited was originally formed in 2012 wholly owned by its shareholders, Cheltenham Borough Council and Cotswold District Council. The company is responsible for delivering the shareholders' environmental services within their respective council boundaries. The Forest of Dean District Council, Tewkesbury Borough Council and West Oxfordshire District Council joined the partnership on 1st April 2015. Stroud District Council and Gloucestershire County Council joined in 2016 and each of the seven authorities are now equal shareholders.

Social Housing Scheme developments

During 2016/17 the council delivered 40 new affordable homes. This reflects continued effective engagement with communities and developers. The delivery of these new homes have contributed towards the council maintaining a relatively low level of homelessness applications and acceptances at a time when they have been substantially increasing elsewhere in the country.

The delivery of the homes has been spread throughout the district and it is pleasing to see the delivery of a wide range of property types to meet the needs of various family types.

Cinderford Northern Quarter Regeneration

The council continues to lead on the regeneration of Cinderford, working in partnership with Gloucestershire County Council (GCC), the Forestry Commission (FC), Gloucestershire College (GC) and the Homes & Communities Agency (HCA) on this project, which will benefit the whole district. In 2006, this partnership approach led to the formation of the multi-agency Cinderford Regeneration Board which, together with the council, is working to deliver the Cinderford Area Action Plan (AAP) and the Town Centre Enhancement Study.

In June 2016, GCC commenced construction of Phase 1 of the new Cinderford Northern Quarter spine road and this will complete in December 2017.

In February 2017, the Government confirmed Growth Deal funding for Gloucestershire Local Enterprise Partnership which included £2.6M for GC. This final part of the College's funding package enabled the College Governors to make their final decision to proceed with their planned new build campus within the Northern Quarter. Although, GC secured their Growth deal funding, the District Council did not secure £1.93M to allow a Site Preparation Programme to proceed for the Northern Quarter development plots. In February 2017, the District Council submitted a new £2.27M bid to the HCA's Accelerated Construction Programme to focus on ground preparation for the allocated housing sites. The HCA plan to announce successful local authority bids in summer 2017.

In May 2017, the land exchange between FC, GCC and the District Council concluded, alongside the simultaneous onward disposal of the site earmarked for the new build college facility. The College commence a 13 month build programme in June and plan to open their doors to students in September 2018.

The District Council's Asset Management Portfolio Support Group has recommended that work is commissioned to enable the council to consider leading redevelopment and investment on sites that straddle the new spine road for employment purposes.

Lydney Coastal Community Team

The council continues to act as accountable body and key partner of the Lydney Coastal Community Team which was established in 2015. The council secured £10,000 from the Government in 2015/16, to set up the new coastal team and a further £50,000 Coastal Revival Fund to kick-start project activity. In May 2017, the first project (£34K) to restore the historic Lydney Harbour Swing Bridge completed with the help of local engineering solutions company Mabey Bridge Limited. The team has spent the remainder of this funding on concept designs, preliminary cost estimation and a Landscape & Environmental Strategy to support external funding application work. Bids will be submitted this year to the Coastal Community Fund, Rural Development Programme England (LEADER) and Gloucestershire Environmental Trust.

STATEMENT OF ACCOUNTS 2016/17

Community Support

The council continues to provide a high level of support to local voluntary and community sector groups and provided more than £157,000 through service level agreements and small grants over the last year, to support the local community.

The council also provided educational and practical help and support to a wide range of community groups and individuals. This ranged from anti-dog fouling campaigns and community clear-ups to health walks and raising dementia awareness.

Council's leisure services

The management and operation of the council's leisure centres was transferred to Freedom Leisure on 1st October 2015, in a move to secure leisure provision across the district. Freedom Leisure is a not for profit Trust that has an excellent track record of delivering first class leisure services and facilities across the UK. The council now pays a fixed management fee to Freedom Leisure to deliver these services, the cost of which is included in the Comprehensive Income and Expenditure Statement.

CHALLENGES

Local Government Finance

The General Election in May 2015 returned a majority Conservative Government. As expected, work to reduce the national deficit continued with the Chancellor's Summer Budget in July 2015, confirming that an additional £20 billion of public sector spending reductions would be required by 2020. The Chancellor's Budget in March 2016 included further proposals for Government policies and strategies aimed at reducing the national budget deficit.

The outcome of the Spending Review was announced by the Chancellor on 25th November 2015. The review was wide-ranging and raised some new issues not previously anticipated. It set out fundamental changes to Local Government and its future financial arrangements, including the end of Revenue Support Grant (the main non-ringfenced grant received by councils), and the proposal for local authorities to retain 100% of Business Rates. Whilst the Spending Review did not have a direct impact on the council's financial position in 2015/16, some of the measures announced began to have an effect in 2016/17.

Economic proposals - Government austerity measures aimed at getting the public sector deficit under control have continued to affect the resources available to the council, with the authority having to make considerable budget reductions. As the Governments' own targets have changed, it has meant that the austerity measures have been extended to 2020.

The proposed reductions in New Homes Bonus in future years to provide funding for social care provision, through the introduction of a baseline target and a reduction in the number of years the bonus is payable, will require the council to work up new income streams and additional savings over the next 2 years to counter this further reduction in Central Government funding.

In addition to pressures arising from cuts in Government funding, the council faces cost pressures from the triennial valuation of the Gloucestershire Local Government Pension Scheme. The council has made provision for growth in contributions to the Pension Fund. The most recent valuation took place in March 2016, the results of which were confirmed in Autumn 2016 set the contribution rates for the period 2017/18 – 2019/20.

There are a number of local challenges facing the council including closing the funding gap, delivery of our regeneration aspirations and service improvement. However the council is innovative and has put in place extensive plans to ensure that we get the most out of our services at a reasonable cost.

STATEMENT OF ACCOUNTS 2016/17

INTRODUCTION TO THE FINANCIAL STATEMENTS

The purpose of this narrative report is to provide electors, local taxpayers, members of the council and other interested parties with an easy to understand guide to the most significant matters reported in the accounts. It provides an explanation in overall terms of the council's financial position and assists in the interpretation of the accounting statements. The statements should inform readers of the cost of services provided by the council in the year 2016/17 and the council's assets and liabilities at the year end.

The Accounts for the year ending 31st March 2017 have been prepared and published in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2016/17 (the Code), published by the Chartered Institute of Public Finance and Accountancy (CIPFA). This incorporates International Financial Reporting Standards (IFRSs), so that the accounts are compliant with these standards.

The following statements are included:

Statement of Responsibilities for the Statement of Accounts	Sets out the respective responsibilities of the council and the Section 151 Officer for the accounts.
Statement of Accounting Policies (note 1 to the notes to the accounts)	This explains the basis for recognition, measurement and disclosure of transactions and other events in the accounts. This includes changes in policy, the basis of charges to revenue and the calculation of items in the Balance Sheet.
Comprehensive Income and Expenditure Statement including the Expenditure and Funding Analysis	The Comprehensive Income and Expenditure Statement shows the cost in the year of providing services, in accordance with generally accepted accounting practices. The Expenditure and Funding Analysis reconciles this to the amount chargeable to General Fund reserves in the year.
Balance Sheet	This summarises the overall financial position of the council at 31 st March 2017, showing its assets, liabilities and reserves.
Movement in Reserves Statement	This details the movement during the year in the council's reserves, analysed into usable reserves (i.e. those that can be used to fund expenditure or reduce local taxation) and unusable reserves.
Cash Flow Statement	This summarises the inflows and outflows of cash arising from transactions with third parties for revenue and capital purposes.
Collection Fund	Reflects the statutory requirement to maintain a separate Collection Fund which shows the transactions in relation to non-domestic business rates and council tax, indicating how the amounts collected are distributed to the Government, Gloucestershire County Council, Gloucestershire Police and Crime Commissioner and Forest of Dean District Council.
Annual Governance Statement	This sets out how the council is meeting its obligations and the improvements it intends to make to its systems of internal control and corporate governance arrangements.

These accounts are supported by notes to the accounts which include a glossary of terms to provide readers with further information.

STATEMENT OF ACCOUNTS 2016/17

THE COUNCIL'S FINANCIAL PERFORMANCE IN THE YEAR AND ITS POSITION AT THE YEAR END

General Fund Revenue Budget

During 2016/17 the council continued with the process of formal monitoring of budgets, reporting to cabinet on a quarterly basis. This has assisted in strengthening the sound management of the council's finances and provides a mechanism to ensure that any budgetary problems are identified and rectified as soon as possible during the year. This has resulted in council services being delivered within revised budget, with an overall saving compared to budget of £447k. This budget saving has been transferred to the Future Deficits Reserve and is included in the "transfers to/(from) earmarked reserves" line in the Revenue Outturn table below.

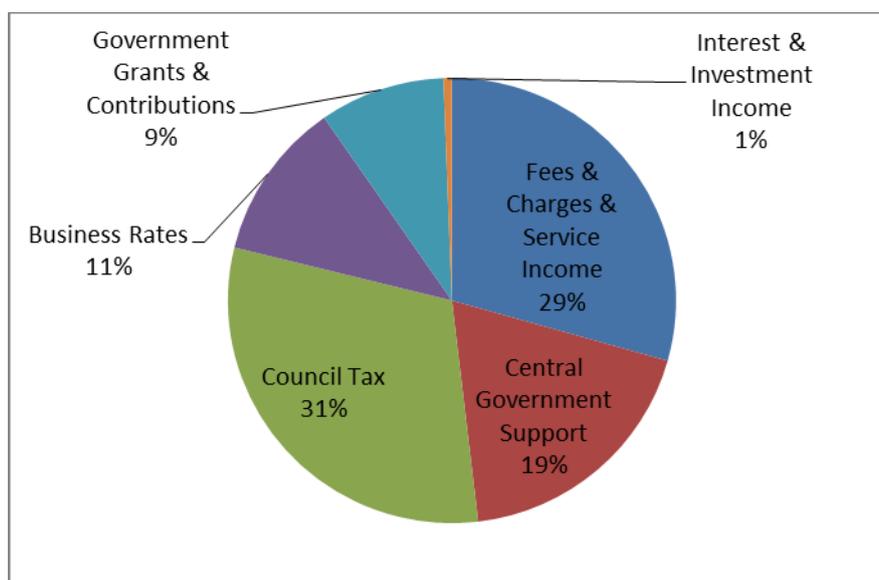
REVENUE OUTTURN 2016/17	Original Budget 2016/17 £	Current Budget 2016/17 £	Outturn 2016/17 £	Variance 2016/17 £
DIRECTORATES				
Community, Client and Commercial Group (note i below)	6,523,460	6,564,600	6,457,909	(106,691)
Planning, Housing and Regeneration Group (note ii below)	1,264,650	1,507,900	1,538,308	30,408
Strategic Services (note iii below)	3,452,730	3,516,650	3,473,058	(43,592)
NET EXPENDITURE ON SERVICES	11,240,840	11,589,150	11,469,275	(119,875)
Capital charges	(107,730)	(276,800)	(277,181)	(381)
Interest and investment (income) and expenditure	(70,350)	(118,180)	(109,303)	8,877
Transfers to / (from) earmarked reserves	(659,570)	(790,980)	(307,658)	483,322
NET EXPENDITURE TO BE FINANCED	10,403,190	10,403,190	10,775,133	371,943
FINANCED BY:				
Revenue Support Grant	(1,247,180)	(1,247,180)	(1,247,199)	(19)
New Homes Bonus	(2,081,400)	(2,081,400)	(2,086,898)	(5,498)
Section 31 National Non-Domestic Rates Grant	(538,900)	(538,900)	(595,160)	(56,260)
Other government grants	(124,460)	(124,460)	(130,791)	(6,331)
Share of Non-Domestic Rates	(1,793,330)	(1,793,330)	(2,097,150)	(303,820)
Council Tax Collection Fund Contribution	(216,500)	(216,500)	(216,500)	-
Council Tax	(4,401,420)	(4,401,420)	(4,401,435)	(15)
Total Funding	(10,403,190)	(10,403,190)	(10,775,133)	(371,943)
(Surplus) / Deficit transferred (to)/from General Fund Balance	-	-	-	-
(i) Includes Community development, Housing Benefits, Revenues (council tax and business rates collection), Property & Assets, Public Protection, Waste & Recycling Commissioning, Leisure Commissioning				
(ii) Includes Development Control, Planning, Housing enabling and enforcement, Car Parking				
(iii) Includes Strategic management, service strategy, Democratic Services, Elections				

STATEMENT OF ACCOUNTS 2016/17

The transfer to the general fund balance is shown in the Movement in Reserves Statement on page 17. The Expenditure and Funding Analysis on page 15 links the increase in the general fund balance shown above, together with the increase in earmarked reserves, with the surplus shown in the Comprehensive Income and Expenditure Statement, showing the adjustments made to ensure the statement complies with generally accepted accounting practice.

Where the money came from

The following chart provides an analysis of our main sources of revenue income this year. The Government provides our main source of income in the form of general and specific grants. The Government also determines the amount of business rates we receive through pooling arrangements.



How the money was spent

The council provides a wide range of services, employing 140 people at 31st March 2017. The activities vary widely and include provision for the collection of refuse and recycling, provision for leisure services, car parking, cemeteries and environmental health and many other services

Capital Expenditure

In 2016/17 the council spent £1.709 million on capital projects and grants. Included in the expenditure for the year was an investment of £0.544 million on the refurbishment of the Lydney joint use leisure centre, £0.613 million on private sector disabled facility grants, adaptation support grants and social housing grants.

Capital expenditure in 2016/17 was financed from grants, contributions and partnership funding of £0.758 million, with £0.147 million from revenue financing, the balance coming from capital receipts. The council plans to continue to fund capital from a range of sources including prudential borrowing, revenue reserves, developer contributions and capital receipts.

STATEMENT OF ACCOUNTS 2016/17

Treasury Management (Investments and borrowing)

Treasury Management in Local Government is governed by the CIPFA Code of Practice on Treasury Management in the Public Services and this council has adopted the Code and complies with its requirements, one of which is the receipt by the council of an Annual Review at the financial year end.

The council manages the cash flow arising from the provision of all council services, using the money market to invest daily cash surpluses and borrow to fund cash shortfalls.

The challenging economic climate continues to have an impact on the council's finances. The historically low Bank of England base rate continues to dampen the level of interest earned by the council's cash investments. Interest rates fell even further in 2016 when the Bank of England reduced the base rate from 0.50% to 0.25% in August 2016, and remains at this level as at 31st March 2017.

During the year the council earned £109,303 on net investments (which was £8,877 less than budgeted).

Pension Liability

The council is required to account for retirement benefits when they are committed, even if the payment is many years in the future, in accordance with International Accounting Standard 19 (IAS 19). The pension liability or asset shown in the accounts represents the council's pension commitment to increase contributions to make up any shortfall in attributable net assets, or its ability to benefit (via reduced future employer contributions) from a surplus in the pension scheme.

The council's net liability according to the actuarial assessment at 31st March 2017 was £35.971 million, which was an increase of £5.416 million over the figure for 31st March 2016 of £30.555 million. This is principally due to the fact that the financial assumptions at 31st March 2017 were less favourable than they were at 31st March 2016. All else being equal, these factors serve to increase the value of the liabilities and thus had a negative impact on the IAS19 pension position.

Reserves, Balances and Provisions

At the year-end usable earmarked reserves stood at £7.76 million, a reduction of £0.296 million during the year. The reduction mainly comprised £0.317 million additional amount set aside in the Future Deficit Reserve and £0.647 million set aside in the Business Rates Retention Equalisation Reserve, both of which will be required in future years to cover known budget shortfalls.

At the year-end, General Reserves or 'Balances' stood at £0.851 million.

At the year-end provisions stood at £0.283 million, a reduction of £0.490 million during the year, this is mainly due to additional provisions made in 2015/16 for potential reductions to business rateable values and to cover known staff redundancy and early retirement costs, being settled.

Changes in accounting policies and estimates

The council has reviewed its accounting policies during the year and revised them in accordance with the 2016/17 Code of Practice in Local Authority Accounting. The policies are detailed in note 1 to the accounts (pages 19 to 36) and the changes in accounting policies are detailed in note 1.27 on page 35.

The bad debt provision included in the accounts for the non-recovery of overpayment of housing benefit was increased in 2015/16 from 60% to 70% of outstanding overpayment balances at 31st March 2016. This accounting policy has remained in place in 2016/17 and the bad debt provision for 2016/17 therefore represents 70% of outstanding balances at 31st March 2017. This estimate reflects the potential impact of changes to the recovery processes in 2017.

Changes in statutory functions and impact of new legislation

The Cities and Local Government Devolution Act 2016 became law on 28th January 2016. This provides the legal framework for the implementation of devolution deals with combined authorities and other areas. It is an enabling piece of legislation, with further details for different areas to be set out in regulations that will be put before Parliament. The council awaits the outcome and the implications of this act.

Local government audit

On 23rd March 2015 the Local Audit and Accountability Act 2014 (Commencement No 7, Transitional Provisions and Savings) Order 2015 was made. The Order implemented the majority of the provisions of the Local Audit and Accountability Act 2014 that had not been enabled.

On 12th February 2015 the Accounts and Audit Regulations 2015 were made. The Regulations, which came into force on 1st April 2015, revoke and replace the Accounts and Audit Regulations 2011 and contain provisions on the internal control and annual accounts and audit procedures that apply to relevant authorities, as defined in Schedule 2 to the Local Audit and Accountability Act 2014.

National Audit Office (NAO) review of burdens on local authorities

On 11th June 2015 the National Audit Office (NAO) published a review of how well the government has applied the new burdens doctrine. The review sets out how the government would ensure that new requirements that increased local authorities' spending does not lead to excessive council tax increases. The report also focuses on what local authorities could do to improve transparency in this area, pointing out that government departments have struggled in some cases to obtain reliable cost data from local authorities.

On 5th October 2015 HM Treasury announced its plans to devolve a number of powers to local government in relation to local taxes, and in particular business rates. The government's intention is that, by the end of 2020 local authorities will:

- be able to retain 100% of local taxes to spend on local government services
- have the power to reduce business rates in their areas, given the proposal to abolish the uniform business rate.

The council awaits the details of how these new arrangements will operate and the impact on the council's finances.

Council Tax

SI 2017/13 - The Council Tax (Demand Notices) (England) (Amendment) Regulations 2017 came into force 10th February 2017. The Regulations amend the previous 2011 Regulations relating to demand notices so that additional information about expenditure on adult social care functions may be presented in or with the notices for the financial year beginning in 2016. The purpose of the amendments is to provide for additional information about expenditure on adult social care functions to continue to be presented in or with notices in the financial year beginning in 2017 and in subsequent financial years and to make amendments to the information which must be presented.

Property

The Non-Domestic Rating (Reliefs, Thresholds and Amendment) (England) Order 2017 (SI 2017/102) came into force in England on 3 March 2017. Empty non-domestic properties with a rateable value below a certain threshold are exempt from business rates. The 2017 Order increases that threshold from £2,600 to £2,900, with effect from 1 April 2017.

Employment

The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 came into force on 31 March 2017. The regulations impose a new duty on public authorities to publish gender pay gap information, including differences in bonus pay and between mean and median hourly rates of pay, and apply to public authorities in England with 150 employees or more. Gender pay gap information is to be published by 30 March 2018 and at annual intervals thereafter. Given the current number of staff employed directly by this council, this legislation may not apply, however will be monitored and reported if required.

The regulations introduce the gender pay gap reporting duty as part of the existing public sector equality duty (PSED) contained in section 149 of the Equality Act 2010, rather than creating a new standalone duty. Otherwise the regulations contain similar provisions to the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017, which apply to the private and voluntary sectors and which came into force on 6 April 2017.

There is a further reporting duty, contained in regulation 4 of the regulations that obliges public authorities to publish information demonstrating compliance with their PSED. This information is to be published by 30 March 2018 and then every four years thereafter. Public authorities must publish one or more objectives that will work towards achieving any of the three core objectives of the PSED contained in section 149(1)(a)-(c) of the Equality Act 2010. The objectives must be specific and measurable (regulation 5), and published in a manner that is accessible to the public (regulation 6).

Cap on exit payments for public sector employees

On 31st July 2015 HM Treasury published a consultation paper on the government's proposals to introduce a cap of £95,000 on the total value of exit payments made to public sector employees, if agreed. Any waiver of the cap would require consent from the relevant Minister, or from the full council in the case of local government exit payments. The reform proposals cover:

- current and future employees and office holders of all local government departments
- all types of payments made in relation to leaving employment, including voluntary and compulsory exits, and take into account the monetary value of any extra leave, allowances or other benefits granted as part of the exit process that are not payments in relation to employment.

FURTHER INFORMATION

Further information about the accounts is available from GO Shared Services (Finance), Forest of Dean District Council, High Street, Coleford. This is part of the council's policy of providing full information about the council's affairs. In addition, interested members of the public have a statutory right to inspect the accounts during a 'period for the exercise of public rights' before the audit is completed. The accounts were available for inspection by appointment between 3rd July 2017 and 11th August 2017 at the Council Offices, and local government electors for the area may exercise their rights to question the auditor about or make objections to the accounts for the year ended 31st March 2017, in writing, during this period.

Paul Jones,
Section 151 Officer

THE STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

THE COUNCIL'S RESPONSIBILITIES

The council is required to:

- make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this council, that officer is the Chief Finance Officer, who also undertakes the role of the Section 151 Officer.
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets;
- approve the Statement of Accounts.

THE SECTION 151 OFFICER'S RESPONSIBILITIES:

The Section 151 Officer is responsible for the preparation of the council's Statement of Accounts in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Council Accounting in the United Kingdom (the Code).

In preparing the Statement of Accounts, the Section 151 Officer 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.

The Section 151 Officer has also:

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

CERTIFICATE OF SECTION 151 OFFICER

I certify that the Statement of Accounts on pages 14 to 18 gives a true and fair view of the financial position of the council at the accounting date and its income and expenditure for the year ended 31 March 2017.

PAUL JONES
Section 151 Officer

DATE: 21st September 2017

COMMITTEE APPROVAL OF THE STATEMENT OF ACCOUNTS

This statement of accounts was approved by the Audit Committee at its meeting on 21st September 2017.

COUNCILLOR BRIAN JONES
Chair of Audit Committee

DATE: 21st September 2017

STATEMENT OF ACCOUNTS 2016/17

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

This statement shows the 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 regulations; and this may be different from the accounting cost. The taxation position is shown in the Movement in Reserves Statement.

2015/16 Restated				2016/17		
Gross expenditure £'000	Gross income £'000	Net expenditure £'000		Gross expenditure £'000	Gross income £'000	Net expenditure £'000
Continuing Operations						
34,282	(28,277)	6,005	Community, Client and Commercial Group	34,538	(27,705)	6,833
3,413	(1,637)	1,776	Planning, Housing and Regeneration Group	3,954	(1,838)	2,116
2,865	(388)	2,477	Strategic Services	2,935	(445)	2,490
40,560	(30,302)	10,258	Cost of Services	41,427	(29,988)	11,439
2,187	(407)	1,780	Other operating expenditure (<i>note 9</i>)	2,096	(147)	1,949
1,281	(380)	901	Financing and Investment (income) and expenditure (<i>note 10</i>)	1,102	(324)	778
2,237	(15,177)	(12,940)	Taxation and non-specific grant (income) and expenditure (<i>note 11</i>)	2,398	(15,822)	(13,424)
46,265	(46,266)	(1)	(Surplus) or Deficit on the provision of services	47,023	(46,281)	742
		(266)	(Surplus) or Deficit on revaluation of non-current assets (<i>note 33</i>)			(308)
		(6,492)	Remeasurement of the net defined benefit liability /(asset) (<i>note 35</i>)			5,643
		(6,758)	Other Comprehensive (Income) and Expenditure			5,335
		(6,759)	Total Comprehensive (Income) and Expenditure			6,077

STATEMENT OF ACCOUNTS 2016/17

EXPENDITURE AND FUNDING ANALYSIS (Note to the Accounts)

The objective of the Expenditure and Funding Analysis is to demonstrate to council tax and rent payers how the funding available to the council (government grants, rents council tax and business rates) for the year has been used in providing services in comparison with those resources consumed or earned by authorities in accordance with generally accepted accounting practices. The Expenditure and Funding analysis also shows how this expenditure is allocated for decision making purposes between the council's services. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement.

2015/16			EXPENDITURE & FUNDING ANALYSIS	2016/17		
Net expenditure chargeable to the General Fund balances £'000	Adjustments between the funding and accounting basis (note 18) £'000	Net expenditure in the Comprehensive Income and Expenditure statement £'000		Net expenditure chargeable to the General Fund balances £'000	Adjustments between the funding and accounting basis (note 18) £'000	Net expenditure in the Comprehensive Income and Expenditure statement £'000
6,173	(168)	6,005	Community, Client and Commercial Group (i)	6,540	293	6,833
1,812	(36)	1,776	Planning, Housing and Regeneration Group (ii)	1,963	153	2,116
3,330	(853)	2,477	Strategic Services	3,473	(983)	2,490
11,315	(1,057)	10,258	Net Cost of Services	11,976	(537)	11,439
(12,128)	1,869	(10,259)	Other income and expenditure	(11,522)	825	(10,697)
(813)	812	(1)	(Surplus) or Deficit	454	288	742
(8,094)			Opening General Fund Balance including earmarked reserves at 1 April	(8,907)		
(813)			Add Surplus in year	454		
(8,907)			Closing General Fund Balance including earmarked reserves at 31 March (iii)	(8,453)		

(i) Narrative statement -reported outturn 2016/17 classifies £82k income from trading industrial estates within Community, Client and Commercial Group; included in Other income and expenditure above.

(ii) Narrative statement -reported outturn 2016/17 classifies £425k revenue expenditure funded from capital under statute (REFCUS) within Planning Housing & Regeneration Group; included in adjustments between the funding and accounting basis above.

(iii) for a split of the balance between the General Fund and earmarked reserves see the Movement in Reserves Statement

STATEMENT OF ACCOUNTS 2016/17

BALANCE SHEET

This statement shows the value as at the balance sheet date of the assets and liabilities recognised by the council. The net assets of the council (assets less liabilities) are matched by the reserves held by the council. Reserves are reported in two categories. The first category is usable reserves i.e. those reserves that the council may use to provide services, these being subject to the need to maintain a prudent level and constrained by statutory limitations on their use (for example the Capital Receipts Reserve may only be used to fund capital expenditure or repay debt).

The second category of reserves comprises those that the council is not able to use to provide services. This includes those that hold unrealised gains and losses (for example the revaluation reserve), where amounts only become available to provide services if the assets are sold, and those that hold timing differences which are shown in the Movements in Reserves Statement Line 'Adjustments between accounting basis and funding basis under the regulations.'

31 March 2016 (Restated)	Note	31 March 2017
£000		£000
9,563 Property, Plant & Equipment	20	8,924
2,970 Investment Property	22	2,887
345 Intangible Assets	24	166
- Long Term Investments	25	4,011
28 Long Term Debtors	27	1,195
12,906 Long Term Assets		17,183
14,022 Short term Investments	25	14,020
113 Inventories	26	49
4,224 Short term Debtors	27	3,353
9,398 Cash and cash equivalents	28	4,006
27,757 Current assets		21,428
(1,292) Bank overdraft	28	-
(329) Short term borrowing	25	(177)
(4,932) Short term creditors	29	(5,263)
(773) Provisions	30	(283)
(7,326) Current Liabilities		(5,723)
(447) Long term borrowing	25	(46)
(2,289) Grants receipts in advance - capital	17	(2,902)
(30,555) Other long term liabilities	35	(35,971)
(33,291) Long term liabilities		(38,919)
46 Net Assets		(6,031)
18,934 Usable Reserves		18,220
(18,888) Unusable Reserves	33	(24,251)
46 Total Reserves		(6,031)

These financial statements replace the unaudited financial statements certified by the Section 151 Officer on 30th June 2017.

Signed: Paul Jones

STATEMENT OF ACCOUNTS 2016/17

MOVEMENT IN RESERVES STATEMENT

This statement shows the movement in the year in the different reserves held by the council, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and other reserves. The surplus or deficit on the Provision of Services line shows the true economic cost of providing the council's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. This is different to the statutory amount required to be charged to the General Fund Balance for council tax setting purposes. The net increase or decrease before transfers to earmarked reserves line shows the statutory general fund balance before any discretionary transfers to or from earmarked reserves undertaken by the council.

	General Fund Balance £'000	Earmarked General Fund Reserves £'000	Capital Receipts Reserve £'000	Capital Grants Unapplied £'000	Total Usable Reserves £'000	Unusable Reserves £'000	Total Reserves £'000
Balance at 31 March 2015	851	7,243	9,013	441	17,548	(24,261)	(6,713)
<u>Movement in Reserves during 2015/16</u>							
Total Comprehensive Income and (Expenditure)	1				1	6,758	6,759
Adjustments between accounting basis and funding basis under regulations (Note 5)	812	-	417	156	1,385	(1,385)	-
Transfers to/from earmarked reserves (Note 32)	(813)	813			-		-
Increase / (decrease) in 2015/16	-	813	417	156	1,386	5,373	6,759
Balance at 31 March 2016	851	8,056	9,430	597	18,934	(18,888)	46
<u>Movement in Reserves during 2016/17</u>							
Total Comprehensive Income and (Expenditure)	(742)				(742)	(5,335)	(6,077)
Adjustments between accounting basis and funding basis under regulations (Note 5)	288	-	(157)	(103)	28	(28)	-
Transfers to/from earmarked reserves (Note 32)	454	(454)			-		-
Increase / (decrease) in 2016/17	-	(454)	(157)	(103)	(714)	(5,363)	(6,077)
Balance at 31 March 2017	851	7,602	9,273	494	18,220	(24,251)	(6,031)

STATEMENT OF ACCOUNTS 2016/17

CASH FLOW STATEMENT

The cash flow statement shows the changes in cash and cash equivalents of the council during the reporting period. The statement shows how the council generates and uses cash 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 operations of the council are funded by way of taxation and grant income or from the recipients of services provided by the council. Investing activities represent the extent to which cash flows have been made for resources which are intended to contribute to the council'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 council.

2015/16 £000	2016/17 £000
(1) Net (surplus) or deficit on the provision of services	742
Adjust net surplus or deficit on the provision of services for (2,401) non-cash movements (note 36)	(1,696)
Adjust for items in the net surplus or deficit on the provision 434 of services that are investing or financing activities (note 36)	692
(1,968) Cash (inflows) generated from operating activities	(262)
(1,845) Investing activities (note 37)	3,809
307 Financing activities (note 38)	553
(3,506) Net (increase) / decrease in cash and cash equivalents	4,100
4,600 Cash and cash equivalents at beginning of the year	8,106
8,106 Cash and cash equivalents at end of the year (note 28)	4,006
(3,506) Net (increase) / decrease in cash and cash equivalents	4,100

NOTES TO THE ACCOUNTS

1. ACCOUNTING POLICIES

1.1 GENERAL PRINCIPLES

The Statement of Accounts summarises the council's transactions for the financial year and its position at the end of the financial year. The council is required to prepare an annual Statement of Accounts by the Accounts and Audit (England) Regulations, which require the accounts to be prepared in accordance with proper accounting practices. These practices primarily comprise the CIPFA/LASSAC Code of Practice on Local Government Accounting in the United Kingdom (The Code), supported by International Financial Reporting Standards (IFRS's), International Accounting Standards (IAS's) and statutory guidance.

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

The accounting policies of the council have as far as possible been developed to ensure that the accounts are understandable, relevant, free from material error or misstatement, reliable and comparable.

1.2 ACCOUNTING CONCEPTS

Except where specified in the Code, or in specific legislative requirements, it is the council's responsibility to select and regularly review its accounting policies, as appropriate.

These accounts are prepared in accordance with a number of fundamental accounting principles:

- Relevance
- Reliability
- Comparability
- Materiality

Additionally three further concepts play a pervasive role in the selection and application of accounting policies:

Accruals of Income and Expenditure

The financial statements, other than the cash flow statement, are prepared on an accruals basis, i.e. transactions are reflected in the accounts in the year in which the activity to which they relate takes place, not simply when cash payments are made or received. In particular:

- Fees, charges and rents due from customers are accounted for as income at the date the council provides the relevant goods or services.
- Supplies are recorded as expenditure when they are consumed – where there is a gap between the date supplies are received and their consumption; they are carried as Inventories on the Balance Sheet.
- Expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made.

STATEMENT OF ACCOUNTS 2016/17

- Interest payable on borrowings and receivable on investments is accounted for on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.
- Where income and expenditure has been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where it is doubtful that debts will be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.
- All income and expenditure is credited and charged to the Comprehensive Income and Expenditure Statement, unless it comprises capital receipts or capital expenditure.

Going Concern

The accounts are prepared on the assumption that the council will continue its operations for the foreseeable future. This means in particular that the Comprehensive Income and Expenditure Statement and Balance Sheet assume no intention to significantly curtail the scale of operations.

Primacy of legislative requirements

The council derives its powers from statute and its financial and accounting framework is closely controlled by primary and secondary legislation. Where legislative requirements and accounting principles conflict, legislative requirements take precedence.

1.3 EMPLOYEE BENEFITS

Benefits Payable during Employment

Short-term employee benefits are those due to be settled within twelve months of the year-end. They include such benefits as salaries and wages, paid annual leave and paid sick leave for current employees and are recognised as an expense for services in the year in which employees render service to the council. 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 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, but 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 council to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy. They are charged on an accruals basis to the relevant service line in the Comprehensive Income and Expenditure Statement when the council is committed to the termination of the employment of an officer or group of officers.

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

Post-Employment Benefits

Employees of the council are members of the Local Government Pension Scheme, administered by Gloucestershire County Council. The scheme provides defined benefits to members (retirement lump sums and pensions), earned as employees worked for the council, and is accounted for as a defined benefits scheme:

- The liabilities of the Gloucestershire pension scheme attributable to the council are included in the Balance Sheet on an actuarial basis using the projected unit method – i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc, and projections of earnings for current employees.
- Liabilities are discounted to their value at current prices, using a discount rate based on the indicative rate of return on the adoption of the AA-rated corporate bond basis.
- The assets of the Gloucestershire pension fund attributable to the council are included in the balance sheet at their fair value on the following basis:
 - quoted securities – current bid value
 - unquoted securities – professional estimate of fair value
 - unitised securities – current bid price
 - property – market value.
- The change in the net pension liability is analysed into seven components:
 - Current service cost: the increase in liabilities as a result of the additional year of service earned - allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked.
 - Past service cost: the increase in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years - charged to the Surplus or Deficit in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs.
 - Interest cost on defined obligation: the expected increase in the present value of liabilities during the year as they move one year closer to being paid - charged to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.
 - Return on plan assets: the annual investment return on the fund assets attributable to the council, based on an average of the expected long-term return – credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.
 - Gains/losses on settlements: the result of actions to relieve the council of liabilities or events that reduce the expected future service or accrual of benefits of employees – charged to the Cost of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs.
 - Measurement of the net defined benefit liability: changes in the net pension liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – charged to the Pensions Reserve.
 - Contributions paid to the Gloucestershire pension fund: cash paid as employer's contributions to the pension fund, in settlement of liabilities.

STATEMENT OF ACCOUNTS 2016/17

Statutory provisions limit the amount chargeable to council tax to that 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 that there are appropriations to and from the Pension Reserve to remove the notional charges and credits for retirement benefits and replace them with the cash paid to the pension fund and any amounts payable to the fund but unpaid at the year end.

The negative balance that arises on the Pensions Reserve thereby measures the beneficial impact to the General Fund of being required to account for retirement benefits on the basis of cash flows rather than as benefits are earned by employees.

Discretionary Benefits

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

1.4 GRANTS AND CONTRIBUTIONS

Grants and contributions received from the government and other organisations are not credited to the Comprehensive Income and Expenditure Statement until any conditions attached to the grant or contribution have been satisfied. For example conditions may be stipulated that specify that the grants or contributions are required to be consumed by the recipient as specified, or they must be returned to the transferor.

Amounts received as grants and contributions for which conditions have not been satisfied are carried on the Balance Sheet as Revenue or Capital Grants Received in Advance. When the conditions are satisfied, the grant or contribution is credited to the relevant service line (if ring-fenced) or Taxation and Non-Specific Grant Income (non-ring-fenced revenue grants and all capital grants) in the Comprehensive Income and Expenditure Statement.

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

1.5 OVERHEADS AND SUPPORT SERVICES

The agreed estimated cost of overheads and support services for the financial year are charged to those service segments that benefit from them, based on a variety of methods including officers' estimated time allocations, fixed charges per unit of service and, for administrative building costs, area occupied.

Any surplus or deficit on overhead and support service accounts arising at the year-end is not reallocated to services. This is consistent with the way financial performance is reported to management.

1.6 COUNCIL TAX RECOGNITION

Council Tax receivable for the financial year is recognised in the Collection Fund, a separate statutory account maintained by billing authorities. The Fund is charged with the council tax requirements ('precepts and demands') set by the major preceptors and billing authority before the start of the year, leaving (after providing for uncollectable debts) a surplus or deficit, which is then distributed to the same authorities in future years in proportion to their precepts or demands.

The council tax income included in the council's Comprehensive Income and Expenditure Statement for the year represents its 'demand' plus its share of the collection fund surplus or deficit due for the year, before any distribution. Because the amount of surplus or deficit that can be credited or charged to the council's general fund is governed by statute, and is limited to that declared at the start of the year, adjustments are made in the Movement in Reserves Statement to the collection fund adjustment account to reflect the difference between the surplus or deficit due for the year and that which can be released according to statute.

There is no statutory requirement for a separate collection fund balance sheet. Instead the fund balances (arrears, over/pre-payments, bad debts provision and accumulated surpluses or deficits) are distributed across the balance sheets of the billing authority and the major preceptors, in proportion to their precepts and demands. The council, as a billing authority, therefore accounts for council tax balances on an Agency basis, showing only its share of the fund balances on its balance sheet.

1.7 NATIONAL NON-DOMESTIC RATES (NNDR) INCOME RECOGNITION

NNDR income is recognised in the same way as council tax described above, with the exception that the net income and surplus/deficit credited or charged to the Comprehensive Income and Expenditure Statement is shared between the billing authority, the county council and central government in statutory proportions. NNDR balances are also distributed across their balance sheets in the same proportions.

1.8 ACQUISITIONS AND DISCONTINUED OPERATIONS

Any operations or services acquired or discontinued during the financial year (for example transferred from or to another public organisation due to changes in legislation) are shown separately on the face of the Comprehensive Income and Expenditure Statement.

1.9 VAT

Income and expenditure excludes any amounts related to VAT, as all VAT collected is payable to HM Revenue and Customs and all VAT paid is recoverable from them.

1.10 FOREIGN CURRENCY TRANSLATION

Where the council has entered into a transaction denominated in a foreign currency, the transaction is converted into sterling at the exchange rate applicable on the date the transaction was effective. Where amounts in foreign currency are outstanding at the year end, they are converted at the spot exchange rate for 31st March. Resulting gains or losses are recognised in the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Account.

1.11 NON-CURRENT ASSETS - RECOGNITION OF CAPITAL EXPENDITURE

The council recognises non-current assets when expenditure is incurred on assets:

- held for use in the production or supply of goods or services, rental to others, or for administrative purposes
- expected to be used for more than one financial period
- where it is expected that the future economic benefits associated with the asset will flow to the council
- where the cost can be measured reliably.

The initial cost of an asset is recognised to be:

- Purchase price, construction cost, minimum lease payments or equivalent including import duties and non-refundable purchase taxes, after deducting trade discounts and rebates.
- Costs associated with bringing the asset to the location and condition necessary for it to be capable of operating in the manner required by management.
- Any costs of dismantling and removing an existing asset and restoring the site on which it is located.

The cost of an asset acquired other than by purchase or construction is deemed to be its fair value, except where an asset is acquired via an exchange it is deemed to be the carrying amount of the asset given up by the council.

Donated assets are measured initially at fair value. The difference between their fair values and any consideration paid is credited to the Taxation and Non Specific Grant Income line in the Comprehensive Income and Expenditure Statement, unless the donation has been made conditionally. Until conditions are satisfied, the gain is held in a Donated Assets Reserve 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.

Subsequent 'enhancement' expenditure is treated as capital expenditure when it is considered it will increase the value of the asset or its useful life or increase the extent to which the council can use the asset.

De Minimis policy - expenditure on vehicles below £5,000 (excluding VAT) or on other assets below £10,000 (excluding VAT) is not treated as capital expenditure except where the sum of identical assets purchased exceeds this figure, as is the case with waste collection bins and caddies.

Capital assets are held on the Balance Sheet as Non-Current Assets.

1.12 NON-CURRENT ASSETS - PROPERTY, PLANT AND EQUIPMENT (PPE)

Assets that have physical substance and are held for use in the provision of services, for rental to others, or for administrative or other operational purposes on a continuing basis are classified as Property, Plant and Equipment. Such assets are categorised as Other Land and Buildings, Vehicles Plant and Equipment, Infrastructure, Community Assets, Surplus Assets and Assets Under Construction (if any).

Infrastructure assets are inalienable assets, expenditure on which is only recoverable by continued use of the asset and there is no prospect for sale or alternative use. Examples include footpaths, cycle tracks and drainage systems.

STATEMENT OF ACCOUNTS 2016/17

Community Assets are assets that the authority intends to hold in perpetuity, have no determinable useful lives and which may have restrictions on their disposal. Examples include cemeteries land and open spaces used for recreation.

Surplus Assets are assets which are not being used to deliver services or for administrative purposes but which do not meet the definition of Investment properties or Assets Held for Sale.

Recognition

Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment is capitalised on an accruals basis, provided that it yields benefits to the council for more than one financial year and the cost of the item can be measured reliably. This excludes expenditure on routine repairs and maintenance, which is charged direct to service revenue accounts when it is incurred.

Measurement

PPE assets are initially measured at cost, comprising all expenditure that is directly attributable to bringing the asset into working condition for its intended use. The council does not capitalise borrowing costs incurred whilst assets are under construction.

The assets are then carried on the Balance Sheet using the following measurement bases:

- Other Land and Buildings – Current value, using the basis of existing use value (EUV) where an active market exists or Depreciated Replacement Cost (DRC), where there is no active market for the asset or it is specialised.
- Infrastructure – depreciated historic cost.
- Community assets – historic cost (where known). The Code offers the option for authorities to measure community assets at valuation. The council has so far not adopted to change its accounting policy in this way as it does not currently have the management information to make reasonable valuation estimates of community assets.
- Assets under construction – historic cost.
- Surplus Assets – Current value, using the fair value basis defined by IFRS13 i.e. the price that would be received to sell the asset in an orderly transaction between market participants at the measurement date.
- In the case of assets that have short useful lives or low values (or both) i.e. Vehicles, Plant and Equipment, depreciated historic cost is used as a proxy for current value.

Assets included in the Balance Sheet at Current value are re-valued where there have been material changes during the year, and as a minimum every five years.

Where there is an upward revaluation, the carrying value is increased and the gain credited to the Revaluation Reserve. This is reflected in the Comprehensive Income and Expenditure Statement as a revaluation gain, included in Other Comprehensive Income and Expenditure. Exceptionally, gains are credited to the Surplus or Deficit on the Provision of Services (and not the Revaluation Reserve) where a revaluation loss or impairment in respect of that asset was previously charged to a service revenue account (adjusted for the depreciation that would have been charged had the revaluation or impairment losses not occurred).

STATEMENT OF ACCOUNTS 2016/17

Where decreases in value are identified, they are accounted for as follows:

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

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

Impairment

PPE assets are assessed at the end of each year for evidence of impairment. Where evidence exists and the effect is considered 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 difference.

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

Where there are no gains in the Revaluation Reserve or an insufficient balance to meet the impairment loss, the remaining loss is written down against the relevant service line in the Comprehensive Income and Expenditure Statement.

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

Depreciation

Depreciation is provided for on all Property, Plant and Equipment assets with a determinable finite useful life, by writing down the carrying value of the asset in the Balance Sheet over the remaining periods expected to benefit from their use. Assets not depreciated are those without a determinable finite useful life (land and community assets), assets that are not yet available for use (assets under construction) and assets reclassified as Held for Sale.

Depreciation is calculated on the following basis:

- Buildings, Vehicles, Plant, Furniture and Equipment, Infrastructure, Surplus assets – straight-line allocation over the asset's estimated useful life.
- Newly acquired assets are depreciated from the year following that in which they were acquired.
- Assets under construction are not depreciated until they are brought into use.

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

Assets disposed of during the year are depreciated in the year of disposal or in the case of assets reclassified as Held for Sale, in the year they were reclassified.

Componentisation

Where an item of Property Plant and Equipment has components whose cost is significant in relation to the total cost of that item they are identified as separate assets and depreciated separately. The council's current Componentisation Policy defines a separate component:

- for new assets and enhancements (excluding land), as an item of expenditure with a value greater than £50,000 or 20% of the cost of the asset, whichever is the higher
- for buildings revalued after 1 April 2010, as an item with a current net book value in excess of £250,000 or 20% of the cost, whichever is the higher.

1.13 NON-CURRENT ASSETS - INVESTMENT PROPERTY

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

Investment properties are measured initially at cost and subsequently at fair value, based on the amount at which the asset, in its highest and best use, could be exchanged between market participants at the reporting date. Properties are not depreciated but are revalued annually as necessary dependent on changes in market conditions in the year. Gains and losses on revaluation are posted to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The same treatment is applied to gains and losses on disposal. Such gains and losses, however, are not permitted by statutory arrangements to have an impact on the General Fund Balance and are therefore reversed out in the Movement in Reserves Statement and credited to the Capital Adjustment Account and (for any sale proceeds greater than £10,000) the Capital Receipts Reserve.

Rentals received in relation to investment properties are credited to the Financing and Investment Income line in the Comprehensive Income and Expenditure Statement.

1.14 NON-CURRENT ASSETS - INTANGIBLE ASSETS

Expenditure on assets that do not have physical substance and which are controlled by the entity through custody or legal rights (e.g. software licences), is capitalised when it will bring benefits to the council for more than one financial year. Internally generated assets are capitalised where it can be demonstrated that the project is technically feasible, is intended to be completed (with adequate resources being available), where the council will be able to generate future economic benefits or deliver service potential by being able to sell or use the asset, and where the expenditure during the development phase can be reliably measured.

Intangible assets are measured at cost, which is amortised over the estimated useful life of the asset to the relevant service line in the Comprehensive Income and Expenditure Statement, to reflect the pattern of consumption of benefits. Estimated remaining useful lives are reviewed annually and an asset is tested for impairment whenever there is an indication that the asset might be impaired – any losses recognised are charged to the relevant service line in the Comprehensive Income and Expenditure Statement. Any gain or loss arising on the disposal or cessation of use of an intangible asset is credited or charged to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement.

Amortisation, impairment losses and disposal gains and losses are not permitted to have an impact on the General Fund Balance, so are reversed out of the General Fund Balance in the Movement in Reserves Statement and charged or credited to the Capital Adjustment Account with any sale proceeds greater than £10,000 credited to the Capital Receipts Reserve.

1.15 NON-CURRENT ASSETS – DISPOSALS AND 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. Assets are classified as held for sale where the asset is available for immediate sale in its present condition and where the sale is highly probable i.e. the asset has been advertised for sale and a buyer sought and the completion of the sale is expected within twelve months of the balance sheet date.

Except when carried at (depreciated) historic cost, an asset is revalued immediately before its reclassification as Held for Sale, using its existing category's measurement basis. Following reclassification assets are measured at the lower of their carrying values and fair values less costs to sell. Any subsequent gains in value are first used to reverse any losses previously charged to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement and thereafter recognised in the Revaluation Reserve. Losses in value are charged to the Surplus or Deficit on the Provision of Services (even when there is a balance held for that asset in the Revaluation Reserve).

Depreciation is not charged on Assets Held for Sale, except in the year in which they were classified as held for sale.

If assets no longer meet the criteria to be classified as Assets Held for Sale, they are reclassified as non-current assets (Property, Plant and Equipment or Investment 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.

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

Amounts received from a disposal in excess of £10,000 are categorised as capital receipts. The balance of receipts is required to be credited to the Usable Capital Receipts Reserve, and can then only be used for new capital investment or set aside to reduce the council's underlying need to borrow (the Capital Financing Requirement). Receipts are appropriated to the Reserve from the General Fund Balance in the Movement of Reserves Statement.

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

1.16 REVENUE EXPENDITURE FUNDED FROM CAPITAL UNDER STATUTE (REFCUS)

Expenditure incurred during the year that may be capitalised under statutory provisions but does not result in the creation of non-current assets is charged to the relevant service revenue account in the year. To the extent the council has determined to meet the cost of this expenditure from capital resources (borrowing, capital receipts or grants) a transfer to the Capital Adjustment Account via the Movement in Reserves Statement reverses out the amounts charged to the General Fund Balance so there is no impact on the level of council tax.

1.17 CHARGES TO REVENUE FOR NON-CURRENT ASSETS

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

- Depreciation of property, plant and equipment used by the relevant service
- Amortisation of intangible assets used by the service
- Revaluation and impairment losses, where there are no accumulated gains in the Revaluation Reserve against which the losses can be charged.

The council cannot raise council tax to cover depreciation, amortisation or revaluation and impairment losses. It is, however, required to make an annual provision (known as Minimum Revenue Provision or MRP) from revenue towards reducing its overall borrowing requirement, equal to an amount calculated on a prudent basis by the council in accordance with statutory guidance. The above charges are therefore reversed out of the General Fund Balance and replaced by a MRP contribution to the Capital Adjustment Account in the Movement of Reserves Statement.

1.18 LEASES

Leases are classified as either Finance Leases or Operating Leases. Arrangements that do not have the legal status of a lease but convey the 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.

Defining a Finance Lease

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. This is likely to apply if some or all of the following situations are met:

- If the lessee will gain ownership of the asset at the end of the lease term (e.g. in the case of hire purchase)
- If the lessee has an option to purchase the asset at a sufficiently favourable price that it is reasonably certain, at the inception of the lease, that it will be exercised
- If the lease term is for the major part of the economic life of the asset, even if title is not transferred. The economic life of the asset is deemed to be consistent with the useful life of the asset in the depreciation policy. The council recognises the major part to be 75% of the life of the asset, unless on an individual case basis this would not give a true representation of the substance of the transaction

STATEMENT OF ACCOUNTS 2016/17

- At the inception of the lease, the present value of the minimum lease payments amounts to at least substantially all of the fair value of the leased asset. The present value of the minimum lease payments is calculated by discounting at the rate inherent in the lease. If this rate cannot be determined the incremental borrowing rate applicable for that year is used. The council recognises “substantially all” to mean 90% of the value of the asset. In some circumstances, a level of 75% is used if the council believes that using this level will give a result that better reflects the underlying transaction
- The leased assets are of such a specialised nature that only the lessee can use them without major modifications
- If the lessee cancels the lease, the lessor’s losses associated with the cancellation are borne by the lessee
- Gains or losses from the fluctuation in the fair value of the residual accrue to the lessee (e.g. in the form of a rent rebate equalling most of the sales proceeds at the end of the lease)
- The lessee has the ability to continue the lease for a secondary period at a rent that is substantially lower than market rent.

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

Lessee Accounting for a finance lease

Where the council is leasing an asset (for example as a tenant) that is deemed a finance lease, it will recognise that asset within its asset register, and account for that asset as though it were an owned asset.

The initial recognition of the asset is at the fair value of the asset, or if lower, the present value of the minimum lease payments. A liability is also recognised at this value, which is reduced as lease payments are made. Lease payments made to the lessor are split between the reduction in the liability and interest, which is charged to the Comprehensive Income and Expenditure Statement.

Lessor Accounting for a finance lease

Where the council grants a finance lease over property or items of plant or equipment the carrying values of the relevant assets are written out of the Balance Sheet to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement, as part of the gain or loss on disposal. The amount receivable on disposal (representing the minimum lease payments due), is credited to the same line in the Comprehensive Income and Expenditure Statement, also as part of the gain or loss on disposal, matched by a cash receipt (if a premium has been paid) or a long term debtor (if to be settled by payments in future years) on the Balance Sheet.

The amount receivable 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 under the lease is settled by payments in future years the amount receivable on disposal is posted out of the General Fund Balance to the Deferred Capital Receipts Reserve.

When received future lease payments are apportioned between:

- a charge for the acquisition of the assets, which reduces the lease debtor.
- finance interest, which is credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

An amount equivalent to the charge for the acquisition of the assets is at the same time transferred from the Deferred Capital Receipts Reserve to the Capital Receipts Reserve.

Defining an Operating Lease

A lease is classified as an operating lease if it does not transfer substantially all the risks and rewards arising from ownership of the asset.

Lessor Accounting for an operating lease

Where the council grants an operating lease over property or items of plant or equipment, the asset is retained on the Balance Sheet. Rental income is credited to the relevant service income line or, if the asset is classified as an Investment property, to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

Lessee Accounting for operating leases

Rentals paid under operating leases are charged to the service using the asset in the Comprehensive Income and Expenditure Statement.

1.19 FINANCIAL INSTRUMENTS

Financial assets and liabilities are recognised in the Balance Sheet when the authority becomes party to the contractual provisions of the instrument. In the case of a financial asset this is when the authority becomes committed to its purchase, except in the case of trade receivables, which are recognised when the goods or services have been supplied. Financial liabilities are recognised when the cash or goods or services have been received.

Financial Liabilities

Financial liabilities are initially measured at fair value and then carried at amortised cost. Where interest is payable this is charged to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement, based on the carrying amount of the liability multiplied by the effective rate of interest for the instrument. The effective interest rate is the rate that exactly discounts estimated future cash payments over the life of the instrument to the amount at which it was originally recognised.

Normally this means, for the council's borrowings, the amount recognised in the Balance Sheet represents the outstanding principal repayable plus any accrued interest, and interest charged to the Comprehensive Income and Expenditure Statement is the amount payable for the year stated in the loan agreement. For current payables with no stated interest rate the amount recognised is the outstanding invoiced amount.

Financial Assets

The council's financial assets are classified into two types:

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

Loans and Receivables

Loans and receivables are initially measured at fair value and carried at amortised cost. Where interest is receivable this is credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement, based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument. Normally this means, for the council's loans and investments, the amount recognised in the Balance Sheet is the outstanding principal receivable plus any accrued interest, and interest credited to the Comprehensive Income and Expenditure Statement is the amount receivable for the year stated in the loan agreement.

Where loans and receivables are identified as impaired because of a likelihood arising from a past event that payments due under the contract will not be made, the asset is written down and an impairment charge made to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The impairment loss is measured as the difference between the carrying amount and the present value of the revised cash flows, discounted at the asset's original effective interest rate.

For current receivables with no stated interest rate the amount recognised is the outstanding invoiced amount, less any allowance for impairment (provision for bad or doubtful debts).

Any gains and losses that arise on the disposal or de-recognition of the asset are credited or charged to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

Available-for-sale financial Assets

Available-for-sale financial assets are initially measured and carried at fair value, except in the case of equity instruments that do not have a quoted price in an active market for which a reliable fair value cannot be established, which are measured at cost. For instruments quoted in an active market, fair values are based on their market prices at the reporting date, except where the instruments will mature within twelve months of that date, in which case they are assumed not materially different to (and therefore equal to) their carrying values.

Where the asset has fixed or determinable payments, the interest receivable is credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement, based on the amortised cost of the asset multiplied by the effective rate of interest for the instrument. Where there are no fixed or determinable payments, any income (e.g. dividends) is credited to the Comprehensive Income and Expenditure Statement when it becomes receivable by the council.

Changes in fair value (except those arising from impairments), if material, are balanced by an entry to the Available-for-Sale Reserve and the gain or loss is recognised in Other Comprehensive Income and Expenditure in the Comprehensive Income and Expenditure Statement. Where impairment losses have been incurred, these are charged to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

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

1.20 FAIR VALUE MEASUREMENT

The authority measures certain non-financial assets (Surplus Assets, Investment Property and Assets Held for Sale) and its Available-for-sale financial assets at fair value at the balance sheet 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:

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

The fair value of an asset or liability is measured using the assumptions that market participants would use when pricing the asset or liability, assuming that market participants act in their best economic interest. In the case of a non-financial asset, the authority takes into account the market participants' ability to use 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'.

Inputs to the valuation techniques used in measuring fair value are categorised within the fair value hierarchy as follows:

- Level 1 - unadjusted quoted prices in active markets for identical assets or liabilities
- Level 2 - directly or indirectly observable inputs other than quoted prices
- Level 3 - unobservable inputs for the asset or liability.

1.21 INVENTORIES

Inventories held in stores are included in the Balance Sheet at the latest price paid. This is a departure from the requirements of the Code, which require inventories to be shown at the lower of cost and net realisable value. The effect of the different treatment is not considered material.

1.22 CASH AND CASH EQUIVALENTS

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

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

1.23 PROVISIONS

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

Provisions are charged as an expense to the appropriate service line in the Comprehensive Income and Expenditure Statement when the council becomes aware of the event, based on its best estimate of the likely settlement. When payments are eventually made, they are charged to the provision carried on the Balance Sheet. Estimated settlements are reviewed at the end of each financial year. Where it becomes more likely than not that a transfer of economic benefits will not be required (or a lower settlement than anticipated is made), the provision is reversed and credited back to the relevant service line in the Comprehensive Income and Expenditure Statement.

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

1.24 CONTINGENT LIABILITIES

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

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

1.25 RESERVES

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

Certain reserves are kept to manage the accounting processes for non-current assets, financial instruments, retirement and employee benefits, and they do not represent usable resources for the council – these reserves are known as unusable reserves.

1.26 CONTINGENT ASSETS

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

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

1.27 PRIOR PERIOD ADJUSTMENTS, CHANGES IN ACCOUNTING POLICIES AND ESTIMATES AND ERRORS

Prior period adjustments may arise as a result of a change in accounting policies or to correct a material error. Changes in accounting estimates are accounted for prospectively, i.e. in the current and future years affected by the change and do not give rise to a prior period adjustment.

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

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

1.28 EVENTS AFTER THE BALANCE SHEET DATE

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

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

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

1.29 ESTIMATION TECHNIQUES

Estimation techniques are the methods adopted to assess the values of assets, liabilities, gains and losses and changes in reserves in situations where there is uncertainty as to their precise value. Unless specified in the Code or in legislative requirements, the method of estimation will generally be the one that most closely reflects the economic reality of the transaction.

1.30 JOINTLY CONTROLLED OPERATIONS AND JOINTLY CONTROLLED ASSETS

Jointly controlled operations are activities undertaken by the council in conjunction with other venturers that involve the use of assets and resources of the venturers rather than the establishment of a separate entity. The council recognises on its Balance Sheet the assets that it controls and the liabilities that it incurs and debits and credits the Comprehensive Income and Expenditure Statement with the expenditure it incurs and the share of income it earns from the activity of the operation.

STATEMENT OF ACCOUNTS 2016/17

Jointly controlled assets are items of property, plant and equipment that are jointly controlled by the council and other venturers, with the assets being used to obtain benefits for the venturers. The joint venture does not involve the establishment of a separate entity. The council accounts for only its share of the jointly controlled assets, the liabilities and expenses that it incurs on its own behalf or jointly with others in respect of its interest in the joint venture and income that it earns from the venture.

Such operations and assets, not being separate entities, are accounted for in the council only accounts and are not separate entities for Group account purposes.

At 31st March 2017 the council had a 14.29% shareholding in Ubico Limited, a local authority owned company which (from 2015/16) has seven members, providing environmental services to the shareholder councils. Since the council has no control or joint control or significant influence over the company, there is no requirement to produce consolidated group accounts.

2. CHANGES IN ACCOUNTING POLICY AND ACCOUNTING STANDARDS THAT HAVE BEEN ISSUED BUT HAVE NOT YET BEEN ADOPTED

The following changes in accounting standards were introduced in the 2016/17 Code:

- Amendments to IAS19 *Employee benefits* (Defined Benefit Plans: Employee Contributions)
- Annual improvements to IFRSs 2010 - 2012 Cycle
- Amendment to IFRS11 *Joint Arrangements*
- Amendment to IAS16 *Property, Plant and Equipment* and IAS38 *Intangible Assets*
- Annual Improvements to IFRSs 2012 – 2014 Cycle
- Amendment to IAS1 *Presentation of Financial Statements*
- Changes to the format of the Comprehensive Income and Expenditure Statement (CIES), the Movement in Reserves Statement (MIRS) and the introduction of a new Expenditure and Funding Analysis (EFA) and notes.

Within the balance sheet, Section 106 developer balances held have been re-categorised as “Grants received in advance” within Long Term Liabilities, in accordance with the recommended Code of practice 2016. These were previously categorised as Creditors in 2015/16, the balance sheet for which has now been restated accordingly.

With the exception of changes to the format of the CIES and MIRS and introduction of the EFA, these amendments have not had a material impact on the financial statements or balances of the council.

The change to the format of the CIES has resulted in a restatement of the segmental section for 2015/16 only, with no change to the Cost of Services, Surplus on the Provision of Services or Total Comprehensive Income and Expenditure. Consequently there is no change to the movement in reserves or balances of the council for the year. The change means reportable segments are now based on those most commonly reported to management for the purposes of resource allocation and performance monitoring (i.e. the council’s directorates), rather than on the segment classification determined by the CIPFA Service Reporting Code of Practice (SeRCOP). The changes to the original published figures are given on the next page:

STATEMENT OF ACCOUNTS 2016/17

Reconciliation of restated presentation	Net Expenditure £000
As reported in the Comprehensive Income and Expenditure Statement 2015/16:	
Central Services to the public	587
Cultural and related services	1,122
Environment and Regulatory services	4,293
Planning Services	1,280
Highways and Transport Services	58
Housing services	657
Corporate and Democratic Core	1,547
Non-Distributed costs	714
Cost of Services	10,258
As restated 2015/16:	
Community Client & Commercial Group	6,005
Planning Housing & Regeneration Group	1,776
Strategic Group	2,477
Cost of Services	10,258

The following standards will be introduced in the 2017/18 Code:

- AASB 9 - Financial instruments, applicable 1st January 2018
- AASB 15 - Revenue from contracts with customers, applicable 1st January 2018
- Amendments to IAS40 – Transfers of investment property, applicable 1st January 2018
- IFRIC Interpretation 22 - Foreign Currency Transactions and Advance Consideration, applicable 1st January 2018

These amendments (when adopted) are not anticipated to have a material impact on the financial statements or balances of the council.

3. CRITICAL JUDGEMENTS USED IN ACCOUNTING POLICIES

In applying the accounting policies set out on pages 19 to 36, the council has had to make certain judgments about balances and transactions which may be uncertain depending on future events.

Business Rate Appeals Provision

The Local Government Finance Act 2012 introduced a business rates retention scheme that enables 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 1st April 2013. From this date district councils such as Forest of Dean assume a share of the liability for refunding ratepayers who have successfully appealed against the rateable value of their properties on the rating list. A successful appeal may mean the council having to refund rates paid in previous years. The council has therefore set aside a provision to cover its share of the repayments it estimates will be made and made a judgement as to the timescale over which they are likely to be repaid.

The provision is based on the expected success rate of appeals lodged at 31 March 2017, so no allowance has been made for any successful appeals against previous years' rate liabilities that may be received after this date.

Non-Current Assets

The classification of non-current and Property, Plant and Equipment assets has been assessed and judgements made as to the category, and therefore the valuation basis, in which each asset falls, including those held for investment purposes.

STATEMENT OF ACCOUNTS 2016/17

Bad Debts Provision

In estimating current debtors due at the year end the council has had to make judgements as to the likely amounts recoverable and irrecoverable and therefore the level of bad debts provision required.

Recycling vehicles within the waste contract

The council provided the funding for a number of recycling vehicles during the year to support the waste contract. These vehicles have been provided to BIFFA in an exchange for a reduction of the contract price over a number of years. In assessing the accounting treatment of this transaction the council has considered the criteria under IAS 17 Leases, IAS 18 Revenue and paragraphs 2.1.2.25 and 4.1.2.18 of the Code. These indicate that in substance, the payment to Biffa is a prepayment for the future services to be provided and this reflects the economic reality.

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

The Statement of Accounts contains estimated figures that are based on assumptions made by the council about the future or that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However, because balances cannot be determined with certainty, actual results could be materially different from the assumptions and estimates.

The items in the council's Balance Sheet at 31 March 2017 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

Item	Uncertainties	Effect if actual results differ from assumptions
Property Plant and Equipment	Assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance that will be incurred in relation to individual assets. The current economic climate makes it uncertain that the council will be able to sustain its current spending on repairs and maintenance, bringing into doubt the useful lives assigned to assets.	If the useful life of assets is reduced, depreciation increases and the carrying amount of assets falls. It is estimated that the annual depreciation charge for buildings would increase by approximately £3,725 for every year that useful lives had to be reduced.
Pensions Liability	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the council with expert advice about the assumptions to be applied.	The effects on the net pensions' liability of changes in individual assumptions can be measured. For example, a 0.5% decrease in the discount rate assumption would result in an increase in the pension liability of approximately 9%, and a one year increase in member life expectancy would increase the pension liability by approximately 3%. A sensitivity analysis is included in Note 35- Pensions.

STATEMENT OF ACCOUNTS 2016/17

Item	Uncertainties	Effect if actual results differ from assumptions
Non-domestic rates (NDR) appeals provision	This provision has been set up to meet losses arising from the successful appeal of businesses against the rateable value of their properties. The provision is based on an expected success rate of appeals submitted at 31 st March and an estimated reduction in rateable value. Although based on past experience, both the actual success rate and actual reduction may differ from the estimate.	A 1% increase in the assumed success rate, together with a 1% reduction in the rates payable, would result in a reduction in the estimated provision required of £10k, of which the council's share would be £4k. This would increase the collection fund surplus able to be distributed to the council in future years. Some of this increase may be retained by the local NDR pool. (Note - certain categories of appeals are estimated at 100% expected success rate, based on experience to date).

5. ADJUSTMENTS BETWEEN ACCOUNTING AND FUNDING BASIS UNDER THE REGULATIONS

This note details the adjustments that have been made to Total Comprehensive Income and Expenditure so that it equals the amount available, under statutory provisions, to meet future capital and revenue expenditure.

The following describes the major reserves and the adjustments made to each reserve:

General Fund Balance

The General Fund is the statutory fund into which all the receipts of a council are required to be paid and out of which all liabilities of the council are to be met, except to the extent that statutory rules might provide otherwise. These rules also specify the financial year in which liabilities and payments should impact on the General Fund Balance, which is not necessarily in accordance with proper accounting practice. The General Fund Balance therefore summarises the resources that the council is statutorily empowered to spend on its services or on capital investment (or the deficit of resources that the council is required to recover) at the end of the financial year.

Capital Receipts Reserve

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

Capital Grants Unapplied

The Capital Grants Unapplied Reserve holds the grants and contributions received towards capital projects for which the council has met the conditions that would otherwise require repayment of the monies, but which have yet to be applied to meet expenditure.

STATEMENT OF ACCOUNTS 2016/17

2015/16 Usable Reserves				2016/17 Usable Reserves		
General Fund Balance £'000	Capital Receipts Reserve £'000	Capital Grants Unapplied £'000		General Fund Balance £'000	Capital Receipts Reserve £'000	Capital Grants Unapplied £'000
			Adjustments to Revenue Resources <i>Amounts by which income and expenditure included in the Comprehensive Income and Expenditure Statement are different from revenue for the year calculated in accordance with statutory requirements</i>			
			Reversal of entries included in the surplus or deficit on the provision of services in relation to capital expenditure (charged or credited to the Capital Adjustment Account)			
(930)			Charges for depreciation, amortisation and impairment of non-current assets	(1,254)		
(32)			Revaluation losses on Property, Plant and Equipment	(5)		
36			Movements in the fair value of Investment properties	77		
923		(186)	Capital grants and contributions	655		
(378)			Revenue Expenditure Funded from Capital Under Statute	(1,180)		
(257)	(14)		Amounts of non-current assets written off on sale as part of the gain/loss on disposal	(406)	(113)	
			Newly identified existing assets	20		
(87)			Pension costs transferred from the Pensions Reserve	227		
(983)			Council tax and NDR net deficit transferred to the Collection Fund Adjustment Account	329		
6			Holiday Pay transferred from the Accumulated Absences Account	23		
(1,702)	(14)	(186)	Total adjustments to Revenue Resources	(1,514)	(113)	-
			Adjustments between Revenue and Capital resources			
407	(407)		Transfer of non-current asset sale proceeds from revenue to capital receipts	522	(522)	
(4)	4		Payments to the government housing receipts pool funded by a transfer from capital receipts	(6)	6	
306			Statutory provision for the repayment of debt transferred to the Capital Adjustment Account	553		
179			Capital expenditure financed from revenue balances transferred to the Capital Adjustment Account	147		
888	(403)	-	Total adjustments between Revenue and Capital Resources	1,216	(516)	-
			Adjustments to Capital resources			
	8		Use of capital receipts to finance capital expenditure		804	
		30	Application of capital grants and contributions to fund capital expenditure			103
	(6)		Transfer from Deferred Capital Receipts upon receipt of cash		(18)	
2	(2)		Capital Grants and loans repaid	10		
2	-	30	Total adjustments to Capital Resources	10	786	103
(812)	(417)	(156)	Adjustments Between Accounting And Funding Basis Under The Regulations	(288)	157	103

STATEMENT OF ACCOUNTS 2016/17

6. EVENTS AFTER THE REPORTING PERIOD

The Statement of Accounts was authorised for issue by the Section 151 Officer on 21st September 2017. Events taking place after this date are not reflected in the financial statements or notes. Where events taking place before this date provided information about conditions existing at 31st March 2017, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.

7. CHANGES IN OPERATIONS AND DISCONTINUED OPERATIONS

The leisure centre activities of the council, included within the Community, Client and Commercial Group were transferred to Freedom Leisure on 1st October 2015 in a move to secure leisure provision across the district. Freedom Leisure is a not for profit Trust that has an excellent track record of delivering first class leisure services and facilities across the UK. The council now pays a fixed management fee to Freedom to deliver these services. The leisure centres are located in Coleford, Cinderford, Lydney, Newent and Sedbury.

8. TRADING ACCOUNTS

The council has the following trading activity, the deficit of which is included in the Comprehensive Income and Expenditure Statement. An analysis of the trading activities is as follows:

	2016/17 £000	2015/16 £000
Car Parking Expenditure	201	204
Car Parking Income	(140)	(136)
Revaluations of car parks	-	(8)
Net Deficit	61	60

The council own a number of car parks within the district where a charge for parking is made. Car Park trading operations are included within the Planning, Housing and Regeneration Group shown on the face of Comprehensive Income and Expenditure Statement.

9. OTHER OPERATING (INCOME) AND EXPENDITURE

	2016/17 £000	2015/16 £000
Parish council precepts	2,053	1,897
Levies	36	31
Payments to the Government Housing Capital Receipts Pool	6	4
(Gains)/Losses on Disposal of non-current assets	396	255
VAT Shelter and right to buy income	(522)	(407)
Newly identified existing asset	(20)	-
Net Other Operating Expenditure	1,949	1,780

Income from the VAT Shelter is due to the council following the transfer of its housing stock to a housing association in 2003.

STATEMENT OF ACCOUNTS 2016/17

10. FINANCING AND INVESTMENT (INCOME) AND EXPENDITURE

	2016/17 £000	2015/16 £000
Interest payable and similar charges	34	80
Net interest on the net defined benefit liability (asset)	1,047	1,165
Interest receivable and similar income	(143)	(174)
Income and expenditure in relation to investment properties and changes in their fair value	(160)	(170)
Net Financing and Investment Expenditure	778	901

11. TAXATION AND NON SPECIFIC GRANT (INCOME) AND EXPENDITURE

	2016/17 £000	2015/16 £000
Council Tax Income	(6,644)	(6,339)
Non-Domestic Rates income and expenditure:		
- Billing authority share	(4,905)	(4,966)
- Collection Fund (surplus) / deficit	104	827
- Tariff payable to central government	2,370	2,351
- Levy payable(receivable)	28	(114)
- NDR renewable energy contribution	(87)	(102)
Non-ringfenced government grants	(4,060)	(4,062)
Capital grants and contributions	(230)	(535)
Net Taxation and Non Specific Grant Income	(13,424)	(12,940)

STATEMENT OF ACCOUNTS 2016/17

12. OFFICERS' REMUNERATION

Remuneration disclosures for Senior Officers whose *salary* is less than £150,000 but equal to or more than £50,000 per year:

Post Title	2016/17						
	Salary including Fees and Allowances £	Expense Allowances £	Compensation for loss of office £	Benefits-in-kind £	Total Remuneration excluding pension contributions £	Pension contributions £	Total Remuneration including pension contributions £
Head of Paid Service	86,712	98	-	-	86,810	12,400	99,210
Strategic Director	28,921	75	38,991	-	67,987	4,136	72,123
Strategic Group Manager	64,747	754	-	-	65,501	9,259	74,760
Strategic Group Manager	64,640	1,154	-	-	65,794	9,243	75,037
Group Manager Environmental Services	981	-	60,756	-	61,737	140	61,877
Monitoring Officer	53,823	346	-	-	54,169	6,794	60,963
	299,824	2,427	99,747	-	401,998	41,972	443,970
2015/16							
Head of Paid Service	85,874	-	-	-	85,874	12,280	97,868
Strategic Director	83,874	209	-	-	84,083	11,994	96,363
Group Manager Customer Services	59,571	446	-	-	60,017	8,519	68,536
Group Manager Planning & Housing	59,555	957	-	-	60,512	8,516	69,028
Group Manager Environmental Services	58,881	2,875	-	-	61,756	8,420	70,176
Monitoring Officer	60,298	-	-	-	60,298	6,863	67,161
	408,053	4,487	-	-	412,540	56,592	469,132

STATEMENT OF ACCOUNTS 2016/17

Notes:

- a) For the purposes of this disclosure, senior employee means Head of Paid Service, his/her direct reports and statutory chief officers whose salary is between £50,000 and £150,000.
- b) The council does not operate a Performance Pay System and does not pay bonuses to any member of staff.
- c) The statutory role of Section 151 Officer for the council, is carried out by the Chief Finance Officer, Paul Jones, under a secondment arrangement with Cotswold District Council, at a cost of £30,600 plus expenses allowances to this council in 2016/17 (£30,000 in 2015/16).
- d) The Monitoring Officers salary includes Returning Officer fees in 2016/17 of £6,312.27 (£12,308 in 2015/16).

The council did not employ any other staff receiving more than £50,000 remuneration for the year (excluding employer's pension contributions). The numbers of exit packages with total cost per band and total cost of compulsory and other redundancies are set out in the table below.

Exit package cost band (including special payments)	Number of compulsory redundancies		Number of other departures agreed		Total number of exit packages by cost band		Total cost of exit packages in each band £	
	2016/17	2015/16	2016/17	2015/16	2016/17	2015/16	2016/17	2015/16
£0 - £20,000	-	-	1	1	1	1	15,913	16,208
£20,001 - £40,000	-	-	-	1	-	1	-	32,868
£40,001 - £60,000	-	-	2	-	2	-	96,871	-
£60,001 - £80,000	-	-	1	-	1	-	60,756	-
£80,001 - £100,000	-	-	1	-	1	-	89,285	-
£100,001 - £150,000	-	-	-	-	-	-	-	-
£150,001 - £200,000	-	-	-	-	-	-	-	-
Total	-	-	5	2	5	2	262,825	49,076
Amounts provided for in CIES not included in bandings	-	-	1	5	1	5	78,916	338,698
Total	-	-	6	7	6	7	341,741	387,774

The council's Comprehensive Income and Expenditure Statement includes a provision for £78,916 in 2016/17 which is payable to 1 officer in 2017/18. These costs are not included in the bands for 2016/17 and therefore an additional line has been added to reconcile to the total cost of termination benefits reported in the Comprehensive Income and Expenditure Statement for 2016/17.

STATEMENT OF ACCOUNTS 2016/17

13. MEMBERS' ALLOWANCES

In 2016/17 the council paid £306,364 (2015/16 £300,488) in allowances to its 48 members. The Expenditure reflects members' allowances approved by council for 2016/17. Full details of the Members' Allowances scheme for 2016/17 can be found on the council's website.

14. TERMINATION BENEFITS

The council terminated the contracts of 6 employees in 2016/17 (7 in 2015/16). Total costs incurred were £341,741 (£387,774 in 2015/16), of which £79,284 (£167,146 in 2015/16) related to early retirement costs and £262,457 (£220,628 in 2015/16) related to redundancy payments. All staff redundancies were made on a voluntary basis, with no compulsory redundancies. These costs have been charged to the relevant service line shown within the Comprehensive Income and Expenditure Statement.

15. RELATED PARTY TRANSACTIONS

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

Central Government

Central Government has significant influence over the general operations of the council; it is responsible for providing the statutory framework within which the council operates, providing the majority of its funding in the form of grants and prescribes the terms of many of the transactions that the council has with other parties (e.g. council tax bills, housing benefits). Grants received from government departments are shown in note 17.

Members

Members of the council have direct control over the council's financial and operating policies. The total of members' allowances paid in 2016/17 is shown in note 13. During 2016/17 works and services to the value of £364,494 were commissioned from organisations in which nineteen members had an interest, grants totalling £272,057 were paid to voluntary organisations in which thirteen members had an interest. In all instances, contracts were awarded in accordance with the council's standing orders and grants were made with proper consideration of declarations of interest. The relevant members did not take part in any discussion or decision relating to the grants. Details of these transactions are recorded in the Register of Members' Interests, open to public inspection at the council offices during office hours.

Officers

During 2016/17 works and services to the value of £1,468,634 were commissioned from organisations in which eight officers declared an interest, and grants totalling £9,021 were paid to organisations in which three officers declared an interest. In all instances, contracts were awarded in accordance with the council's standing orders and officers did not take part in any discussions, decisions or administration relating to the grants.

STATEMENT OF ACCOUNTS 2016/17

Other public bodies (subject to common control by central government)

The council collects precepts on behalf of Gloucestershire County Council, Gloucestershire Police and Crime Commissioner and the Town and Parish Councils within the district's area. Precepts for the County and Police and Crime Commissioner are shown in the Collection Fund at note 4.

5 members of the district council are also members of Gloucestershire County Council. 24 members of the district council are also members of town or parish councils. Parish Precepts are shown in the Comprehensive Income and Expenditure Statement.

Council employees are eligible to be members of the Local Government Pension Scheme, administered by Gloucestershire County Council. The total employer's contributions paid into the Pension fund by the council were £2,366,000 in 2016/17 (£2,100,000 in 2015/16).

South West Audit Partnership (SWAP)

Forest of Dean District Council is a Member of SWAP which is a company limited by guarantee and is wholly owned and controlled, as an in-house company, by the members and is a local authority controlled company for the purposes of Part V of the Local Government and Housing Act 1989. The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the Company in the event of it being wound up while he is a member or within one year after he ceases to be a member.

Ubico Limited

On 1st April 2012, a local authority 'Teckal' company was set up to deliver environmental services, jointly owned by Cheltenham Borough Council and Cotswold District Council. At 1 April 2015 Forest of Dean District Council, Tewkesbury Borough Council and West Oxfordshire District Council joined the company as shareholders. Subsequently Stroud District Council joined in January 2016. The council has an equal share of 14.29% in this company. No members of Forest of Dean District Council serve on the company's Board of Directors.

16. EXTERNAL AUDIT COSTS

The total audit fees payable to the council's external auditor in 2016/17 were £59,920 (£54,503 in 2015/16), made up as follows:

	2016/17 £000	2015/16 £000
Fees payable to Grant Thornton with regard to external audit services carried out by the appointed auditor	47	47
Fees payable to Grant Thornton for challenge work	4	-
Fees payable to Grant Thornton for the certification of grant claims and returns	9	8
Non audit fee costs incurred by GOSS	2	-
	62	55

STATEMENT OF ACCOUNTS 2016/17

17. GRANT INCOME

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

	2016/17 £000	2015/16 (Restated) £000
Credited to Taxation and Non Specific Grant Income:		
Revenue Support Grant	1,247	1,875
New Homes Bonus	2,087	1,531
Business Rates Relief Grants	595	597
Council Tax Freeze Grant	-	50
Transparency	8	8
Rural Services Delivery Grant	124	-
	4,061	4,061
Credited to Services:		
Housing Benefit Grant	22,382	22,735
Places of Safety Grant	441	59
Disabled Facilities Grant	425	388
Starter Homes Local Authority Funding	-	118
NNDR Administration	119	118
Council Tax Administration Subsidy	108	98
DWP Additional Grant	78	59
Discretionary Housing Payments	55	52
Property Searches New Burdens	-	51
Flooding Business Support Scheme	55	-
Other Government Grants	54	94
Capital Grants & Contributions	230	535
Contributions from County Council	186	235
Total	28,194	28,603

* The published figure for 2015/16 has been amended to reflect changes in the treatment of contributions from the county council, capital grants and receipts in advance.

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

	2016/17 £000	Re-stated 2015/16 £000
Grants Receipts in Advance (Capital Grants)		
S106 Contributions	2,397	1,789
Government grant: Cinderford Northern Quarter	505	500
	2,902	2,289

STATEMENT OF ACCOUNTS 2016/17

18. SEGMENTAL REPORTING

NOTE TO THE EXPENDITURE AND FUNDING ANALYSIS

2015/16				Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts	2016/17			
Adjustments for capital purposes (note 1 below)	Net changes for the Pension Adjustments (note 2)	Other Differences (note 3)	Total Adjustments		Adjustments for capital purposes (note 1 below)	Net changes for the Pension Adjustments (note 2)	Other Differences (note 3)	Total Adjustments
£'000	£'000	£'000	£'000		£'000	£'000	£'000	£'000
(17)	(151)		(168)	Community, Client and Commercial Group	489	(190)	(6)	293
37	(73)		(36)	Planning, Housing and Regeneration Group	266	(107)	(6)	153
1	(854)		(853)	Strategic Services	5	(977)	(11)	(983)
21	(1,078)	-	(1,057)	Net Cost of Services	760	(1,274)	(23)	(537)
(273)	1,165	977	1,869	Other Income and Expenditure from the Funding Analysis	107	1,047	(329)	825
(252)	87	977	812	Difference between General Fund surplus or deficit and Comprehensive Income and Expenditure Statement (surplus) or deficit	867	(227)	(352)	288

(1) Adjustments for capital purposes

This column adds in revaluation gains/losses on Property, Plant and Equipment and Revenue Expenditure funded from capital under statute (REFCUS) in the service lines and for:

- Other operating expenditure – adds gains/losses on disposals of Property, Plant and Equipment
- Financing and investment income and expenditure – the statutory charges for capital financing (Minimum Revenue Provision) and revenue financing of capital expenditure are deducted as these are not chargeable under generally accepted practices, and changes in the fair value of Investment properties are added
- Taxation and non-specific grant income and expenditure – this line is credited with capital grants receivable in the year which have no conditions or for which conditions were satisfied in the year.

Depreciation and amortisation charges are included in the service lines in the Net Expenditure chargeable to the General Fund balances column of the Expenditure and Funding analysis (as they are included in reports to management), but then reversed out in Other Income and Expenditure so they have no impact on council tax. The reversal is removed in the Other Income and expenditure line in the Adjustments for capital purposes column above to ensure such charges are included in the surplus or deficit on the provision of services in the Comprehensive Income and Expenditure Statement.

(2) Net change for the Pensions Adjustments

- for services - the removal of employer pension contributions and their replacement with current and past service costs
- for Financing and investment income and expenditure – the addition of net interest on the pensions defined benefit liability.

(3) Other Differences

- For Taxation and non-specific grant income and expenditure – timing differences between the income for council tax and non-domestic rates (NDR) credited under statutory regulations and that recognised under generally accepted accounting practice.
- For services – the addition of a the accumulated absences accrual representing annual and other leave due to staff at 31st March 2017

STATEMENT OF ACCOUNTS 2016/17

SEGMENTAL INCOME

The net expenditure chargeable to the general fund balance in the Expenditure and Funding Analysis includes the following items on a segmental basis:

	2016/17		2015/16	
	Depreciation, amortisation and impairment £000	Revenues from external customers £000	Depreciation, amortisation and impairment £000	Revenues from external customers £000
Community, Client and Commercial Group	1,218	(4,679)	863	(4,949)
Planning, Housing and Regeneration Group	36	(931)	34	(1,027)
Strategic Services	-	(412)	33	(319)
Total analysed on a segmental basis	1,254	(6,022)	930	(6,295)

19. EXPENDITURE AND INCOME ANALYSED BY NATURE

	2016/17 £000	2015/16 £000
Expenditure		
Employee benefit expenses	5,449	6,437
Other service expenses	34,882	33,396
Depreciation, amortisation, impairment	1,254	930
Revaluation losses on Property, Plant & Equipment	5	(4)
Interest payments	1,079	1,234
Precepts and levies	4,354	4,018
Loss on disposal of non-current assets	-	254
Total Expenditure	47,023	46,265
Income		
Fees, charges and other service income	(6,328)	(6,504)
Interest and investment income	(131)	(173)
Income from council tax and non-domestic rates	(11,445)	(10,580)
Government grants and contributions	(28,194)	(28,603)
Revaluation gains on Property, Plant & Equipment	(77)	-
Gains and losses on disposal of non-current assets <i>(see note 9)</i>	(106)	(406)
Total Income	(46,281)	(46,266)
(Surplus) or Deficit on the Provision of Services	742	(1)

STATEMENT OF ACCOUNTS 2016/17

20. PROPERTY, PLANT AND EQUIPMENT

2015/16							2016/17					
Other Land and buildings £000	Vehicles, Plant and equipment £000	Infra-structure assets £000	Community assets £000	Surplus assets £000	Total £000		Other Land and buildings £000	Vehicles, Plant and equipment £000	Infra-structure assets £000	Community assets £000	Surplus assets £000	Total £000
						Cost or valuation						
6,119	4,114	607	41	683	11,564	At 1 April	6,225	4,182	607	41	626	11,681
-	399	-	-	-	399	Additions	75	162	44	109	-	390
156	-	-	-	43	199	Revaluation increases / (decreases) recognised in the Revaluation Reserve	73	-	-	-	60	133
(50)	-	-	-	(1)	(51)	Revaluation increases / (decreases) recognised in the surplus / deficit on the provision of services	-	-	-	-	(5)	(5)
-	(331)	-	-	(125)	(456)	Derecognition - disposals	-	(1,289)	(21)	-	-	(1,310)
-	-	-	-	26	26	Other Reclassifications	-	-	-	16	-	16
6,225	4,182	607	41	626	11,681	At 31 March	6,373	3,055	630	166	681	10,905
						Accumulated Depreciation and Impairment						
(99)	(1,469)	(219)	-	(4)	(1,791)	At 1 April	(119)	(1,762)	(236)	-	(1)	(2,118)
(106)	(619)	(17)	-	(12)	(754)	Depreciation charge	(108)	(790)	(18)	-	-	(916)
67	-	-	-	-	67	Depreciation written out to the Revaluation Reserve	174	-	-	-	-	174
19	-	-	-	-	19	Depreciation written out to the surplus/ deficit on the provision of services	-	-	-	-	-	-
-	326	-	-	15	341	Derecognition - disposals	-	875	4	-	-	879
(119)	(1,762)	(236)	-	(1)	(2,118)	At 31 March	(53)	(1,677)	(250)	-	(1)	(1,981)
6,106	2,420	371	41	625	9,563	Net Book Value at 31 March	6,320	1,378	380	166	680	8,924

STATEMENT OF ACCOUNTS 2016/17

Depreciation

The following useful lives and depreciation rates have been used in the calculation of depreciation:

- Buildings – 10 – 50 years, depending in the estimated useful life of the asset
- Vehicles, Plant, Furniture and Equipment – between 1 and 10 years, depending on the estimated useful life of the asset
- Infrastructure – 30 - 40 years.

Revaluation of Non-Current Assets

The council formally re-values its land and buildings on a rolling programme to ensure they are revalued at least every five years. Valuations at 31st March 2017 were carried out internally by Paul Smith FRICS, IRRV. The basis of the valuations is shown in the Statement of Accounting Policies.

Valued at	Land and Buildings £000	Vehicles Plant and Equipment £000	Infra-structure £000	Community Assets £000	Surplus Assets £000	Total Property Assets £000
Historic Cost	-	3,055	630	167	-	3,852
Current Cost in:						
2015/16	3,506	-	-	-	-	3,506
2016/17	2,867	-	-	-	680	3,547
Total	6,373	3,055	630	167	680	10,905

Non-current assets owned by the council include the following:

	Number of assets held at 31 March	
	2017	2016
Other Land and Buildings:		
Off Street Car Parks	18	17
Lorry Parks	1	1
Office Buildings	1	1
Public Conveniences	13	13
Cemetery Buildings	2	2
Swimming Pools	1	1
Vehicles, Plant and Equipment	38	45
Surplus Assets	11	13

STATEMENT OF ACCOUNTS 2016/17

Componentisation

Under the Code the council is required to account separately for expenditure on major building components incurred from 1st April 2010, so that they can be depreciated over their respective useful lives. No components were identified in 2016/17.

Fair Value Measurement of surplus Assets

The fair values of surplus assets valued at 31st March 2017 have been based on a market approach using current market conditions, recent sale prices and other relevant information for similar assets in the local area. The level of observable inputs is therefore significant, leading to the properties being categorised as Level 2 in the fair value hierarchy.

Reclassifications

During the year one asset was amalgamated into Community from Investment Properties.

21. CAPITAL EXPENDITURE AND CAPITAL FINANCING

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

	2016/17 £000	2015/16 £000
Opening Capital Financing Requirement	776	1,082
<i>Capital Investment:</i>		
Property Plant and Equipment	370	399
Intangible Assets	159	178
Revenue Expenditure Funded from Capital under Statute	1,180	378
Sources of finance:		
Capital Receipts	(804)	(8)
Government grants and other contributions	(758)	(768)
<i>Sums set aside from revenue:</i>		
Direct revenue contributions	(147)	(179)
Minimum Revenue Provision	(553)	(306)
Closing Capital Financing Requirement	223	776
<i>Explanation of movements in year:</i>		
Increase in underlying need to borrow (unsupported by government financial assistance)	-	-
Assets acquired under finance leases	(553)	(306)
Increase/(decrease) in Capital Financing Requirement	(553)	(306)

STATEMENT OF ACCOUNTS 2016/17

22. INVESTMENT PROPERTY

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

	2016/17 £000	2015/16 £000
Rental income from investment property	196	206
Direct operating expenses arising from investment property	(99)	(72)
Net gain/(loss)	97	134

There are no restrictions on the council's ability to realise the value inherent in its investment property or on its right to the remittance of income and the proceeds of disposal. The council has no contractual obligations to purchase, construct, enhance or develop investment property, however some lease agreements require the council to repair and maintain properties.

The following table summarises the movement in the fair value of investment properties over the year.

	2016/17 £000	2015/16 £000
Balance outstanding at start of year	2,970	3,129
Disposals	(144)	(169)
Net gains/losses from fair value adjustments	77	36
Transfers:		
to Property, Plant and Equipment	-	(26)
to Community	(16)	-
Balance outstanding at year-end	2,887	2,970

Fair Value measurement of Investment Properties

The fair values of Investment properties have been based on a market approach using current market conditions, recent sale prices and other relevant information for similar assets in the local area. Where existing rents have been capitalised, the yield has been obtained by using market knowledge and evidence. The level of observable inputs is therefore significant, leading to the properties being categorised at Level 2 in the fair value hierarchy. In estimating the fair values of the Investment properties, the highest and best use of the properties is their current use.

23. ASSETS HELD UNDER LEASES

Council as Lessee

Finance Leases

The council has acquired a number of refuse collection vehicles under finance leases. The assets acquired under these leases are carried as Property Plant and Equipment in the Balance Sheet at the following net amounts:

STATEMENT OF ACCOUNTS 2016/17

	2016/17 £000	2015/16 £000
Vehicles Plant and Equipment	233	776
	233	776

The council 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 council and finance costs that will be payable by the council in future years while the liability remains outstanding. The minimum lease payments are made up of the following amounts:

	2016/17 £000	2015/16 £000
Finance lease liabilities (net present value of minimum lease payments):		
Current – payments due within 1 year	177	329
Non-current – payments due after 1 year	46	447
Finance costs payable in future years	11	68
Minimum lease payments	234	844

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

	Minimum Lease Payments		Finance Lease Liabilities	
	2016/17 £000	2015/16 £000	2016/17 £000	2015/16 £000
Not later than 1 year	187	375	177	329
Later than 1 year and not later than 5 years	47	469	46	447
Later than 5 years	-	-	-	-
	234	844	223	776

Operating Leases

The council has acquired a number of assets by entering into operating leases. In addition, the council has entered into long-term agreements with a number of local schools to operate leisure facilities in premises owned by the schools, outside of the school opening hours. These agreements have been reviewed and it has been determined these are effectively operating leases although no rental payments are made; instead the council contributes to the running costs of the premises. For accounting purposes, it has been decided to disclose a notional payment of £1 per year per leisure centre.

The future minimum lease payments due under non-cancellable leases in future years are:

	2016/17 £000	2015/16 £000
Vehicles and Equipment		
Not later than 1 year	9	9
Later than 1 year and not later than 5 years	3	-
Later than 5 years	-	-
	12	9

The expenditure charged to all service lines in the Comprehensive Income and Expenditure Statement during the year in relation to the Vehicle and Equipment leases was £13,313 (2015/16 £29,390).

STATEMENT OF ACCOUNTS 2016/17

Council as Lessor

Finance Leases

The council has leased a number of vehicles to Ubico Limited.

The council has a gross investment in the lease, made up of the minimum lease payments expected to be received over the remaining term and the residual value anticipated for the property when the lease comes to an end. The minimum lease payments comprise settlement of the long-term debtor for the interest in the vehicles acquired by the lessee and finance income that will be earned by the council in future years whilst the debtor remains outstanding. The gross investment is made up of the following amounts.

	2016/17 £000	2015/16 £000
Finance lease debtor (net present value of minimum lease payments):		
Current – payments due within 1 year	9	14
Non-current – payments due after 1 year	11	-
Unearned finance income	1	-
Gross investment in the lease	21	14

The gross investment in the lease and the minimum lease payments will be received over the following periods:

	Gross Investment in the Lease		Minimum Lease Payments	
	2016/17 £000	2015/16 £000	2016/17 £000	2015/16 £000
Not later than 1 year	10	14	9	13
Later than 1 year and not later than 5 years	11	-	11	-
Later than 5 years	-	-	-	-
	21	14	20	13

The council has not set-aside an allowance for uncollectable debts in relation to its finance leases. Any outstanding debts would be accounted for within the Sundry Debtors bad-debt.

Operating Leases

The council owns a number of properties it leases to other organisations under operating leases. All the assets are held as Investment Properties. The future minimum lease payments receivable under non-cancellable leases in future years are:

	2016/17 £000	2015/16 £000
Not later than 1 year	160	177
Later than 1 year and not later than 5 years	440	475
Later than 5 years	747	748
	1,347	1,400

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

STATEMENT OF ACCOUNTS 2016/17

24. INTANGIBLE ASSETS

	2016/17 £000	2015/16 £000
Balance at start of year:		
Gross carrying amounts	1,192	1,014
Accumulated amortisation	(847)	(671)
Net carrying amount at start of year	345	343
Additions:		
Purchases	159	178
Amortisation for the period	(338)	(176)
Net carrying amount at end of year	166	345
Comprising:		
Gross carrying amounts	1,351	1,192
Accumulated amortisation	(1,185)	(847)
	166	345

25. FINANCIAL INSTRUMENTS

The following categories of financial instrument are carried on the Balance Sheet:

	Long Term		Current	
	2016/17 £000	2015/16 £000	2016/17 £000	2015/16 £000
Financial Assets				
Investments - Loans and Receivables	4,011	-	12,014	10,019
- Available-for-sale	-	-	2,006	4,003
Total Investments	4,011	-	14,020	14,022
Cash & cash equivalents	-	-	4,006	8,106
Debtors – Loans and Receivables	1,195	28	728	1,271
Total Financial Assets	5,206	28	18,754	23,399
Financial Liabilities at amortised cost				
Finance Leases	46	447	177	329
Creditors – Loans and Receivables	-	-	3,034	1,916
Total Financial Liabilities	46	447	3,211	2,245

No financial assets or liabilities have been reclassified during the year.

Fair Values of Assets and Liabilities

Financial liabilities and financial assets (represented by loans and receivables) are carried on the balance sheet at amortised cost. Their fair values can be assessed by calculating the present value of the cash flows that will take place over the remaining term of the instruments. As the majority of the assets and liabilities are instruments that will mature in the coming twelve months, the carrying amounts are deemed to approximate to fair value. The fair value of trade and other receivables is taken to be the invoiced or billed amount.

Financial assets (represented by Available-for-Sale assets) are carried on the balance sheet at fair value. Where an instrument will mature in the next twelve months the fair value is assumed to be equal to its cost, equal to its fair value on the purchase date. The valuation basis therefore uses Level 1 inputs in the fair value hierarchy (i.e. quoted prices in an active market).

NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS

Key Risks

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 commitment to make payments
- re-financing risk – the possibility that the council might be requiring to renew a financial instrument on maturity at disadvantageous 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.

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

Credit risk

Credit risk arises from deposits with banks and financial institutions, as well as credit exposure to the council's customers. This risk is minimised through the Annual Investment Strategy, which requires that deposits are not made with banks and financial institutions unless they meet identified minimum credit criteria in accordance with Fitch, Moody's and Standard and Poors ratings services. The Annual Investment Strategy also considers maximum amounts and time limits in respect of each financial institution. Deposits are not made with banks and financial institutions unless they meet the minimum requirements of the investment criteria outlined above. The full Investment Strategy for 2016/17 was approved by council on 25 February 2016 and is available on the council's website.

The council's maximum exposure to credit risk in relation to its investments in banks and building societies of £18.030m cannot be assessed generally as the risk of any institution failing to make interest payments or repay the principal sum will be specific to each individual institution. Recent experience has shown that it is rare for such entities to be unable to meet their commitments. A risk of irrecoverability applies to all of the council's deposits but there was no evidence at 31 March 2017 that this was likely to crystallise.

The following analysis summarises the council's potential maximum exposure to credit risk (using investments outstanding and arranged at 31 March 2017), based on experience of default assessed by the ratings agencies and the council's experience of its customer collection levels over the last five financial years, adjusted to reflect current market conditions.

STATEMENT OF ACCOUNTS 2016/17

	Amount at 31 March 2017 £000 (a)	Historical experience of default % (b)	Adjustment for market conditions at 31 March 2017 % (c)	Estimated maximum exposure to Default £000 (a*c)
Deposits with banks and financial institutions				
AAA rated counterparties	-	0.000	0.000	-
AA rated counterparties	2,006	0.007	0.007	-
A rated counterparties	12,014	0.067	0.067	8
Other counterparties	3,997	0.130	0.130	5
	18,017			13

The historical experience of default has been taken from average one year default rates published by the three main rating agencies at March 2017, relating to 2016 figures. Whilst current economic conditions have raised the overall possibility of default, the council maintains strict credit criteria for investment counterparties.

The council also uses non-credit rated institutions, such as smaller building societies or bank subsidiaries where the parent has a satisfactory rating. In these circumstances, these investments are classified as Other Counterparties.

No breaches of the council's counterparty criteria occurred 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.

The council does not generally allow credit for its trade debtors as payment is due immediately. This means that all of the £384,647 trade debtor balance is technically past its due date for payment. The past due amount can be analysed by age as follows:

	2016/17 £000	2015/16 £000
Less than 3 months	381	418
3 to 6 months	4	3
6 months to 1 year	-	-
Over 1 year	-	20
	385	441

Liquidity risk

The council has a comprehensive cash flow management system that seeks to ensure that cash is available as needed. If needed, the council has ready access to borrowings from the money markets and the Public Works Loan Board. There is no significant risk that it will be unable to raise the finance to meet its commitments under financial instruments. The council has no borrowings and all trade and other payables are due to be paid in less than one year.

Interest rate risk

The council has limited exposure to interest rate movements on its 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 will have the following impacts:

STATEMENT OF ACCOUNTS 2016/17

- for investments held at variable rates higher interest income will be credited to the Comprehensive Income and Expenditure Account
- Investments held at fixed rates will experience a fall in their fair values.

The council has a number of strategies for managing interest rate risk. The Annual Treasury Management Strategy draws together the council's prudential indicators and its expected treasury operations and includes an expectation of interest rate movements. From this strategy a prudential indicator is set which provides maximum and minimum limits for fixed and variable interest rate exposure. The Treasury team monitors market and forecast interest rates within the year to adjust exposures appropriately.

If all interest rates had been 1% higher during 2016/17, with all other variables held constant, the financial effect would be:

	£
Increase in interest receivable on variable rate investments	37,600
Impact on Surplus or Deficit on the Provision of Services	37,600

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

Price risk

The council, excluding the pension fund, does not generally invest in instruments with this type of risk.

Foreign exchange risk

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

26. INVENTORIES

	2016/17 £000	2015/16 £000
Waste wheeled bins	42	55
Other Inventories	7	58
Total Inventories	49	113

27. DEBTORS

LONG TERM DEBTORS	31 March 2016 £000	During 2016/17		31 March 2017 £000
		Additions £	Repayments/ Write Offs £	
Mortgages	14	-	8	6
Recycling Vehicles	-	1,169	-	1,169
Finance Lease - principal outstanding	14	6	-	20
	28	1,175	8	1,195

STATEMENT OF ACCOUNTS 2016/17

SHORT TERM DEBTORS	2016/17 £000	2015/16 £000
Debtors falling due within one year:		
Central Government bodies	253	799
Other Local Authorities	848	1,326
NHS bodies	10	9
Other entities and individuals	3,130	3,103
Prepayments	349	149
Total Debtors and Prepayments	4,590	5,386
Less Provision for Bad and Doubtful Debts:		
Other entities and individuals	(1,065)	(977)
Collection Fund	(172)	(185)
Total Provision for Bad and Doubtful Debts	(1,237)	(1,162)
Net Debtors and Prepayments	3,353	4,224

28. CASH AND CASH EQUIVALENTS

	2016/17 £000	2015/16 £000
Cash held by the council	-	-
Short term Deposits	3,761	9,398
Bank Current Accounts	245	(1,292)
Total cash and cash equivalents	4,006	8,106

29. SHORT TERM CREDITORS

	2016/17 £000	2015/16 (Restated) £000
Creditors falling due within one year:		
Central Government bodies	504	1,753
Local Authorities	1,800	1,266
NHS Bodies	13	1
Other entities and individuals	2,888	1,831
Untaken Leave Accruals	58	81
Total Creditors and Receipts in advance	5,263	4,932

Income received from developers under section 106 of the Town and Country Planning Act 1990, previously recorded as Receipts in Advance have now been reclassified as Grants Receipts in Advance – Capital

STATEMENT OF ACCOUNTS 2016/17

30. PROVISIONS

	Balance at 1st April 2016 £000	Additional provisions made in Year £000	Amounts used in Year £000	Unused Amount Reversed £000	Balance at 31st March 2017 £000
Short term					
General Insurance	1	-	-	-	1
MMI Scheme	11	-	(11)	-	-
Business rates retention – appeals	423	77	(297)	-	203
Redundancy and early retirement costs	338	79	(336)	(2)	79
Total 2016/17	773	156	(644)	(2)	283
Total 2015/16	145	925	(297)	-	773

General Insurance

The Insurance Provision was established to fund the cost of insurance policy excesses arising from claims against the council by third parties. The provision represents the value of an assessment of the council's liability in respect of the current insurance claims outstanding with the council's insurers. Transfers between the Insurance Provision and the Insurance Reserve are made in order to provide adequate funding for the outstanding claims liability notified by the insurance company.

The insurance reserve is used to fund losses for which the council does not carry insurance cover, fluctuations in insurance premiums and corporate risk management strategy implementation.

Municipal Mutual Insurance

The council has a potential liability in respect of the run-off of Municipal Mutual Insurance (MMI) to the value of £82,104 as at 31st March 2017 (£82,104 31st March 2016). The liability will only materialise if the assets of the company do not cover the insurance claims yet to be settled (see Contingent Liability note 31).

In 2015/16 Ernst & Young (who managed MMI's business affairs and assets) set a total levy of 25%, (including 15% levy already paid in 2013/14), against clients/owners potential liabilities as an estimate of the amount that would be needed to achieve a solvent run-off. The 10% balance of the levy (£10,947) was included in the 2015/16 accounts as a provision, and payment made in 2016/17. The likelihood and timing of any additional liabilities is unknown at this stage.

Business Rates Retention

The Local Government Finance Act 2012 introduced a business rates retention scheme that enables 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 1st April 2013.

STATEMENT OF ACCOUNTS 2016/17

From this date local authorities assume a share of the liability for refunding ratepayers who have successfully appealed against the rateable value of their properties on the rating list. This includes amounts paid over to central government in respect of 2012/13 and prior years. Consequently the council considers it necessary to make a provision to cover its share of the repayments likely to be made. The

provision is based on the expected success rate of appeals lodged at 31st March 2017, and has been classified as short term to reflect the estimated time until settlement.

A total provision of £423k was set aside in 2015/16 to cover the likely costs of successful appeals, of which £268k related to doctors surgeries. During 2016/17 the majority of appeals relating to surgeries were settled.

The provision currently stands at £203k to cover future estimated losses estimated to arise in 2016/17.

Redundancy and Early Retirement

The redundancy provision relates to 1 member of staff who is due to leave in 2017/18.

31. CONTINGENT LIABILITIES

Two Rivers Housing

The council transferred its housing stock to Two Rivers Housing on 31st March 2003. As part of the transfer arrangements the council provided a warranty to Two Rivers Housing and its funders covering future liabilities or claims that may occur in respect of land transferred to them. The warranty covers potential liabilities such as contamination caused by previous land use which could give rise to a potential risk to the occupants of houses built on the land.

The council decided to self-insure the liability instead of paying for insurance cover following an environmental study that concluded that the risk of contamination of the land is very low. A minimum sum of £2m will be retained within Useable Capital Receipts to cover this potential liability. These arrangements will be kept under review in 2017/18.

Municipal Mutual Insurance Limited

The council's former insurers Municipal Mutual Insurance Limited ceased trading in 1992; the council became a party to the scheme of administration for liabilities outstanding at that time. Whilst there is a very low risk that the assets of the company will not meet the liabilities from insurance claims, the scheme guarantees that the council will reimburse the total of payments made in respect of claims less £50,000. At 31st March 2017 this potential total liability equated to £82,104 (£82,104 31st March 2016) made up as follows:

	2016/17 £000
Gross claim payments to date	159,472
15% levy paid 2013/14	(16,421)
10% levy paid 2016/17	(10,947)
Net Payments	132,104
Levy retention	(50,000)
Potential liability 31st March 2017	82,104

STATEMENT OF ACCOUNTS 2016/17

This is kept under review annually to ensure that a solvent run-off of the company's business is still anticipated.

In 2015/16 Ernst & Young (who managed MMI's business affairs and assets) set a total levy of 25%, (including 15% levy already paid in 2013/14), against clients/owners potential liabilities as an estimate of the amount that would be needed to achieve a solvent run-off. The 10% balance of the levy (£10,947) was paid in 2016/17 (see Provisions note 30).

The likelihood and timing of any additional liabilities is unknown at this stage.

32. TRANSFERS TO / FROM EARMARKED RESERVES

Movements in the council's usable reserves are detailed in the Movement in Reserves Statement on page 16. Movements in the *earmarked* reserves shown on the statement are detailed below:

	Re-stated Balance at 1 April 2015 £000	Re-stated Transfers out 2015/16 £000	Re-stated Transfers in 2015/16 £000	Re-stated Balance at 1 April 2016 £000	Transfers out 2016/17 £000	Transfers in 2016/17 £000	Balance at 1 April 2017 £000
Earmarked Reserves							
Capital Reserve	1,486	(29)	89	1,546	(709)	80	917
Equalisation Reserves	456	(86)	667	1,037	(545)	323	815
Repairs & Renewals Reserve	627	(203)	290	714	(468)	660	906
Reserves for Commitments	113	(101)	106	118	(118)	91	91
Other earmarked reserves	4,561	(382)	462	4,641	(1,048)	1,280	4,873
Total	7,243	(801)	1,614	8,056	(2,888)	2,434	7,602

Purpose of reserves

Capital Reserves – to finance the general fund capital programme and new initiatives.

Equalisation Reserves – to smooth out fluctuations in expenditure or income as a result of cyclical events, for example local elections. Also to cushion the impact of fluctuating activity levels (for example housing benefit payments) or movements in investment recovery, interest or exchange rates.

Repairs and Renewals Reserves – to meet the cost of planned and reactive repairs to buildings and infrastructure and to fund the renewals programme for computer equipment.

Reserves for Commitments – to cover the cost of budget commitments where spending did not take place in the year approved, but is planned to take place in the following year.

Other earmarked reserves – sums built up to cover the future costs of planned expenditure, for example organisational restructures and council initiatives.

STATEMENT OF ACCOUNTS 2016/17

33. UNUSABLE RESERVES

The council keeps a number of reserves on the Balance Sheet which do not represent usable resources for the council as they are required to be held for statutory reasons, or to comply with proper accounting practice.

Reserve	31st March 2017 £000	31st March 2016 £000	Purpose of Reserve
Revaluation Reserve	1,905	1,621	Store of gains on revaluation of non-current assets not yet realised through sales
Capital Adjustment Account	9,848	10,480	Store of capital resources set aside to meet past expenditure
Collection Fund Adjustment Account	(53)	(381)	Balancing account to allow for differences in statutory requirements and proper accounting practices for council tax surpluses/deficits
Pensions Reserve	(35,971)	(30,555)	Balancing account to allow inclusion of Pension Liability in the Balance Sheet
Deferred Capital Receipts Reserve	77	28	Holds the gains recognised on the disposal of non-current assets but for which cash settlement has yet to take place e.g. from mortgage repayments.
Accumulated Absences Account	(58)	(81)	Balancing account to allow for differences in statutory requirements and proper accounting practices for staff leave and additional hours not taken at the year end
Total Unusable Reserves	(24,251)	(18,888)	

STATEMENT OF ACCOUNTS 2016/17

Revaluation Reserve

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

- re-valued downwards or impaired and the gains are lost
- used in the provision of services and the gains are consumed through depreciation
- disposed of and the gains are realised.

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

	2016/17 £000	2015/16 £000
Balance at 1st April	1,621	1,420
Upward revaluation of assets	308	266
Downward revaluation of assets and impairment losses not charged to the Surplus/Deficit on the Provision of Services	-	(1)
Difference between fair value depreciation and historical cost depreciation written off to Capital Adjustment Account	(24)	(24)
Accumulated gains on assets sold or scrapped written off to Capital Adjustment Account	-	(40)
Balance at 31st March	1,905	1,621

Capital Adjustment Account

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

The account contains accumulated gains and losses on Investment Properties. The account also contains revaluation gains accumulated on Property Plant and Equipment before 1 April 2007, the date that the Revaluation Reserve was created to hold such gains. Note 5 provides details of the source of all the transactions posted to the account apart from those involving the Revaluation Reserve.

STATEMENT OF ACCOUNTS 2016/17

	2016/17 £000	2015/16 £000
Balance at 1st April	10,480	10,743
Reversal of items relating to capital expenditure debited or credited to CIES:		
Charges for depreciation and impairment of non-current Assets	(916)	(754)
Revaluation losses on Property Plant & Equipment	(5)	(32)
Amortisation of Intangible Assets	(338)	(176)
Revenue expenditure funded from capital under statute	(1,180)	(378)
Amounts of Non-current Assets written off on disposal or sale as part of the gain/loss on disposal to CIES	(576)	(284)
Newly identified existing asset	20	-
Adjusting amounts written out of the Revaluation Reserve	24	64
Net written out amount of the cost of Non-current Assets consumed in year	(2,971)	(1,560)
Capital financing applied in the year:		
Use of Capital Receipts Reserve to finance new capital expenditure	804	8
Capital grants and contributions credited to CIES that have been applied to capital financing	655	738
Application of grants to capital financing from the Capital Grants Unapplied Account	103	30
Statutory provision for the financing of capital investment charged against the General Fund	553	306
Capital expenditure charges against the General Fund	147	179
Movements in the market value of Investment Properties debited or credited to CIES	77	36
Financing and movement in the market value of Investment properties in year	2,339	1,297
Balance at 31st March	9,848	10,480

Collection Fund Adjustment Account

The Collection Fund Adjustment Account manages the differences arising from the recognition of council tax income in the Comprehensive Income and Expenditure Account (CIES) as it falls due from council taxpayers, compared with the statutory arrangements for paying across amounts to the General Fund from the Collection Fund.

	2016/17 £000	2015/16 £000
Balance at 1st April	(381)	603
Amount by which council tax income credited to the CIES is different from council tax income calculated for the year in accordance with statutory requirements	329	(984)
Balance at 31st March	(52)	(381)

Pension Reserve

The Pension Reserve absorbs the timing differences arising from the different arrangements for accounting for post-employment benefits and for funding benefits in accordance with statutory provisions. The council accounts for post-employment benefits in the CIES as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on the resources set aside to meet the costs.

STATEMENT OF ACCOUNTS 2016/17

However, statutory arrangements require benefits earned to be financed as the council makes employer's contributions to pension funds, or eventually pays any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a substantial shortfall in the benefits earned by past and current employees and the resources the council has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid. Further information is shown within note 35 below.

Deferred Capital Receipts Reserve

This comprises capital receipts receivable in future years, for example from finance leases and mortgage repayments, which are not usable until they are received.

	2016/17 £	2015/16 £
Balance at 1 April	28	21
Transfer of deferred sale proceeds credited as part of the loss/profit on disposal to the CIES	49	7
Balance at 31 March	77	28

Accumulated Absences Account

This account absorbs the differences that would otherwise arise on the General Fund balance from accruing for leave earned but not taken. Statutory arrangements require that the impact on the general Fund Balance is neutralised by transfers to or from the account.

	2016/17 £	2015/16 £
Balance at 1 April	(81)	(87)
Settlement or cancellation of accrual made at the end of the preceding year	81	87
Amounts accrued at the end of the current year	(58)	(81)
Balance at 31 March	(58)	(81)

34. IMPAIRMENT LOSSES

During the year, the council has not recognised any impairment losses.

35. DEFINED BENEFIT PENSION SCHEMES

Participation in the pension scheme

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

The council participates in the Local Government Pension Scheme, administered by Gloucestershire County Council. This is a funded defined benefit final salary scheme, meaning that the council and employees pay contributions into a fund, calculated at a level intended to balance the pensions' liabilities with investment assets.

STATEMENT OF ACCOUNTS 2016/17

The principle risks to the authority of the pension 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 equity investments held by the scheme. These are mitigated to a certain extent by the statutory requirements to charge to the General Fund the amounts required by statute, as described in the accounting policies note 1.3 on page 20.

Transactions relating to post-employment benefits

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

	2016/17 £000	2015/16 £000
Comprehensive Income and Expenditure Statement (CIES):		
Services Cost comprising:		
Current service cost	(853)	(1,184)
Past service costs/gain	(239)	(3)
(Gain)/loss from settlements	-	165
Financing and Investment Income and Expenditure:		
Net interest expense	(1,047)	(1,165)
Total post-employment benefit charged to Surplus or Deficit on Provision of Services	(2,139)	(2,187)
Other post-employment benefit charged to CIES:		
Re-measurement of the net defined benefit liability comprising:		
Changes in demographic assumptions	339	-
Return on plan assets (excluding the amount included in the net interest expense)	6,804	(1,377)
Actuarial gains and losses arising on changes in financial assumptions	(13,318)	6,576
Other experience	532	1,293
Total post-employment benefit charged to CIES	(7,782)	4,305
Movement in Reserves Statement:		
Reversal of net charges made to Surplus or Deficit on Provision of Services for post-employment benefits in accordance with the Code	2,139	2,187
Actual amount charged against General Fund Balance for pensions in the year		
Employers' contributions payable to scheme	2,366	2,100

Pension Assets and Liabilities recognised in the balance sheet

The amount included in the balance sheet arising from the council's obligation in respect of its defined benefit plan is as follows:

	2016/17 £000	2015/16 £000
Present value of the defined benefit obligation	(87,953)	(74,579)
Fair value of plan assets	51,982	44,024
Net liability arising from defined benefit obligation	(35,971)	(30,555)

STATEMENT OF ACCOUNTS 2016/17

Reconciliation of present value of the scheme liabilities:

	Funded Liabilities Local Government Pension Scheme	
	2016/17 £000	2015/16 £000
Opening balance at 1st April	(74,579)	(82,411)
Current service cost	(853)	(1,184)
Interest cost	(2,580)	(2,597)
Contributions by scheme participants	(232)	(269)
Re-measurement gain/(loss):		
Arising from changes in demographic assumptions	339	-
Arising from changes in financial assumptions	(13,318)	6,576
Other experience	532	1,293
Past service costs	(239)	(3)
Liabilities extinguished on settlements	-	1,377
Benefits paid	2,841	2,505
Unfunded benefits paid	136	134
Closing Balance at 31st March	(87,953)	(74,579)
31st March 2016 – Present value of Funded liabilities	(85,332)	(72,173)
31st March 2016 – Present value of Unfunded liabilities	(2,621)	(2,406)
Closing balance 31st March	(87,953)	(74,579)

Reconciliation of movements in the fair value of the scheme (Plan) assets:

	Funded Assets Local Government Pension Scheme	
	2016/17 £000	2015/16 £000
Opening fair value of scheme assets	44,024	45,451
Interest income	1,533	1,432
Re-measurement gain/(loss):		
Return on plan assets (excluding the amount included in the net interest expense)	6,804	(1,377)
Contribution by employees into the scheme	232	269
Contribution by employer	2,230	1,966
Contributions by employer in respect of unfunded benefits	136	134
Effect of settlements	-	(1,212)
Unfunded benefits paid	(136)	(134)
Benefits paid	(2,841)	(2,505)
Closing fair value of scheme assets as at 31st March	51,982	44,024

STATEMENT OF ACCOUNTS 2016/17

Local Government Pension scheme assets at 31st March comprised:

	Fair Value of Scheme Assets					
	2016/17			2015/16		
	Quoted prices in active market £000	Quoted prices not in active market £000	Total £000	Quoted prices in active market £000	Quoted prices not in active market £000	Total £000
Cash and cash equivalents	751	-	751	483	-	483
Equity instruments (by industry type):						
Consumer	2,522	-	2,522	2,709	-	2,709
Manufacturing	1,352	-	1,352	1,327	-	1,327
Energy and Utilities	989	-	989	798	-	798
Financial Institutions	2,089	-	2,089	2,128	-	2,128
Health and Care	836	-	836	346	-	346
Information Technology	129	-	129	238	-	238
Other	1,576	-	1,576	913	-	913
Debt Securities:						
Corporate Bonds (investment grade)	2,439	-	2,439	2,270	-	2,270
Corporate Bonds (non-investment grade)	187	-	187	171	-	171
UK Government	3,765	-	3,765	4,023	-	4,023
Other	571	-	571	606	-	606
Property:						
UK Property	2,533	813	3,346	2,401	865	3,266
Overseas Property	-	282	282	-	226	226
Private Equity:	-	132	132	-	129	129
Investment Funds and Unit Trusts:						
Equities	2,064	23,466	25,530	1,470	18,824	20,294
Bonds	3,143	292	3,435	1,927	113	2,040
Other	-	2,011	2,011	-	2,061	2,061
Derivatives:						
Foreign Exchange	29	-	29	-	-	-
Other	11	-	11	(4)	-	(4)
Closing fair value of scheme assets as at 31st March	24,986	26,996	51,982	21,806	22,218	44,024

STATEMENT OF ACCOUNTS 2016/17

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 that will be payable in future years dependent upon assumptions about mortality rates, salary levels, etc.

The Gloucestershire County Council pension fund liabilities have been assessed by Hymans Robertson LLP, an independent firm of actuaries, estimates for the fund being based on the latest full valuation of the scheme as at 1 April 2016. The significant assumptions made in their calculations have been:

	Local Government Pension Scheme	
	2016/17 £	2015/16 £
Mortality assumptions:		
Longevity at 65 for current pensioners		
Men	22.4 years	22.5 years
Women	24.6 years	24.6 years
Longevity at 65 for future pensioners *		
Men	24.0 years	24.4 years
Women	26.4 years	27.0 years
Rate of inflation/pension increase (CPI)	2.4%	2.2%
Rate of increase in salaries	2.7%	3.7%
Rate for discounting scheme liabilities	2.5%	3.5%

* Future pensioners numbers assume members aged 45 at the time of the last formal valuation date.

The Local Government Pension Scheme's assets consist of the following categories by proportion of the total assets held:

	2016/17 %	2015/16 (Restated) %
Equity investments	72	71
Bonds	20	20
Property	7	8
Cash	1	1
Total	100	100

STATEMENT OF ACCOUNTS 2016/17

Commutation

An allowance is included for future retirements to elect to take 35% of the maximum additional tax-free cash up to HMRC limits for pre April 2008 service and 68% of the maximum tax-free cash for post April 2008.

Sensitivity analysis

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the tables above. The sensitivity analyses below have been determined based on reasonably possible changes of the assumptions occurring at the 31st March 2017, and assumes for each change that the assumption analysed changes whilst all other assumptions remain constant. The methods and types of assumptions used in preparing the sensitivity analysis did not change from those used in the previous financial year.

Change in assumptions at year ended 31 March 2017	Approximate % increase to Employer	Approximate cost to Employer £000
0.5% decrease in Real Discount Rate	9%	7,481
0.5% increase in the Salary Increase Rate	1%	993
0.5% increase in the Pension Increase Rate	7%	6,385

The above figures have been derived based on the membership profile of the scheme as at the most recent actuarial valuation, being 31st March 2016.

Impact on the Council's Cash Flows

The objectives of the scheme are to keep employer's contributions at as constant a rate as possible. Funding levels are monitored on an annual basis, with the next triennial valuation due on 31st March 2019. The council is anticipated to pay employers contributions of approximately £2,247k for the period 1st April 2017 to 31st March 2018. The weighted average duration of the defined benefit obligation for scheme members is 16.2 years as at 31st March 2017 (17.0 years as at 31st March 2016).

36. CASH FLOW STATEMENT – NON-CASH ITEMS INCLUDED IN SURPLUS OR DEFICIT ON THE PROVISION OF SERVICES

The cash flows from operating activities include the following items:

	2016/17 £000	2015/16 £000
Interest received	(143)	(174)
Interest paid	34	69

STATEMENT OF ACCOUNTS 2016/17

The surplus on the provision of services has been adjusted for the following non-cash movements:

	2016/17 £000	2015/16 £000
Depreciation	(1,254)	(930)
Impairment and downward valuations	(5)	(32)
Movement in bad debt provision	(88)	(176)
Increase (-) / decrease in creditors	(1,376)	772
Increase / decrease (-) in debtors	851	(504)
Increase / decrease (-) in inventories	(63)	1
Movement in pension liability	227	(87)
Carrying amount of non-current assets sold or derecognised	(556)	(284)
Other non cash items charged to the net surplus or deficit on the provision of services	568	(1,161)
	(1,696)	(2,401)

The surplus on the provision of services has been adjusted for the following financing activities:

	2016/17 £000	2015/16 £000
Proceeds from the sale of PPE, investment property and intangible assets	692	434

37. CASH FLOW STATEMENT – INVESTING ACTIVITIES

	2016/17 £000	2015/16 £000
Purchase of property, plant and equipment, investment property and intangible assets	453	582
Purchase of Investments	36,000	27,775
Proceeds from the sale of property, plant and equipment, investment property and intangible assets	(644)	(427)
Proceeds from the sale of short and long term investments	(32,000)	(29,775)
Net cash (inflows) / outflows from investing activities	3,809	(1,845)

38. CASH FLOW STATEMENT – FINANCING ACTIVITIES

	2016/17 £000	2015/16 £000
Cash payments for the reduction in finance lease liabilities	553	307
Net cash flows from financing activities	553	307

STATEMENT OF ACCOUNTS 2016/17

THE COLLECTION FUND - INCOME AND EXPENDITURE ACCOUNT

This account reflects the statutory requirement for billing authorities to maintain a separate Collection Fund. It shows the transactions in relation to Business Rates and Council Tax and how these have been distributed to the Government, major preceptors and the General Fund.

2015/16 £'000		Note	2016/17 £'000
INCOME			
42,699	Council Tax	1	44,729
12,300	Non-Domestic Rates	3	12,654
-	Contribution towards previous year's deficit - Non-domestic rates		1,622
54,999	Total Income		59,005
EXPENDITURE			
41,182	Precepts & Demands from major preceptors and the Authority - Council Tax	2	43,673
	Non-Domestic Rates	3	
6,208	Shares paid to county council and the billing authority		6,131
6,208	Payment of central share to government		6,131
-	Transitional protection payments		111
118	Charge payable to General Fund for Costs of Collection		119
102	Other transfers to General Fund per the NDR regulations		87
	Impairment of debts/appeals for Council Tax		
78	Increase in provision		52
	Impairment of debts/appeals for Non-domestic rates		
1,731	Increase in provision		336
1,541	Contribution towards previous year's surplus - Council Tax		1,455
572	Contribution towards previous year's surplus - Non Domestic Rates		-
57,740	Total Expenditure		58,095
(2,741)	Surplus / (Deficit) for the Year		910
2,533	Balance of fund at 1st April		(208)
(208)	Balance of fund at 31st March	4	702

STATEMENT OF ACCOUNTS 2016/17

NOTES TO THE COLLECTION FUND

1. COUNCIL TAX

Council Tax is levied as an amount per property. Each property is allocated to a tax band depending on its assessed value, with Z being the lowest value and H being the highest. For the purposes of creating a tax base, each band is defined as a proportion of a band D property. For example a band B property is defined as 7/9ths of a band D property.

The tax base is calculated in terms of band D equivalent properties and reflects a projected collection rate (98.5%) which anticipates changes during the year arising from successful appeals against valuation banding, new properties, demolition, disabled persons relief and exemptions.

The tax rate, expressed as an amount per band D property, is calculated by aggregating demands on the Collection Fund from Forest of Dean District Council, Gloucestershire County Council, Gloucestershire Police and Crime Commissioner and the various parish councils throughout the district and dividing it by the tax base.

The tax base for 2016/17 was as follows:

Band	Number of chargeable dwellings	Proportion to Band D	Band D equivalent	Tax base
A Disabled	8.75	5/9	4.86	4.79
A	3,699.61	6/9	2,466.41	2,429.41
B	7,197.50	7/9	5,598.05	5,514.08
C	6,919.12	8/9	6,150.33	6,058.08
D	4,966.26	1	4,926.66	4,852.76
E	3,681.84	11/9	4,500.03	4,432.53
F	1,825.69	13/9	2,637.10	2,597.55
G	894.44	15/9	1,490.74	1,468.37
H	64.29	2	128.58	126.65
Armed Forces Class O contribution in lieu of council tax			171.30	168.73
Council Tax base at 31st March 2017			28,074.06	£ 27,652.95
Council tax collectable (excluding Parish Precepts)				£ 41,751,533
Parish Precepts collectable			£2,052,841	
Less Localisation support for Council Tax (LSCT)			£139,660	£ 1,913,181
Total tax collectable				£ 43,664,714
Band D tax for 2016/17 (excluding Parish Precepts)				£ 1,509.84

STATEMENT OF ACCOUNTS 2016/17

2. PRECEPTS AND DEMANDS

Significant precepts on the fund for 2016/17 were as follows:

	Precept £000	Surplus £000	Total £000
Gloucestershire County Council	31,361	1,040	32,401
Gloucestershire Police & Crime Commissioner	5,816	198	6,014
Forest of Dean District Council	6,491	217	6,708
Special Precepts	5	-	5
	43,673	1,455	45,128

3. BUSINESS RATES

Under the arrangements for uniform business rates, the council collects non-domestic rates for its area based on local rateable values multiplied by a uniform rate set by the government. Certain reliefs are available and the figure shown is net of these reliefs. Up until 2012/13 the total amount collectible for the year, less deductions for the cost of collection and bad and doubtful debts, was paid to a central pool (NNDR pool) managed by central government, which in turn paid back to authorities' general funds their share of the pool based on a standard amount per head.

From 1st April 2013 the Local Government Finance Act 2012 introduced a business rates retention scheme that enables local authorities' general funds to retain a proportion of the business rates generated in their area, subject to their general funds paying a 'tariff' payment to the government if the amount exceeds a 'baseline funding' level or receiving of a 'top-up' if it is below the funding level.

District Councils such as Forest of Dean receive 40%, County Councils 10% and central government 50% of business rates collectible, with write offs, provision for impairment of debts and any surplus or deficit generated being shared in the same proportions. If growth exceeds a certain threshold then the council's general fund must pay a 'levy' to central government on the extra growth, or if the rates collectible fall below a certain amount the council receives a 'safety net' payment from the government.

The council is a member of the Gloucestershire Business Rates Pool, in which any levy payment or safety receipt is 'pooled' across several authorities. This enables each pool member to benefit from a lower levy rate payable should the growth in its business rates exceed its levy threshold, whilst receiving from the pool a safety net payment should its rates fall below its safety net threshold, contributed by the pool member.

In 2016/17 the authority benefited from a Pool distribution of £259,374.

The total non-domestic rateable value at 31st March 2017 was £34.90 million (£35.12 million at 31st March 2016) and the national non-domestic multipliers for 2016/17 were 49.7p (49.3p in 2015/16) (standard rate) and 48.4p (48.0p in 2015/16) (small business rate), resulting in gross income of £12.75 million in 2016/17 (£12.3 million in 2015/16).

STATEMENT OF ACCOUNTS 2016/17

4. FUND BALANCE

The fund balance for council tax is shared between the council and its major precepting authorities (Gloucestershire County Council and the Gloucestershire Police & Crime Commissioner), in proportion to their precepts. The fund balance for non-domestic rates is shared between the council, Gloucestershire County Council and central government, in the statutory proportions.

The respective authorities' share of the balance is as follows:

Council Tax	FODDC share £000	County Council share £000	Police share £000	Central Government Share £000	Total £000
Balance at 1 st April 2016	236	1,142	212	-	1,590
Increase in the Year	(63)	(330)	(58)	-	(451)
Balance at 31st March 2017	173	812	154	-	1,139

Business Rates

Balance at 1 st April 2016	(719)	(180)	-	(899)	(1,798)
Increase in the Year	544	136	-	681	1,361
Balance at 31st March 2017	(175)	(44)	-	(218)	(437)

Fund Balance at 31st March 2017	(2)	768	154	(218)	702
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GLOSSARY OF FINANCIAL TERMS

ACCOUNTING CODE OF PRACTICE

Although the preparation and control of accounting is regulated, there is no statutory basis for accounting entries. Instead, Local Authorities have to comply with the CIPFA/LASAAC Code of Practice on Local authority accounting in the United Kingdom (The Code).

ACCOUNTING PERIOD

This is the length of time covered by the accounts. It is normally a period of 12 months commencing on 1 April. The end of the accounting period is the balance sheet date.

ACCOUNTING POLICIES

The principles, bases, conventions, rules and practices applied by an organisation that specify how the effects of transactions and other events are to be reflected in its financial statements.

ACCOUNTS

A generic term for statements setting out details of income and expenditure or assets and liabilities or both, in a structured manner. Accounts may be categorised either by the type of transactions they record, e.g. revenue account, capital account or by the purpose they serve, e.g. management accounts, final accounts, balance sheets.

ACCRUAL

Sums included in the final accounts to cover income or expenditure attributable to the accounting period but for which payment has not been made/received at the balance sheet date.

ACTUAL

Actual, as opposed to budget, expenditure and income directly attributable to an accounting period.

ACTUARIAL BASIS

The estimation technique applied when estimating the liabilities to be recognised for defined benefit pension schemes in the financial statements of an organisation.

AUDIT OF ACCOUNTS

An audit is an examination by an independent expert of an organisation's financial affairs to check that the relevant legal obligations and codes of practice have been followed.

BALANCES

Working balances are reserves needed to finance expenditure in advance of income from debtors, precepts and grants. Any excess may be applied, at the discretion of the council, to reduce future demands on the Collection Fund or to meet unexpected costs during the year. Balances on holding accounts and provisions are available to meet expenditure in future years without having adverse effect on revenue expenditure.

BILLING AUTHORITY

The authority that sets council tax and collects it from council tax payers.

BUDGET

A financial plan that expresses an organisation's service delivery plans and capital programmes in monetary terms.

BUDGET STRATEGY

A document setting out how an organisation is going to meet its policies and priorities, taking into account the resources available to the organisation. This will include proposals for efficiency savings and possible service changes or reductions, which may free up resources for use on other policies or priorities.

STATEMENT OF ACCOUNTS 2016/17

CAPITAL EXPENDITURE

This is expenditure on items providing benefits to the organisation over more than one year, such as land, buildings or vehicles.

CAPITAL FINANCING

This describes the various sources of finance used to pay for capital expenditure. There are various options available and used by the council: capital receipts, capital grants, capital contributions and revenue financing.

CAPITAL GRANTS

Grants received towards capital expenditure on a specific service or project.

CAPITAL PROGRAMME

This is a financial plan of the capital expenditure projects that the organisation intends to carry out over a specified time period.

CAPITAL RECEIPT

This is income resulting from the sale of assets such as land or property. The Government decides what proportion of each capital receipt can be used by the council to finance new capital expenditure. Capital receipts cannot be used to fund revenue expenditure.

CASH AND CASH EQUIVALENTS

Cash in hand plus deposits in banks or building societies, repayable on demand or within 24 hours, and deposits maturing within 3 months of the date taken out.

CIPFA

The Chartered Institute of Public Finance and Accountancy. This is the professional body for accountants working in local government and other public bodies. The Institute provides financial and statistical information services for local government and advises central Government and other bodies on local government and public finance matters.

COLLECTION FUND

This is a statutory fund kept separate from the main accounts of the council. It records all income due from council Tax and National Non Domestic Rates and shows how that income was shared between central government, the County Council and the Police and Crime Commissioner.

CONSISTENCY

One of the fundamental accounting concepts, it requires accountants to treat similar items of income and expenditure in the same way both within an accounting period and from one accounting period to the next.

CONTINGENT ASSET

An asset which exists at the balance sheet date where the outcome will be confirmed only on the occurrence or non-occurrence of one or more uncertain future events, for example a claim for compensation that a council is pursuing through the due legal process, where the outcome will only be decided by the decision of the courts

CONTINGENT LIABILITY

A liability which exists at the balance sheet date where the outcome will be confirmed only on the occurrence or non-occurrence of one or more uncertain future events, for example, the default by a borrower on a loan from a third party for which the council has given a guarantee.

COUNCIL TAX

A local tax levied on dwellings within the local authority area. The level of taxation is based on the capital value of the property, which is categorised into one of eight bands from A to H, and the number of people living in the dwelling.

STATEMENT OF ACCOUNTS 2016/17

CREDITOR

Amounts owed by the council for work done, goods received or services rendered within the accounting period, but for which payment was not made at the balance sheet date.

CURRENT ASSETS

Assets which can be expected to be consumed or realised during the next accounting period.

CURRENT LIABILITIES

Amounts which will become due or could be called upon during the next accounting period.

DEBTOR

An amount due to an organisation within the accounting period not received at the balance sheet date.

DEPRECIATION

A charge made to the revenue account each year that reflects the reduction in value of assets used to deliver services. This is the loss in value of an asset, owing to age, wear and tear, deterioration, or obsolescence.

EMPLOYEE COSTS

These include salaries, wages and employers' national insurance and pension contributions, together with training expenses and charges relating to the index-linking of pensions of former employees.

ESTIMATE

Original estimate: the estimate for the new year approved before the start of the financial year, usually at the previous November's price levels.

Revised estimate: the original estimate for the year updated by price changes since it was prepared and by supplementary estimates and virements.

Supplementary estimate: an amount approved by the council to be spent in excess of the original estimate.

FINAL ACCOUNTS

Accounts prepared for an accounting period, usually in a summarised form. They include a statement showing the net surplus (profit) or deficit (loss) on the provision of services and a balance sheet. They are produced as a record of steward-ship for interested parties. Local authorities are required by the Accounts and Audit Regulations 2015 to publish a Statement of Accounts at the end of each financial year.

FINANCE LEASE

A lease that transfers substantially all of the risks and rewards of ownership of a non-current asset to the lessee (the person or organisation leasing the asset).

GOVERNMENT GRANTS

Grants made by the Government towards either revenue or capital expenditure to help with the cost of providing services and capital projects. Some Government grants have restrictions on how they may be used, whilst others are general purpose.

IMPAIRMENT

Impairment of an asset is caused by a consumption of economic benefits (e.g. physical damage such as an office fire) or a deterioration in the quality of service provided by the asset (e.g. an industrial unit closing and becoming a storage facility), or by a general fall in prices of that particular asset or class of assets.

INTEREST

An amount received or paid for the use of a sum of money when it is invested or borrowed.

INTERNATIONAL FINANCIAL REPORTING STANDARDS

Provide the required accounting treatment and disclosure of transactions so that an organisation's financial statements present fairly the financial position of the organisation.

INVENTORIES

Items of raw materials and stores that the council has bought to use on a continuing basis but has not yet used.

MATERIALITY

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

NATIONAL NON-DOMESTIC RATES

An NNDR rate (multiplier) is set annually by central government and is applied to the rateable value of a business to calculate the non-domestic rates collected by Billing Authorities. The rates collected are shared between central government, district and county councils in statutory proportions.

NON CURRENT ASSET

Assets which can be expected to be of use or benefit to the council for more than one accounting period.

OPERATING LEASE

A lease under which the ownership of the asset remains with the lessor (the person or organisation leasing the asset) and is equivalent to contract hiring.

PRECEPT

The levy made by a precepting authority (County Council, Police Authority, Parish Council) on the billing authority, requiring it to collect income from Council Taxpayers on their behalf.

PROVISION

A sum of money set aside in the accounts for liabilities or losses that are due but where the amount due or the timing of the payment is not known with certainty.

REVENUE EXPENDITURE

Expenditure on the day to day running costs of the council such as wages and salaries, utility costs, repairs and maintenance.

REVENUE EXPENDITURE FUNDED FROM CAPITAL UNDER STATUTE (REFCUS)

Expenditure which can by law be financed from capital resources (e.g. capital receipts) but which does not result in a non-current asset for the authority e.g. renovation grants.

REVENUE SUPPORT GRANT

A general grant paid by central Government to local authorities to provide the services that it is responsible for delivering.

TEMPORARY BORROWING

A sum of money borrowed for a period of less than one year.

VALUE FOR MONEY

An expression describing the benefit obtained (not just in financial terms) for a given input of money. The phrase is widely used within public bodies, but there are many difficulties in its use because value is a subjective measure and there are rarely supporting objective measures. The council's external auditor is required to consider value for money with the three objectives of economy of input, efficiency of operation and effectiveness of output in service provision.

FOREST OF DEAN DISTRICT COUNCIL
ANNUAL GOVERNANCE STATEMENT 2016/2017

1. SCOPE OF RESPONSIBILITY

The Forest of Dean District Council is responsible for ensuring that:

- its business is conducted in accordance with the law and proper standards;
- public money is safeguarded and properly accounted for;
- public money is used economically, efficiently and effectively; and
- there is a sound system of governance, incorporating the system of internal control.

The Council also has a Best Value duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

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

The Council has developed and approved a code of corporate governance, which is consistent with the core principles and sub-principles as set out in the CIPFA/Solace “Delivering Good Governance in Local Government: Framework (2016)” (‘the Framework’). A copy of the code can be obtained on request. This statement explains how the Council has complied with the code and also meets the requirements of Regulation 6(1)(a) of the Accounts and Audit Regulations 2015 (England) which requires the Council to conduct a review at least once a year of the effectiveness of its system of internal control and include a statement reporting on the review with any published Statement of Accounts.

In addition to this, CIPFA has issued its “Statement on the Role of the Chief Financial Officer in Local Government (2015)”. The Annual Governance Statement reflects compliance of this statement for reporting purposes. The Council’s Chief Financial Officer is the Statutory Section 151 Officer (s151 Officer).

2. THE PURPOSE OF THE GOVERNANCE FRAMEWORK

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

The 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 on-going process designed to:

- identify and prioritise the risks to the achievement of the Council’s policies, aims and objectives;
- evaluate the likelihood of those risks occurring;
- assess the impact should those risks occur; and
- manage the risks efficiently, effectively and economically.

The governance framework has been in place at the Forest of Dean District Council for the year ended 31st March 2017 and up to the date of approval of the annual statement of accounts.

3. THE GOVERNANCE ENVIRONMENT

The key elements of the Council's governance arrangements are outlined in the Local Code of Corporate Governance. The governance framework includes arrangements for:

- identifying and communicating the authority's vision of its purpose and intended outcomes for citizens and service users;
- reviewing the authority's vision and its implications for the authority's governance arrangements;
- measuring the quality of services for users, ensuring they are delivered in accordance with the authority's objectives and ensuring that they represent the best use of resources;
- defining and documenting the roles and responsibilities of the executive (Cabinet), non-executive, scrutiny and officer functions, with clear delegation arrangements and protocols for effective communication;
- developing, communicating and embedding codes of conduct, defining the standards of behaviour for members and staff;
- reviewing and updating standing orders, standing financial instructions, a scheme of delegation and supporting procedure notes/manuals, which clearly define how decisions are taken and the processes and controls required to manage risks;
- ensuring the authority's financial management arrangements conform with the governance requirements of the CIPFA Statement on The Role of the Chief Financial Officer in Local Government (2015);
- undertaking the core functions of an audit committee, as identified in CIPFA's Audit Committee – Practical Guidance for Local Authorities;
- ensuring compliance with relevant laws and regulations, internal policies and procedures, and that expenditure is lawful;
- whistle blowing and for receiving and investigating complaints from the public;
- identifying the development needs of members and senior officers in relation to their strategic roles, supported by appropriate training;
- establishing clear channels of communication with all sections of the community and other stakeholders, ensuring accountability and encouraging open consultation; and
- incorporating good governance arrangements in respect of partnerships, including shared services and other group working, and reflecting these in the authority's overall governance arrangements.

The main areas of the Council's governance framework and the key evidence of delivery are set out below, under the headings of the Core Principles and Sub-principles from the 2016 CIPFA/Solace Framework: Delivering Good Governance in Local Government.

STATEMENT OF ACCOUNTS 2016/17

A - Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law:

- Behaving with integrity
- Demonstrating strong commitment to ethical values
- Respecting the rule of law

- Defined codes of conduct are included in the Constitution for elected members and Council employees, along with specific codes for dealing with planning and licensing matters.
- The Monitoring Officer and s151 Officer report directly to the Head of Paid Service and are members of the Corporate Leadership Team.
- The Constitution includes a protocol on member/officer relations, to ensure effective communication and work between members and officers. This was updated in October 2015. All members and staff are asked to sign to say they agree to be bound by its terms.
- A new member code of conduct was adopted by full Council on the 25th June 2012 in accordance with the Localism Act 2011. This was updated in October 2015 and will be updated again in 2017/18.
- A Standards Committee to oversee the code was set up in May 2014 and independent persons are appointed to work with the Monitoring Officer.
- Internal procedures and monitoring arrangements which ensure compliance with relevant laws and internal policies.
- A whistle blowers' charter for receiving and investigating complaints from the public and employees, which has been publicised to employees, contractors and the public.

B - Ensuring openness and comprehensive stakeholder engagement:

- Openness
- Engaging comprehensively with institutional stakeholders
- Engaging with individual citizens and service users effectively

- Annual accounts published on a timely basis to help communicate the Council's financial position and performance.
- An Annual Report published each year, which summarises financial and other performance over the previous financial year and sets out the Corporate Plan for the current year.
- All Cabinet, Committee and Council reports clearly outline their purpose, so the community can understand what is trying to be achieved. Reports also address financial, legal, equalities, risk and sustainability implications to aid understanding of the potential impact of their recommendations.
- The roles and responsibilities of the executive (Cabinet), non-executive, scrutiny and officer functions are defined in the Council's Constitution.
- A clear scheme of delegation for officers is included within the Constitution.
- Communication channels with staff include face-to-face staff briefings, a monthly email corporate briefing (copied to members), an intranet site and a staff forum, along with informal and formal meetings with the recognised Trade Unions.
- A Customer Feedback policy for handling comments, compliments and complaints.
- A Communications and Engagement Strategy.
- Ensuring clear channels of communication with all sections of the community and other stakeholders.
- The ability for members of the public to ask questions at Cabinet meetings, Strategic Overview and Scrutiny Committee meetings and meetings of Full Council.

STATEMENT OF ACCOUNTS 2016/17

- The Statement of Accounts is published on the website and summary financial information is included in the Council Tax leaflet sent to every household and the Annual Report, explaining the key financial areas to the public.

C - Defining outcomes in terms of sustainable economic, social, and environmental benefits:

- Defining outcomes
- Sustainable economic, social and environmental benefits

- A corporate planning process, including consultation with the community and key stakeholders, on budget priorities to identify and communicate the Council's purpose and intended outcomes for citizens and service users.
- An annual service planning process informed by the corporate priorities and objectives (as set out in the Annual Report, which includes the Corporate Plan, and the Budget Report), legislation and government guidance - which links to individual performance appraisals.
- An annual review of the Council's vision and corporate priorities, as part of the budget process.

D - Determining the interventions necessary to optimise the achievement of the intended outcomes:

- Determining interventions
- Planning interventions
- Optimising achievement of intended outcomes

- A Partnership Protocol guiding the Council in its governance of partnerships and a Partnership Register that is updated annually.
- The three statutory officers (Head of Paid Service, Monitoring Officer and s151 Officer) regularly meet with other officers in the Corporate Governance Group.
- The Corporate Leadership Team oversees progress on corporate projects monthly and maintains an overview of the authority's work at each of its fortnightly meetings.

E - Developing the entity's capacity, including the capability of its leadership and the individuals within it:

- Developing the entity's capacity
- Developing the capability of the entity's leadership and other individuals

- Weekly meetings are held between the Leader, Cabinet members and the Corporate Leadership Team to maintain a shared understanding of roles and objectives.
- A comprehensive member training and development programme – including a full induction programme for new members.
- A corporate training programme for employees, and support for continuous professional development. This includes the Learning Gateway, a resource providing access to a range of online courses and tutor-led training.
- Personal Development Appraisals for employees, which identify the development needs in relation to their roles.
- An induction programme for all new staff.
- Clear job descriptions and person specifications for all employee roles.

F - Managing risks and performance through robust internal control and strong public financial management:

- Managing risk
- Managing performance
- Robust internal control

STATEMENT OF ACCOUNTS 2016/17

- Managing data
- Strong public financial management

- Performance management to measure the quality of service for users to ensure services are delivered in accordance with the Council's objectives and represent best use of resources.
- The s151 Officer leads the promotion and delivery of good financial management through the Corporate Leadership Team, Performance Management meetings, attendance at Cabinet and Committee meetings and specialist workshops and training for officers and members.
- The Strategic Group Manager responsible for Community, Client and Commercial services is the Client officer responsible for the Council's Shared Services within the 2020 Partnership, ensuring the Council continues to receive good advice and services. The same Strategic Group Manager is also the Client officer for Revenues and Benefits, ensuring that the services provided under the s101 agreement with Gloucester City Council are in compliance with the terms agreed.
- The Council's financial management arrangements conform to the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2010).
- A highly regarded internal audit service run in partnership with other authorities – the South West Audit Partnership Limited. (SWAP).
- The financial management of the Council is conducted in accordance with up to date financial procedure rules set out in Part 4 of the Constitution.
- An up to date Constitution, scheme of delegation and supporting written procedures, which clearly define how decisions are taken and the processes and controls required to manage risks.
- The Audit Committee has approved a Risk Management Strategy that identifies how risks are managed.
- Responsible officers are required to maintain operational risk registers and senior officers review the Strategic Risk Register on a quarterly basis. The Strategic Risk Register is reported to the Audit Committee and the Cabinet on a regular basis.
- Any overdue internal audit (SWAP) recommendations with a score of 4 (medium/high priority) or 5 (high priority) are reported to the Audit Committee. The Corporate Governance Group reviews all overdue SWAP recommendations at its meetings.

G - Implementing good practices in transparency, reporting, and audit to deliver effective accountability:

- Implementing good practice in transparency
- Implementing good practices in reporting
- Assurance and effective accountability

- An independent Audit Committee, which meets good practice standards.
- A Scrutiny function able to constructively challenge decision-makers, including those who work in partnership with the Council.
- All Cabinet, Committee and full Council meetings are open to the public, except where personal or confidential matters are discussed.
- The Council publishes a Forward Plan providing details of key decisions to be made by the Cabinet.
- The Strategic Overview and Scrutiny Committee publishes a work-plan that is reviewed at each Committee meeting.

4. REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the senior managers, the annual opinion from the South West Audit Partnership (SWAP) Director of Quality (Head of Internal Audit), the officer Corporate Governance Group and also by comments made by the external auditors and other review agencies and inspectorates.

The Council's process for maintaining and reviewing the effectiveness of the governance framework has included the following:

- Senior managers and team leaders completing managers' assurance statements at the end of the financial year. These governance declarations provide appropriate management assurance that key elements of the system of internal control are in place and working effectively and help to identify areas for improvement. All managers' assurance statements for 2016-17 were returned and any issues arising are being dealt with by the Corporate Governance Group.
- The work of the Corporate Governance Group (CGG), chaired by the Monitoring Officer, particularly monitoring and progressing an annual Governance Action Plan, linked to the key areas of focus in the Annual Governance Statement. Corporate governance updates are a standing item on each Corporate Leadership Team (CLT) meeting.
- Corporate Leadership Team (including the s151 Officer and the Monitoring Officer) reviewing the Strategic Risk Register on a quarterly basis and operational risk registers being maintained by each Group Manager.
- The SWAP Executive Director (Head of Internal Audit) providing the Audit Committee, as the Committee charged with Governance, with an Annual Opinion on the control environment of the Council, which includes its governance arrangements.
- The Standards Committee promoting and maintaining high standards of conduct by councillors and co-opted members.
- The Monitoring Officer supporting the Constitution Working Group to review elements of the Constitution, ensuring the Constitution is kept up to date.
- An annual review of the Constitution being undertaken and the latest revised version adopted by Full Council in December 2016.
- The member development programme, led by the Member Development Group, including an induction process for newly elected members.
- The s151 Officer ensuring training and awareness sessions are carried out for the Audit Committee.
- The external auditors (Grant Thornton) presenting progress reports to the Audit Committee.
- The external auditor's 'Audit Findings Report' and follow-up of management responses to issues raised in the report or other reports – overseen by the Audit Committee.
- Quarterly performance reports, including the Strategic Risk Register and budget position, being presented to the Cabinet and the Scrutiny Panel for Finance and Performance, demonstrating performance management against agreed service plans, performance indicators and budgets.
- The Cabinet and the Audit Committee reviewing the Annual Governance Statement.
- Reports on the progress made against the governance action plan (arising from the previous Annual Governance Statement) being presented to the Audit Committee on a quarterly basis.
- The Strategic Overview and Scrutiny Committee addressing any key decisions made by the Cabinet that are 'called-in' by other members before implementation. Pre-decision scrutiny also

STATEMENT OF ACCOUNTS 2016/17

aids the decision-making process. Two standing Panels of the Strategic Overview and Scrutiny Committee have in place since May 2016 (Community & Environment, and Finance & Performance).

- The Audit Committee reviewing the Annual Statement of Accounts, the Treasury Management Strategy and reports from both internal audit (SWAP) and external audit (Grant Thornton), including quarterly progress reports.
- Full Council approving the annual budget, reviewing and approving the Treasury Management Strategy, following recommendations from the Cabinet.
- SWAP monitoring the quality and effectiveness of systems of internal control. SWAP audit reports including an opinion that provides management with an independent judgement on the adequacy and effectiveness of internal controls. Reports including recommendations for improvement are detailed in an action plan agreed with the relevant service manager. All agreed recommendations being entered on the Council's performance management system to facilitate progress monitoring.
- The SWAP Executive Director offered 'Reasonable Assurance' in respect of the areas reviewed during the year, as most were found to be adequately controlled with risks generally well managed.
- The Council's Financial Procedure Rules and Contract Procedure Rules being kept under review and revised periodically.
- Other explicit review/assurance mechanisms, such as the annual report from the Local Government Ombudsman and reports from SWAP or Grant Thornton.

5. SIGNIFICANT GOVERNANCE ISSUES

In preparing this statement and reviewing the effectiveness of our governance arrangements we have identified areas where we need to focus attention and improvement work over the next year. These areas of work are planned to strengthen the effectiveness of the local code of governance and are set out in the table below.

No.	Key Area of Focus	Planned actions
1.	Publica - governance	<ul style="list-style-type: none"> • Plan for and implement any changes to governance arrangements that arise from Publica becoming the deliverer of Council services – for example: corporate management and governance arrangements
2.	Emergency Planning, Business continuity and disaster recovery	<ul style="list-style-type: none"> • Ensure sufficient focus is given to emergency planning, business continuity and disaster recovery in the lead up to and after Publica becomes operational
3.	Contracts and Procurement	<ul style="list-style-type: none"> • Implement and embed the use of the procurement portal • Contact suppliers to encourage them to register on the portal • Complete review of expenditure for 2016/17 to establish any areas of non-compliance with contract procedure rules • Carry out a quarterly review of the use of purchase orders

STATEMENT OF ACCOUNTS 2016/17

No.	Key Area of Focus	Planned actions
4.	Risk Management	<ul style="list-style-type: none"> • Work with partner Councils to create a shared risk management strategy • Establish risk register for the Council in accordance with the new strategy
5.	General Data Protection Regulation	<ul style="list-style-type: none"> • Carry out a review of information held and establish level of compliance with existing data protection legislation and document retention policy • Complete self-assessment of compliance with GDPR to establish areas of focus • Create action plan for tasks that need to be completed to meet legislative standards and best practice • Provide training to staff and members on new regulations and ongoing requirements • Establish new document retention policy to apply across all partner councils and Publica • Establish new data protection policy to apply across all partner councils and Publica

We propose to address these matters to improve our governance arrangements further over the coming year. A governance action plan to address these key areas of focus will be drawn up and managed by the Corporate Governance Group. The Corporate Governance Group and the Audit Committee will monitor progress regularly. All actions will be assigned to a named officer.

We are satisfied that these steps will address the needs identified in our review of effectiveness and further improve governance arrangements at the Forest of Dean District Council.

Signed on behalf of Forest of Dean District Council

**Councillor Tim Gwilliam
Leader of the Council**

**Sue Pangbourne
Head of Paid Service**

Date

Date

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF FOREST OF DEAN DISTRICT COUNCIL

We have audited the financial statements of Forest of Dean District Council (the "Authority") for the year ended 31 March 2017 under the Local Audit and Accountability Act 2014 (the "Act"). The financial statements comprise the Comprehensive Income and Expenditure Statement, the Balance Sheet, the Movement in Reserves Statement, the Cash Flow Statement, the Collection Fund and the related notes. 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 2016/17.

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

Respective responsibilities of the Section 151 Officer and auditor

As explained more fully in the Statement of Responsibilities, the Section 151 Officer 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 2016/17, which give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law, the Code of Audit Practice published by the National Audit Office on behalf of the Comptroller and Auditor General (the "Code of Audit Practice") 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 circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Section 151 Officer; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Narrative Report, and the Annual Governance 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 present a true and fair view of the financial position of the Authority as at 31 March 2017 and of its expenditure and income for the year then ended; and
- 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 and applicable law.

Opinion on other matters

In our opinion, the other information published together with the audited financial statements in the Narrative Report, and the Annual Governance Statement and the Annual Report for the financial year for which the financial statements are prepared is consistent with the audited financial statements.

Matters on which we are required to report by exception

We are required to report to you if:

- in our opinion the Annual Governance Statement does not comply with the guidance included in 'Delivering Good Governance in Local Government: Framework (2016)' published by CIPFA and SOLACE; or
- we have reported a matter in the public interest under section 24 of the Act in the course of, or at the conclusion of the audit; or
- we have made a written recommendation to the Authority under section 24 of the Act in the course of, or at the conclusion of the audit; or
- we have exercised any other special powers of the auditor under the Act.

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

Conclusion on the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources

Respective responsibilities of the Authority and auditor

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

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

Scope of the review of the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources

We have undertaken our review in accordance with the Code of Audit Practice, having regard to the guidance on the specified criteria issued by the Comptroller and Auditor General in November 2016, as to 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. The Comptroller

STATEMENT OF ACCOUNTS 2016/17

and Auditor General determined this criteria as that necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether the Authority put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2017.

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 the Authority has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources.

Conclusion

On the basis of our work, having regard to the guidance on the specified criteria issued by the Comptroller and Auditor General in November 2016, we are satisfied that in all significant respects the Authority put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2017.

Certificate

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

Peter Barber

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

55-61 Hartwell House
Victoria Street
Bristol
BS1 6FT

22 September 2017