

Agenda

Audit and Governance Committee

Date: **Thursday 26 June 2014**

Time: **6.00 pm**

Place: **Town Hall**

For any further information please contact:

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Audit and Governance Committee

Membership

Chair

Vice-Chair

Councillor Van Coulter	Barton and Sandhills;
Councillor Roy Darke	Headington Hill and Northway;
Councillor Jean Fooks	Summertown;
Councillor James Fry	North;
Councillor Mike Rowley	Barton and Sandhills;
Councillor Scott Seamons	Northfield Brook;
Councillor David Thomas	Holywell;

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AGENDA

Pages

1 ELECTION OF CHAIR FOR THE COUNCIL YEAR 2014/15

2 ELECTION OF VICE-CHAIR FOR THE COUNCIL YEAR 2014/15

3 APOLOGIES FOR ABSENCE

The quorum for this Committee is three Members and substitutes are allowed.

4 DECLARATION OF INTERESTS

Members are asked to declare any disclosable pecuniary interests they may have in any of the following agenda items. Guidance on this is set out at the end of these agenda pages.

5 STATEMENT OF ACCOUNTS FOR THE YEAR ENDING 31ST MARCH 2014

9 - 156

The Head of Finance has submitted a report which presents the Council's Statement of Accounts for the year ending 31st March 2014.

The Committee is asked to note the contents of the Statement of Accounts certified by the Head of Finance (Section 151 Officer) prior to their submission to the external auditors.

6 ANNUAL GOVERNANCE STATEMENT

157 - 164

The Head of Head of Law and Governance has submitted a report which asks the Committee to consider and approve the Council's Annual Governance Statement. The Council is required by the Accounts and Audit Regulations 2011 annually to review its internal controls environment and produce an Annual Governance Statement. The Statement forms part of the Council's Statement of Accounts.

The Committee is asked to approve the 2013/14 Annual Governance Statement.

7 EXTERNAL AUDIT PROGRESS REPORT 2014/15 - ERNST AND YOUNG

165 - 172

The Head of Finance has submitted a report on behalf of the Council's External Auditors, Ernst and Young which details the progress made in delivering the work set out in the 2014/15 audit plan.

The Committee is asked to comment on and note the report.

8	EXTERNAL AUDIT - LOCAL GOVERNMENT AUDIT COMMITTEE BRIEFING - ERNST AND YOUNG	173 - 186
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The Head of Finance submitted a document (previously circulated, now appended) on behalf of the Council's External Auditors, Ernst and Young which provided a briefing on issues which might have an impact on the City Council.

The Committee agreed to note the document.

9	INTERNAL AUDIT - ANNUAL REPORT 2013/14 - PRICEWATERHOUSECOOPERS (PWC)	187 - 202
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The Head of Finance submitted a report (previously circulated, now appended) on behalf of the Council's Internal Auditors, Pricewaterhousecoopers (PWC) which outlines the work undertaken during the year.

The Committee is asked to comment on and note the report.

10	INVESTIGATION TEAM FINANCE, PERFORMANCE 2013/14	203 - 236
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The Head of Finance has submitted a report which:

- (a) Reports to Members the Investigation Team's performance for the period 2013/14 and;
- (b) Reports to Members on the risk of potential loss through fraud, the Audit Commissions Fraud Survey 2013/2014 and the Protecting the Public Purse checklist.

The Committee is asked to note the report.

11	PROTECTING THE PUBLIC PURSE - THE FUTURE OF THE INVESTIGATION SERVICE	237 - 246
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The Head of Finance has submitted a report which updates Members on the transfer of Housing Benefit fraud investigation work and Officers to the Department for Work and Pensions (DWP) Single Fraud Investigation Service (SFIS) and retention of Investigative resource.

The Committee is asked:

- (a) To note the report;
- (b) To note the principles for the development of partnership working and the formation of an Oxfordshire Corporate Fraud Investigation Hub.

12	TENANCY FRAUD AMNESTY	247 - 254
	<p>The Head of Finance has submitted a report on the proposed implementation of a tenancy fraud amnesty campaign which is subject to the City Executive Board's approval.</p> <p>The Committee is asked to note the report and make recommendations to the City Executive Board as appropriate.</p>	
13	RISK MANAGEMENT QUARTERLY REPORTING: QUARTER 4, 2013/14	255 - 262
	<p>The Head of Finance has submitted a report which updates members on both corporate and service risks as at the end of Quarter 4, 31st March 2014.</p> <p>The Committee is asked comment on and note the report.</p>	
14	PROGRESS ON THE IMPLEMENTATION OF AUDIT RECOMMENDATIONS	263 - 274
	<p>The Head of Finance has submitted a report which updates the Committee on the progress made on the implementation of internal and external audit recommendations.</p> <p>The Committee is asked to comment on and note the report.</p>	
15	MINUTES	275 - 298
	<p>Minutes of the meeting held on 24th April 2014.</p>	
16	DATES OF MEETINGS	
	<p>The Committee will meet at 6.00pm in the Town Hall on the following dates:</p> <p>Monday 22nd September 2014 Thursday 18th December 2014 Thursday 26th February 2015 Thursday 23rd April 2015</p> <p>The Committee will also be asked to consider amending the date of the September 2014 meeting.</p>	

DECLARING INTERESTS

General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed “Declarations of Interest” or as soon as it becomes apparent to you.

What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council’s area; licences for land in the Council’s area; corporate tenancies; and securities. These declarations must be recorded in each councillor’s Register of Interests which is publicly available on the Council’s website.

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest.

If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members’ Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members’ Code of Conduct says that a member “must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself” and that “you must not place yourself in situations where your honesty and integrity may be questioned”. What this means is that the matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

¹ Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those of the member’s spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

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To: Audit and Governance Committee

Date: 26th June 2014 **Item No:**

Report of: Head of Finance

Title of Report: Statement of Accounts for the Year Ending 31st March 2014

Summary and Recommendations

Purpose of report: To present the Council's Statement of Accounts for the year ending 31st March 2014 to the Audit and Governance Committee.

Key Decision? No

Executive lead member Councillor Ed Turner

Policy Framework: Budget

Recommendation(s): That the Committee note the contents of the Statement of Accounts certified by the Head of Finance (Section 151 Officer) prior to their submission to the Council's external auditors.

Appendix A – Statement of Accounts 2013/14

Approval of the Statement of Accounts

1. The Statement of Accounts for 2013/14 is attached at Appendix A. The Accounts and Audit Regulations 2011 require that the Council's responsible officer must, no later than 30th June immediately following the year end, sign and date the Statement certifying that it presents a true and fair view of the financial position of the Council at the end of the year to which it relates.
2. Following scrutiny by external audit the authority must then, by 30th September, approve the Statement of Accounts.

The Explanatory Foreword

3. The explanatory foreword, shown on pages 7 – 22 of the Statement, explains the more significant features of the accounts. It is based on the

information contained within the Statement and fulfils a similar purpose to a directors' report in company accounts.

Major Changes Affecting the Statement of Accounts

4. The Council's accounting policies are set out on pages 103-118 of the Statement of Accounts. These Policies are largely unchanged from last year. However, there are some changes that have taken place over the year which have a material impact on the understanding of the Accounts.

Pension Fund

5. The Council's liability to provide for the cost of past employment benefits to staff increased in the year ended 31 March 2014.
6. The liability reported as at 31 March 2013 was £89.3 million. The revised liability as at the 31 March 2014 is £107.3 million. The increase is due to a number of factors, the most significant of which are actuarial losses of £13.4 million (due to significant losses arising from changes in inflation estimates and life expectancy, offset by gains in the defined benefit obligation) and net interest costs. The overall liability this year can be seen to be £38.3 million lower than the peak experienced.

Localisation of Council Tax Benefit

7. Council Tax Benefit was replaced with a new system of Council Tax Support in April 2013. The previous Council Tax Benefit Grant paid by Central Government has been subsumed into the Council's Formula Grant (after a reduction of 10%) from 2013/14 and from 2014/15 is not separately identifiable. The scheme can be set locally, although with some stipulations such as pensioners not being disadvantaged. The Council Tax Reduction Scheme for Oxford City Council was agreed by City Executive Board on 5th December 2012 and largely replicates the previous benefit system, although it is implemented by awarding discounts to council taxpayers. Thus for 2013/14 onwards the Council's band D equivalent council tax will be lower than in previous years and the revenue account will not be charged with the cost of council tax benefits.

Business Rates Retention

8. For 2013/14 the Council received the amount calculated on the NNDR1 Form submitted to Government in January 2013. Any difference between this and in-year activity forms the NNDR Collection Fund balance for the year and is distributed in subsequent financial years. Since there is a deficit on the NNDR Collection Fund for 2013/14 of £1.5 million due to the level of appeals, the Council has set aside an amount equivalent to its share of the deficit (£0.6 million) in Earmarked Reserves so that there is no pressure on the General Fund resulting from this in future financial years.
9. Business Rates yield can vary due to appeals, losses on collection and business closures or start-ups. Hence the resulting amount of income derived from Retained Business Rates can also vary. This risk is now not

entirely borne by Central Government but is shared between Central Government, Oxford City Council, and Oxfordshire County Council in the percentages 50% / 40% / 10% respectively. The Government have set a “safety net” which applies if business rate income falls by more than 7.5% in comparison to baseline funding. In the Council’s case this safety net will kick should business rate income fall below the baseline by £410k. This new scheme has therefore led to changes in accounting in the Comprehensive Income and Expenditure Statement, the Movement in Reserves statement, and the Collection Fund from 2013/14 onwards as well as shifting the balance of risk between central and local government.

Transfer of Non-Dwelling Assets

10. During the year the Council transferred its non-dwelling Housing Revenue Account (HRA) assets (shops and garages) from the HRA to the General Fund. This was approved by Council with an effective date of 1st April 2013, and will result in additional net income being received by the General Fund on an on-going basis.

Transfer of HRA Balances

11. At 1st April 2013, the HRA held £7.0 million in the Major Repairs Reserve. Legislation allowed the Council to transfer the £7.0 million from HRA reserves into the General Fund and the Council took the opportunity to do this and then moved the £7.0 million into earmarked reserves. This was a one-off opportunity and the legislative ability to effect this transfer has subsequently been removed.

General Fund Revenue Outturn 2013/14

12. The Council set a budget for spending on General Fund services of £25.0 million, to be financed by Grant funding of £8.2 million, Business Rates income of £5.7 million and Council Tax of £11.1 million.
13. The Council Tax for a Band D property was set at £268.19, a 1.99% increase on the previous year.
14. During the year the Council transferred its non-dwelling HRA assets from the HRA to the General Fund which was approved by Council in September 2013. The budget was revised for 2013/14 resulting in a budgeted surplus of £1.3 million, being the net income related to these assets.
15. The table below summarises the outturn position in the format used for 2013/14 internal reporting and as reported to the City Executive Board on 3rd July 2014.

	NET APPROVED BUDGET 2013/14 £000	NET REVISED BUDGET 2013/14 £000	NET EXPENDITURE 2013/14 £000	VARIANCE £000
City Regeneration	(283)	(103)	(370)	(267)
Community Services	8,296	8,836	8,083	(753)
Organisational Development & Corporate Services	13,066	13,156	13,173	17
Total Ex' SLA's & Capital Charges	21,079	21,889	20,886	(1,003)
SLA's and Capital Charges	1,612	447	-763	(1,210)
Corporate Contingencies	2,336	1,974	-	(1,974)
Net General Fund Expenditure	25,027	24,310	20,123	(4,187)
Net Transfers (to)/from Reserves	-	(605)	4,766	5,371
Net Budget Requirement	25,027	23,705	24,889	1,184
Government Funding	8,219	8,219	8,305	86
Business Rates	5,661	5,661	5,470	(191)
Council Tax	11,301	11,301	11,302	1
Parish Precept	(154)	(154)	(188)	(34)
Total Funding	25,027	25,027	24,889	-138

City Regeneration Favourable

16. Regeneration and Major Projects had a favourable outturn of £0.411 million primarily due to additional income generated from commercial properties rent reviews and new properties being brought into use.

Adverse

17. City Development was £0.141 million overspent primarily as a result of Building Control Fees being lower than budgeted.

Community Services Favourable

18. Direct Services had a favourable outturn position of £0.823 million largely caused by staffing vacancies (£0.45 million) a surplus (£0.3 million) from off-street car parking primarily due to demand continuing despite increased charges, and additional external works income, including street cleansing and engineering, all of which is partly offset by additional costs relating to rates, the depot lease, and an internal income pressure relating to motor transport.

Adverse

19. Policy, Culture and communication had a £0.071 million overspend due primarily to additional costs relating to the Christmas Light Festival.

Organisational Development and Corporate Services Favourable

20. The Directorate had an outturn position of £13.173 million which is an adverse variance of £0.017 million against the revised budget. This arose from minor variances in income and suppliers and services across the Directorate.

SLA's, Capital Charges and Corporate Budgets Favourable

21. £0.7 million additional interest receivable due largely to changes in the interest rates charged to the HRA.
22. Corporate budgets of around £0.2 million for global budget pressures, such as inflation on utility charges, which did not have to be used

23. £2 million contingency budgets which did not need to be used due to the Council's success in achieving its efficiency targets.

Net Transfers to Reserves

24. An analysis of the net transfer to reserves of £12.7 million is shown in Note 7 (page 43) to the accounts. The most notable transfers are detailed below in paragraph 6.

Housing Revenue Account Revenue Outturn 2013/14

25. The HRA Income and Expenditure Statement (page 85 of the Statement of Accounts) shows the economic cost in the year of providing housing services in accordance with generally accepted accounting practice, rather than the amount to be funded from rents and government grants. Authorities charge rents to cover expenditure in accordance with regulations; this may be different from the accounting cost.
26. The increase or decrease in the year, using the basis for which rents are raised, is shown in the Movement on the Housing Revenue Account Statement, a snapshot of which is shown below:

	Budget £000	Actual £000	Variance £000
Net Income	(42,817)	(42,261)	556
Expenditure			
Tenancy Management	16,877	16,686	(191)
Repairs and Maintenance	9,992	9,545	(447)
Total	26,869	26,231	(638)
Appropriations	19,078	15,728	(3,350)
Net (surplus)/deficit	3,130	(302)	(3,432)
Working Balance	(5,670)	(4,000)	1,670

27. The HRA was budgeted to make a contribution from working balances of £3.1 million for 2013/14. The outturn position as shown was a contribution to working balances of £0.3 million, a favourable variance of £3.4 million. This £0.3 million transfer to the HRA working balance leaves the balance standing at £4.0 million. Notable variations include:

Net Income

28. The adverse variance of £0.6 million due to:
- The transfer of non-dwelling assets (i.e. garages and shops) from the HRA to the General Fund, offset by
 - Higher dwelling rental income due to voids being less than originally budgeted and the impact of Right to Buy disposals being less than budgeted.

Tenancy Management Cost

29. Tenancy Management Costs show a favourable variation of £0.2 million over the original budget due to additional interest costs of £0.7 million, offset by reductions in Bad Debt Provision of £0.3 million and savings of £0.6 million on service expenditure primarily in respect of public utility costs, consultancy fees, salary costs of the Major Projects Team, and savings associated with recharges for overhead costs.

Repairs and Maintenance

30. Responsive and Cyclical Repairs costs were underspent primarily due to savings associated with service contract payments

Appropriations

31. The brought forward HRA balance was originally budgeted at £8.8 million but the actual brought forward was £3.7 million because of a higher transfer to capital reserves made at the end of 2012/13. This has resulted in lower transfers into capital reserves being made in 2013/14 compared to the budget.

Earmarked Reserves

32. **General Fund Earmarked Reserves** – As at 31st March 2013 these stood at £15.6 million, as shown on page 43 of the Statement of Accounts. In 2013/14 the Council made a net transfer into reserves of £12.7 million bringing the balance to £28.3 million as at 31st March 2014. Key movements include:
33. **Revenue Contribution to Capital Reserve** - This has increased from £1.6 million to £6.9 million during the year. This reserve will be used going forward to support future Capital Schemes.
34. **Property Fund Reserve** – The Council intends to invest in property to deliver an on-going revenue benefit to the General Fund; this reserve of £7.0 million has been set up to support this process.
35. **Indirect Property Fund Reserve** – The Council has invested £3 million in property funds in the year in order to gain a revenue return in the future and is in the process of increasing this investment. Since there is risk involved in these types of investments, an earmarked reserve of £0.4 million has been set up to mitigate against these.
36. **NNDR Retention Reserve** – £0.6 million. The new Business Rates retention system places additional risks on Council's increasing the fluctuations between years of surplus or deficit on the NNDR Collection Fund; this reserve will be used to balance out the fluctuations between years and mitigate the pressure on the General Fund.
37. **HRA Earmarked Reserves** - As at 31 March 2014 these stood at £8.5 million following a net transfer into the reserves of £7.2 million. A new reserve – The HRA Capital Financing Reserve – has been set up with a transfer of £7.7 million which will be used going forward to support future Housing Revenue Account Capital Schemes.

38. **Insurance Reserves** - as at 31 March 2014 these stood at £1.5 million and are held to cover uninsured excesses and future liabilities including those arising from the administrative arrangements of the Council's previous insurers Municipal Mutual Insurance (MMI). Of this balance, £1.3 million is related to HRA liabilities and £0.2 million is related to General Fund.

Working Balances

39. **General Fund Working Balance** – this is £3.6 million as at 31st March 2014 and has remained static since 31st March 2013.
40. **HRA Working Balance** – The in-year HRA surplus of £0.3 million has been added to the HRA working balance increasing it from £3.7 million to £4.0 million as at 31st March 2014.

Contingencies and Provisions

41. As at 31 March 2014 the Council has made financial provision of £3.9 million for expenditure likely to be incurred some time in the future. Included in this figure are the following amounts:
- Rent Deposit Scheme – £1.3 million - this provision covers deposits paid on behalf of tenants placed in private rented properties by the Council. The provision assumes a write off of approximately 86% of the debt.
 - Singletree Repairs and Maintenance - £0.3 million – a provision to cover major works in respect of a leaseholder property. When the leasehold property is resold a percentage of the resale value is paid into the provision.
 - Council Tax Court Costs - £0.4 million. This provision is against court costs that have been raised against outstanding Council Tax arrears.
 - Provision for NNDR Appeals – £1.7 million. Following the reform of Business Rates, the risk of Appeals is shared between Central Government, the Council, and Oxfordshire County Council. This is a new provision for this year and relates to the Council's potential liability for the cost of appeals. The Council's share of the overall collection fund deficit has been transferred to earmarked reserves.

Capital Outturn 2013/14

42. The Council's budgeted capital spend for 2013/14 was approximately £43 million, actual spend was £22 million; a variation of £21 million. Of this variation approximately £5 million related to the Competition Swimming Pool at Blackbird Leys and another £5 million to Homes and Communities Agency (HCA) New Build. The remaining £11 million relates to other slippage that will be carried forward to be spent in future years. Other notable slippage includes the following:
- £0.4 million Museum of Oxford Development;
 - £0.3 million Superconnected cities;
 - £0.4 million Rose Hill Community Centre
 - £0.3 million 23-25 Broad Street

- £5.0 million Homelessness Property Acquisitions
- £0.7 million Town Hall works
- £0.4 million Leisure Centre Improvement
- £1.0 million Develop new burial space
- £0.6 million Sports Pavilions
- £1.5 million Horspath Road Depot
- £0.6 million Homes at Barton

43. The Council is in the process of implementing a Capital Gateway process which will closely track the delivery of capital projects against some predefined criteria. It is anticipated that this process will improve capital programme delivery in the future.

Funding the Capital Programme

44. The General Fund Capital Programme spend totalled £11.0 million and was funded through a combination of capital receipts (£2.5 million), Government Grants (£0.9 million), Direct Revenue Funding from the General Fund (£4.5 million), Prudential Borrowing (£2.7 million), Developer Contributions (£0.4 million).

45. The Housing Programme was financed £9.8 million from Housing Revenue Resources and £1.0 million from grant from the Homes and Communities Agency.

Capital Receipts

46. As at 31 March 2014 the Council held approximately £22.4 million usable capital receipts: £3.9 million having been used to finance the Capital Programme. The remaining receipts will be used over the life of the medium term plan.

Icelandic Banking Losses - Update

47. In October 2008 a number of Icelandic banks filed for administration. The Council held deposits with two of these banks, Glitnir and Heritable of £1.5 million and £3 million respectively. Developments over the last year are as follows:

- **Glitnir** - The repayment date of the fifth currency (in Icelandic Krona (ISK)) is still to be confirmed as changes to Icelandic law are required to allow ISK to be transferred out of Iceland. Once this has been resolved, it is expected that we will receive close to 100% of our initial deposit. £1.2 million has been received to date.
- **Heritable Bank** - In respect of the Council's £3 million deposits with Heritable bank, the Council continues to receive repayments and it is expected that approximately 90% will be received. A further £421,000 has been received in this financial year, totalling £2.8 million received to date.

The Collection Fund

48. The Collection Fund (page 91 of the Statement of Accounts) is the Council's statement reflecting its statutory obligation as a Billing Authority

to maintain a separate Collection Fund. The Statement shows the transactions the Council as a Billing Authority has undertaken in relation to the collection from taxpayers and distribution to local authorities and the Government of Council Tax and Non-Domestic Rates.

49. The Collection Fund Balance at the end of the year was £0.1 million net deficit. This represents a £1.5 million deficit on the Business Rates and £1.4 million surplus on the Council Tax element. The Council Tax balance is shared between the major preceptors, Oxford City Council, Oxfordshire County Council and Thames Valley Police and Crime Commissioner in proportion to their precept. The Business Rates balance from 31st March 2014 is shared between Central Government, Oxford City Council and Oxfordshire County Council in the percentages 50% / 40% / 10% respectively. There are no balances shown for Business rates for 2012/13 because prior to 2013/14 any balance was settled by Central Government. The following table shows the proportionate shares: -

	Council Tax 2013/14 £000	Business Rates 2013/14 £000	Total 2013/14 £000	Council Tax 2012/13 £000
Oxford City Council	234	(600)	(366)	88
Oxfordshire County Council	1,018	(150)	868	385
Police and Crime Commissioner (Thames Valley)	135	-	135	51
Central Government	-	(749)	(749)	-
Total	1,387	(1,499)	(112)	524

50. The main reasons for the surplus on the Council Tax Collection Fund balance are:
51. The allowance for non-collection was increased with the introduction of the Council Tax Reduction Scheme, however rates remained as per previous years
52. A lot of work was undertaken during the year to remove exemptions and discounts that people are not entitled to with the result that the collectible debt increased over the projections.
53. The main reason for the Business Rates Collection Fund deficit of £1.5 million is the estimated cost of backdated appeals being charged to the Collection Fund in 2013/14.

Financial Implications

54. These are covered within the main body of the report.

Legal Implications

55. These are covered within the main body of the report.

Risk Implications

56. There are no risks associated with the recommendations in this report.

Communication

57. The Council's accounts are subject to external audit by Ernst & Young LLP, the local address of which is Ernst & Young LLP, Apex Plaza, Forbury Road, Reading, RG1 1YE. Members of the public and local government electors have certain rights in the audit process: -
58. From Tuesday 22nd July 2014 to Monday 18th August 2014 between 9.30am and 4.30pm any person may inspect the accounts of the Council for the year ended 31st March 2014 and certain related documents (comprising books, deeds, contracts, bills, vouchers and receipts) at the address given below. They may also make copies of the accounts and documents.
59. From 9.30am on Tuesday 19th August 2014 until the conclusion of the audit process, a local government elector for the area of the Council, or his / her representative, may ask the auditor questions about the accounts. Please contact the address given above to make arrangements to ask any questions.
60. From 9.30am on Tuesday 19th August 2014 until the conclusion of the audit process, a local government elector for the area of the Council or his / her representative, may object to the Council's accounts asking that the auditor issue a report in the public interest (under section 8 of the Audit Commission Act 1998) and / or apply to the court for a declaration that an item in the accounts is contrary to law (under section 17 of the Audit Commission Act 1998). Written notice of a proposed objection and the grounds on which it is made must be sent to the auditor at the address given below.
61. The address for communications, inspections, and objections in relation to the audit and inspection of accounts is: - Oxford City Council, St Aldates Chambers, OX1 1BX.

Name and contact details of author:-

Name: Nigel Kennedy

Job title: Head of Finance

Service Area / Department: Finance, Business Improvement and Technology

Tel: 01865 252708 e-mail: nkennedy@oxford.gov.uk

Background papers: None

Version number:

Unaudited Statement of Accounts 2013/14

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INTRODUCTION

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INTRODUCTION

Welcome to Oxford City Council's Statement of Accounts for the year ending 31 March 2014.

The Statement of Accounts is a statutory document providing information on the cost of services provided by Oxford City Council to the council tax payer and the council house tenant and detailing how those services were financed. In addition, it provides information, within the Balance Sheet on page 27 of the value of the Council's assets (what we own), what is owed and the value of our liabilities (what we owe). It is in essence, a statement of how well we have managed your money over the last twelve months.

The report provides, in accordance with International Financial Reporting Standards (IFRS), the accounts for the General Fund, Housing Revenue Account, Collection Fund and all other accounts for which the Council is responsible. The Council's Balance Sheet provides details of its Assets and Liabilities as at 31 March 2014. Other supporting statements are provided to help to explain the figures in the accounts. In addition, a glossary can be found at the back of the Statement of Accounts publication to help explain some of the technical terms.

On pages 93 to 103 the main Accounting Statements are replicated to incorporate the Group Accounts of the Authority. These Group accounts reflect the Council's financial position inclusive of the Council's Assets and Liabilities relating to its 50% share in its joint venture with Grosvenor Developments Limited to form the Barton LLP Oxford.

The accounts and all relevant documents are subject to review by Ernst & Young LLP who provide their opinion on the Council's accounts. Ernst & Young LLP gave an unqualified opinion on the Statement of Accounts presented for 2012/13, the third year of adoption of IFRS and they will be required to give an opinion on the 2013/14 Statement of Accounts.

Should you have any comments or wish to discuss this Statement in further detail then please contact the Council's Financial Accounting Manager, Anna Winship on 01865 252517, or email awinship@oxford.gov.uk.

I hope you find the Statement of interest and may I take the opportunity of thanking you for taking time to read it.

Nigel Kennedy
Head of Finance (Section 151 Officer)

Oxford City Council
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INTRODUCTION

The Authority's Responsibilities

The Authority is required to:

- make arrangements for the proper administration of its financial affairs and ensure that one of its officers has the responsibility for the administration of those affairs. In this Authority, that officer is the Head of Finance (Section 151 Officer).
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets, and
- approve the Statement of Accounts.

The Responsibilities of the Head of Finance (Section 151 Officer)

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

In preparing the Statement of Accounts, the Head of Finance (Section 151 Officer) has:

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

The Head of Finance (Section 151 Officer) has also:

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

The Statement of Accounts as set out on pages 25 to 100 presents a true and fair view of the financial position of Oxford City Council as at 31 March 2014 and its income and expenditure for the year ended 31 March 2014.

The unaudited Accounts were issued on 26 June 2014 and the audited accounts will be authorised for issue on 22 September 2014.

Signed

Nigel Kennedy
Head of Finance (Section 151 Officer)

Date

Signed

Councillor
Chair of Audit & Governance Committee

Date

EXPLANATORY FOREWORD

Purpose of Explanatory Foreword

The purpose of the explanatory foreword is to provide a commentary on the Statement of Accounts for the year as seen 'through the eyes' of management. It fulfils the same requirement as that of a Directors report in company accounts. The foreword seeks to provide a concise and understandable guide for the reader of the accounts to the most significant aspects of the Authority's financial performance during the year, its year end financial position and cash flows.

1. Major Changes Affecting the Statement of Accounts

The Council's accounting policies are set out on pages 103-118 of the Statement of Accounts. These Policies are largely unchanged from last year. However there are some changes and events that have taken place over the year which have a material impact on the understanding of the Accounts.

Material Changes

◇ Pension Fund

The Council's liability to provide for the cost of past employment benefits to staff have increased in the year ended 31 March 2014.

The liability reported as at 31 March 2013 was £89.3 million. The revised liability as at the 31 March 2014 is £107.3 million. The increase is due to a number of factors, the most significant of which are actuarial losses of £13.4 million (due to significant losses arising from changes in inflation estimates and life expectancy, offset by gains in the defined benefit obligation) and net interest costs. More information regarding the Defined Benefit Pension Scheme can be found in note 39 of the Statement of Accounts (page 72). The past history of the movement on the pension liability is disclosed and shows that over the past five years the liability has been as high as £145.6 million. The overall liability this year can be seen to be £38.3 million lower than the peak experienced.

◇ Localisation of Council Tax Benefit

Council Tax Benefit was replaced with a new system of Council Tax Support in April 2013. The previous Council Tax Benefit Grant paid by Central Government has been subsumed into the Council's Formula Grant (after a reduction of 10%) from 2013/14 and from 2014/15 is not separately identifiable. The scheme can be set locally, although with some stipulations such as pensioners not being disadvantaged. The Council Tax Reduction Scheme for Oxford City Council was agreed by City Executive Board on 5 December 2012 and largely replicates the previous benefit system, although it is implemented by awarding discounts to local taxpayers. Thus for 2013/14 onwards the Council's band D equivalent Council Tax will be lower than in previous years and the revenue account will not be charged with the cost of Council Tax benefits.

◇ Homelessness Prevention Grant

Homelessness Prevention Grant of around £1 million was previously paid to the Council as a specific grant. From 2013/14 this grant is now included within the calculation of Formula Grant.

◇ Business Rates Retention

Over recent years, Business Rates have been collected by Councils and paid over to Central Government. The Government would then redistribute Business Rates revenues on a formulaic basis as part of the Local Government Finance Settlement. All of the risks of non-collection were borne by Central Government. From 1 April 2013 the basis for this funding changed.

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The funding received from Retained Business Rates is now directly dependant on the amount of Business Rates collected locally. Total Business Rates collected, after allowing for appeals and losses on collection are split 50/50 between Billing Authority and Central Government known as the Local and Central Share respectively. The Billing Authority will, in turn, split the local share between itself and Oxfordshire County Council on an 80/20 basis. A tariff payment, is paid, in the City Councils Case, increased in line with inflation each year, to Central Government. The remaining amount is in turn compared to the baseline funding figure (for Oxford City this is £5.468 million for 2013/14) and a levy of 50% of the excess is payable to the Government, leaving the balance with the Billing Authority.

For 2013/14 the Council received the amount calculated on the NNDR1 Form submitted to Government in January 2013. Any difference between this and in-year activity forms the National Non Domestic Rates (NNDR) Collection Fund balance for the year and is distributed in subsequent financial years. Since there is a deficit on the NNDR Collection Fund for 2013/14 of £1.5 million due to the level of appeals, the Council has set aside an amount equivalent to its share of the deficit (£0.6 million) in Earmarked Reserves so that there is no pressure on the General Fund resulting from this in future financial years.

Business Rates yield can vary due to appeals, losses on collection and business closures or start ups. Hence the resulting amount of income derived from Retained Business Rates can also vary. This risk is now not entirely borne by Central Government but is shared between Central Government, Oxford City Council and Oxfordshire County Council in the percentages 50%/40%/10% respectively. The Government have set a "safety net" which applies if Business Rates income falls by more than 7.5% in comparison to baseline funding. In the Council's case this safety net will kick in should Business Rate income fall below the baseline by £410,000. The new scheme has therefore led to changes in accounting in the Comprehensive Income and Expenditure Statement, the Movement in Reserves Statement, and the Collection Fund for 2013/14 onwards as well as shifting the balance of risk between Central and Local Government.

◇ **Transfer of Non-Dwelling Assets**

During the year the Council transferred its non-dwelling Housing Revenue Account (HRA) assets (shops and garages) from the HRA to the General Fund. This was approved by the Council with an effective date of 1 April 2013 and will result in additional net income being received by the General Fund on an on-going basis.

◇ **Transfer of HRA Balances**

At 1 April 2013 the HRA held £7 million in the Major Repairs Reserve. Legislation allowed the Council to transfer the £7 million from the HRA reserves into the General Fund and the Council took the opportunity to do this and moved the £7 million into Earmarked Reserves. This was a one-off opportunity and the legislative ability to effect this transfer has subsequently been removed.

2. Summary of 2013/14 Outturn

General Fund

The Council's outturn position was favourable at the year end leading to a surplus of £5.371 million which was subsequently transferred into Earmarked Reserves primarily for funding future capital schemes. This favourable position was after taking into account a net contribution to Earmarked Reserves of £7.35 million. The bulk of this contribution relates to the one-off transfer of £7 million from HRA balances to the General Fund.

EXPLANATORY FOREWORD

HRA

The HRA outturn position was favourable at the year end with a surplus of £0.3 million, after making a contribution to the HRA Capital Expenditure Reserve of £7.8 million. This has allowed the HRA working balances to increase to £4 million. During the year a transfer of £7 million was made from the HRA to the General Fund under legislative powers subsequently removed during 2013/14. In addition, all HRA non-dwelling assets (including shops and garages) with a value of £22.9 million were transferred to the General Fund during 2013/14.

Capital

The Council's Capital Programme showed a total spend of £22 million; a variation against the original budget (£43 million) of some £21 million. Of this variation approximately £4 million related to Corporate Assets, £5 million to the delayed build of the Competition Swimming Pool at Blackbird Leys and £8 million to HRA new build. Other variances are discussed in more detail below on page 12.

The Council is in the process of implementing a new Capital Gateway process which will closely track the delivery of capital projects against predefined criteria. It is anticipated that this process will improve capital programme delivery in the future.

3. The Statement of Accounts

The Statement of Accounts consists of the following:

- The Statement of Responsibilities, setting out the general responsibilities of both the City Council, and the Section 151 Officer (The Head of Finance). The Head of Finance is to sign a statement that the accounts present a true and fair view of the financial position of the Council at the accounting date and its income and expenditure for that year then ended (page 6).
- The Core Financial Statements (pages 25-28, 85-100) incorporating:
 - a. Movement in Reserves Statement – (MIRS) a statement used to adjust International Financial Reporting Standards accounting practice to Local Government proper practice to ensure the accounting changes do not impact on Council Tax and create any additional burden.
 - b. The Comprehensive Income and Expenditure Statement - a statement which incorporates all revenue income and expenditure relating to the year.
 - c. Balance Sheet - which records all the assets and liabilities at the Balance Sheet date of 31 March.
 - d. Cashflow Statement - a statement that shows the inflows and outflows of cash during the year reconciled to the year end cash position.
 - e. Housing Revenue Account - a statement which brings together all transactions during the year in relation to the management and maintenance of the Council's 7,755 dwelling stock.
 - f. Collection Fund - a statement which brings together all transactions during the year relating to the collection of Business Rates and Council Tax income together with payments and receipts from Government and payments made to the preceptors, the County Council; Police Crime and Commissioner (Thames Valley) and Parish Councils.
 - g. Group Accounts - a statement which reflects that the Council has a 50% interest with Grosvenor Developments Limited in a joint venture for the construction of dwellings at Barton. The Council's share of the assets and liabilities of this company are required to be incorporated in to the Council's accounts.
- The Statement of Accounting Policies, setting out the detailed rules under which we account for assets, liabilities, income and expenditure (pages 103-118).

EXPLANATORY FOREWORD

Details Of The Core Financial Statements

The Movement in Reserves Statement (MIRS)

The MIRS shows the movement in the year on 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) totalling around £68.5 million as at 31 March 2014 and unusable reserves which are not 'cash backed' totalling 425.8 million.

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 (page 26). These are different from the statutory amounts required to be charged to the General Fund Balance and Housing Revenue Account for Council Tax setting and dwellings rent setting purposes.

The 'Net increase/decrease before transfers to earmarked reserves' line shows the statutory General Fund Balance and Housing Revenue Account Balance before any discretionary transfers to or from Earmarked Reserves undertaken by the Council.

General Fund Working Balance - this is £3.6 million as at 31 March 2014, and has remained static since 31 March 2013.

HRA Working Balance - the in-year HRA surplus of £0.3 million has been added to the HRA working balance increasing it from £3.7 million to £4 million as at 31 March 2014.

Earmarked General Fund Reserves – as at 31 March 2013 these stood at £15.6 million, as shown on page 43. In 2013/14 the Council made a net transfer in to reserves of £12.7 million bringing the balance to £28.3 million as at 31 March 2014. Key movements include:

- **Revenue Contribution to Capital Reserve** - this has increased from £1.6 million to £6.9 million during the year. This reserve will be used going forward to support future Capital schemes.
- **Property Fund Reserve** - the Council intends to invest in property to deliver an on-going revenue benefit to the General Fund; this reserve of £7 million has been set up to support this process.
- **Indirect Property Fund Reserve** - the Council has invested £3 million in property funds in the year to gain a revenue return in the future and is in the process of increasing this investment. Since there is a risk involved in these types of investments, an Earmarked Reserve of £0.4 million has been set up to mitigate against these.
- **NNDR Retention Reserve** - £0.6 million. The new Business Rates retention system places additional risks on Council's increasing the fluctuations between years of surplus or deficit on the NNDR Collection Fund; this reserve will be used to balance out the fluctuations between years and mitigate the pressure on the General Fund.

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HRA Earmarked Reserves - as at 31 March 2014 these stood at £8.5 million following a net transfer in to the reserves of £7.2 million. A new reserve - The HRA Capital Financing Reserve - has been set up with a transfer of £7.7 million which will be used going forward to support future Housing Revenue Account Capital Schemes.

Insurance Reserves - as at 31 March 2014 these stood at £1.5 million are held to cover uninsured excesses and future liabilities including those arising from the administrative arrangements of the Council's previous insurers Municipal Mutual Insurance (MMI). Of this balance, £1.3 million is related to HRA liabilities and £0.2 million is related to General Fund.

Capital Receipts Unapplied - as at 31 March 2014 the Council held approximately £22.4 million usable capital receipts: £3.9 million having been used to finance the Capital Programme. The remaining receipts will be used over the life of the Medium Term Financial Plan. Major disposals in the year included:

- St Clements - £3.6 million
- Botley Cemetery Lodge; and - £0.4 million
- Bury Knowle Stables - £0.5 million

The Comprehensive Income and Expenditure Statement

This Statement (page 26) shows the cost in the year of providing services in accordance with generally accepted accounting practice, rather than the amount to be funded from taxation. Councils raise taxation to cover expenditure in accordance with regulations; this is different from the accounting cost. The taxation position is shown in the Movement in Reserves Statement.

The segment reporting note (page 60) shows how the Comprehensive Income and Expenditure Statement reconciles back to the management accounts reported quarterly to the City Executive Board, further details and the outturn are discussed below.

General Fund Revenue Outturn 2013/14

The Council set a budget for spending on General Fund services of £25 million, to be financed by Grant funding of £8.2 million, Business Rates income of £5.7 million and Council Tax of £11.1 million.

The Council Tax for a Band D property was set at £268.19, a 1.99% increase on the previous year.

During the year the Council transferred its non-dwelling HRA assets from the HRA to the General Fund which was approved by Council in September 2013. The budget was revised for 2013/14 resulting in a budgeted surplus of £1.3 million, being the net income relating to these assets.

The following table summarises the outturn position in the format used for 2013/14 internal reporting and as reported to the City Executive Board on 3 July 2014.

EXPLANATORY FOREWORD

	NET APPROVED BUDGET 2013/14 £000	NET REVISED BUDGET 2013/14 £000	NET EXPENDITURE 2013/14 £000	VARIANCE £000
City Regeneration	(283)	(103)	(370)	(267)
Community Services	8,296	8,836	8,083	(753)
Organisational Development & Corporate Services	13,066	13,156	13,173	17
Total Ex' SLA's & Capital Charges	21,079	21,889	20,886	(1,003)
SLA's and Capital Charges	1,612	447	-763	(1,210)
Corporate Contingencies	2,336	1,974	-	(1,974)
Net General Fund Expenditure	25,027	24,310	20,123	(4,187)
Net Transfers (to)/from Reserves	-	(605)	4,766	5,371
Net Budget Requirement	25,027	23,705	24,889	1,184
Government Funding	8,219	8,219	8,305	86
Business Rates	5,661	5,661	5,470	(191)
Council Tax	11,301	11,301	11,302	1
Parish Precept	(154)	(154)	(188)	(34)
Total Funding	25,027	25,027	24,889	-138

Major variations include:

City Regeneration

The directorate had an outturn position of £0.37 million which is a favourable variance of £0.267 million against the revised budget.

Favourable

- Regeneration and Major Projects had a favourable outturn of £0.411 million primarily due to additional income generated from commercial properties rent reviews and new properties being brought into use.

Adverse

- City Development was £0.141 million overspent primarily as a result of Building Control Fees being lower than budgeted.

Community Services

The directorate had an outturn position of £8.083 million, which is a favourable variance of £0.753 million against the revised budget.

Favourable

- Direct Services had a favourable outturn position of £0.823 million largely caused by staffing vacancies (£0.450 million), a surplus of £0.3 million from off-street car parking primarily due to demand continuing despite increased charges, and additional external works income including street cleansing and engineering, all of which is partly offset by some additional costs relating to rates, the depot lease, and an internal income pressure relating to Motor Transport.

Adverse

- Policy, Culture and Communication had a £0.071 million overspend due primarily to additional costs relating to the Christmas Light Festival.

Organisational Development and Corporate Services

The directorate had an outturn position of £13.173 million, which is an adverse variance of £0.017 million against the revised budget. This is due to minor variances in supplies and services across the directorate.

EXPLANATORY FOREWORD

SLA's, Capital Charges and Corporate Budgets

Favourable

- £0.7 million additional interest receivable due largely to changes in the interest rates charged to the HRA.
- Corporate budgets of around £0.2 million for global budget pressures such as inflation on utility charges, which did not have to be used.
- £2 million contingency budgets which did not need to be used due to the Council's success in achieving its efficiency targets.

Net Transfers to Reserves

- The analysis of the net transfer to reserves of £12.7 million is shown in Note 7 (page 43) to the accounts. The most notable transfers are detailed above on page 10.

The Balance Sheet

The Balance Sheet (page 27) shows the value as at 31 March 2014 of the assets and liabilities recognised by the Authority. The net assets of the Council (assets less liabilities) are matched by the reserves held by the Council. Reserves are reported in two categories.

- **Usable Reserves** - those reserves that the Authority may use to provide services, subject to the need to maintain a prudent level of reserves to meet unforeseen circumstances and any statutory limitations on their use (for example the Capital Receipts Reserve that may only be used to fund capital expenditure or repay debt).
- **Unusable Reserves** – those reserves that the Authority is not able to use to provide services. This category of reserves includes those that hold unrealised gains and losses (for example the Revaluation Reserve), where amounts would only become available to provide services if the assets are sold; and reserves that reflect timing differences shown in the Movement in Reserves Statement line “adjustments between accounting basis and funding basis under regulations”.

The Balance Sheet (page 27) can be summarised as follows:

	2013/14 £000	2012/13 £000	Variation £000
Value of Land and Property owned	736,983	678,016	58,967
Cash Investments, assets held for sale and stock	63,111	45,816	17,295
Money Oxford owes	(344,930)	(315,866)	(29,064)
Money Oxford is owed	39,074	31,468	7,606
Net worth of Council at 31st March	494,238	439,434	54,804

There has been an increase in the net worth of the Council in the order of £55 million from the previous year. This has largely arisen from:

- An increase of around £17.2 million from increased short term investments of surplus cash.
- An increase in money owed by Oxford City Council of around £29.1 million, £18 million of which relates to a deterioration of the Pension Fund deficit.
- An increase of around £59 million in the value of property owned.

EXPLANATORY FOREWORD

Cash Flow Statement

The Cash Flow Statement (page 28) 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 and Cash Equivalents by classifying cash flows as operating, investing and financing activities.

The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the Authority are funded by way of taxation and grant income or from the recipients of services provided by the Authority.

Investing activities represent the extent to which cash outflows have been made for the purchase of resources which are intended to contribute to the Authority's future service delivery.

The overall increase in cash and cash equivalents i.e. short term investments between 2012/13 and 2013/14 is approximately £0.8 million.

The Housing Revenue Account Income and Expenditure Statement

The HRA Income and Expenditure Statement (page 85) shows the economic cost in the year of providing housing services in accordance with generally accepted accounting practice, rather than the amount to be funded from rents and government grants. Authorities charge rents to cover expenditure in accordance with regulations; this may be different from the accounting cost.

The increase or decrease in the year, using the basis for which rents are raised, is shown in the Movement on the Housing Revenue Account Statement, a snapshot of which is shown below:

	Budget £000	Actual £000	Variance £000
Net Income	(42,817)	(42,261)	556
Expenditure			
Tenancy Management	16,877	16,686	(191)
Repairs and Maintenance	9,992	9,545	(447)
Total	26,869	26,231	(638)
Appropriations	19,078	15,728	(3,350)
Net (surplus)/deficit	3,130	(302)	(3,432)
Working Balance	(5,670)	(4,000)	1,670

The HRA was budgeted to make a contribution from working balances of £3.1 million for 2013/14. The outturn position as shown was a contribution to working balances of £0.3 million, a favourable variance of £3.4 million. This £0.3 million transfer to the HRA working balance leaves the balance standing at £4 million. Notable variations include:

Net Income

The adverse variance of £0.6 million due to:

- The transfer of non-dwelling assets (i.e garages and shops) from the HRA to the General Fund, offset by
- Higher dwelling rental income due to voids being less than originally budgeted and the impact of Right to Buy disposals being less than budgeted

EXPLANATORY FOREWORD

Tenancy Management Cost

Tenancy Management Costs show a favourable variation of £0.2 million over the original budget due to additional interest costs of £0.7 million, offset by reductions in Bad Debt Provision of £0.3 million and savings of £0.6 million on service expenditure primarily in respect of public utility costs, consultancy fees, salary costs of the Major Projects Team, and savings associated with recharges for overhead costs.

Repairs and Maintenance

Responsive and Cyclical Repair costs were underspent primarily due to savings associated with service contract payments.

Appropriations

The brought forward HRA balance was originally budgeted at £8.8 million but the actual brought forward was £3.7 million because of a higher transfer to Capital Reserves made at the end of 2012/13. This has resulted in lower transfers into Capital Reserves being made in 2013/14 compared to the budget.

The Collection Fund

The Collection Fund (page 91) is the Council's statement reflecting its statutory obligation as a Billing Authority to maintain a separate Collection Fund. The Statement shows the transactions the Council as a Billing Authority has undertaken in relation to the collection from taxpayers and distribution to local authorities and the Government of Council Tax and Non-Domestic Rates.

The Collection Fund Balance at the end of the year was £0.1 million net deficit. This represents a £1.5 million deficit on the Business Rates and £1.4 million surplus on the Council Tax element. The Council Tax balance is shared between Oxford City Council, Oxfordshire County Council and Police and Crime Commissioner (Thames Valley) in proportion to their precept. The Business Rates balance from 31 March 2014 is shared between Central Government, Oxford City Council and Oxfordshire County Council in the percentages 50%/40%/10% respectively. There are no balances shown for Business Rates for 2012/13 because prior to 2013/14 any balance was settled by Central Government. The following table shows the proportionate shares:

	Council Tax 2013/14 £000	Business Rates 2013/14 £000	Total 2013/14 £000	Council Tax 2012/13 £000
Oxford City Council	234	(600)	(366)	88
Oxfordshire County Council	1,018	(150)	868	385
Police and Crime Commissioner (Thames Valley)	135	-	135	51
Central Government	-	(749)	(749)	-
Total	1,387	(1,499)	(112)	524

The main reasons for the surplus on the Council Tax Collection Fund are:

- The allowance for non-collection was increased with the introduction of the Council Tax Reduction Scheme, however collection rates remained as per previous years; and
- A lot of work was undertaken during the year to remove exemptions and discounts that people are not entitled to with the result that the collectible debt increased over the projections.

The main reason for the Business Rates Collection Fund deficit is the estimated cost of backdated appeals being charged to the Collection Fund in 2013/14.

EXPLANATORY FOREWORD

Group Accounts

Barton Oxford LLP

The Council entered into a partnership with Grosvenor Developments Limited to form a joint venture company to develop housing on land owned by the Council at Barton. The Council provided Group Accounts for the first time in 2011/12 to record the Council's share in the joint venture.

The Statement of Accounts for 2013/14 also provide Group Accounting Statements, which reflect the following:

- Within the City Councils, Property, Plant and Equipment balance on the Balance Sheet is a 50% share of the Barton Oxford LLP Development Property at a value of £1.985 million which reflects capital expenditure up to 31 March 2014. The Councils share is arrived at after deducting the LLP's costs of acquiring land from Oxford City Council (£0.958 million) to avoid double counting.

The Barton Oxford LLP includes an accumulated loss to 31 March 2014 of £17,000. The loss recorded in the 2013/14 LLP accounts amounted to £4,000 - 50% of this loss rests with Oxford City Council. The City Council's Statement of Accounts also holds a long term Debtor of £0.958 million in respect of land plus capitalised interest transferred from the City Council to the LLP.

See page 94 for a more detailed account of the Group movements

Capital Outturn 2013/14

The Council's budgeted capital spend for 2013/14 was approximately £43 million, actual spend was £22 million; a variation of £21 million. Of this variation approximately £5 million related to the Competition Swimming Pool at Blackbird Leys and another £5 million to Homes and Communities Agency (HCA) New Build. The remaining £11 million relates to other slippage that will be carried forward to be spent in future years. Other notable slippage includes the following:

General Fund

- £0.4 million Museum of Oxford Development
- £0.3 million Superconnected Cities
- £0.4 million Rose Hill Community Centre
- £0.3 million 23-25 Broad Street
- £5 million Homelessness Property Acquisitions
- £0.7 million Town Hall works
- £0.4 million Leisure Centre Improvement
- £1 million Develop new burial space
- £0.6 million Sports Pavilions

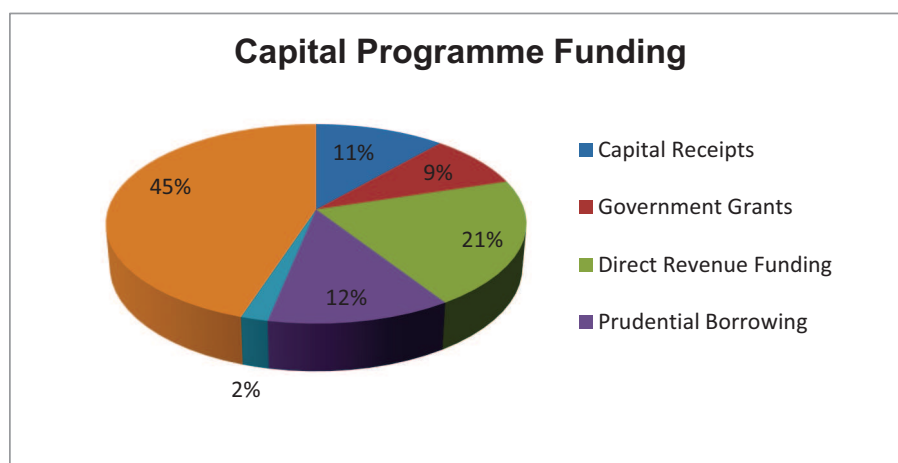
Housing Revenue Account

- £1.5 million Horspath Road Depot
- £0.6 million Homes at Barton

EXPLANATORY FOREWORD

Funding the Capital Programme

The General Fund Capital Programme spend totalled £11 million and was funded through a combination of capital receipts (£2.5 million), Government Grants (£0.9 million), Direct Revenue Funding from the General Fund (£4.5 million), Prudential Borrowing (£2.7 million), Developer Contributions (£0.4 million). The Housing Programme was financed £9.8 million from Housing Revenue Resources and £1 million from grant from the Homes and Communities Agency.



Contingencies and Provisions

As at 31 March 2014 the Council has made financial provision of £3.9 million for expenditure likely to be incurred some time in the future. Included in this figure are the following amounts:

- Rent Deposit Scheme – £1.3 million - this provision covers deposits paid on behalf of tenants placed in private rented properties by the Council. The provision assumes a write off of approximately 86% of the debt.
- Singletree Repairs and Maintenance - £0.3 million – a provision to cover major works in respect of a leaseholder property. When the leasehold property is resold a percentage of the resale value is paid into the provision.
- Council Tax Court Costs - £0.4 million. This provision is against court costs that have been raised against outstanding Council Tax arrears.
- Provision for NNDR Appeals - £1.7 million. Following the reform of Business Rates, the risk of appeals is shared between Central Government, the Council and Oxfordshire County Council. This is a new provision for this year and relates to the Council's potential liability for the cost of appeals. The Council's share of the overall collection fund deficit has been transferred to earmarked reserves

Icelandic Banking Losses - Update

In October 2008 a number of Icelandic banks filed for administration. The Council held deposits with two of these banks, Glitnir and Heritable of £1.5 million and £3 million respectively. Developments over the last year are as follows:

- **Glitnir** - The repayment date of the fifth currency (in Icelandic Krona (ISK)) is still to be confirmed as changes to Icelandic law are required to allow ISK to be transferred out of Iceland. Once this has been resolved, it is expected that we will receive close to 100% of our initial deposit. £1.2 million has been received to date.
- **Heritable Bank** - In respect of the Council's £3 million deposits with Heritable bank, the Council continues to receive repayments and it is expected that approximately 90% will be received. A further £421,000 has been received in this financial year, totalling £2.8 million received to date.

EXPLANATORY FOREWORD

4. Financial Prospects Looking Forward

General Fund

The 2013/14 outturn position was favourable with the Council having a surplus on its General Fund of £5.4 million in the year which was transferred into Earmarked Reserves largely to finance the Capital Programme as follows:

- £0.2 million transfer to fund the Council's Employee Partnership Payment which will be paid to staff with good attendance and performance appraisals who are not entitled to an increment in 2014/15
- £0.2 million to contribute to a Government and Environment Agency funded project for a flood relief channel to the West of Oxford
- £4.6 million to support future General Fund Capital Schemes and
- £0.4 million to mitigate risks involved in investing in property in order to gain a revenue return. These investments will be incorporated into the Treasury Management Strategy at its next review

The Council made net transfers to Earmarked Reserves of £12.7 million. This included £7 million in relation to balances transferred from the HRA to the General Fund and which have now been placed into a Property Reserve for the purchase of property that generates an on-going revenue stream. The General Fund Working Balance remains static at £3.6 million, a level which is considered prudent for this Authority based on net expenditure and known risks.

The Council's Medium Term Financial Plan for 2014/15 to 2017/18 agreed at Council in February 2014 estimated working balances at year end as follows:

	2014/15	2015/16	2016/17	2017/18
	£000	£000	£000	£000
Working Balance at year end	3,621	3,621	3,621	3,621

To achieve this position a programme of savings, service reductions and increased fees and charges totalling £6.4 million over the next four years needs to be determined. This programme is inherently risky with a large amount coming from new trading activities, although there are contingencies held in reserve in the event that some of these income streams or savings targets are not achieved.

Going forward there are a number of significant uncertainties and risks which the Council needs to monitor including:

- Changes in Business Rate income projections impacting the Council due to increased risks to the Council's finances arising from the reform scheme
- Welfare Reform impacts
- Changes to the income receivable from New Homes Bonus as a result of new build being lower than anticipated
- Increases in inflation
- Slippage occurring in the delivery of savings and income generation projects
- Unidentified additional pressures arising that have an on-going financial impact on the Council

EXPLANATORY FOREWORD

The Council's Medium Term Financial Plan includes reductions in Revenue Support Grant of 47% to 2015/16 (taking 2010 as a base) and further reductions, taking grant to zero by 2020. There is a risk that the next Comprehensive Spending Review will result in more reductions in Central Government funding for Local Government or that those assumed occur at a faster rate.

Pressure will continue on the Council's income streams such as off-street parking, planning and licensing and with bank base rates at an all time low, investment income earned will also be suppressed.

Demand for services, however, especially housing, are likely to rise and the Council will need to ensure robust management of its finances going forward.

Housing Revenue Account (HRA)

HRA Reform came into effect from 1 April 2012. The Council has agreed a substantial and ambitious HRA Capital Programme which is shown in the HRA revenue budgets in future years. The HRA continues to be more than sustainable into the future based on current assumptions; however there are a number of areas which the Council will need to consider and monitor over the following years including:

- The impact of Right to Buy Discounts on dwelling numbers and consequently on rental income
- The revenue impact of the planned HRA Capital Schemes which may take the HRA up to its maximum borrowing capacity and could have an impact on the overall HRA position; and
- Barton Development (Acquisition of Social Housing) – there is an umbrella agreement relating to the Barton Development which stipulates that each developer will appoint a builder who must sell the social housing units built to fulfil the developers' obligations to provide social housing to the Council. The number of properties involved is expected to be in the region of 350 and is estimated that it will cost the Council £38.2 million (which is provided for within the HRA business plan) over the financial years 2013/14 to 2023/24.

Capital

The Council's Capital Programme over the 4 years from 2014/15 budget amounts to around £142 million. This level of programme carries with it risks of non-delivery which the Council aims to mitigate through an improved gateway process. The Capital Programme includes major projects such as the refurbishment of sports pavilions, a new swimming pool, replacement of the Council's vehicle fleet, the construction of a car park at Oxpens to assist in the development of Westgate, and the property investment strategy. Whilst some of this Programme will be funded by capital receipts from the disposal of other land and buildings, additional prudential borrowing may be required, which will impact on the revenue account.

Within the HRA Capital Programme in addition to the annual refurbishment programme, there is also £13.4 million of new build in the next four years to build 113 dwellings part funded from Homes and Communities Agency (HCA) grant. The HRA Capital Programme for the next four years is budgeted at £81 million in total.

EXPLANATORY FOREWORD

In Conclusion

I would like to thank Finance staff for their work in preparing these Statements. I hope the information is helpful in allowing you to have a clear understanding of how the Council's money has been spent in 2013/14.

We've tried hard to present information as clearly as possible, but if you want to find out more about these accounts you can:

- visit our website at www.oxford.gov.uk
- send an e-mail to either:
Head of Finance (Section 151 Officer) (Nigel Kennedy at nkennedy@oxford.gov.uk) or
Financial Accounting Manager (Anna Winship at awinship@oxford.gov.uk)
- write to us at:
Oxford City Council
1st Floor, St Aldate's Chambers
109 St Aldate's
Oxford OX1 1DS
- or, contact our auditors Ernst & Young LLP via the Audit Manager, Alan Witty at awitty@uk.ey.com

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CORE FINANCIAL STATEMENTS

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MOVEMENT IN RESERVES STATEMENT FOR THE YEAR ENDED 31 MARCH 2014

The following statement shows the movement in year on the different reserves held by the Authority, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and 'unusable' reserves. The Surplus or (Deficit) on the Provision of Services line shows the true economic cost of providing the Authority's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund Balance and the Housing Revenue Account for Council Tax setting and dwellings rent setting purposes.

The Net Increase/(Decrease) before Transfers to/from Earmarked Reserves line shows the statutory General Fund Balance and Housing Revenue Account Balance before any discretionary transfers to or from earmarked reserves undertaken by the Council.

	Note	General Fund Balance	Earmarked GF Reserves	Housing Revenue Account	Earmarked HRA Reserves	Major Repairs Reserves	Capital Receipts Reserve	Capital Grants Unapplied	Total Usable Reserves	Total Unusable Reserves	Total Authority Reserves
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Balance at 31st March 2012 carried forward		5,245	12,390	2,620	789	-	12,953	369	34,366	362,898	397,264
Movement in Reserves during 2012/13											
Surplus/(Deficit) on the Provision of Services		3,217	-	5,456	-	-	-	-	8,674	-	8,674
Other Comprehensive Income and Expenditure		-	-	-	-	-	-	-	-	33,497	33,497
Total Comprehensive Income and Expenditure		3,217	-	5,456	-	-	-	-	8,674	33,497	42,171
Adjustments between Accounting Basis & Funding Basis under Regulations	6	(11)	-	(3,836)	-	7,000	4,478	(87)	7,544	(7,544)	-
Net Increase/(Decrease) before Transfers to Earmarked Reserves		3,206	-	1,620	-	7,000	4,478	(87)	16,217	25,953	42,170
Transfers (to)/from Earmarked Reserves	7	(4,828)	4,828	(542)	542	-	-	-	-	-	-
Increase/(Decrease) in 2012/13		(1,622)	4,828	1,078	542	7,000	4,478	(87)	16,217	25,953	42,170
Balance at 31st March 2013 carried forward		3,622	17,218	3,698	1,331	7,000	17,431	282	50,583	388,851	439,434
Movement in Reserves during 2013/14											
Surplus/(Deficit) on the Provision of Services		4,048	-	10,045	-	-	-	-	14,092	-	14,092
Other Comprehensive Income and Expenditure		-	-	-	-	-	-	-	-	40,695	40,695
Total Comprehensive Income and Expenditure		4,048	-	10,045	-	-	-	-	14,092	40,695	54,786
Adjustments between Accounting Basis & Funding Basis under Regulations	6	8,596	-	(2,660)	-	(7,000)	4,965	(100)	3,801	(3,785)	16
Net Increase/(Decrease) before Transfers to Earmarked Reserves		12,644	-	7,385	-	(7,000)	4,965	(100)	17,894	36,910	54,804
Transfers (to)/from Earmarked Reserves	7	(12,644)	12,644	(7,083)	7,083	-	-	-	-	-	-
Increase/(Decrease) in 2013/14		0	12,644	302	7,083	(7,000)	4,965	(100)	17,894	36,910	54,804
Balance at 31st March 2014 carried forward		3,622	29,862	4,000	8,414	0	22,396	182	68,476	425,762	494,238

COMPREHENSIVE INCOME & EXPENDITURE STATEMENT FOR THE YEAR ENDED 31 MARCH 2014

This statement shows the accounting cost in year of providing services in accordance with generally accepted accounting practice, rather than the amount to be funded from taxation. Authorities raise taxation to cover expenditure in accordance with regulations; this may be different from the accounting cost. The taxation position is shown in the Movement in Reserves Statement (page 25).

	2013/14			2012/13		
Notes	Gross Expenditure £000	Gross Income £000	Net Expenditure £000	Gross Expenditure £000	Gross Income £000	Net Expenditure £000
Central Services to the Public	4,027	(1,702)	2,325	4,016	(1,459)	2,557
Cultural Services	12,977	(4,604)	8,373	13,110	(4,106)	9,004
Environment and Regulatory Services	23,744	(11,450)	12,294	20,242	(11,626)	8,616
Planning Services	7,992	(3,361)	4,631	7,811	(1,541)	6,270
Highways and Transport Services	11,583	(11,762)	(179)	13,137	(11,470)	1,667
Local Authority Housing (HRA)	25,505	(41,752)	(16,247)	27,996	(40,482)	(12,486)
Other Housing Services	96,577	(92,703)	3,874	103,559	(97,258)	6,301
Corporate and Democratic Core	3,714	(71)	3,643	3,675	(52)	3,623
Non Distributed Costs	1,955	(1,923)	32	1,609	(1,581)	28
Cost of Services			18,745			25,580
Other Operating Expenditure			(2,400)			(3,075)
Financing and Investment Income and Expenditure			(1,069)			(2,561)
Taxation and Non-Specific Grant Income			(29,368)			(28,618)
(Surplus)/Deficit on Provision of Services			(14,092)			(8,674)
(Surplus)/Deficit on Revaluation of Property, Plant and Equipment Assets			(54,121)			(22,114)
Actuarial (Gains)/Losses on Pension Assets and Liabilities			13,426			(11,383)
Other Comprehensive Income and Expenditure			(40,695)			(33,497)
Total Comprehensive Income and Expenditure			(54,787)			(42,171)

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9
10

Other Operating Expenditure
Financing and Investment Income and Expenditure
Taxation and Non-Specific Grant Income
(Surplus)/Deficit on Provision of Services
(Surplus)/Deficit on Revaluation of Property, Plant and Equipment Assets
Actuarial (Gains)/Losses on Pension Assets and Liabilities
Other Comprehensive Income and Expenditure
Total Comprehensive Income and Expenditure

BALANCE SHEET AS AT 31 MARCH 2014

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

	Note	2013/14 £000	2012/13 £000
Property, Plant & Equipment	11	632,022	581,949
Heritage Assets	12	2,496	2,496
Investment Properties	13	101,359	92,744
Intangible Assets	14	1,107	827
Long Term Investments	15	2,894	32
Long Term Debtors	15	17,099	16,774
Long Term Assets		756,977	694,822
Short Term Investments	15	47,780	32,868
Assets Held for Sale	19	1,489	2,799
Inventories	16	775	774
Short Term Debtors	15 & 17	21,974	14,694
Cash and Cash Equivalents	15 & 18	10,173	9,343
Current Assets		82,191	60,478
Short Term Borrowing	15	(730)	(910)
Short Term Creditors	15 & 20	(28,029)	(16,822)
Current Liabilities		(28,759)	(17,732)
Long Term Creditors	15	(70)	-
Provisions	21	(3,942)	(2,209)
Long Term Borrowing	15	(199,710)	(200,443)
Other Long Term Liabilities	15	(107,753)	(90,601)
Capital Grants Receipts in Advance	33	(4,696)	(4,881)
Long Term Liabilities		(316,171)	(298,134)
Net Assets		494,238	439,434
Usable Reserves	MIRS	(68,476)	(50,583)
Unusable Reserves	23	(425,762)	(388,851)
Total Reserves		(494,238)	(439,434)

CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2014

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

	Notes	2013/14 £000	2012/13 £000
Net (Surplus)/Deficit on the Provision of Services		(14,092)	(8,674)
Adjustments to Net (Surplus)/Deficit on the Provision of Services for Non-Cash Movements		(14,312)	(14,264)
Adjustments for Items Included in the Net (Surplus)/Deficit on the Provision of Services that are Investing and Financing Activities		-	-
Net Cash Flows from Operating Activities		(28,404)	(22,938)
Investing Activities	25	26,101	17,833
Financing Activities	26	1,472	660
Net (Increase)/Decrease in Cash and Cash Equivalents		(831)	(4,445)
Cash and Cash Equivalents at the Beginning of the Reporting Period		(9,342)	(4,898)
Cash and Cash Equivalents at the End of the Reporting Period	18	(10,173)	(9,342)

NOTES TO THE CORE FINANCIAL STATEMENTS

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NOTES TO THE CORE FINANCIAL STATEMENTS

1. Accounting Standards That Have Been Issued, But Not Yet Adopted by the Code of Practice

Those that will affect the presentation of the Group Accounts are as follows:

- IFRS 10 Consolidated Financial Statements
- IFRS 11 Joint Arrangements
- IFRS 12 Disclosure of Interests in Other Entities
- IAS 27 Separate Financial Statements
- IAS 28 Investments in Associates and Joint Ventures

The likely outcome of applying these standards which will be effective from 1 April 2014 is to change from the proportionate consolidation method to the equity method. This will require recognition of the investment in the joint venture Barton Oxford LLP in accordance with IFRS 11 paragraphs C2 to C5.

Other Standards affecting the Core Statements:

IFRS 32 Financial Instruments: Presentation, this standard will be effective from 1 April 2014 and will require the offsetting of Financial Assets and Financial Liabilities. This will affect the level of detail disclosed in the Balance Sheet.

Annual improvements to IFRS 2009-2011 Cycle - this is a review process of all IFRS's and it is possible but unlikely to change any Accounting Policies.

2. Critical Judgements in Applying Accounting Policies

In applying the accounting policies, the Council has had to make certain judgements about complex transactions or those involving uncertainty about future events. The critical judgements made in the Statement of Accounts are:

Icelandic Bank transactions

The Council had £4.5 million invested with two failed Icelandic banks, however, as at 31 March 2014, only £0.5 million remains outstanding. The remaining outstanding funds are expected to be received almost in full from the Icelandic banks over the coming months.

NDR Appeals Provision

The Council is required to estimate the value of successful Business Rates appeals, for the first time in 2013/14. The level of these appeals currently stands at £5.4 million spread over a number of years and any provision would have the effect of reducing the level of Business Rates income in the year. The Council have taken external advice on the value of successful appeals and made a provision of £1.7m in the Statement of Accounts.

Changes to Levels of Funding for Local Government

There remains a high degree of uncertainty about future levels of Government Grant funding for local government including the future of Business Rate income. A proportion of this funding is derived from retained Business Rates, which is subject to an index linked tariff payable to Central Government. Whilst the Authority can benefit to a limited degree from increased Business Rates from new businesses, it can also lose (subject to a safety net) if Business Rates income starts to decline.

However, the Authority has determined that this uncertainty is not yet sufficient to provide an indication that the assets of the Authority might be impaired as a result of a need to close facilities and reduce levels of service provision.

Componentisation of Fixed assets

Where Assets had been found to have significant components which would materially affect the depreciation charge, components have been identified and the depreciation of individual components applied.

The Council's Housing stock is subject to componentisation. The policy treats the components with a short life such as kitchens and heating systems as cost items only affected by additions and disposals and de-recognition. The land and structure of the building are the elements that benefit from any revaluation gain.

Treatment of Future Capital Receipts from Joint Venture

The Council has entered into a joint venture with Grosvenor Development Limited, in respect of land which the Council owned at Barton. Under the terms of the agreement the Council transferred this land to the Joint Venture, and will receive the capital receipt for the value in 2019, until such time the Council will be entitled to interest income on the outstanding Land value.

A long term debtor and a deferred capital receipt have been created for the Land value, and interest income is being accrued and will be received in 2019.

3. Assumptions Made about the Future and Other Major Sources of Estimation Uncertainty

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

NOTES TO THE CORE FINANCIAL STATEMENTS

The items in the Authority's Balance Sheet at 31 March 2014 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 Council has a programme of capital works (£27.5 million per year on its housing stock) and undertakes major repairs and maintenance which underpin the assumptions made regarding the useful lives assigned to the assets.	If the useful lives of assets are reduced, depreciation increases and the carrying amount of the assets falls. It is estimated that if the annual depreciation charge for assets were to increase by 1% the extra charge would amount to £118,000.
Provisions rent deposit	The Council operates a rent deposit scheme which provides the deposit necessary for an eligible resident to occupy private rented accommodation. The deposit is repayable. The certainty of repayment is very difficult to estimate. The Council has continued to make an 85% provision during 2013/14 and the total provision now stands at £1.25 million. Only 10% of the deposit paid will be recovered.	If the current provision is found to be inaccurate an extra 1% provision would result in the extra cost of £41,000.
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 cannot be measured accurately. The assumptions interact in complex ways. During 2013/14, the Council's actuaries advised that the net pensions liability had increased by £18 million. The total Pension deficit is £107,329 million.
Arrears	At 31 March 2014, the Council had a balance of sundry debtors of £24.2 million. A review of significant balances suggested that an impairment of doubtful debts of £5 million was appropriate. However, in the current economic climate it is not certain that such an allowance would be sufficient.	If collection rates were to deteriorate, a doubling of the amount of the impairment of doubtful debts would require an additional 1% or £0.2 million to be set aside as an allowance.

NOTES TO THE CORE FINANCIAL STATEMENTS

The bad debt provision has been calculated on the following basis:

General Fund		Collection Fund			Court Costs	
Sundry Debtors		Council				
		Tax				
		NNDR				
		Year Debt			Year Debt	
		Raised			Raised	
Age of Debt	Provision	Provision			Provision	
		2013/14	1.50%	0.75%	2013/14	25%
<1 Year	0%	2012/13	25%	56%	2012/13	40%
<2 Years	100%	2011/12	50%	77%	2011/12	70%
<3 Years	100%	2010/11	75%	80%	2010/11	70%
<4 Years	100%	2009/10	80%	90%	2009/10	90%
<5 Years	100%	2008/09	92%	98%	2008/09	90%
<6 Years	100%	2007/08	92%	98%	2007/08	90%
>6 Years+	100%	2006/07	92%	98%	2006/07	90%
		2005/06	92%	98%	2005/06	94%
		2004/05	94%	98%	2004/05	96%
		2003/04	96%	98%	2003/04	97%
		2002/03	97%	98%	2002/03	97%
		2001/02 & prior years	100%	98%	2001/02 & prior years	100%

4. Material Items of Income and Expenditure

Pension Fund Actuarial Loss

The Pension Fund Actuary has reported an actuarial loss for 2013/14 of £18 million. This is reported as a loss on the Comprehensive Income & Expenditure, and subsequently adjusted (in accordance with proper practice) via the Movement in Reserves Statement to ensure it has no General Fund Balance implications.

5. Events After the Balance Sheet Date

The Statement of Accounts will be authorised for issue by the Head of Finance (Section 151 Officer) on 22 September 2014. 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 31 March 2014, the figures in the Financial Statements and notes will be adjusted in all material respects to reflect the impact of this information.

NOTES TO THE CORE FINANCIAL STATEMENTS

6. Adjustments between Accounting Basis and Funding Basis under Regulations

This note details the adjustments that are made to the Comprehensive Income and Expenditure Account recognised by the Authority in year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Authority to meet future capital and revenue expenditure.

The following sets out a description of the reserves that the adjustments are made against.

General Fund Balance

The General Fund is the statutory fund into which all the receipts of an authority are required to be paid and out of which all liabilities are to be met, except to the extent that statute provides otherwise. These rules can specify the financial year in which liabilities and payments should impact 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.

Housing Revenue Account Balance

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

Major Repairs Reserve

The Authority is required to maintain the Major Repairs Reserve (MRR), which controls the application of the "notional" Major Repairs Allowance (MRA) calculated having regard to CLG's self-financing valuation for Oxford City Council. The MRA is restricted to being applied to new capital investment on HRA assets, the repayment of HRA debt or meeting liabilities under credit arrangements. The MRR is used to record a balance of usable capital resources.

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 Account (Reserve) holds the grants and contributions received towards capital projects for which the Council have yet to apply the expenditure. The grant terms restrict the application of expenditure and/or the financial year in which this can take place.

NOTES TO THE CORE FINANCIAL STATEMENTS

6. Adjustments between Accounting Basis and Funding Basis under Regulations 2012/13

2012/13	Usable Reserves					Unusable
	General Fund Balance £000	Housing Revenue Account £000	Capital Receipts Reserve £000	Major Repairs Reserve £000	Capital Grants Unapplied £000	Movement in Unusable Reserves £000
Adjustments primarily involving the Capital Adjustment Account:						
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:						
Charges for depreciation and impairment of Non-Current Assets	12,414	4,838	-	5,873	-	(23,125)
Revaluation losses on Property Plant and Equipment	-	-	-	-	-	-
Movements in the market value of Investment Properties	(4,349)	-	-	-	-	4,349
Movements in the market value of Rent-to-mortgage properties	107	-	-	-	-	(107)
Amortisation of Intangible Assets	101	-	-	-	-	(101)
Capital grants and contributions applied	-	-	-	-	-	-
Movement in the Donated Assets Account	-	-	-	-	-	-
Revenue expenditure funded from Capital under Statute	1,368	2	-	-	-	(1,370)
Non-Current Assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(3,855)	-	-	-	-	3,855
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:						
Statutory provision for the financing of capital investment	(276)	-	-	-	-	276
Capital expenditure charged against the General Fund and HRA balances	(5,428)	-	-	-	-	5,428
Adjustments primarily involving the Capital Grants Unapplied Account:						
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	(350)	-	437	-	(87)	-
Application of grants to capital financing transferred to the Capital Adjustment Account	(2,243)	-	445	-	-	1,798

NOTES TO THE CORE FINANCIAL STATEMENTS

6. Adjustments between Accounting Basis and Funding Basis under Regulations 2012/13 – cont.

2012/13	Usable Reserves					Unusable
	General Fund Balance £000	Housing Revenue Account £000	Capital Receipts Reserve £000	Major Repairs Reserve £000	Capital Grants Unapplied £000	Movement in Unusable Reserves £000
Adjustments primarily involving the Capital Receipts Reserve:						
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	-	-	5,692	-	-	(5,692)
Use of the Capital Receipts Reserve to finance new capital expenditure	-	-	(1,508)	-	-	1,508
Contribution from the Capital Receipts Reserve towards administrative costs of Non-Current Asset disposals	-	-	-	-	-	-
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool	588	-	(588)	-	-	-
Transfer from Deferred Capital Receipts Reserve upon receipt of cash	-	-	-	-	-	-
Adjustments primarily involving the Deferred Capital Receipts Reserve (England and Wales):						
Transfer of deferred sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(44)	-	-	-	-	44
Transfer from Deferred Capital Receipts Reserve upon receipt of cash	8	-	-	-	-	(8)
Adjustment primarily involving the Major Repairs Reserve:						
Reversal of Major Repairs Allowance credited to the HRA	-	-	-	-	-	-
Use of the Major Repairs Reserve to finance new capital expenditure	-	-	-	(7,590)	-	7,590
Adjustments primarily involving the Financial Instruments Adjustment Account:						
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	-	-	-	-	-	-

NOTES TO THE CORE FINANCIAL STATEMENTS

6. Adjustments between Accounting Basis and Funding Basis under Regulations 2012/13 – cont.

2012/13	Usable Reserves					Unusable
	General Fund Balance £000	Housing Revenue Account £000	Capital Receipts Reserve £000	Major Repairs Reserve £000	Capital Grants Unapplied £000	Movement in Unusable Reserves £000
Adjustments primarily involving the Pensions Reserve:						
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	8,838	54	-	-	-	(8,892)
Employer's pensions contributions and direct payments to pensioners payable in the year	(6,104)	-	-	-	-	6,104
Adjustments primarily involving the Collection Fund Adjustment Account:						
Amount by which Council Tax income credited to the Comprehensive Income and Expenditure Statement is different from Council Tax income calculated for the year in accordance with statutory requirements	20	-	-	-	-	(20)
Adjustment primarily involving the Unequal Pay Back Pay Adjustment Account:						
Amount by which amounts charged for Equal Pay claims to the Comprehensive Income and Expenditure Statement are different from the cost of settlements chargeable in the year in accordance with statutory requirements	-	-	-	-	-	-
Adjustment primarily involving the Accumulated Absences Account:						
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	(808)	(13)	-	-	-	821
Other transfer adjustments	-	(8,717)	-	8,717	-	-
Total Adjustments	(11)	(3,836)	4,478	7,000	(87)	(7,544)

NOTES TO THE CORE FINANCIAL STATEMENTS

6. Adjustments between Accounting Basis and Funding Basis under Regulations 2013/14.

2013/14	Usable Reserves					Unusable
	General Fund Balance £000	Housing Revenue Account £000	Capital Receipts Reserve £000	Major Repairs Reserve £000	Capital Grants Unapplied £000	Movement in Unusable Reserves £000
Adjustments primarily involving the Capital Adjustment Account:						
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:						
Charges for depreciation and impairment of Non-Current Assets	7,327	7,331	-	-	-	(14,658)
Revaluation losses on Property Plant and Equipment	-	-	-	-	-	-
Movements in the market value of Investment Properties	(3,763)	-	296	-	-	3,467
Movements in the market value of Rent-to-mortgage properties	(427)	-	-	-	-	427
Amortisation of Intangible Assets	214	-	-	-	-	(214)
Capital grants and contributions applied	-	-	-	-	-	-
Movement in the Donated Assets Account	-	-	-	-	-	-
Revenue expenditure funded from Capital under Statute	953	135	-	-	-	(1,088)
Non-Current Assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(2,523)	(1,826)	512	-	-	3,837
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:						-
Statutory provision for the financing of capital investment	(92)	-	-	-	-	92
Capital expenditure charged against the General Fund and HRA balances	(4,538)	-	-	-	-	4,538
Adjustments primarily involving the Capital Grants Unapplied Account:						-
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	-	-	-	-	-	-
Application of grants to capital financing transferred to the Capital Adjustment Account	(2,326)	-	-	-	(100)	2,426

NOTES TO THE CORE FINANCIAL STATEMENTS

6. Adjustments between Accounting Basis and Funding Basis under Regulations 2013/14 – cont.

2013/14	Usable Reserves					Unusable
	General Fund Balance £000	Housing Revenue Account £000	Capital Receipts Reserve £000	Major Repairs Reserve £000	Capital Grants Unapplied £000	Movement in Unusable Reserves £000
Adjustments primarily involving the Capital Receipts Reserve:						
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	-	-	9,789	-	-	(9,789)
Use of the Capital Receipts Reserve to finance new capital expenditure	-	-	(3,876)	-	-	3,876
Contribution from the Capital Receipts Reserve towards administrative costs of Non-Current Asset disposals	-	-	-	-	-	-
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool	1,756		(1,756)	-	-	-
Transfer from Deferred Capital Receipts Reserve upon receipt of cash	-	-	-	-	-	-
Adjustment primarily involving the Major Repairs Reserve:						
Reversal of Major Repairs Allowance credited to the HRA	-	-	-	-	-	-
Use of the Major Repairs Reserve to finance new capital expenditure	-	-	-	(8,422)	-	8,422
Adjustments primarily involving the Deferred Capital Receipts Reserve (England and Wales):						
Transfer of deferred sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(47)	-	-	-	-	47
Transfer from Deferred Capital Receipts Reserve upon receipt of cash	(6)	-	-	-	-	6
Adjustments primarily involving the Financial Instruments Adjustment Account:						
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	-	-	-	-	-	-

NOTES TO THE CORE FINANCIAL STATEMENTS

6. Adjustments between Accounting Basis and Funding Basis under Regulations 2013/14 – cont.

2013/14	Usable Reserves					Unusable
	General Fund Balance £000	Housing Revenue Account £000	Capital Receipts Reserve £000	Major Repairs Reserve £000	Capital Grants Unapplied £000	Movement in Unusable Reserves £000
Adjustments primarily involving the Pensions Reserve:						
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	(6,824)	-	-	-	-	6,824
Employer's pensions contributions and direct payments to pensioners payable in the year	11,298	101	-	-	-	(11,399)
Adjustments primarily involving the Collection Fund Adjustment Account:						-
Amount by which Council Tax income credited to the Comprehensive Income and Expenditure Statement is different from Council Tax income calculated for the year in accordance with statutory requirements	366	-	-	-	-	(350)
Adjustment primarily involving the Unequal Pay Back Pay Adjustment Account:						-
Amount by which amounts charged for Equal Pay claims to the Comprehensive Income and Expenditure Statement are different from the cost of settlements chargeable in the year in accordance with statutory requirements	-	-	-	-	-	-
Adjustment primarily involving the Accumulated Absences Account:						-
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	228	21	-	-	-	(249)
Other transfer include						-
Adjustment between the Capital Adjustment Account and the Revaluations Reserve						-
Adjustments between accounting basis and funding basis under regulations	7,000	(8,422)		1,422		-
Total Adjustments	8,596	(2,660)	4,965	(7,000)	(100)	(3,785)

NOTES TO THE CORE FINANCIAL STATEMENTS

7. Transfers to/from Earmarked Reserves

This note sets out the amounts set aside from the General Fund and HRA balances in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund and HRA expenditure in 2013/14.

NOTES TO THE CORE FINANCIAL STATEMENTS

	Balance at 31 March 2014 £000	Transfers In 2013/14 £000	Transfers Out 2013/14 £000	Balance at 31 March 2013 £000	Transfers In 2012/13 £000	Transfers Out 2012/13 £000	Balance at 31 March 2012 £000
General Fund:							
General Licensing reserve	(51)	(8)	-	(44)	(44)	-	-
CLG Homelessness Grant	(666)	(249)	2	(420)	(420)	-	-
Taxi Licencing Reserve	(212)	(14)	-	(198)	-	13	(211)
Town Hall Equipment Reserve	(20)	-	4	(24)	-	-	(24)
Work Of Art Reserve	(5)	-	-	(5)	-	-	(5)
Shopmobility Reserve	(12)	-	51	(63)	(14)	-	(49)
Employee Cost Reserve	(1,348)	(46)	368	(1,670)	(508)	50	(1,212)
Customer Services Server Replacement	-	-	-	-	-	29	(29)
Oxford Business Contributions	-	-	-	-	-	35	(35)
SALIX Energy Projects Reserve	(257)	(59)	112	(310)	(79)	40	(271)
SALIX Management Fee	(14)	(6)	-	(8)	(8)	-	-
IT Infrastructure and Equipment Reserve	(353)	-	-	(353)	(185)	-	(168)
Repairs & Maintenance Reserve	(614)	(155)	-	(459)	-	-	(459)
Reserve for Land Charges	(42)	-	-	(42)	(18)	27	(50)
Business Transformation Projects	(617)	(395)	666	(887)	(490)	772	(1,169)
City Council Elections Reserve	(58)	(48)	-	(10)	(47)	96	(59)
Committed Projects Reserve	(1,265)	(786)	994	(1,473)	(1,099)	685	(1,060)
CRM Rollout Reserve	-	-	100	(100)	-	-	(100)
Grants Reserve	(931)	(817)	789	(903)	(721)	2,304	(2,486)
Direct Revenue Funding of Capital	(6,857)	(12,458)	7,220	(1,619)	-	150	(1,769)
Land at Barton	(105)	(17)	48	(136)	(62)	131	(206)
Homelessness	(916)	-	-	(916)	(650)	-	(266)
HMO Licensing Reserve	(242)	-	105	(347)	(56)	90	(380)
Community Services Carry Forward Reserve	(574)	(35)	19	(559)	(579)	20	-
Organisational Development Reserve	(523)	(200)	400	(723)	(486)	386	(623)
Lord Mayors Deposit	(59)	-	-	(59)	(66)	8	-
Home Choice fund for single persons	(36)	-	-	(36)	(41)	5	-
Rose Hill Demolition	(339)	-	-	(339)	(339)	-	-
Oxfordshire Total Refit Project (EU funding)	-	(68)	281	(213)	(213)	-	-
Town Team Partners	(10)	-	-	(10)	(10)	-	-
Assets of Community Value	(21)	(8)	-	(13)	(13)	-	-
Unlawful Dwellings Reserve	(96)	(60)	114	(150)	(150)	-	-
Westgate Redevelopment Reserve	(3,279)	-	-	(3,279)	(3,279)	-	-
Flood Reserve	(301)	(200)	49	(150)	(150)	-	-
Loan and Property Fund Guarantee Reserve	(516)	(401)	-	(115)	-	-	(115)
P&R County Contribution - Future Maintenance	(117)	(117)	-	-	-	-	-
Direct Payment Project Arrears Reserve	(194)	(194)	-	-	-	-	-
Business Support Scheme	(63)	(63)	-	-	-	-	-
Severe Weather Recovery Scheme	(35)	(35)	-	-	-	-	-
Berkshire, Oxfordshire, Buckinghamshire and Milton Keynes Planning Fund	(4)	(4)	-	-	-	-	-
Property Fund Reserve	(7,000)	(7,000)	-	-	-	-	-
NNDR Retention Reserve	(600)	(600)	-	-	-	-	-
Total General Fund	(28,351)	(24,042)	11,321	(15,632)	(9,726)	4,841	(10,748)
HRA:							
Committed Projects Reserve	(267)	-	549	(816)	(816)	317	(317)
IT Project Work	(120)	-	-	(120)	-	-	(120)
IT Equipment Reserve	(305)	-	4	(309)	-	-	(309)
HRA Capital Projects	(7,772)	(7,772)	-	-	-	-	-
	(8,464)	(7,772)	553	(1,245)	(816)	317	(746)
Insurance Funds:							
Self Insurance Fund - HRA	(1,271)	-	87	(1,358)	-	6	(1,363)
Self Insurance Fund - GF	(190)	-	126	(316)	-	7	(324)
Total Capital and Insurance Funds	(1,461)	-	213	(1,674)	-	13	(1,687)
Grand Total	(38,276)	(31,814)	12,087	(18,549)	(10,542)	5,171	(13,181)

NOTES TO THE CORE FINANCIAL STATEMENTS

General Fund: Reserve Descriptions	
General Licensing Reserve	Reserve to ensure the ring-fencing of the general licensing team function to fund future service area expenditure.
CLG Homelessness Grant	Reserve needed to finance delayed/planned homelessness preventative activities.
Taxis Licensing Reserve	Created to support future taxi licensing activities. Year-end taxi licensing surpluses are transferred to this reserve that funds future service improvements within the Taxi Licensing area.
Town Hall Equipment Reserve	Used to maintain or replace Town Hall equipment.
Work of Art Reserve	Created to finance the purchase or restoration of City Council works of art.
Shopmobility Reserve	Created to fund the maintenance or replacement of Shopmobility equipment.
Employee Cost Reserve	Created to cover the severance and associated payments relating to employees, following organisational development reviews.
Customer Services Server Replacement Reserve	Created to fund a replacement Customer Services IT server
Oxford Business Contributions Reserve	Used to fund contributions to Business Partnership Schemes within Oxford.
Salix Energy Projects Reserve	Created from an initial grant made available via Salix. The reserve is used to implement energy efficient schemes within the City.
Salix Management Fee	Reserve represents contributions received to fund future energy assistant post activities.
IT Infrastructure and Equipment Reserve	Used to fund the purchase of new IT infrastructure equipment and IT projects across the Council.
Repairs and Maintenance Reserve	The reserve will be used to cover substantive repairs in the Leisure Services and other areas.
Reserve for Land Charges Reserve	This is an equalisation reserve in that year-end Land Charges surpluses are used to fund future expenditure and or year-end deficits.
Business Transformation Projects	At the year-end budgets associated with incomplete transformation projects are transferred to this reserve. At the start of the following year projects are approved to continue and the funds allocated back to the projects.
City Council Elections Reserve	Created from the budget surplus/(deficit) on the City Council Elections activity. City elections are held every 2 years and this reserve is used to fund additional costs in election year.
Committed Projects Reserve	Created to cover carry-forward requests from service areas, and fund expenditure commitments
CRM Rollout Reserve	Created to fund the rollout of the Council's Customer Relationship Management (CRM) programme.
Grants Reserve	This reserve was initially set up to hold various grant monies received by the City Council and or unused in-year budgetary provision for various community/non-HRA housing based activities. As the utilisation of these grants spreads across several years the release of those resources will be undertaken gradually as well as new grant monies being added.
Direct Revenue Funding of Capital Reserve	Created to fund future rolling programme capital requirements.
Land at Barton Reserve	This is an HCA grant made available to fund regeneration activities.
Homelessness Reserve	The Council as part of its 2011/12 budget committed to annually setting aside resources to assist in the anticipated increased cost of Homelessness activity predicted to occur for the City as a result of welfare reforms. This reserve holds the balance of the resources so far provided.
HMO Licensing Reserve	Reserve to ensure the ring-fencing of HMO Licensing income to fund future service area expenditure.
Community Services Carry Forward Reserve	Reserve reflects additional Directorate's expenditure commitments including funding of future cultural Community and Neighbourhood initiatives and community safety/educational activities
Organisational Development Reserve	Created to fund the agreed partnership payment, and other pay related items.
Lord Mayors Deposit	Reserve represents resources held for assisting homeless applicants with rent deposit and/or bonds.
Home Choice Fund for single persons	Reserve represents resources held for assisting single homeless applicants with rent deposit and/or bonds.
Rosehill Demolition	Reserve represents resources held to assist in the re-development of the Rosehill Community Centre initiative.
Oxfordshire Total Refit Project (EU Funding)	This was created to assist in the co-operation with partners in the pursuance of adopting and implementing energy saving initiatives within Oxfordshire.
Town Team Partners	Reserve represents grant funded activity to improve City High Streets.
Assets of Community Value	Created to finance the purchase or restoration of City Council assets of Community value.
Unlawful Dwellings Reserve	Reserve created to fund enforcement activity associated with the identification of unlawful dwellings being used within the City.
Westgate Redevelopment Reserve	Required to fund temporary car park facilities and other associated works arising due to the planned re-development of the Westgate site in the city centre.
Flood Reserve	Reserve created to fund flood maintenance work not eligible for Government re-imbursement under the Belwin scheme
Loan and Property Fund Guarantee Reserve	The Council has provided a loan guarantee for the Arts at the Old Fire Station and the Charities Aid Foundation. The reserve will only be used if the guarantee is called in.
P&R County Contribution - Future Maintenance	Represents resources needed to fund future Park and Ride maintenance obligations associated with County Council sites.
Direct Payment Project Arrears Reserve	This figure represents the level of HRA arrears that potentially increased as a result of the Council embarking on the Direct Payments project. The resources can be kept by the authority until expiry of the claim period.
Business Support Scheme	This reserve has been set up to mitigate future Local Cost of Benefits risks.
Severe Weather Recovery Scheme	Reserve set up to fund expenditure arising from future severe weather activities.
BOB MK	Planning Fund ring fenced between Berkshire, Oxfordshire, Buckinghamshire and Milton Keynes Councils. Oxford City Council administers this fund.
Property Fund Reserve	Reserve set up to finance future Property Fund activities.
Indirect Property Fund Reserve	Reserve set up to finance future Indirect Property Fund activities.
NNDR Retention Reserve	This reserve is to cover the deficit in NNDR Collection Fund that will be charged to the General Fund in future years.

NOTES TO THE CORE FINANCIAL STATEMENTS

HRA: Reserve Descriptions	
Committed Project Reserve	Created to set aside resources needed to complete and/or fund schemes for which budget allocation has been approved, but the spend has yet to be committed.
IT Project Work Reserve	This reserve was created to fund IT work projects.
IT Equipment Reserve	The IT Equipment reserve is used to fund replacement and/or upgrade of the Housing Revenue Account IT systems.
Projects Reserve	Reserve set up to predominately fund future HRA capital works.
Capital and Insurance Funds: Descriptions	
Self Insurance Fund - HRA	The Self Insurance Fund reserve is used to cover claim costs that are below the Council's insurance policy excess limit for HRA service areas.
Self Insurance Fund - GF	The Self Insurance Fund reserve is used to cover claim costs that are below the Council's insurance policy excess limit for GF service areas.

8. Other Operating Expenditure

	2013/14 £000	2012/13 £000
Parish Council Precepts	189	193
Payments to the Housing Capital Receipts Pool	1,756	587
(Gains)/Losses on the Disposal of Non-Current Assets	(4,345)	(3,855)
Total	(2,400)	(3,075)

9. Financing and Investment Income and Expenditure

	2013/14 £000	2012/13 £000
Interest Payable and Similar Charges	6,779	6,705
Pensions Interest Costs and Expected Return on Pensions Assets	3,973	2,617
Finance Charges	(499)	(685)
Interest Receivable and Similar Income	(478)	(443)
Income & Expenditure in Relation to Investment Properties and Changes in their Fair Value	(9,747)	(10,755)
Other Investment Income	(1,097)	-
Total	(1,069)	(2,561)

10. Taxation and Non Specific Grant Income

	2013/14 £000	2012/13 £000
Council Tax Income	(11,535)	(12,641)
Non Domestic Rates	(5,470)	(11,799)
Non-Ringfenced Government Grants	(10,037)	(1,835)
Capital Grants and Contributions	(2,326)	(2,343)
Total	(29,368)	(28,618)

NOTES TO THE CORE FINANCIAL STATEMENTS

11. Property, Plant and Equipment - Movements in 2013/14

Movements in 2013/14

	Council Dwellings	Other Land & Buildings	Vehicles, Plant & Equipment	Infrastructure Assets	Community Assets	Surplus Assets	Assets Under Construction	Total Property, Plant & Equipment
	£000	£000	£000	£000	£000	£000	£000	£000
Cost or Valuation								
At 1 April 2013	475,414	111,698	16,376	207	991	4,015	1,758	610,459
Additions	8,345	2,782	3,202	60	120	-	5,447	19,956
Assets recognised / derecognised under finance lease	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-
Revaluation increases/ (decreases) recognised in the Revaluation Reserve	42,943	2,301	-	-	37	-	-	45,281
Revaluation increases/ (decreases) recognised in the Surplus/Deficit on the Provision of Services	-	(1,752)	(2)	-	-	-	-	(1,754)
Derecognition - disposals	-	(58)	(1,288)	-	(34)	(715)	-	(2,095)
Derecognition - other	(1,138)	-	-	-	-	-	-	(1,138)
Assets reclassified (to)/from Held for Sale	(3,380)	(350)	-	-	-	-	-	(3,730)
Other movements in cost or valuation	-	(1,625)	-	-	(90)	-	-	(1,715)
At 31 March 2014	522,184	112,996	18,288	267	1,024	3,300	7,205	665,264
Accumulated Depreciation and Impairment								
At 1 April 2013	(9,190)	(11,157)	(7,964)	(90)	(21)	(88)	-	(28,510)
Depreciation charge	(6,332)	(3,593)	(1,765)	(15)	(21)	(36)	-	(11,762)
Depreciation written out to the Revaluation Reserve	-	476	-	-	-	-	-	476
Depreciation written out to the Surplus/Deficit on the Provision of Services	3,322	644	-	-	-	-	-	3,966
Impairment (losses)/reversals recognised in the Revaluation Reserve	-	-	-	-	-	-	-	-
Impairment (losses)/reversals recognised in the Surplus/ Deficit on the Provision of Services	-	-	(142)	-	-	-	-	(142)
Derecognition - disposals	-	13	1,143	-	-	27	-	1,183
Derecognition - other	82	18	-	-	-	-	-	100
Other movements in depreciation and impairment	82	1,365	-	-	-	-	-	1,447
At 31 March 2014	(12,036)	(12,234)	(8,728)	(105)	(42)	(97)	-	(33,242)
Net Book Value								
At 31 March 2014	510,148	100,762	9,560	162	982	3,203	7,205	632,022
At 31 March 2013	466,224	100,541	8,412	117	970	3,927	1,758	581,949
Movement in NBV	43,924	221	1,148	45	12	(724)	5,447	50,073

NOTES TO THE CORE FINANCIAL STATEMENTS

11. Property, Plant and Equipment - cont. - Comparative Movements in 2012/13

Movements in 2012/13

	Council Dwellings £000	Other Land & Buildings £000	Vehicles, Plant & Equipment £000	Infrastructure Assets £000	Community Assets £000	Surplus Assets £000	Assets Under Construction £000	Total Property, Plant & Equipment £000
Cost or Valuation								
At 1 April 2012	468,173	114,288	14,238	207	295	4,960	919	603,080
Additions	6,749	3,833	2,447	-	36	-	826	13,891
Assets recognised / derecognised under finance lease	-	(42)	-	-	-	-	-	(42)
Donations	-	-	-	-	-	-	-	-
Revaluation increases/ (decreases) recognised in the Revaluation Reserve	8,647	9,486	-	-	681	186	-	19,000
Revaluation increases/ (decreases) recognised in the Surplus/Deficit on the Provision of Services	(4,213)	(12,966)	-	-	-	(463)	-	(17,642)
Derecognition - disposals	(54)	-	(309)	-	(8)	-	-	(371)
Derecognition - other	-	-	-	-	-	-	-	-
Assets reclassified (to)/from Held for Sale	(1,362)	(1,718)	-	-	-	(212)	-	(3,292)
Other movements in cost or valuation	(1,350)	(568)	-	-	(13)	(457)	13	(2,375)
At 31 March 2013	476,590	112,313	16,376	207	991	4,014	1,758	612,249
At 1 April 2012	(7,139)	(14,681)	(6,210)	(79)	-	(101)	-	(28,210)
Depreciation charge	(5,445)	(4,124)	(2,033)	(11)	(21)	(214)	-	(11,848)
Depreciation written out to the Revaluation Reserve	2,804	312	-	-	-	-	-	3,116
Depreciation written out to the Surplus/Deficit on the Provision of Services	551	7,219	-	-	-	115	-	7,885
Impairment (losses)/reversals recognised in the Revaluation Reserve	-	-	-	-	-	-	-	-
Impairment (losses)/reversals recognised in the Surplus/ Deficit on the Provision of Services	(1,177)	(614)	-	-	-	-	-	(1,791)
Derecognition - disposals	1	-	282	-	-	-	-	283
Derecognition - other	-	-	-	-	-	-	-	-
Other movements in depreciation and impairment	38	118	(3)	-	-	112	-	265
At 31 March 2013	(10,367)	(11,770)	(7,964)	(90)	(21)	(88)	-	(30,300)
Net Book Value								
At 31 March 2013	466,223	100,543	8,412	117	970	3,926	1,758	581,949
At 31 March 2012	461,034	99,606	8,028	128	295	4,859	919	574,869
Movement in NBV	5,190	937	384	(11)	675	(932)	839	7,080

NOTES TO THE CORE FINANCIAL STATEMENTS

	Council Dwellings	Other Land & Buildings	Vehicles, Plant & Equipment	Infrastructure Assets	Community Assets	Surplus Assets	Assets Under Construction	Total Property, Plant & Equipment
	£000	£000	£000	£000	£000	£000	£000	£000
Carried at Historical Cost	-	-	9,560	162	196	-	7,205	17,123
Valued at fair value as at:								
31 March 2014	510,148	18,567	-	-	1	456	-	529,172
31 March 2013	-	22,548	-	-	742	886	-	24,176
31 March 2012	-	3,203	-	-	-	72	-	3,275
31 March 2011	-	37,255	-	-	-	-	-	37,255
31 March 2010	-	7,334	-	-	2	1,789	-	9,125
31 March 2009	-	7,998	-	-	-	-	-	7,998
31 March 2008	-	3,653	-	-	-	-	-	3,653
31 March 2007	-	-	-	-	-	-	-	-
De-minimis	-	204	-	-	41	-	-	245
Total Cost or Valuation	510,148	100,762	9,560	162	982	3,203	7,205	632,022

a) Capital Commitments

At 31 March 2014, the Authority had entered into a number of contracts for the construction of or enhancement to Property, Plant and Equipment for completion in 2014/15 and future years, budgeted at £21.4 million. Similar commitments at 31 March 2013 were £8.8 million. The major commitments are:

		31 March 2014 £000	31 March 2013 £000
Window Replacement Programme	Nationwide	-	357
City Centre Offices	Paragon Management	-	90
The Old Fire Station Refurbishment	Kingerlee	-	34
New Build Competition Pool	Wilmot Dixon	5,913	7,683
Refurbishment of Tower Blocks	EC Harris	391	678
Affordable Homes Programme	EC Harris	13,812	-
Refurbishment of Grandpont Pavilion	Beard	492	-
Refurbishment of Blackbird Leys Pavilion	Wilmot Dixon	463	-
Roofing in Littlemore	GSR	150	-
External Adaptions	SCM	110	-
Communal Areas	Pyrotec/Direct Services	60	-
		21,391	8,842

b) Revaluations

The Valuation report for 2013/14 was prepared by Richard Hawkes MRICS (Registered Valuer), Corporate Asset Manager, Regeneration and Major Projects, Oxford City Council.

External valuation

The valuation work was completed using external valuers supplemented by the internal team. The annual external valuations were provided as follows:

- Investment Property
A desktop review of all investment assets was undertaken by Richard Hawkes MRICS, this exercise identified 49 properties with a probability of a significant change in value during 2013/14. These properties were then valued by Richard Waterson MRICS from Drivers Jonas.

NOTES TO THE CORE FINANCIAL STATEMENTS

- **Council Dwellings**
A total of 20 council dwellings were re-valued by Robin Marfleet MRICS from Drivers Jonas. This exercise will ensure all Beacons are valued over a 5 year period.
- **Other Land and Buildings**
In year two of a five year cycle, a total of 21 Property, Plant & Equipment assets were re-valued by Richard Waterson MRICS from Drivers Jonas.

Internal valuation

All external valuations were subject to a desktop review process by the Regeneration and Major Projects team.

Houses in multiple occupation were valued internally as at 1 April 2013.

Two assets held for sale (AHFS) were re-valued or reviewed as at 1 April 2013.

Rent To Mortgage properties were valued internally as at 1 April 2013.

These internal valuations were signed off by Richard Hawkes MRICS.

The significant assumptions applied in estimating the fair values are:

Existing Use Value (EUV) is defined as the estimated amount for which a property should exchange on the date of valuation between a willing buyer and a willing seller in an arm's-length transaction, after proper marketing. The parties are taken to have acted knowledgeably, prudently and without compulsion. The valuation will disregard potential alternative uses and any other characteristics of the property which would cause its market value to differ from that needed to replace the remaining service potential at least cost.

Where insufficient market-based evidence of fair value is available because an asset is specialised and/or rarely sold, the Code permits the use of Depreciated Replacement Cost (DRC).

Existing Use Value Social Housing (EUV-SH) is the estimated amount for which a property should exchange on the date of valuation, between a willing buyer and a willing seller, in an arm's-length transaction. There is presumption of proper marketing and that the parties are acting knowledgeably, prudently and without compulsion.

Market Value (MV)

Market Value is defined as 'The estimated amount for which a property should exchange on the date of valuation between a willing buyer and a willing seller in an arm's-length transaction after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion.'

12. Heritage Assets

a) Valuations at Market Value

A full explanation of the type of Heritage Assets can be found in note 43 to these Accounts (page 80). During 2013/14 no new heritage assets have been acquired; neither have any heritage assets been disposed of.

An assessment of impairment was undertaken and none was identified as at 31 March 2014. All heritage assets except for the category of non-operational property were last valued on 1 April 2011 by Coram James, specialist Art and Antique valuers - Robert James BA MRICS MNAVA undertook the valuation work. These assets are subject to a five year cycle of valuation where appropriate. The non operational property assets are valued at depreciated replacement cost.

NOTES TO THE CORE FINANCIAL STATEMENTS

Reconciliation of the Carrying Value of Heritage Assets Held by the Authority	The Great Mace	Furniture	Civic Regalia	Fire Arms	Pictures and Drawings	Non Operational Property Fountain & Sculpture	Total
	£000	£000	£000	£000	£000	£000	£000
Cost or valuation:							
1 April 2012	1,411	47	363	38	423	214	2,496
Additions	-	-	-	-	-	-	-
Disposals	-	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-	-
Impairment Losses/(Reversals) recognised in the Revaluation Reserve	-	-	-	-	-	-	-
Impairment Losses/(Reversals) recognised in Surplus or Deficit on the Provision of Services	-	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-	-
31 March 2013	1,411	47	363	38	423	214	2,496
1 April 2013	1,411	47	363	38	423	214	2,496
Additions	-	-	-	-	-	-	-
Disposals	-	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-	-
Impairment Losses/(Reversals) recognised in the Revaluation Reserve	-	-	-	-	-	-	-
Impairment Losses/(Reversals) recognised in Surplus or Deficit on the Provision of Services	-	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-	-
31 March 2014	1,411	47	363	38	423	214	2,496

13. Investment Properties

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

	2013/14 £000	2012/13 £000
Rental Income from Investment Property	7,447	7,092
Direct operating expenses arising from Investment Property	(959)	(686)
Net Gain/(Loss)	6,488	6,406

Investment property valuations were reviewed to identify assets that could have experienced a significant change in value. All such assets identified were valued as at 31 March 2014.

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

The following table summarises the movement in the fair value of Investment Properties over the year:

NOTES TO THE CORE FINANCIAL STATEMENTS

	2013/14 £000	2012/13 £000
Balance at start of the year	92,744	86,488
Additions:		
Subsequent expenditure	466	529
Less:		
Disposals	-	(1,167)
Net gain/(loss) from fair value adjustments	93,210	85,850
Transfers:		
To/(from) Property Plant and Equipment	5,031	2,376
To/(from) Assets Held for Sale	-	345
Other Changes (net revaluation)	3,118	4,173
Balance at the end of the year	101,359	92,744

14. Intangible Assets

The Authority accounts for its software as an Intangible Asset, to the extent that the software is not an integral part of a particular IT system and accounted for as part of the hardware item of Property, Plant and Equipment. Intangible Assets includes both purchased licenses and software.

All software is given a finite useful life, based on assessments of the period that the software is expected to be of use to the Authority. The Council amortises intangible assets according to the expected economic useful life on a straight line basis.

The average amortisation period is 5 years.

	2013/14 £000	2012/13 £000
Balance at 1 April		
- Gross carrying amounts	1,129	561
- Accumulated amortisation	(302)	(201)
Net Carrying Amount at Start of Year	827	360
Additions:		
- Internal development	-	-
- Purchases	494	569
- Acquired through Business Combinations	-	-
Amortisation for the period	(214)	(101)
Other Changes	-	-
Net Carrying Amount at End of Year	1,107	827
Comprising:		
- Gross Carrying Amounts	1,623	1,129
- Accumulated Amortisation	(516)	(302)
	1,107	827

The amortisation of £0.2 million is shown in net cost of services under Non-Distributed Cost.

NOTES TO THE CORE FINANCIAL STATEMENTS

15. Financial Instruments

The following categories of financial instrument are carried in the Balance Sheet (page 27).

Categories of Financial Instruments	Long-term		Current	
	2013/14 £000	2012/13 £000	2013/14 £000	2012/13 £000
Investments				
Loans and Receivables	2,894	32	57,953	42,211
Total Investments	2,894	32	57,953	42,211
Debtors				
Loans and Receivables	17,099	16,774	21,974	14,694
Total Debtors	17,099	16,774	21,974	14,694
Borrowings				
Financial Liabilities at Amortised Cost	(199,710)	(200,443)	(730)	(910)
Total Borrowings	(199,710)	(200,443)	(730)	(910)
Other Long Term Liabilities				
Deferred Liabilities	(172)	(779)	-	(282)
Finance Lease Liability	(253)	(212)	-	-
Liability for Defined Benefit Pension Scheme	(107,328)	(89,328)	-	-
Total Other Long Term Liabilities	(107,753)	(90,319)	-	(282)
Creditors				
Financial Liabilities at Amortised Cost Amounts	(70)	-	(28,029)	(16,822)
Financial Assets carried at Contract Amounts	-	-	-	-
Total Creditors	(70)	-	(28,029)	(16,822)

16. Inventories

	Consumable Stores		Maintenance		Total	
	2013/14 £000	2012/13 £000	2013/14 £000	2012/13 £000	2013/14 £000	2012/13 £000
Balance Outstanding at Start of Year	24	14	750	754	774	768
Purchases	73	59	3,122	3,773	3,195	3,832
Recognised as an Expense in the Year	(65)	(49)	(3,129)	(3,777)	(3,194)	(3,826)
Written-off Balances	-	-	-	-	-	-
Reversals of Write-offs in Previous Years	-	-	-	-	-	-
Balance Outstanding at Year End	32	24	743	750	775	774

NOTES TO THE CORE FINANCIAL STATEMENTS

Maintenance Inventories

The Council holds stock of varying items (Building Materials, Winter Grit, Tarmac, Paving Slabs, Life Belts, Vehicle Parts, Personal Protective Equipment, Street Furniture, Fertiliser, etc.) to ensure services can run in a timely manner. This stock is held at the relevant depots.

Consumable Inventories

This includes stock of a non operational nature which includes Eye Care Vouchers, Prepaid Envelopes etc.

17. Short Term Debtors

The table below shows the amount that the Council was owed at 31 March 2014 by third parties, together with amounts paid by the Council in advance of receipt of goods or services.

	2013/14 £000	2012/13 £000
Central Government Bodies	7,311	3,819
Other Local Authorities	5,288	5,397
Other Entities and Individuals	9,375	5,478
Total	21,974	14,694

18. Cash and Cash Equivalents

The balance of Cash and Cash Equivalents is made up of the following elements:

	2013/14 £000	2012/13 £000
Cash Held by the Authority	14,353	12,205
Bank Current Accounts	(4,180)	(2,862)
Total Cash and Cash Equivalents	10,173	9,343

NOTES TO THE CORE FINANCIAL STATEMENTS

19. Assets Held for Sale

	Current		Non Current	
	2013/14 £000	2012/13 £000	2013/14 £000	2012/13 £000
Balance Outstanding as Start of Year	2,799	1,008	-	-
Assets newly classified as Held for Sale:				
Property Plant and Equipment	350	1,952	-	-
Council Dwellings	3,719	1,429	-	-
Assets declassified as Held for Sale:				
Property Plant and Equipment	-	(25)	-	-
Council Dwellings	(339)	(74)	-	-
Investment Property	-	(345)	-	-
Assets sold	(5,040)	(1,146)	-	-
Balance Outstanding as Year End	1,489	2,799	-	-

20. Short Term Creditors

The table below shows the amount that the Council owed as at 31 March 2014 to third parties, together with amounts received by the Council in advance of supply of goods or services.

	2013/14 £000	2012/13 £000
Central Government Bodies	(3,373)	(1,056)
Other Local Authorities	(6,403)	(6,189)
NHS Bodies	(25)	-
Other Entities and Individuals	(18,228)	(9,577)
Total	(28,029)	(16,822)

21. Provisions

Provisions for doubtful debts are separately disclosed against debtors on the Balance Sheet. The total value of Provisions held as at 31 March 2014 are:

	Outstanding Legal		Injury and Damage		Other Provisions		Total
	Current	Non	Current	Non	Current	Non	
	£000	£000	£000	£000	£000	£000	£000
Balance at 1 April 2012	-	(1,337)	-	-	-	(2,695)	(4,032)
Additional Provisions Made in Year	-	-	-	-	-	(62)	(62)
Amounts Used in Year	-	1,337	-	-	-	548	1,885
Unused Amounts Reversed in Year	-	-	-	-	-	-	-
Unwinding of Discounting in Year	-	-	-	-	-	-	-
Total Provisions as at 31 March 2013	-	-	-	-	-	(2,209)	(2,209)
Balance at 1 April 2013	-	-	-	-	-	(2,209)	(2,209)
Additional Provisions Made in Year	-	-	-	-	-	(1,924)	(1,924)
Amounts Used in Year	-	-	-	-	-	191	191
Unused Amounts Reversed in Year	-	-	-	-	-	-	-
Unwinding of Discounting in Year	-	-	-	-	-	-	-
Total Provisions as at 31 March 2014	-	-	-	-	-	(3,942)	(3,942)

Note: There is no injury and damage compensation provision (current or non-current).

NOTES TO THE CORE FINANCIAL STATEMENTS

Outstanding Legal Cases

There are no outstanding legal cases which we have made a provision for.

Other Provisions

Lord Mayors Deposit Scheme – There is a present obligation to pay out bonds to the landlord if the tenant defaults on rent or damages the property. The amount and frequency of these payments is unknown, and a provision is set up based on historical data that we hold.

Rent Deposit Scheme – There is a present obligation to the landlord, a large number of deposits are currently not returned due to damage to properties, and there is a probable outflow on these bonds. It is estimated that the payment will not be greater than the original bond.

NNDR Appeals - There is a new requirement for the Council to provide for potential future obligations arising from appeals made to the NNDR valuations.

22. Usable Reserves

Movements in the Authority's Usable Reserves are detailed in the Movement of Reserves Statement (page 25) and Note 6 (page 35).

23. Unusable Reserves

	2013/14 £000	2012/13 £000
Revaluation Reserve	(91,976)	(54,895)
Capital Adjustment Account	(427,025)	(408,785)
Deferred Capital Receipts Reserve	(15,798)	(15,608)
Pensions Reserve	107,329	89,328
Collection Fund Adjustment Account	377	27
Accumulated Absences Account and Employee Reserve	1,331	1,082
Total Unusable Reserves	(425,762)	(388,850)

a) Revaluation Reserve

The Revaluation Reserve contains the gains made by the Authority arising from increases in the value of its Property, Plant and Equipment (and Intangible Assets). The balance is reduced when assets with accumulated gains are:

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

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

NOTES TO THE CORE FINANCIAL STATEMENTS

Revaluation Reserve

	2013/14 £000	2012/13 £000
Balance at 1 April	(54,895)	(34,870)
Upward revaluation of assets	(41,156)	(26,086)
Downward revaluation of assets and impairment losses not charged to the (Surplus)/Deficit on the Provision of Services (Surplus) or deficit on revaluation of non-current assets not posted to the (Surplus)/Deficit on the Provision of Services	634	3,971
	(95,417)	(56,985)
Difference between fair value depreciation and historical cost depreciation	3,053	1,809
Accumulated gains on assets sold or scrapped	388	-
Amount written off to the Capital Adjustment Account	-	281
Balance at 31 March	(91,976)	(54,895)

b) Capital Adjustment Account

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

The Account contains accumulated gains and losses on Investment Properties and gains recognised on donated assets that have yet to be consumed by the Authority. The Account also contains revaluation gains accumulated on Property, Plant and Equipment before 1 April 2007, the date that the Revaluation Reserve was created.

Note 6 (page 35) provides details of the source of all the transactions posted to the Account apart from those involving the Revaluation Reserve.

NOTES TO THE CORE FINANCIAL STATEMENTS

	2013/14 £000	2012/13 £000
Capital Adjustment Account		
Balance at 1 April	(408,785)	(412,976)
Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:		
Charges for depreciation and impairment of non-current assets	11,605	21,316
Revaluation losses on Property, Plant and Equipment	-	(281)
Amortisation of Intangible Assets	214	101
Revenue expenditure funded from capital under statute	1,088	1,371
Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to Comprehensive Income and Expenditure Statement	5,564	2,632
	18,471	25,139
Adjusting amounts written out of the Revaluation Reserve	-	-
Net written out amount of the cost of non-current assets consumed in the year	18,471	25,139
Capital financing applied in the year:		
Use of the Capital Receipts Reserve to finance new capital expenditure	(3,876)	(1,508)
Use of the Major Repairs Reserve to finance new capital expenditure	(8,422)	(7,590)
Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	(2,426)	(1,798)
Application of grants to capital financing from the Capital Grants Unapplied Account	-	-
Statutory provision for the financing of capital investment charged against the General Fund and HRA balances	(92)	(276)
Capital expenditure charged against the General Fund and HRA balances	(4,538)	(5,428)
	(19,354)	(16,600)
Movements in the market value of Investment properties debited or credited to the Comprehensive Income and Expenditure Statement	(17,357)	(4,348)
Movement in the Donated Assets Account credited to the Comprehensive Income and Expenditure Statement	-	-
Balance at 31 March	(427,025)	(408,785)

c) Deferred Capital Receipts Reserve

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

	2013/14 £000	2012/13 £000
Balance at 1 April	(15,608)	(14,883)
Adjustment for restatement in respect of Finance Leases	-	-
Transfer of deferred sale proceeds credited as part of the (gain)/loss on disposal to the Comprehensive Income and Expenditure Statement	(481)	(733)
Transfer to the Capital Receipts Reserve upon receipt of cash	291	8
Balance at 31 March	(15,798)	(15,608)

NOTES TO THE CORE FINANCIAL STATEMENTS

d) Pension Reserve

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

	2013/14 £000	2012/13 £000
Balance at 1 April	89,328	97,923
Actuarial gains or losses on pensions assets and liabilities	13,426	(11,383)
Reversal of items relating to retirement benefits debited or credited to the (Surplus)/Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	11,399	8,892
Employer's pensions contributions and direct payments to pensioners payable in the year	(6,824)	(6,104)
Balance at 31 March	107,329	89,328

e) 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 Statement as it falls due from Council Tax payers compared with the statutory arrangements for paying across amounts to the General Fund from the Collection Fund.

	2013/14 £000	2012/13 £000
Balance at 1 April	27	6
Amount by which Council Tax Income credited to the Comprehensive Income and Expenditure Statement is different from Council Tax income calculated for the year in accordance with statutory requirements	350	21
Balance at 31 March	377	27

f) Accumulated Absences Account and Employment Reserve Account

The Accumulated Absences Account absorbs the differences that would otherwise arise on the General Fund Balance from accruing for compensated absences earned but not taken in the year, e.g. annual leave entitlement carried forward at 31 March. Statutory arrangements require that the impact on the General Fund Balance is neutralised by transfers to or from the Account.

The Employment Reserve accounts for the Termination Payments that have been accrued but not paid as at 31 March 2014. These accruals are reversed and therefore mitigated through the Movement in Reserves Statement.

NOTES TO THE CORE FINANCIAL STATEMENTS

	2013/14 £000	2012/13 £000
Accumulated Absences Account		
Balance at 1 April	1,082	1,902
Settlement or cancellation of accrual made at the end of the preceding year	(1,011)	(1,643)
Additional accrual during the year	1,260	823
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	249	(820)
Balance at 31 March	1,331	1,082

24 Operating Activities

	2013/14 £000	2012/13 £000
Operating activities within the Cashflow Statement include the following cashflows relating to Interest		
Cash Interest Received	438	532
Cash Interest Paid	(7,079)	(7,449)
Total	(6,641)	(6,917)

25. Investing Activities

	2013/14 £000	2012/13 £000
Purchase of Property, Plant and Equipment, Investment Property and Intangible Assets	22,003	16,360
Purchase of short-term and long-term investments	17,774	9,223
Proceeds from the sale of Property, Plant and Equipment, Investment Property and Intangible Assets	(10,688)	(5,716)
Other capital cash receipts in advance	(2,988)	(2,034)
Total Cash Flows from Investing Activities	26,101	17,833

26. Financing Activities

	2013/14 £000	2012/13 £000
Repayment of Long Term Borrowing	1,628	643
Other receipts from Financing Activities	(248)	(112)
Payments for the reduction of a Finance Lease Liability	92	129
Total Cash Flows from Financing Activities	1,472	660

NOTES TO THE CORE FINANCIAL STATEMENTS

27. Amounts Reported for Resource Allocation Decisions

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

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

The Income and Expenditure of the Authority's principal services recorded in the budget reports for the year is as follows:

Services Income and Expenditure

	City Regeneration £000	Community Services £000	Organisational Development & Corporate Services £000	Total Cost of Services £000
2013/14				
Fees, Charges and other Service Income	(50,830)	(49,659)	(25,241)	(125,730)
Government Grants	(92)	(1,960)	(61,345)	(63,397)
Total Income	(50,922)	(51,619)	(86,586)	(189,127)
Employee expenses	8,478	28,328	12,504	49,310
Other service expenses	17,241	29,296	71,812	118,349
Support service recharges	8,595	8,214	9,127	25,936
Depreciation, Amortisation and Impairment	8,397	5,407	473	14,277
Total Expenditure	42,711	71,245	93,916	207,872
Net Expenditure	(8,211)	19,626	7,330	18,745

Services Income and Expenditure

	Chief Executive £000	City Regeneration £000	Community Services £000	Organisational Development & Corporate Services £000	Total Cost of Services £000
2012/13					
Fees, Charges and other Service Income	(1,151)	(47,914)	(43,567)	(14,639)	(107,271)
Government Grants	(239)	(524)	(76,593)	(1,984)	(79,340)
Total Income	(1,390)	(48,438)	(120,160)	(16,623)	(186,611)
Employee expenses	717	7,730	25,409	12,190	46,046
Other service expenses	1,006	16,982	100,528	4,911	123,427
Support service recharges	175	8,336	3,627	7,354	19,492
Depreciation, Amortisation and Impairment		11,948	10,912	366	23,226
Total Expenditure	1,898	44,997	140,476	24,821	212,191
Net Expenditure	507	(3,441)	20,316	8,198	25,580

NOTES TO THE CORE FINANCIAL STATEMENTS

▫ Reconciliation to Subjective Analysis

This reconciliation shows how the figures in the analysis of income and expenditure relate to a substantive analysis of the (surplus) or deficit on the provision of services included in the Comprehensive Income and Expenditure Statement (page 26).

2013/14	Cost of Services	Corporate Amounts	Total (Surplus)/Deficit on the Provision of Services
	£000	£000	£000
Fees, Charges and Other Service Income	(125,730)	(9,747)	(135,477)
Interest and Investment Income	-	(2,074)	(2,074)
Income from Council Tax	-	(11,535)	(11,535)
Government Grants and Contributions	(63,397)	(17,834)	(81,231)
Total Income	(189,127)	(41,190)	(230,317)
Employee Expenses	49,310	-	49,310
Other Service Expenses	118,349	-	118,349
Support Service Recharges	25,936	-	25,936
Depreciation, Amortisation and Impairment	14,277	-	14,277
Interest Payments	-	10,752	10,752
Precepts & Levies	-	189	189
Payments to Housing Capital Receipts Pool	-	1,756	1,756
(Gain)/ Loss on Disposal of Fixed Assets	-	(4,345)	(4,345)
Total expenditure	207,872	8,352	216,224
(Surplus)/Deficit on the Provision of Services	18,745	(32,837)	(14,092)

2012/13	Cost of Services	Corporate Amounts	Total (Surplus)/Deficit on the Provision of Services
	£000	£000	£000
Fees, Charges and Other Service Income	(107,271)	(10,755)	(118,026)
Interest and Investment Income	-	(1,128)	(1,128)
Income from Council Tax	-	(12,641)	(12,641)
Government Grants and Contributions	(79,340)	(15,978)	(95,318)
Total Income	(186,611)	(40,502)	(227,113)
Employee Expenses	46,046	-	46,046
Other Service Expenses	123,427	-	123,427
Support Service Recharges	19,492	-	19,492
Depreciation, Amortisation and Impairment	23,226	-	23,226
Interest Payments	-	9,323	9,323
Precepts & Levies	-	193	193
Payments to Housing Capital Receipts Pool	-	587	587
(Gain)/ Loss on Disposal of Fixed Assets	-	(3,855)	(3,855)
Total expenditure	212,191	6,248	218,439
(Surplus)/Deficit on the Provision of Services	25,580	(34,254)	(8,674)

NOTES TO THE CORE FINANCIAL STATEMENTS

28. Trading Operations

A number of operations that the Council undertakes are technically classified as Trading Operations. Most of these operations provide services on an internal basis to other parts of the Authority. The activities set out below are included in Net Operating Expenditure.

		2013/14 £000	2012/13 £000
Building Control Charging Account	Turnover	(453)	(418)
	Expenditure	552	497
	(Surplus)/Deficit	99	79
Trade Refuse & Recycling	Turnover	(2,541)	(2,374)
	Expenditure	1,586	1,351
	(Surplus)/Deficit	(955)	(1,023)
Estates	Turnover	(1,845)	(2,166)
	Expenditure	1,287	1,619
	(Surplus)/Deficit	(558)	(547)
Net Surplus on Trading Operations		(1,414)	(944)

29. Agency Services

The Council carried out certain works on behalf of Oxfordshire County Council during the year for which it was fully reimbursed. This includes routine and other maintenance.

	2013/14 £000	2012/13 £000
Routine Maintenance Expenditure	1,334	1,305
Administrative Costs	-	-
Net Expenditure recharged to Oxfordshire County Council arising from the Agency Arrangement	1,334	1,305

For a number of years, Oxford City Council have exercised their right under Section 42 of the Highways Act to maintain the unclassified roads in Oxford using funding provided by Oxfordshire County Council.

This work covers areas such as pothole maintenance, footpath maintenance, road improvement schemes, carriageway surface dressing, grass verge cutting and road and path side tree maintenance. Also included are winter maintenance, white lining and drainage maintenance.

Currently the City Council's in-house service providers carry out the maintenance operation of S42. This work is split into four; Highways Engineering, Carriageway and Pavement Maintenance and Grass Cutting which are undertaken by the Engineering teams and Grounds Maintenance teams respectively. The fourth area of work is Tree Maintenance, which is carried out by the Leisure & Parks Tree team.

30. Members' Allowances

The Authority paid the following amounts to Members of the Council during the year:

NOTES TO THE CORE FINANCIAL STATEMENTS

	2013/14 £000	2012/13 £000
Members' Allowances		
Allowances	330	332
Expenses	4	3
Total Payments	334	335

31. Officers Remuneration - Senior Employees

The remuneration paid to the Authority's senior employees is as follows:

Name/Title		Salary, Fees and Allowances £	Pension Contributions £	Total £
Chief Executive	2013/14	139,860	28,251	168,111
	2012/13	140,000	28,280	168,280
Executive Director, City Regeneration	2013/14	111,229	22,468	133,697
	2012/13	109,541	22,127	131,668
Executive Director, Community Services	2013/14	111,229	22,468	133,697
	2012/13	109,500	22,119	131,619
Executive Director, Organisational Development and Corporate Services	2013/14	111,229	22,468	133,697
	2012/13	108,703	21,780	130,483
Head of Law & Governance/Monitoring Officer	2013/14	84,462	16,980	101,442
	2012/13	83,236	17,172	100,408
Head of Finance/Section 151 Officer	2013/14	84,462	16,980	101,442
	2012/13	82,096	15,352	97,448

The Authority's other employees receiving more than £50,000 remuneration for the year (excluding employer's pension contributions) were paid the following amounts:

Other Employees Receiving more than £50,000	Number of employees 2013/14	Number of employees 2012/13
£50,000 - £54,999	8	7
£55,000 - £59,999	6	3
£60,000 - £64,999	7	6
£65,000 - £69,999	4	3
£70,000 - £74,999	3	4
£75,000 - £79,999	2	-
£80,000 - £84,999	2	2
£85,000 - £89,999	-	-
£90,000 - £94,999	-	1
£95,000 - £99,999	1	-
£135,000 - £139,999	-	1
Total Number of Employees	33	27

NOTES TO THE CORE FINANCIAL STATEMENTS

Exit Package cost band including special payments

	Number of compulsory redundancies		Number of other agreed departures		Total number of packages		Total cost of exit packages	
	2013/14 Nos	2012/13 Nos	2013/14 Nos	2012/13 Nos	2013/14 Nos	2012/13 Nos	2013/14 £000	2012/13 £000
£0- £20,000	-	-	31	10	31	10	222	109
£20,001- £40,000	-	-	7	3	7	3	191	89
£40,001- £60,000	-	-	4	2	4	2	193	83
£60,001- £80,000	-	-	-	-	-	-	-	-
£80,001- £100,000	-	-	-	-	-	-	-	-
£100,001- £150,000	-	-	-	3	-	3	-	329
Total			42	18	42	18	606	610

32. External Audit Costs

The Authority has incurred the following costs in relation to the audit of the Statement of Accounts, certification of grant claims and statutory inspections and to non-audit services provided by the Authority's external auditors:

	2013/14 £000	2012/13 £000
External Audit	116	130
Cost for additional work relating to objections to the accounts	-	10
Certification of Grant Claims & Returns	44	84
Total	160	224

33. Grant Income

The Authority has credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Statement in 2013/14:

	2013/14 £000	2012/13 £000
Grants Credited to Taxation and Non Specific Grant Income		
Revenue Support Grant	8,220	229
New Homes Bonus	1,731	1,296
National Non-Domestic Rates	5,280	11,799
Business Rates Relief	190	-
DCLG Council Tax Transition Grant	42	-
Capitalisation Provision Redistribution Grant	43	-
Developer Contributions	470	892
Environment Agency Funding	-	90
Disabled Facilities Grant	450	526
Barton Adventure Play Park	68	346
HCA Funding - Affordable Housing	1,048	-
WREN Grant	-	34
Oxford Wheels Project	-	100
Community Spaces Grant	-	82
Contribution to Skate Park	8	32
New Growth Points	243	163
Council Tax Freeze Grant	-	310
Healthy Living	-	77
Contribution to Drainage Works at Headington Hill Park	18	-
Contribution to 21 Buckler Drive	20	-
Contribution to Pavillions Programme	2	-
Total	17,833	15,976

NOTES TO THE CORE FINANCIAL STATEMENTS

	2013/14 £000	2012/13 £000
Grants Credited to Services		
Housing Benefits Grant	60,600	75,829
Local Services Support Grant	-	962
Sports England - Sports Grants	818	841
Direct Payments DWP Project	385	448
Department of Environment and Climate Change Funding	-	310
Carbon Hub	-	279
Community Safety	319	160
Communities and Local Government New Burdens Council Tax Reform	79	84
Housing Fraud Investigation	110	80
Universal Credits	35	60
Breaking the cycle of Deprivation Programme LAA Grant Funding	-	55
Home Improvements (Supporting People)	49	53
Department of Work and Pensions (DWP) Grant	-	38
County Council - Community Action groups	-	27
Oxford Story	-	21
Positive Futures Grant	-	21
English Heritage Oxford Heritage Asset Register	5	20
CLG Assets of Community Value	8	13
CLG Town Team Partners	-	10
County Council - Performance Reward Grant	-	10
Arts Council Funding	68	10
English Heritage Oxford Archeological Plan	-	5
Active Communities Grant 7/9 -County	-	4
DFT Clean Bus Technology Fund	200	-
Get Healthy Funding	80	-
Oxfordshire Total Refit	78	-
DWP Housing benefit New Burdens Grant	63	-
S31 Rogue Landlord - Unlawful Dwellings	60	-
DEFRA Air Quality Grant	50	-
County Council Community Centre Grant	34	-
CO Individual Electoral Registration Grant	32	-
Community Activation Fund Grant	26	-
County Sports Partnership	25	-
Mayday Trust Project	25	-
Contributions to Christmas Lights Festival	22	-
Sport England Coaching	20	-
DEFRA Environmental Stewardship	20	-
DCLG New Places of Growth	20	-
DWP - Housing benefit Transitional Funding (S5/2013)	18	-
DECC Heat Networks Delivery Unit Grant	17	-
Heritage Conservation Fund	15	-
DWP - Benefit Cap Personal independence Payment	13	-
Sport England Grant funding re Pongathon	10	-
Heritage Lottery Fund Grant	10	-
Contributions to Dance Projects	9	-
DCLG Community Right to Challenge Grant	9	-
DFT Office for Low Emission Vehicles Grant	8	-
IDE&A Economic Growth Grant	7	-
Blackbird Leys Job Club	7	-
Provision of Equipment for Oxford Festival	6	-
Go Active 2013	6	-
EU Bonn Grant	5	-
Youth Voice Project	5	-
DWP - Local Authority Data Sharing	5	-
Oxford University Renaissance	5	-
Contributions to Severe Weather Emergency Provision	4	-
Contributions to Cemeteries	4	-
Staff Awards sponsorship	3	2
Total	63,397	79,341

NOTES TO THE CORE FINANCIAL STATEMENTS

An amount equivalent to the grant received from the Department for Culture, Media and Sport to support the Free Swimming programme was paid to Fusion Lifestyle, the charity responsible for the management of the Council's Leisure Centres.

The Authority has received a number of grants and contributions that have yet to be recognised as income as they have conditions attached to them that will require the money to be returned to the provider if they are not used for the purpose specified. The balances at the year end are as follows:

Capital Grants Receipts in Advance

	2013/14 £000	2012/13 £000
Barton Adventure Play Park	25	93
West End Partnership	17	260
Housing Delivery (New Growth Points) Allocation	185	185
HCA Growth Fund Grant	734	734
Developer Contributions	3,571	3,515
WREN Funding Contribution	89	56
Contribution to DA Works at 21 Buckler Road	-	20
Contribution to Heading Hill Park Engineering Works	-	18
Competition Pool Sport England	68	-
Community Infrastructure Levy	7	-
Total	4,696	4,881

Revenue Grants

	2013/14 £000	2012/13 £000
Lottery Funding	6	6
HCA Housing Delivery New Growth Points	-	13
Sport England funding	528	496
CLG Tenancy Fraud Investigations	12	25
EA Flood Prevention Grant	-	69
DEFRA Air Quality Grant	53	29
DEFRA Contaminated Land Grant	19	19
HIA Supporting People Grant	29	32
DEFRA Low Carbon Framework Grant	64	214
DECC 12/13 Grant (Pioneer Places)	18	-
Sport England Pongathon Grant	10	-
DECC Heat Networks Delivery Unit Grant	17	-
CO Individual Electoral Registration Grant	24	-
Community Sport Activation Fund	33	-
DEFRA Environmental Stewardship	10	-
County Council Community Centre Grant	34	-
Imagine Foundation Grant	5	-
DCLG Community Right to Challenge Grant	9	-
DFT Clean Bus Technology Fund	50	-
DFT Office for Low Emission Vehicles Grant	4	-
IDE&A Economic Growth Grant	7	-
Total	932	903

NOTES TO THE CORE FINANCIAL STATEMENTS

34. Related Parties

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

Central Government has significant influence over the general operations of the Authority - it is responsible for providing the statutory framework within which the Authority operates, provides the majority of its funding in the form of grants and prescribes the terms of many of the transactions that the Authority has with other parties (e.g. Council Tax bills, Housing Benefits). Grants received from government departments are set out in the subjective analysis in Note 27 (page 60) on reporting for resources allocation decisions. Grant receipts outstanding at 31 March 2014 are shown in Note 33 (page 64).

Members of the Council have direct control over the Council's financial and operating policies. A number of members and senior officers are members of voluntary organisations which receive small grants and funding from the Council. The grants and funding were made with proper consideration of declarations of interest. The Register of Members' Interest is held at the Town Hall, and is open for public inspection. No material interests have been declared. A number of Members serve on both the City Council and Oxfordshire County Council, this is not considered material. The total of members allowances is shown in Note 30 (page 62).

Members represent the Council on various organisations. Appointments are reviewed annually, unless a specific termination date for the term of office applies. None of these appointments places the Members concerned in a position to exert undue influence or control. A grant of approximately £93,000 was paid to a voluntary organisation of which two members close family are trustees. This grant was made with proper consideration of their declarations of interest.

There are a number of senior officers who are appointed Directors of the Barton Oxford LLP, an arms length company set up between the Council and Grosvenor Developments Limited to facilitate new housing in Barton.

The Council has the following relationships, none of which are considered material under the Accounting Code of Practice.

- Central Government – Central Government provide a number of grants to local authorities.
- Housing Associations – the Council is a partner with various Housing Associations for the purpose of providing Social Housing.
- Oxfordshire County Council – the Council undertakes agency work on behalf of the County Council. The County Council administers the Council's local government pension scheme.
- Oxfordshire County Council - the Council utilises the ICT service provided by Oxfordshire County Council., for a period ending 31 March 2016.
- Fusion Lifestyle - The Council has a contract with Fusion Lifestyle a social enterprise with charitable status to manage and develop the Council's seven public leisure facilities.
- Barton Oxford LLP – an arms length company set up between the Council and Grosvenor Developments Limited to facilitate new housing in Barton.
- Local Boards and Trusts – Officers and Members represent the Council on various organisations, there are no material transactions.
- Visit Oxfordshire - the Council works closely with Visit Oxfordshire to provide tourism across the city.

NOTES TO THE CORE FINANCIAL STATEMENTS

35. Capital Expenditure and Capital Financing

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

The Council is required to make a charge to its revenue account to reflect debt repayment, Minimum Revenue Provision (MRP). At 1 April 2013 the Council had a negative non-housing CFR and therefore no MRP is required in 2013/14.

	2013/14 £000	2012/13 £000
Opening Capital Financing Requirement	218,120	221,207
Capital Investment		
Property Plant and Equipment	19,956	13,891
Investment Properties	466	529
Intangible Assets	494	569
Revenue Expenditure Funded from Capital under Statute	1,087	1,371
Total Capital Spend	22,003	16,360
Sources of Finance		
Capital Receipts	(3,876)	(1,508)
Government Grants and other Contributions	(2,426)	(9,424)
Sums Set Aside from Revenue	(13,179)	(5,428)
Finance Leases	(92)	(322)
MRP/Loans fund principal	-	(2,766)
Sources of Finance Total	(19,573)	(19,448)
Closing Capital Financing Requirement	220,550	218,120
Explanation of Movements in Year		
Increase in Underlying Need to Borrow (supported by Government Financial Assistance)	-	-
Increase in Underlying Need to Borrow (unsupported by Government Financial Assistance)	(2,430)	3,088
Increase in Underlying Need to Borrow	-	-
(Decrease) in Underlying Need to Borrow	-	-
Assets Acquired under Finance Leases	-	-
Assets Acquired under PFI/PPP Contracts	-	-
(Increase)/Decrease in Capital Financing Requirement	(2,430)	3,088

36. Leases

a) Authority as Lessee

FINANCE LEASE

The Council has recognised an administrative building, and equipment where the Council acts as a service operator where assets are held 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.

NOTES TO THE CORE FINANCIAL STATEMENTS

	31 Mar 2014	31 Mar 2013
	£000	£000
Other Land and Buildings	141	147
Vehicles, Plant, Furniture and Equipment	18	170
Total	159	317

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

	31 Mar 2014	31 Mar 2013
	£000	£000
Finance lease liabilities (net present value of minimum lease payments)		
- Current	8	92
- Non Current	252	260
Finance Costs Payable in Future Years	124	135
Minimum Lease Payments	384	487

The minimum lease payments are payable over the following periods:

	Minimum Lease Payments		Finance Lease Liabilities	
	31 Mar 2014	31 Mar 2013	31 Mar 2014	31 Mar 2013
	£000	£000	£000	£000
Not later than one year	17	103	8	92
Later than one year and not later than five years	67	67	33	32
Later than five years	300	317	219	228
Total	384	487	260	352

The minimum lease payments do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews. In 2013/14 £215,720 contingent rents were payable by the Authority (£269,650 in 2012/13)

OPERATIONAL LEASES

The Council leases property on operating lease arrangements with typical lives of 30 years. The future minimum lease payments due under non-cancellable leases in future years are:

Operating Leases	31 Mar 2014	31 Mar 2013
	£000	£000
Not later than one year	640	713
Later than one year and not later than five years	984	1,248
Later than five years	1,702	1,431
Total	3,326	3,392

NOTES TO THE CORE FINANCIAL STATEMENTS

The following lease payments recognised as expenses, with separate amounts for the contingent rents and sublease payments receivable.

	31 Mar 2014 £000	31 Mar 2013 £000
Minimum lease payment	1,298	732
Contingent rent	463	35
Sublease payment receivable	(35)	(35)
Total	1,726	732

b) Authority as Lessor

FINANCE LEASES

The Authority leases out many properties, and an assessment has been undertaken to establish those that are considered to have transferred the risks of ownership to the lessee. The Land Elements are considered to be Operational Leases, but in some cases the Building Element is considered to have transferred risks and rewards and are therefore treated as finance leases.

	31 Mar 2014 £000	31 Mar 2013 £000
Finance Lease debtor (net present value of minimum lease payments)		
- Current	7	7
- Non Current	9,826	9,849
Unearned Finance Income*	-	-
Unguaranteed Residual Value of Property**	577	577
Gross Investment in the Lease	10,410	10,433

* Detail required by paragraph 4.2.4.2(10) of the code

** Detail required by paragraph 4.2.4.2(11) of the code.

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	
	31 Mar 2014 £000	31 Mar 2013 £000	31 Mar 2014 £000	31 Mar 2013 £000
Not later than one year	7	7	7	7
Later than one year and not later than five years	31	29	31	29
Later than five years	10,372	10,397	9,027	9,820
Total	10,410	10,433	9,065	9,856

The minimum lease payments do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews. In 2013/14 £297,000 were receivable by the Authority (2012/13 £311,000)

NOTES TO THE CORE FINANCIAL STATEMENTS

OPERATIONAL LEASES

The Council leases out Property and equipment as Operational Leases. These include shorter term leases, where the risks and rewards are retained by the Council. The future minimum lease payment receivable are stated, as well as the expected estimated continuation of the leases over the remaining lives of the asset:

Operating Leases	31 Mar 2014 £000	31 Mar 2013 £000
Not later than one year	5,667	5,585
Later than one year and not later than five years	19,986	20,909
Later than five years	61,254	63,561
Total	86,907	90,055

The minimum lease payments receivable do not include rents that are contingent on events taking place after the lease was entered into.

In 2013/14 £1.85 million contingent rents were received by the Authority (£1.35 million in 2012/13).

37. Impairment Losses

Impairment losses during 2013/14 are included in Note 11 (page 46).

38. Termination Benefits and Exit Payments

Termination benefits are payable as a result of either:

- An employer's decision to terminate an employee's employment before the normal retirement date, or
- An employee's decision to accept voluntary redundancy in exchange for termination benefits.

The Council's IAS 19 report includes termination curtailment costs of £182,000, and the entries are charged to the Comprehensive Income and Expenditure account in the way specified by the termination cost requirement. The Council's termination costs were reflected in the IAS 19 report; there were no new costs other than those in the IAS 19 report recognised in 2013/14.

A payment in respect of previously recognised costs amounted to £188,000, these were initially charged in past cost of service in the Comprehensive Income and Expenditure Account, and were removed to avoid double counting. These costs were then reinstated via the Movement in Reserves Statement to allow the burden to fall on the General Fund in line with the minimum required charge.

	2013/14 £000	2012/13 £000
Termination costs B/fwd	258	480
New termination costs in year	-	18
Less costs removed in year	(188)	(240)
Balance C/fwd	70	258

Exit Payments

Exit payments are required to be disclosed in bands of £20,000 up to £100,000 and bands of £50,000 thereafter, shown on Note 31 (page 63). The exit payment includes pension strain costs on termination as well as redundancy and other payments. However, pension strain costs represent a future liability rather than a current year payment. The termination costs and IAS 19 costs do not include redundancy payments which are included in the disclosure note for exit payments.

NOTES TO THE CORE FINANCIAL STATEMENTS

The Authority terminated the contracts of a number of employees in 2013/14, incurring total costs of £606,000 (£610,000 in 2012/13).

39. Defined Benefit Pension Scheme

a) Participation in the Pension Scheme

As part of the terms and conditions of employment of its Officers, the Authority makes contributions towards the costs of Scheme Member Employment Benefits. Although these benefits will not actually be payable until an employee retires, the Authority has a commitment to make the payments at the time that the employee earns their future entitlements.

b) Transactions Relating to Post Employment Benefits

The costs of retirement are recognised and reported in the Cost of Service when they are earned by the employees, rather than when the benefits are paid. However, the charge required to be made to the Council Tax is based on the cash payable in the year, so the real costs of post employment retirement benefits is reversed out of the General Fund via the Movement in Reserves Statement.

The following transactions have been made in the Comprehensive Income and Expenditure Statement and the General Fund balance via the Movement in Reserves Statement during the year:

Transactions Relating to Post Employment Benefits	Local Government Pension Scheme		
	2013/14 £000	IAS Revised 2012/13 £000	2012/13 £000
Cost of Services			
Current Service Cost	7,244	6,754	6,445
Past Service Costs	182	-	(479)
Settlements and Curtailments	-	-	309
Administration Expenses	102	99	-
Financing and Investment Income and Expenditure			
Interest Cost	3,871	4,365	11,424
Expected Return on Scheme Assets			(8,807)
Total Post Employment Benefit Charged to the Surplus/(Deficit) on the Provision of Services	11,399	11,218	8,892
Other Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement			
Remeasurement of the Net Benefit Liability Comprising			
Return on Plan Assets (excluding amount included in the net interest expense)	(1,171)	(25,488)	-
Other actuarial gains/(losses) on assets	2,643	-	-
Changes in Financial Assumptions	8,725	11,934	-
Actuarial gains and losses arising on the change of demographic assumptions	14,230	-	-
Experience loss/(gains) on defined benefit obligation	(11,001)	325	(11,383)
Total Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement	13,426	(13,229)	(11,383)
Movement in Reserves Statement			
Reversal of Net Charges made to the Surplus/(Deficit) for the Provision of Services for Post Employment Benefits in accordance with the Code	(11,399)	(11,218)	(8,892)
Actual amount charges against the General Fund Balance for pensions in the year			
Employers' Contributions Payable to Scheme	6,824	6,104	6,104

NOTES TO THE CORE FINANCIAL STATEMENTS

The Cumulative amount of actuarial gains and losses recognised in the Comprehensive Income and Expenditure Account at 31 March 2014 is £37.4 million loss. (£24.2 million loss as at 31 March 2013).

c) 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 on assumptions about mortality rates, salary levels etc. Both the Local Government Pension Scheme and discretionary benefit liabilities have been assessed by Barnett Waddingham, an independent firm of actuaries. Estimates for the Council Fund are based on the latest valuation of the scheme as at 31 March 2014 is set out below.

The principal assumptions used by the actuary are:

	2013/14	2012/13
Long-term Expected Rate of Return on Assets in the Scheme:		
Equity Investments	7.00%	6.00%
Bonds	3.90%	3.41%
Average All	5.03%	4.13%
Mortality Assumptions:		
Longevity at 65 for Current Pensioners		
Men	23.2	19.2 years
Women	25.5	23.2 years
Longevity at 65 for Future Pensioners		
Men	25.4	21.1 years
Women	27.9	25.1 years
Rate of Inflation		
RPI	3.60%	3.40%
CPI	2.80%	2.60%
Rate of increase in Salaries	4.60%	4.40%
Rate of Increase in Pensions	2.80%	2.60%
Rate for Discounting Scheme Liabilities	4.50%	4.50%
Take up option to convert annual pension to lump sum	50.00%	50.00%

Members Assumption

Members will exchange half of their commutable pension for cash at retirement. Active members will retire one year later than they are first able to without reduction.

Proportion of Assets Held	2013/14 %	2012/13 %
Equity Investments	68	69
Debt Instruments	16	16
Other Assets	16	15
Total	100	100

NOTES TO THE CORE FINANCIAL STATEMENTS

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

	2013/14 £000	IAS Revised 2012/13 £000	2012/13 £000
Opening Balance 1 April	275,402	251,205	251,205
Current Service Cost	7,244	6,445	6,445
Interest Cost	12,216	11,424	11,424
Contributions by Scheme Participants	1,943	1,874	1,874
Remeasurement (gains) and losses	-	-	12,259
Actuarial (gains) and losses from demographic assumptions	14,230	-	-
Actuarial (gains) and losses from changes in financial assumptions	8,725	11,934	-
Experience (gain)/loss on defined benefit obligation	(11,001)	325	-
Benefits Paid	(9,571)	(7,635)	(7,635)
Past Service Cost including curtailments	182	309	(170)
Unfunded pension payments	(485)	(479)	-
Curtailments	-	-	-
Closing Balance 31 March	298,885	275,402	275,402

Reconciliation of movement in the Fair Value of the Schemes (Plan) Assets

	2013/14 £000	IAS Revised 2012/13 £000	2012/13 £000
Opening Fair Value of Scheme Assets 1 April	186,074	153,282	153,282
Interest Income	8,345	7,059	8,807
Return on plan assets less interest	1,171	25,488	-
Other actuarial (gain)/loss	(2,643)	-	23,642
The effect of changes in foreign exchange rates	-	-	-
Administration expenses	(102)	(98)	-
Employers Contributions	6,824	6,583	6,583
Contributions by Scheme Participants	1,943	1,874	1,874
Settlements	(10,056)	(8,114)	(8,114)
Closing Balance 31 March	191,556	186,074	186,074

Pension Assets and Liabilities Recognised in the Balance Sheet

	2013/14 £000	2012/13 £000
Present Value of Liabilities		
Local Government Scheme	(290,549)	(275,402)
Fair Value of Assets in the Local Government Pension Scheme	191,556	186,074
Present Value of Unfunded Obligation	(8,336)	-
Surplus/(Deficit) in the Scheme	(107,329)	(89,328)

Sensitive Analysis

Impact on the Defined Benefit Obligation in the Scheme

	Increase in the Assumption £000	No Change in the Assumption £000	Decrease in the Assumption £000
Adjustment to mortality age rating assumption	Plus 1 year to life	nil	Minus 1 year
Present Value of Total Obligation	288,542	298,885	309,319
Adjustment to Long Term Salary Increase	Plus 1%	nil	Minus 1%
Present Value of Total Obligation	299,442	298,885	298,331
Adjustment to Pension Increase and Deferred Revaluation	Plus 1%	nil	Minus 1%
Present Value of Total Obligation	303,761	298,885	294,098
Adjustment to Discount Rate	Plus 1%	nil	Minus 1%
Present Value of Total Obligation	293,635	298,885	304,234

NOTES TO THE CORE FINANCIAL STATEMENTS

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

40. Contingent Liabilities

There is a contingent liability relating to a Council Tax matter on which the Council had originally been awarded a bankruptcy order. An application has been made to annul the order due to the defendants lack of capacity. If successful, the Council may be liable to costs which are uncertain but may be in the order of £100,000.

41. Contingent Assets

Old Fire Station Bond Claim

During 2011/12 the Council undertook a scheme for the refurbishment of one of its' property assets at the 'Old Fire Station' at a cost of around £3 million. During the course of the works the lead contractor ROK filed for liquidation. Appointing an alternative contractor incurred additional costs to the Council in the order of £0.2 million which it is currently attempting to recover from the contract bond. Negotiations are on going with the bondsman and are expected to be resolved by August 2014. It is still difficult to predict the outcome.

42. Nature and Extent of Risks Arising from Financial Instruments

The Council's overall risk management programme focuses on minimising the Council's exposure to the unpredictability of financial markets and to protect the financial resources available to fund services. The Council has fully adopted CIPFA's Code of Treasury Management Practices and has written principles for overall risk management as well as policies and procedures covering specific areas such as credit risk, liquidity risk, refinancing risk and market risk.

a) Credit Risk

Credit risk arises from short-term lending of surplus funds to banks, building societies and other Local Authorities as well as credit exposures to the Council's customers. It is the Council's policy to place funds only with a limited number of high quality banks, building societies and other Local Authorities whose credit rating is independently assessed as sufficiently secure by the Council's Treasury Advisors and to restrict lending to a prudent maximum amount for each financial institution. In addition the Council has invested in a Property Fund, which has been assessed by the Council and their Treasury Advisors. The Council also maintains a formal counterparty policy in respect of those financial institutions and other bodies from which it may borrow, or with whom it may enter into other financing arrangements.

In October 2008 the Icelandic banking sector defaulted on its obligations. The Council had £4.5 million invested in this sector at that time. Over the last few years we have received a substantial amount of these deposits back and now have only £0.5 million outstanding, and this is expected to be received almost in its entirety over the next few months.

The authority does not generally allow credit for customers, such that all creditors are due within 3 months.

The Authority's maximum exposure to credit risk in relation to its investments in banks and building societies was £61m as at 31 March 2014 and cannot be assessed generally as the risk of any institution failing to make interest payment 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 un-recoverability applies to all of the Authority's deposits, but there was no evidence at the 31 March 2014 that this was likely to crystallise.

NOTES TO THE CORE FINANCIAL STATEMENTS

The Authority has increased risk with its investment in CCLA (Charities, The Church of England and Local Authorities), however this is mitigated by the provision of an Earmarked Reserve.

b) Liquidity Risk

The Council has ready access to borrowing from the Public Works Loan Board. As a result, there is no significant risk that the Council will be unable to raise finance to meet its commitments under financial instruments. The Council has safeguards in place to ensure that a significant proportion of its borrowing does not mature for repayment at any one time to mitigate the impact of re-borrowing at a time of unfavourable interest rates. The Council has specific percentage limits for debt maturing in different periods to ensure an excessive amount of loans do not fall due for repayment at the same time. This ensures prudent planning of new loans taken out and, where it is economic to do so, making early repayments.

c) Refinancing and Maturity Risk

The Council maintains a significant investment portfolio. Whilst the cash flow procedures cover the short and medium term cash needs, the risk in the longer term relates to the danger of having to replace a maturing long term investment at disadvantageous rates.

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

The Council's Treasury and Investment Strategy addresses the main risks and the Council's treasury team address the operational risks within the approved parameters. These include:

- Monitoring the maturity profile of financial liabilities and amending the profile through either new borrowing or the rescheduling of existing debt or ensuring sufficient funds to make repayments on due dates; and
- Monitoring the maturity profile of investments to ensure sufficient liquidity is available for the Council's day-to-day cash flow needs, and the spread of longer-term investments providing stability of maturities and returns in relation to the longer-term cash flow needs.

The maturity analysis of financial liabilities is as follows:

	2013/14 £000	2012/13 £000
Up to 1 year	734	913
Between 1 and 5 years	1,182	1,912
Between 5 and 10 years	20,000	20,000
Over 10 years	178,528	178,528
	200,444	201,353

NOTES TO THE CORE FINANCIAL STATEMENTS

Financial liabilities and financial assets represented by loans and receivables are carried in the Balance Sheet at amortised cost. Their fair value can be assessed by calculating the present value of the cash flows that will take place over the remaining term of the instruments, using the following assumptions:

- no early repayment or impairment is recognised
- where an instrument will mature in the next 12 months, the fair value is assumed to be equal to the carrying amount.

d) Analysis of Financial Liabilities

The analysis of financial liabilities is included in the table below. The amortised cost is an accumulation of the principal and accrued interest. The fair value is as per the notification received from the Public Works Loan Board (PWLB). The fair value of the liabilities is higher than the amortised cost due to the premiums that would become payable if the loans were to be repaid.

	2013/14 £000	2012/13 £000
Short Term Borrowing - Public Works Loan Board	730	910
Short Term Borrowing - South Oxfordshire District Council	-	282
Long Term Borrowing - Public Works Loan Board	199,710	200,440
Deferred Liability - South Oxfordshire District Council	-	607
Local Bonds	4	4
Finance Lease Liability	253	212
Debtors	20,412	14,694
Long Term Debtors	17,099	16,774
	238,208	233,923
Amortised Cost	238,208	233,923
Fair Value	241,350	219,765

e) Analysis of Financial Assets

The analysis of Financial Assets is shown in the table below. The amortised cost is an accumulation of the principal and the accrued interest. The majority of investments are at a fixed rate and for a fixed term therefore the accrued interest is based on the agreed rates at the inception date of the investment, and therefore a fair value has not been used as a comparator.

The Council also has £3 million invested in CCLA Property Fund, a fair value for this investment has been included.

	2013/14 £000	2012/13 £000
Short Term Investments	62,132	45,073
Long Term Investments	2,894	32
Cash	(4,180)	(2,862)
Creditors	28,029	16,822
	88,875	59,065
Amortised Cost	89,109	59,065

NOTES TO THE CORE FINANCIAL STATEMENTS

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

f) Market Risk

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

- Borrowings at variable rates – the interest expense charged to the Income and Expenditure Account will rise
- Borrowings at fixed rates – the fair value of the borrowing liability will fall
- Investments at variable rates – the interest income credited to the Income and Expenditure Account will rise
- Investments at fixed rates – the fair value of the assets will fall

Borrowings are not carried at fair value on the Balance Sheet, so nominal gains and losses on fixed rate borrowings would not impact on the Income and Expenditure Account. However, changes in interest payable and receivable on variable rate borrowings and investments will be posted to the Income and Expenditure Account and affect the General Fund Balance, subject to influences from Government grants. Movements in the fair value of fixed rate investments will be reflected in the movement in reserves, unless the investments have been designated as Fair Value through the Income and Expenditure Account.

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 options, including 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 Council's treasury team monitor market and forecast interest rates within the year to adjust exposures appropriately, for instance, during periods of falling interest rates, and where economic circumstances make it favourable, fixed rate investments may be taken for longer periods to secure better long term returns.

The risk of interest rate loss is partially mitigated by Government grant payable on financing costs.

The Council does not have any variable rate borrowings, therefore the impact of a 1% increase or decrease in interest rates would have a nil financial impact. However it does have deposits in Money Market Funds (MMF), which are at a variable rate. These funds fluctuate daily but within a range of approximately 0.01%. A 1% increase or decrease in interest rates would impact up to £200,000 per year.

Price Risk – The Council has investments in a Property Fund, the unit price can fluctuate both up and down and is monitored closely by the Council. It is also mitigated by an Earmarked Reserve.

Foreign Exchange Risk – The Council does not partake in any financial assets or liabilities denominated in foreign currencies.

g) Financial Instruments Gains and Losses

There are no gains or losses recognised in the Consolidated Income and Expenditure Statement in relation to financial instruments in this financial year.

NOTES TO THE CORE FINANCIAL STATEMENTS

h) Fair value of Assets and Liabilities carried at Amortised Cost

Financial liabilities and financial assets represented by loans and receivables are carried on the Balance Sheet at amortised cost. Their fair value can be assessed by calculating the present value of the cash flows that take place over the remaining life of the instruments, using the following assumptions:

- For loans from the Public Works Loan Board (PWLB) and other loans payable, premature repayment rates from the PWLB have been applied to provide the fair value under PWLB debt redemption procedures;
- For loans receivable prevailing benchmark market rates have been used to provide the fair value;
- No early repayment or impairment is recognised;
- For Property Fund investments, the unit price has been used to provide the fair value;
- Where an instrument has a maturity of less than 12 months or is a trade or other receivable the fair value is taken to be the principal outstanding or the billed amount;
- The fair value of trade and other receivables is taken to be the invoiced or billed amount.

The fair values calculated are as follows:

Fair Value of Assets and Liabilities carried at Amortised Cost

	2013/14		2012/13	
	Carrying amount £000	Fair Value £000	Carrying amount £000	Fair Value £000
PWLB Debt	200,444	203,586	201,353	219,765
Non - PWLB Debt	-	-	889	889
Total Debt	200,444	203,586	202,242	220,654
Trade Creditors	18,228	18,228	9,577	9,577
Total Financial Liabilities	218,671	221,813	211,819	230,231
Money Market Loans < 1year	62,132	62,132	45,073	45,073
Money Market Loans > 1year	2,894	3,127	-	-
Bonds	-	-	-	-
Long Term Debtors	17,099	17,099	16,774	16,774
Trade Debtors	9,375	9,375	5,478	5,478
Total Loans and Receivables	91,500	91,733	67,325	67,325

NOTES TO THE CORE FINANCIAL STATEMENTS

43. Heritage Assets Five Year Summary of Transactions

This Statement discloses the major transactions that have taken place on Heritage Assets. The Assets were shown in 2010/11 for the first time and were introduced mainly at Market Value. The assets were revalued as at 1 April 2010 and therefore as at that date are now showing in our accounts; it was impractical to obtain valuations before this date.

The assets not shown at Market Value are the non operational property assets which are based on Depreciated Historic Cost and the Donated asset. In 2011/12 a Donated Asset was recorded at the cost to the donor. The Donated asset is shown at £14,000; a valuation would have cost the Council which were considered to be not commensurate to the benefit of obtaining the value.

During 2013/14 there have been no purchases, disposals, impairments or additional donated assets. The 2013/14 column below is therefore nil but has been provided to comply with the Code of Practice.

	2013/14 £000	2012/13 £000	2011/12 £000	2010/11 £000
Cost/value of Acquisitions of Heritage Assets				
Great Mace, Plate Room Silver Plaques and Cutlery	-	-	-	1,412
Furniture	-	-	-	13
Civic Regalia including Chains of Office Coat of Arms, registration number, and Organ	-	-	-	361
Fire Arms	-	-	-	38
Pictures and Drawings	-	-	-	420
Non Operational Property	-	-	-	200
Total Cost of Purchases	-	-	-	2,444
Value of Heritage Assets Acquired by Donation	-	-	14	-
Total Donations	-	-	14	-
Disposals				
Carrying Value	-	-	-	-
Proceeds	-	-	-	-
Impairment recognised in the period				
Great Mace, Plate Room Silver Plaques and Cutlery	-	-	(1)	-
Furniture	-	-	-	-
Civic Regalia including Chains of Office Coat of Arms, registration number, and Organ	-	-	-	-
Fire Arms	-	-	-	-
Pictures and Drawings	-	-	-	-
Non Operational Property	-	-	-	-
Total	-	-	(1)	-

Heritage Assets: Further Information on the Museum's Collections

The Great Mace, Plate Room Silver Plaques and Cutlery and the Willis Organ

This collection includes a number of maces and silver cups of historic interest and importance. The Great Mace circa 1660 was made to coincide with the restoration of Charles II, with the previous Commonwealth mace being used in the making of the Great Mace.

The Plate Room includes many cups and trophies, while many other silver items of cutlery, badges, tankards are retained in the collection held by the Council.

NOTES TO THE CORE FINANCIAL STATEMENTS

Other historic cups are displayed and these include the Coronation Cup given by Charles II to the City of Oxford.

A late 19th Century Organ built by Henry Willis and Sons in 1896-7 is sited in the Main Hall of the Town Hall. The Organ is rococo style case with three towers and two flats. For the purpose of grouping assets into categories the value has been placed in with the Great Mace.

Furniture

The Furniture recorded as heritage assets is limited to four notable mahogany sets of furniture. The Authority considers that due to a combination of the diverse nature and immaterial values, obtaining valuations for any less significant furniture would involve a disproportionate cost in relation to the benefit to the users of financial statements and therefore they are not included on the Balance Sheet.

Civic Regalia and Chains of Office

The Chains of Office include those belonging to the Lord Mayor and Mayoress, the Sheriff and Sheriff's lady, and Deputy Lord Mayor. These are very ornate and valuable items mainly of gold and enamel. The Lord Mayor chain dates back to 1883, and includes a badge relief decorated and enameled with the City Arms.

Firearms

The Firearms date back to the 17th Century, and include a collection of English Lock Muskets. The Firearms are displayed in the Town Hall in glass fronted cases.

Pictures and Drawings

The Art Collection includes paintings (both oil and watercolour) and sketches and is reported on the Balance Sheet at Insurance Value.

A large number of Portraits are to be found in the collection, as well as oils on canvass such as "The rape of the Sabines" presented to the Council by the Duke of Marlborough in 1901.

Memorial Gardens and City Walls

The Authority has identified War Memorials and Garden in St Giles, and the War Memorial in Marston Road, which along with the ancient City walls and Bastion (inside New College, and Hall Street) and the Rewley Abbey Wall meet the criteria of Heritage assets. However, due to their diverse nature these assets lack any comparable market values and cost records do not exist. The cost of providing a Balance Sheet valuation on these assets would be disproportionate to any benefit to the user of the Authorities financial statements and therefore are excluded from the Balance Sheet.

Heritage Non Operational Property

A number of Properties owned by Oxford City are of historic interest but these are operational assets and therefore held within Property, Plant and Equipment.

The Authority has identified the Plain Fountain, comprising an ornate stone fountain covered by an octagonal plate roofed open sided structure with stone columns. A clock with four faces is sited on top of the roof with a decorative metal weather vane installed above. This is a significant Asset in terms of its cultural and Heritage presence and the Asset is included in the Balance Sheet at its Depreciated replacement Cost.

Oxford City First Registration number Plate

The Council Mayors Car carries the first registration plate issued in Oxford, and the plate is valued at market value.

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SUPPLEMENTARY FINANCIAL STATEMENTS

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HOUSING REVENUE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2014

H1.1 Housing Revenue Account Income and Expenditure Statement

	Note	2013/14 £000	2012/13 £000
Expenditure			
Repairs & Maintenance		10,274	10,904
Supervision & Management		7,292	7,519
Rents, Rates, Taxes & Other Charges		6	(1,090)
Negative HRA Subsidy Payable		-	(231)
Depreciation and Impairment of Non-Current Assets		7,753	10,713
Debt management costs		-	-
Movement in the Allowance for Bad Debts (not specified by the Code)	2.9	179	182
Sums directed by the Secretary of State that are expenditure in accordance with the code		-	-
Total Expenditure		25,504	27,997
Income			
Dwelling Rents (Gross)		(39,773)	(37,208)
Non Dwelling Rents (Gross)		(0)	(1,571)
Charges for Services & Facilities		(1,978)	(1,703)
Total Income		(41,751)	(40,482)
Net Cost of HRA Services as included in the Comprehensive Income and Expenditure Statement		(16,247)	(12,485)
HRA Services' share of Corporate and Democratic Core		189	198
Net Income for HRA Services		(16,058)	(12,287)
HRA share of the Operating Income and Expenditure included in the Comprehensive Income and Expenditure Statement:			
(Gain)/Loss on Sale of HRA Fixed Assets		(1,826)	576
Interest Payable and Similar Charges		7,798	6,895
Interest and Investment Income	2.7	(44)	(64)
Pensions Interest Cost and Expected Return on Pension Assets		85	0
(Surplus)/Deficit for the year on HRA Services		(10,045)	(4,880)

STATEMENT OF MOVEMENT ON THE HOUSING REVENUE ACCOUNT BALANCE

H1.2 Movement on the Housing Revenue Income & Expenditure Account

The HRA Income and Expenditure Account shows the actual financial performance for the year, measured in terms of the resources consumed and generated over the last twelve months. However, the Council is required to account for its statutory housing activity on a different accounting basis, the main differences being that:

- the difference between the depreciation on HRA assets and the Self-Financing Valuation Major Repairs Allowance has to be adjusted back into the balance for the year,
- the gain or loss on the disposal of HRA assets has to be reversed before a final balance is calculated; and
- any impairment on HRA assets, either due to economic consumption or valuation, has to be reversed from the account before a statutory balance can be finalised.

The reconciliation statement below summarises the differences between the outturn on the Income and Expenditure Account and the Housing Revenue Account Balance.

MOVEMENT ON THE HRA STATEMENT

	Note	2013/14 £000	2012/13 £000
Balance on the HRA at the end of the Previous Year		(3,698)	(2,620)
(Surplus)/Deficit for the Year on the HRA Income and Expenditure Account		(10,045)	(4,880)
Adjustments between Accounting Basis and Funding Basis Under Statute			
- Exceptional items - transfer to the General Fund		-	-
- Difference between interest payable and similar charges		-	-
- Difference between any other item of income and expenditure		(21)	13
- Gain or (loss) on sale of HRA non-current assets		1,826	(576)
- HRA share of contributions to or from the Pensions Reserve		(101)	(54)
- Capital expenditure funded by the HRA		(135)	1,715
- Sums directed by the Secretary of State to be debited or credited to the		-	-
- Transfer (to)/from the Major Repairs Reserve	2.3	8,422	7,000
- Transfer (to)/from the Capital Adjustment Account		(7,331)	(4,838)
- Transfer (to)/from Housing Repairs Account		-	-
Net Increase/(Decrease) before Transfers to or from Reserves		(7,385)	(1,620)
Transfer to and (from) Reserves		7,083	542
(Increase)/Decrease in Year on the HRA		(302)	(1,078)
Balance on the HRA at the end of the Current Year		(4,000)	(3,698)

NOTES TO THE HOUSING REVENUE ACCOUNT

H2.1 Housing and Garage Stock Numbers

	2013/14	2012/13
Houses		
1 bedroom	277	277
2 bedrooms	843	848
3 bedrooms	2,887	2,903
more than 3 bedrooms	274	274
Flats		
1 bedroom	1,579	1,608
2 bedrooms	1,734	1,751
3 bedrooms	149	152
more than 3 bedrooms	4	4
Non Dwelling Properties		
Hostels	8	8
Overall Total	7,755	7,825

Summary of Changes in Stock	2013/14	2012/13
Stock at 1 April 2013	7,827	7,836
Adjustment Prior Year	(2)	-
Less Sales	(46)	(9)
Other Disposals	(30)	(2)
Additions	6	-
Stock at 31 March 2014	7,755	7,825

Garages and Parking Spaces	2013/14	2012/13
Garages In Block	-	2,280
Garages Within Curtilage	272	272
Parking Spaces	50	50
Overall Total	322	2,602

Summary of Changes in Garages & Parking Spaces	2013/14	2012/13
Stock at 1 April 2013	2,602	2,602
Overstated Demolished from Prior Year	-	-
Demolished/ Disposed	-	-
Non Residential Parking Included in Prior Year	-	-
Garages within Curtilage Overstated in Prior Year	-	-
Stock transferred to the General Fund	(2,280)	-
Stock at 31 March 2014	322	2,602

Other than those garages that are situated within HRA dwelling curtilages, the remaining HRA garages were transferred to the General Fund (GF) with effect from 1 April 2013. This appropriation resulted in all the risks and rewards associated with these assets passing to the Council's General Fund.

NOTES TO THE HOUSING REVENUE ACCOUNT

The vacant possession of the Council's Housing stock as at 1 April 2013 amounted to £1,555 million representing the economic cost to government of providing council housing, the social housing factor reduction of 32% reduced the value to an Existing Use Value - Social Housing of £497.6 million.

The table below shows the HRA property values as at 1 April 2013 and 31 March 2014.

	2013/14 Cost or valuation £000	2013/14 Depreciation £000	2013/14 Net Book Value £000	2012/13 Cost or valuation £000	2012/13 Depreciation £000	2012/13 Net Book value £000
Council Dwellings	522,184	(12,036)	510,148	475,417	(9,221)	466,196
Other Land and Buildings	2,913	(137)	2,776	20,708	(1,353)	19,355
Vehicles, Plant, Furniture and Equipment	67	(67)	-	67	(67)	-
Infrastructure and Community Assets	-	-	-	69	-	69
Assets Under Construction	3,123	-	3,123	727	-	727
Surplus Assets not Held for Sale	1,078	(56)	1,022	1,793	(58)	1,735
Investment Properties	30	-	30	70	-	70
Assets Held for Sale	1,489	-	1,489	1,006	-	1,006
As at 31 March 2014	530,884	(12,296)	518,588	499,857	(10,699)	489,158

H2.2 Movement on the Major Repairs Reserve

	2013/14 £000	2012/13 £000
Opening Balance	(7,000)	-
Transfer from Capital Financing Reserve	(6,309)	(5,876)
Excess of Depreciation on Dwellings over Major Repairs Allowance	(2,113)	(2,688)
Additional Resources transferred from HRA	-	(6,026)
Financing of Capital Expenditure (MRA Applied)	8,422	7,590
Transfer to General Fund	7,000	-
Closing Balance	-	(7,000)

H2.3 Capital Expenditure and Financing

	2013/14 £000	2012/13 £000
Buildings	10,747	7,588
REFCUS	135	2
Total Spend	10,882	7,590
Sources of Finance		
Major Repairs Reserve	8,422	7,590
Grants and Contributions	1,068	-
Capital Receipts	1,392	-
Total Financing	10,882	7,590

NOTES TO THE HOUSING REVENUE ACCOUNT

H2.4 Capital Receipts Received

	2013/14 £000	2012/13 £000
Buildings	(9,084)	(1,151)
Total	(9,084)	(1,151)

H2.6 Revenue Expenditure Funded from Capital Under Statute

Revenue expenditure funded from Capital under statute relates to capital expenditure which does not necessarily result in an asset. In 2013/14 the charges were £134,520 and in 2012/13 they were £2,235.

H2.7 Interest Received

The Housing Revenue Account is credited with interest on cash balances and interest on loans granted to enable tenants to purchase council dwellings.

	2013/14 £000	2012/13 £000
Interest on Cash Balances	(45)	(60)
Interest on Loans to Individuals	1	(4)
Total	(44)	(64)

The Housing Revenue Account was debited with Item 8 interest of £7.8 million in 2013/14, this relates to the proportion of the external interest relating to the Housing Revenue Account.

H2.8 Financial Reporting Standard (IAS) 19 – Pensions

Included within the Net Cost of Service is the HRA share of contributions from the Pension Reserve. The pension contributions have been calculated in accordance with IAS 19. An adjustment is made within the adjustments between accounting basis and funding basis under statute, so that there is no effect on the HRA surplus for the year.

The current cost of pensions amounting to £0.1 million has been charged to the HRA and the adjustment between accounting bases of £19,000 applied to ensure the HRA is charged with the statutory sum related to the actual cost of pension provision in year (£0.1 million).

NOTES TO THE HOUSING REVENUE ACCOUNT

H2.9 Rent Arrears

	2013/14		2012/13	
	£000	% of total rents due	£000	% of total rents due
Arrears Details				
Current Tenants	1,307	3.20	1,402	3.72
Former Tenants	329	0.80	225	0.60
Overall	1,636	4.00	1,627	4.32
Total Rents due in Year	40,890		37,653	

	2013/14 £000	2012/13 £000
Doubtful Debt provision		
Opening Balance	357	229
Write-offs in Year	(119)	(22)
Additional Provision	179	150
Closing Balance	417	357

H2.10 Trading Operations

Trading Operations relate to work undertaken by the Housing Repairs Workforce. Following a reorganisation of services there were no Trading Operations during 2013/14.

H2.11 Capital Commitments

<u>Description</u>	<u>Contractor</u>	2013/14 £000	2012/13 £000
Window Replacement Programme	Nationwide	-	357
Tower Blocks	EC Harris	391	678
Roofing	GSR Contracting	150	-
External Adaptions	Fairfax Avenue	110	-
Communal Areas	DS and Pyrotec	60	-
Affordable Housing Programme	Leadbitter Group/EC Harris	13,812	-
Total Capital Commitments HRA		14,523	1,035

COLLECTION FUND

The Collection Fund is the Council's statement reflecting its statutory obligation as a Billing Authority to maintain a separate Fund showing the transactions the Council as a Billing Authority has undertaken in relation to the collection from taxpayers and distribution to local authorities and the Government of Council Tax and Non-Domestic Rates.

The Collection Fund is a separate statutory fund under the provision of the Local Government Act 1988. Its assets and liabilities are included in the General Fund Balance Sheet and its income and expenditure is shown below:

	Business Rates	Council Tax	Total
	2013/14	2013/14	2013/14
	£000	£000	£000
Income			
Council Tax Receivable	-	(68,924)	(68,924)
Business Rate Receivable	(84,469)	-	(84,469)
Sub Total	(84,469)	(68,924)	(153,393)
Expenditure			
Central Government share of PY surplus	-	-	
Oxford City share of PY surplus	-	74	74
Oxfordshire County share of PY surplus	-	320	320
Police & Crime Commissioner share of PY surplus	-	42	42
Sub Total	0	436	436
Central Government Share	40,379	-	40,379
Oxford City Demand	32,303	11,228	43,531
Oxfordshire County Precepts	8,076	48,923	56,999
Police & Crime Commissioner share of PY Precepts	-	6,498	6,498
Sub Total	80,758	66,649	147,407
Charges			
Write Offs	231	192	424
(Increase)/Decrease in Bad Debt Provision	91	785	875
(Increase)/Decrease in Provision for Appeals	4,354	-	4,354
Cost of Collection	220	-	220
Disregarded amounts	314	-	314
Sub Total	5,210	977	6,186
(Surplus) / Deficit arising during year	1,499	(862)	637
(Surplus) / Deficit b/fwd 1st April	-	(525)	(525)
(Surplus)/Deficit C/forward	1,499	(1,387)	112

COLLECTION FUND

CF1. Non-Domestic Rates

Under the arrangements for business rates, the Council collects non-domestic rates for its area, based on local rateable values, multiplied by a uniform business rate. From April 2013 the Business Rates Retention Scheme has replaced the former scheme for accounting for the non-domestic rates due/collected. The element of rates the Council were allowed to retain for 2013/14 was assessed at £5.468 million. The Council were required to pay to Central Government both the Central Share of £40.379 million plus the calculated tariff of £26.450 million. In addition we were required to pay £8.076 million to Oxfordshire County Council.

The local rateable value (2010 Rating List) as at 31 March 2014 was £230.9 million (£230.0 million at 31 March 2013). The multiplier for 2013/14 was set at 47.1 pence in the pound (45.8 pence for 2012/13).

CF2. Council Tax

The Council Tax Base is a measurement of the taxable capacity of the area. Dwellings are converted into Band D equivalents, taking into account exemptions and discounts. Dwellings are classified into eight valuation bands (A to H) based on 1991 capital valuations. The Council Tax is set for band D dwellings and the tax for the other bands is calculated as a proportion of the band D charge.

For 2013/14 Council Tax including precepts was set at £271.93 for a band D property (2012/13 £267.05)

The Council Tax Base was calculated as follows:

Valuation Band	Total no. Dwellings on Valuation List	Total Equivalent Dwellings (after discounts, etc.)	Ratio to Band D	Band D Equivalents
A	2,314	1,117	6/9	744
B	9,101	4,765	7/9	3,706
C	18,729	12,957	8/9	11,517
D	15,673	11,778	9/9	11,778
E	6,791	5,045	11/9	6,166
F	2,803	2,365	13/9	3,416
G	3,156	2,736	15/9	4,561
H	575	340	18/9	680
	59,142	41,103		42,568
Crown Properties				0
Allowance of 3% for non-collection				(1,277)
Total				41,291

GROUP ACCOUNTS BARTON OXFORD LLP

Group Accounts are required by the Accounting Code of Practice where an Authority has interests in subsidiaries, associates and/or jointly controlled entities, subject to consideration of materiality.

The Barton Oxford LLP has been established with a contractually binding arrangement whereby the two parties are committed to undertake an activity that is subject to their joint control, with strategic financial and operating decisions relating to the activity requiring the unanimous consent of the parties sharing control. The Barton Oxford LLP controls the assets of the joint venture, incur liabilities and expenses and earn income.

Group Accounts have therefore been produced to consolidate the Barton Oxford LLP into the financial statement of Oxford City Council.

The Barton Oxford LLP joint venture was established on 23 September 2011. The Council entered into a partnership with Grosvenor Developments Limited to form Barton Oxford LLP, a joint venture vehicle to develop social and affordable housing on land owned by the Council at Barton. The Council has a 50% interest in the company and shares profits and losses.

The Council transferred land to the LLP on 31 October 2011. It is estimated that the value will be repaid with interest by January 2019. As at 31 March 2014 the company has been developing land which will be parcelled and sold to developers. Land has not been sufficiently developed as at 31 March 2014 and therefore turnover is nil. 50% of the net liabilities of £8,000 have been incorporated in to the Council's Group Accounts. The total being assets £2.186 million and total liabilities £2.194 million representing the Council's 50% share (page 94).

The current development programme estimates the first parcel of land be disposed of during 2014/15, with further disposals in 2016, 2017 and 2019. Costs attributable to the disposals will run on beyond 2019, and profit distribution happens after all costs have been accounted for in the LLP. The current expectation is that profit will be distributed by the LLP in 2022, at which point the Council will receive its 50% share of the profit.

These Group Accounts shown on the following pages incorporate the Joint Venture using the proportionate consolidation method, this is applied by taking shares of the balances and transactions proportionate to the Authority's interest in the entity, which is 50%.

Barton Oxford LLP accounts are completed on a UK GAAP basis and the Council's accounts are completed on an IFRS basis, however all accounting policies are in line.

The Group Accounts consist of the following:

- Movement in Reserves Statement
- Comprehensive Income and Expenditure Statement
- Balance Sheet
- Notes to the Statement of Accounts
- Cash Flow

GROUP ACCOUNTS: MOVEMENT IN RESERVES STATEMENT FOR THE YEAR ENDED 31 MARCH 2014

This statement shows the movement in year on the different reserves held by the Group, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and 'unusable' reserves. The Surplus or (Deficit) on the Provision of Services line shows the true economic cost of providing the Group's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund Balance and the Housing Revenue Account for Council Tax setting and dwellings rent setting purposes.

The Net Increase/(Decrease) before Transfers to/from Earmarked Reserves line shows the statutory General Fund Balance and Housing Revenue Account Balance before any discretionary transfers to or from earmarked reserves undertaken by the Council.

	Total Authority Reserves	Group Movements	Authorities share of Reserves Joint Venture Barton Oxford LLP
	£000	£000	£000
Movement in Reserves during 2012/13			
Surplus/(Deficit) on the Provision of Services	8,674	(2)	8,672
Other Comprehensive Income and Expenditure	33,497	-	33,497
Total Comprehensive Income and Expenditure	42,171	(2)	42,169
Adjustments between Accounting Basis & Funding Basis under Regulations	-	-	-
Net Increase/(Decrease) before Transfers to Earmarked Reserves	42,170	(2)	42,169
Transfers (to)/from Earmarked Reserves	-	-	-
Increase/(Decrease) in 2012/13	42,170	(2)	42,169
	-		
Balance at 31st March 2013 carried forward	439,434	(6)	439,428
Movement in Reserves during 2013/14			
Surplus/(Deficit) on the Provision of Services	14,092	(2)	14,090
Other Comprehensive Income and Expenditure	40,695	-	40,695
Total Comprehensive Income and Expenditure	54,786	(2)	54,784
Adjustments between Accounting Basis & Funding Basis under Regulations	16	-	16
Net Increase/(Decrease) before Transfers to Earmarked Reserves	54,804	(2)	54,802
Transfers (to)/from Earmarked Reserves	-	-	-
Increase/(Decrease) in 2013/14	54,804	(2)	54,802
	-		-
Balance at 31st March 2014 carried forward	494,238	(8)	494,230

**GROUP ACCOUNTS: COMPREHENSIVE INCOME & EXPENDITURE STATEMENT FOR THE
YEAR ENDED 31 MARCH 2014**

This statement shows the accounting cost in 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; this may be different from the accounting cost. The taxation position is shown in the Movement in Reserves Statement (page 94).

	2013/14 Oxford City Council				2013/14 Group Cl&E				2012/13
Notes	Gross Expenditure £000	Gross Income £000	Net Expenditure £000		Group Movements £000	Gross Expenditure £000	Gross Income £000	Net Expenditure £000	Net Expenditure £000
Central Services to the Public	4,027	(1,702)	2,325			4,027	(1,702)	2,326	2,557
Cultural and related Services	12,977	(4,604)	8,373			12,977	(4,604)	8,373	9,004
Environment and Regulatory Services	23,744	(11,450)	12,294			23,744	(11,450)	12,294	8,615
Planning Services	7,992	(3,361)	4,631			7,992	(3,361)	4,631	6,271
Highways and Transport Services	11,583	(11,762)	(179)			11,583	(11,762)	(179)	1,667
Local Authority Housing (HRA)	25,505	(41,752)	(16,247)			25,505	(41,752)	(16,247)	(12,486)
Other Housing Services	96,577	(92,703)	3,874	1	2	96,579	(92,703)	3,876	6,303
Corporate and Democratic Core	3,714	(71)	3,643			3,714	(71)	3,643	3,623
Non Distributed Costs	1,955	(1,923)	32			1,955	(1,923)	33	27
Cost of Services			18,745					18,749	25,582
Other Operating Expenditure			(2,400)					(2,400)	(3,075)
Financing and Investment Income and Expenditure			(1,069)					(1,069)	(2,561)
Taxation and Non-Specific Grant Income			(29,368)					(29,368)	(28,618)
(Surplus)/Deficit on Provision of Services			(14,092)					(14,088)	(8,672)
(Surplus)/Deficit on Revaluation of Property, Plant and Equipment Assets			(54,121)					(54,121)	(22,114)
Actuarial (Gains)/Losses on Pension Assets and Liabilities			13,426					13,426	(11,383)
Other Comprehensive Income and Expenditure			(40,695)					(40,695)	(33,497)
Total Comprehensive Income and Expenditure			(54,787)					(54,783)	(42,169)

GROUP ACCOUNTS: BALANCE SHEET AS AT 31 MARCH 2014

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

		Oxford City Council 2013/14 £000	Group 2013/14 £000	Accumulated Group Movement 2013/14 £000	Group 2012/13 £000
	Note				
Property, Plant & Equipment	2	632,022	634,007	1,985	583,262
Heritage assets		2,496	2,496	-	2,496
Investment Properties		101,359	101,359	-	92,744
Intangible Assets		1,107	1,107	-	827
Long Term Investments		2,894	2,894	-	32
Long Term Debtors		17,099	17,099	-	16,774
Long Term Assets		756,977	758,962	1,985	696,135
Short Term Investments		47,780	47,780	-	32,868
Assets Held for Sale		1,489	1,489	-	2,799
Inventories		775	775	-	774
Short Term Debtors	3	21,974	21,991	17	14,706
Cash and Cash Equivalents	4	10,173	10,357	184	9,409
Current Assets		82,191	82,391	201	60,556
Short Term Borrowing		(730)	(730)	-	(910)
Short Term Creditors	5	(28,029)	(30,223)	(2,194)	(18,219)
Provisions		-	-	-	-
Current Liabilities		(28,759)	(30,953)	(2,194)	(19,129)
Long Term Creditors		(70)	(70)	-	-
Provisions		(3,942)	(3,942)	-	(2,209)
Long Term Borrowing		(199,710)	(199,710)	-	(200,443)
Other Long Term Liabilities		(107,753)	(107,753)	-	(90,601)
Capital Grants Receipts in Advance		(4,696)	(4,696)	-	(4,881)
Long Term Liabilities		(316,171)	(316,171)	-	(298,134)
Net Assets		494,238	494,229	(8)	439,428
Usable Reserves	6	(68,476)	(68,468)	8	(50,577)
Unusable Reserves		(425,762)	(425,762)	-	(388,851)
Total Reserves		(494,238)	(494,230)	8	(439,428)

GROUP ACCOUNTS: NOTES

Basis of Accounting

Oxford City Council Statement of Accounts are prepared on an IFRS basis which include revaluation of assets when and where appropriate. The Group Accounts of Oxford City Council incorporate the financial statements of the Barton Oxford LLP. Oxford City Council are joint members of the LLP with Grosvenor Development Limited.

The Barton Oxford LLP financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom law, accounting standards and the Limited Liability Partnerships Statement of Recommended Practice. The accounting policies have been applied consistently throughout the current and preceding year on a going concern basis.

Accounting Policies of Oxford City Council and the LLP have been considered to ensure the underlying accounting standards are compatible for the Group. In all respects the standards are compatible for 2013/14, cash and cash equivalents, debtors and creditors all provided on the same basis. The Development expenditure of the LLP is recorded at the lower of cost and net realisable value. Cost includes the cost of acquisition, professional fees and construction costs but excludes overheads. This is compatible with Oxford City accounting policies in that the assets are under construction and therefore recorded at cost under IFRS. Therefore in all material respects for 2013/14 the accounting policies are materially aligned.

Method of Consolidation

The method of consolidation adopted in the financial statements is to provide separate core financial statements consolidated on a proportionate basis.

Oxford City Council has provided land with an initial transfer value of £850,000 to the LLP. Interest on the transfer value is payable at a fixed rate of 5% compounded monthly until repayment. The loan and interest is due to be repaid in January 2019, on completion of the development. The loan and interest amounted to £958,919 as at 31 March 2014 (£912,247 as at 31 March 2013) These sums are included in the Council's Balance Sheet as a debtor.

The following notes are in respect of the Accumulated Group movement in 2013/14

1. Turnover LLP

The principal activity of the Barton Oxford LLP during the year was property development with a view to sale on completion. However no sales have taken place up to the 31 March 2014. The LLP had no turnover during the current or preceding year. The operating loss is stated after charging the Auditors remuneration.

2. Property, Plant and Equipment

Development property of £1.985 million is added to the Council's Property, Plant and Equipment. This represents development expenditure on project management, landscape architects, structural engineers, legal and other consultancy fees.

GROUP ACCOUNTS: NOTES

2 - Development Properties

	2013/14 £000	2012/13 £000
Development Properties	1,985	1,313
Total	1,985	1,313

3 - Debtors: amounts falling due within one year

	2013/14 £000	2012/13 £000
Debtors	17	12
Total	17	12

4 - Cash and Cash Equivalents

	2013/14 £000	2012/13 £000
Cash and Cash Equivalents	184	66
Total	184	66

5 - Creditors: amounts falling due within one year

	2013/14 £000	2012/13 £000
Trade Creditors	12	2
Loans and Other Debts due to Members	2,050	1,300
Accruals and Deferred Income	132	95
Total	2,194	1,397

6 - Members' Equity

	2013/14 £	2012/13 £
1 April	2	2
31 March	2	2

Accumulated Members' Losses £000

1 April 2013	(6)
Loss for the Financial Year	(2)
31 March 2014	(8)

GROUP ACCOUNTS: CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2014

The Cash Flow Statement shows the changes in the Cash and Cash Equivalents of the Group during the reporting period. The statement shows how the Group generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities. The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the Group are funded by way of taxation and grant income or from the recipients of services provided by the Group. Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the Group'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 Group.

	Oxford City Council 2013/14 £000	Group 2013/14 £000	Group Movement 2013/14 £000	Group 2012/13 £000
Net (Surplus)/Deficit on the Provision of Services	(14,092)	(14,090)	2	(8,672)
Adjustments to Net (Surplus)/Deficit on the Provision of Services for Non-Cash Movements	(14,312)	(16,483)	(2,171)	(15,645)
Adjustments for Items Included in the Net (Surplus)/Deficit on the Provision of Services that are Investing and Financing Activities	-	-	-	-
Net Cash Flows from Operating Activities	(28,404)	(30,573)	(2,169)	(24,316)
Investing Activities	26,101	28,086	1,985	19,146
Financing Activities	1,472	1,472	-	660
Net (Increase)/Decrease in Cash and Cash Equivalents	(831)	(1,015)	(184)	(4,511)
Cash and Cash Equivalents at the Beginning of the Reporting	(9,342)	(9,342)	-	(4,898)
Cash and Cash Equivalents at the End of the Reporting	(10,173)	(10,357)	(184)	(9,408)

GROUP ACCOUNTS: CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2014

Note 24 - Cash Flow Statement Operating Activities (Interest)

Operating activities within the Cashflow Statement include the following cashflows relating to Interest

Cash Interest Received

Cash Interest Paid

Total

Oxford City Council 2013/14 £000	Group 2013/14 £000	Group Movement 2013/14 £000	Group 2012/13 £000
438	438	-	532
(7,079)	(7,079)	-	(7,449)
(6,641)	(6,641)	-	(6,917)

Note 25 - Investing Activities

Investing Activities

Purchase of Property, Plant and Equipment, Investment Property and Intangible Assets

Purchase of Short-Term and Long-Term Investments

Proceeds from the sale of Property, Plant and Equipment, Investment Property and Intangible Assets

Other Capital Cash Receipts in Advance

Total Cash Flows from Investing Activities

Oxford City Council 2013/14 £000	Group 2013/14 £000	Group Movement 2013/14 £000	Group 2012/13 £000
22,003	23,988	1,985	17,673
17,774	17,774	-	9,223
(10,688)	(10,688)	-	(5,716)
(2,988)	(2,988)	-	(2,034)
26,101	28,086	1,985	19,147

Note 27 - Financing Activities

Financing Activities

Repayment of Long Term Borrowing

Other receipts from Financing Activities

Payments for the reduction of a Finance Lease Liability

Total Cash Flows from Financing Activities

Oxford City Council 2013/14 £000	Group 2013/14 £000	Group Movement 2013/14 £000	Group 2012/13 £000
1,628	1,628	-	643
(248)	(248)	-	(112)
92	92	-	129
1,472	1,472	-	660

Note E - Makeup of Cash and Cash Equivalents

Cash and Cash Equivalents

Cash Investments - regarded as Cash Equivalents

Bank Overdraft

Total Cash and Cash Equivalents

Oxford City Council 2013/14 £000	Group 2013/14 £000	Group Movement 2013/14 £000	Group 2012/13 £000
14,353	14,537	184	12,271
(4,180)	(4,180)	-	(2,862)
10,173	10,357	184	9,409

ACCOUNTING POLICIES

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ACCOUNTING POLICIES

1. Accounting Policies

1.1 General Principles

The Statement of Accounts summarises the Council's financial transactions for the 2013/14 financial year and its position at the year-end of 31 March 2014. The Authority is required to prepare an annual Statement of Accounts by the Accounts and Audit Regulations 2011, and this requires the preparation to be in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2013/14 and the Service Reporting Accounting Code of Practice 2013/14, supported by International Financial Reporting Standards (IFRS) and statutory guidance, issued under Section 12 of the 2003 Act.

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

1.2 Accruals of Income and Expenditure

All transactions of the Council are accounted for in the year in which they take place, not simply when the cash payments are made or received:

- 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.
- fees, charges and rents due from customers are accounted for as income at the date the Council provides the relevant goods or services
- supplies and services are recorded as expenditure when they are consumed; where there is a gap between the date supplies are received and their consumption they are carried as Stock on the Balance Sheet. This also applies where the Council acts as agent, most significantly for Council Tax and NNDR collection. The Council collects all precepts on behalf of the major preceptors, and the deficit or surplus held will be shown as a debtor or creditor balance respectively
- interest receivable on investments is accounted for respectively as income and expenditure on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract
- where income and expenditure has been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where it is doubtful that debts will be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected
- income and expenditure are credited and debited to the relevant service revenue accounts, unless they properly represent capital receipts or capital expenditure.

Exceptions to this principle are:

(i) utility bills and similar instalment payments which are charged at the date of meter reading rather than being apportioned between financial years. This policy is consistently applied each year and therefore does not have a material effect on the year's accounts

(ii) certain payments made on a claims basis which are regular in terms of incidence (such that the accounting period contains twelve full months) or for which the accrual would be immaterial

(iii) accruals of less than £500 are not adjusted for within the accounts due to the level of materiality of the transactions.

ACCOUNTING POLICIES

1.3 Cash and Cash Equivalents

Cash is represented by cash in hand and demand deposits with financial institutions repayable without penalty on notice of no more than 24 hours. Cash Equivalents are readily convertible to known amounts of cash with insignificant risk of change in value. Oxford City Council regards overnight funds to represent a Cash Equivalent. Cash also includes bank overdrafts that are repayable on demand and that are integral to an authority's cash management.

1.4 Exceptional Items

When items of income and expenditure are material, their nature and amount is disclosed separately, either on the face of the Comprehensive Income and Expenditure Statement or in the notes to the accounts, depending on how significant the items are to an understanding of the Authority's financial performance.

1.5 Charges to Revenue and Non-Current Assets

Services, Support Services and Trading Accounts are debited with the following amounts to record the cost of holding fixed assets during the year:

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

The Authority is not required to raise Council Tax to fund depreciation, revaluation and impairment losses or amortisations. However, it is required to make an annual contribution from Revenue towards the reduction in its overall borrowing requirement equal to an amount calculated on a prudent basis determined by the Authority in accordance with statutory guidance. Oxford has not made a contribution due to applying a prudent assessment.

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

1.6 Employee Benefits

Benefits Payable during Employment

Short-term employee benefits (those falling due within 12 months of the year end) such as wages, salaries, paid annual leave, sick leave, bonuses and non monetary benefits for current employees, are considered as an expense in the year in which the employee renders the service to the Authority.

An accrual is made against services in the surplus or deficit on the provision of service, (where considered material) for the cost of holiday entitlement and other forms of leave earned by employees but not taken before the year end and which may be carried forward into the next financial year based on following years salary. Accruals are not made for immaterial costs in respect of outstanding car mileage claims.

Any accrual made is required under statute to be reversed out of the General Fund Balance by a credit to the Accumulated Compensation Absences Adjustment Account in the Movement of Reserves Statement.

Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Authority to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy and are charged on an accruals basis to the Non Distributed Costs line in the Comprehensive Income and Expenditure Statement when the Authority is demonstrably committed to the termination of the employment of an officer or

ACCOUNTING POLICIES

group of officers or making an offer to encourage voluntary redundancy.

The statutory provision requires the General Fund to be charged with the amount agreed to be payable to the Pension Fund, not the amount calculated under IFRS. In the Movement of Reserves Statement, appropriations are made to and from an Employment Reserve; a balance of this account appears on the Balance Sheet. The Employment Reserve is matched by the accrual for termination.

Post-employment Benefits

Employees of the Authority are members of the Local Government pension fund administered by the Oxfordshire County Council.

The Local Government Pension Scheme

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

- the liabilities of the Oxfordshire County Council Pension Fund attributable to the Authority are included in the Balance Sheet on an actuarial basis using the projected unit method – i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to-date by employees, based on assumptions about mortality rates, employee turnover rates, etc, and projections of projected earnings for current employees.
- the liabilities are discounted to their value at current prices, using a discount rate of 4.5%, based on the indicative rate of return on the iBoxx High Quality 15 Year corporate bond which is AA rated.
- the assets of Oxfordshire County Council Pension Fund attributable to the Authority are included in the Balance Sheet at their fair value:
 - ♦ quoted securities – current bid price
 - ♦ unquoted securities – professional estimate
 - ♦ unitised securities – current bid price
 - ♦ property – margin above yield.

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

1. Current Service Cost – the increase in liabilities as a result of years of service earned this year is allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked
2. Past Service Cost – the increase or reduction in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years is debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs
3. Net interest on the net defined benefit liability (asset) i.e. net interest expense for the Authority – the change during the period in the net defined benefit liability (asset) that arises from the passage of time charged to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement – this is calculated by applying the discount rate used to measure the defined benefit obligation at the beginning of the period to the net defined benefit liability (asset) at the beginning of the period taking into account any changes in the net defined benefit liability (asset) during the period as a result of contribution and benefit payments.

Re-measurements comprising:

4. The return on plan assets – excluding amounts included in net interest on the net defined benefit

ACCOUNTING POLICIES

liability (asset) - charged to the Pensions Reserve as Other Comprehensive Income and Expenditure.

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

Discretionary Benefits

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

1.7 Financial Instruments and Financial Assets

Financial Liabilities

Financial liabilities are recognised on the Balance Sheet when the Authority becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value and carried at their amortised cost. Annual charges to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest payable are based on the carrying amount of the liability, multiplied by the effected 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.

For most of the borrowings that the Authority has, this means that the amount presented in the Balance Sheet is the outstanding principal repayable (plus accrued interest) and interest charged to the Comprehensive Income and Expenditure Statement is the amount payable for the year according to the loan agreement.

Financial Assets

Financial assets can be classified into two types, however as Oxford has no Available For Sale Assets the policy is restricted to Loans and Receivables (assets that have fixed or determinable payments but are not quoted in an active market).

Loans and Receivables are recognised on the Balance Sheet when the Authority becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value. They are subsequently measured at their amortised cost. Annual credits to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument. For most of the loans that the Authority has made, this means that the amount presented in the Balance Sheet is the outstanding principal receivable (plus accrued interest) and interest credited to the Comprehensive Income and Expenditure Statement is the amount receivable for the year in the loan agreement.

However, the authority has made a number of loans at less than market rate (soft loans). These loans are immaterial and held as long term debtors in the balance sheet.

ACCOUNTING POLICIES

Where assets are identified as impaired because of a likelihood arising from a past event that payments due under the contract will not be made, the asset is written down and a charge made to the relevant service (for receivables specific to that service) or the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The impairment loss is measured as the difference between the carrying amount and the present value of the revised future cash flows discounted at the asset's original effective interest rate. Any gains and losses that arise on the de-recognition of an asset are credited or debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

1.8 Government Grants and Contributions

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

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

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

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

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

1.9 Community Infrastructure Levy

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

CIL is received without outstanding conditions, but a proportion will be used to fund infrastructure work of other Authorities (County Council, Health and Police Authorities) or community groups. These funds will not be recognised in the Comprehensive Income and Expenditure Statement, but will be recorded as Capital Grants Received In Advance. When the CIL is paid over to the third party for application it will be removed from Capital Grants received in advance.

ACCOUNTING POLICIES

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

1.10 Housing Levy

The Council has adopted a policy of making a levy on each square foot of housing development. The levy is regarded as a capital receipt. The funds received will be recorded as income in the Financing and Investment Income and Expenditure line within the Comprehensive Income and Expenditure Account, but then transferred to usable capital receipts through the Movement In Reserves Statement (MIRS) to be retained to assist social housing development.

1.11 Heritage Assets

A tangible Heritage Asset is a tangible asset with historical, artistic, scientific, technological, geophysical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture. An intangible Heritage Asset is an intangible asset with cultural, environmental or historical significance. Examples of intangible Heritage Assets include records of significant historical events.

Property Heritage Assets that are operational are not separately identified, and are included in the appropriate Property Plant and Equipment, or Investment property category of the Council's Balance Sheet.

Property Heritage Assets that are not operational will be identified separately on the face of the Balance Sheet in the Category of Heritage Assets and will follow the accounting treatment appropriate to the asset.

Measurement Rules in relation to other Heritage assets

Oxford City Council Heritage Assets can be categorised as follows:

- The Great Mace and Plate Room Silver Plaques and Cutlery
- Furniture
- Civic Regalia and Chains of Office (including number Plate)
- Firearms
- Pictures and Drawings

These assets are deemed to have an indeterminate life and high residual values, and the Authority does not consider it necessary to provide for depreciation.

The assets movements are relatively static with very little acquisitions or disposals. However, acquisitions are initially recognised at cost. These assets are valued at market value in the Statement of Accounts. Valuations are undertaken every five years where a material change in value is anticipated. New acquisitions will only be recognised where the cost is greater than £5,000.

- Memorials gardens and City Walls

The Authority has identified War Memorials in St Giles, and Marston Road, which along with the ancient City walls (inside New College, and Hall Street) and the Rewley Abbey Wall meet the criteria of Heritage Assets. However, these assets lack any comparable market values and cost records do not exist. The cost of providing a Balance Sheet valuation on these assets would be disproportionate to any benefit to the user of

ACCOUNTING POLICIES

the Authorities financial statements and therefore are excluded from the Balance Sheet.

- Heritage Non Operational Property

The Authority has identified the Plain Fountain which is a significant Asset in terms of its cultural and heritage presence. The Asset is included in the Balance Sheet at it Depreciated replacement Cost.

The value will be reviewed every five years to ensure any potential material changes can be reflected

The asset has an indeterminate life in excess of 80 years and therefore will not be depreciated.

- Oxford City First Registration number plate

The Council's Mayor's Car carries the first registration plate issued in Oxford, and the plate is valued at market value.

The value will be reviewed every five years to ensure any potential material changes can be reflected.

These assets are deemed to have an indeterminate life and high residual values, and the Authority does not consider it necessary to provide for depreciation.

The carrying amounts of heritage assets are reviewed where there is evidence of impairment for heritage assets, e.g. where an item has suffered physical deterioration or breakage or where doubts arise as to its authenticity. Any impairment is recognised and measured in accordance with the Authority's general policies on impairment - see note 1.18. The Authority may occasionally dispose of heritage assets which have a doubtful provenance or are unsuitable for public display. The proceeds of such items are accounted for in accordance with the Authority's general provisions relating to the disposal of property, plant and equipment. Disposal proceeds are disclosed separately in the notes to the financial statements and are accounted for in accordance with the statutory accounting requirements relating to capital expenditure and capital receipts where any receipt is greater than £10,000.

1.12 Intangible Assets

Expenditure on non monetary assets that do not have physical substance but are controlled by the Authority as a result of a past event (e.g. software licences and system development expenditure) are capitalised when it is expected that future benefits or service potential will flow from the intangible asset to the Authority, and are amortised to the relevant service revenue account over the economic life of the investment to reflect the pattern of consumption of benefits.

Internally Generated Assets are capitalised when it is demonstrable that the project is technically feasible and it is intended to be completed (with adequate resources being available) and the Authority will be able to generate future economic benefits or deliver service potential by being able to sell or use the asset. Expenditure is capitalised where it can be measured reliably as attributable to the asset and restricted to that incurred during the development phase. (Research expenditure is not capitalised).

Expenditure on the development of websites is not capitalised if the website is primarily intended to promote or advertise the Authorities goods or services. Website development for a business purpose would be capitalised.

Intangible Assets are initially measured at cost. Amounts are only revalued where the fair value of the assets held by the Authority can be determined by reference to an active market. The depreciation of an Intangible

ACCOUNTING POLICIES

Asset is amortised over the asset's useful life to the relevant service line(s) in the Comprehensive Income and Expenditure Statement. An asset is tested for impairment whenever there is an indication that the asset might be impaired – any losses recognised are posted to the relevant service line(s) in the Comprehensive Income and Expenditure Statement. Any gain or loss arising on the disposal or abandonment of an Intangible Asset is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement.

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

1.13 Interest in Companies and Other Entities

The Authority has material interest in the Barton Oxford LLP. The Council has a 50% interest in the Company and shares profit and losses, and is therefore required to prepare group accounts. The method adopted in the financial statements is to provide separate Core Financial statements consolidated on a proportionate basis.

1.14 Inventories and Long Term Contracts

Inventories are normally valued at the lower of cost or net realisable value where practical. However, for small value stocks current purchase price or average cost may be used. This is a departure from the Code, but the effect is not material to the Council's accounts.

Where the Council has entered into contracts that run for longer than one year, they are disclosed as a note to the accounts. Entries are only realised in the Balance Sheet if the contracts become onerous, in which case the Council would recognise the difference between the fair value of the contract and the actual payments due to be made, effectively creating a Provision.

1.15 Investment Property

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

Investment Properties are measured initially at cost and subsequently at fair value, based on the amount at which the asset could be exchanged between knowledgeable parties at arm's length. Investment Properties are not depreciated but are revalued annually according to market conditions at the year end. Gains and Losses on Revaluation are posted to the Financing and Investment line in the Comprehensive Income and Expenditure Statement. Gains and Losses on Disposal are posted to the other operating expenditure in the Comprehensive Income & Expenditure Account.

Rentals received in relation to Investment Property are credited to the Financing and Investment line in the Comprehensive Income and Expenditure Statement, and result in a gain for the General Fund Balance.

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

1.16 Leases

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

ACCOUNTING POLICIES

leases are classified as Operating Leases. Where a lease covers both land and buildings, the land and buildings elements are considered separately for classification. Arrangements that do not have the legal status of a lease but convey a right to use an asset in return for payment are accounted for under this policy where fulfilment of the arrangement is dependent on the use of specific assets.

a) The Authority as Lessee

Finance Leases

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

Lease payments are apportioned between:

- a charge for the acquisition of the interest in the Property, Plant or Equipment – applied to write down the lease liability, and
- a finance charge (debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement).

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

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

Operating Leases

Rentals paid under Operating Leases are charged to the Comprehensive Income and Expenditure Statement as an expense of the services benefiting from use of the leased Property, Plant or Equipment. Charges are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (e.g. there is a rent-free period at the commencement of the lease).

b) The Authority as Lessor

Finance Leases

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

ACCOUNTING POLICIES

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

The gain credited to the Comprehensive Income and Expenditure Statement on disposal is not permitted by statute to increase the General Fund Balance and is required to be treated as a Capital Receipt. Where a premium has been received, this is posted out of the General Fund Balance to the Capital Receipts Reserve in the Movement in Reserves Statement. Where the amount due in relation to the lease asset is to be settled by the payment of rentals in future financial years, this is posted out of the General Fund Balance to the Deferred Capital Receipts Reserve in the Movement in Reserves Statement. When the rentals are received, the repayment element is used to write down the long term debtor. At this point, the deferred capital receipts are transferred to the Capital Receipts Reserve. The written-off value of disposals is not a charge against Council Tax, as the cost of fixed assets is fully provided for under separate arrangements for capital financing. Amounts are therefore appropriated to the Capital Adjustment Account from the General Fund Balance in the Movement in Reserves Statement.

Operating Leases

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

1.17 Overheads and Support Services

The cost of Overheads and Support Services are charged to those that benefit from the supply of services based on use and in accordance with Chartered Institute of Public Finance and Accountancy (CIPFA) Service Reporting Accounting Code of Practice 2013/14 (SeRCOP).

The total absorption costing principle is used – the full cost of overheads and support services are shared between users in proportion to the benefits received, with the exception of:

- Corporate and Democratic Core – costs relating to the Council's status as a multifunctional, democratic organisation
- Non Distributed Costs – the cost of discretionary benefits awarded to employees retiring early and any depreciation and impairment losses chargeable on non-operational properties.

These two categories are defined in SeRCOP and accounted for as separate headings in the Comprehensive Income and Expenditure Statement, as part of Net Expenditure on Continuing Services.

1.18 Property, Plant and Equipment

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

Recognition

Expenditure on the acquisition, creation and replacement of components is capitalised on an accruals basis.

ACCOUNTING POLICIES

The cost of components replaced are added to the asset carrying value, and an assessment of the carrying value of the component replaced is made, and then derecognised.

Measurement

Assets are initially measured at cost, comprising:

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

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

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

- infrastructure, community assets and assets under construction – depreciated historical cost
- dwellings – fair value, determined using the basis of Existing Use Value for Social Housing (EUV-SH)
- all other assets – fair value, determined as the amount that would be paid for the asset in its Existing Use Value (EUV).

Where there is no market-based evidence of fair value because of the specialist nature of an asset, depreciated replacement cost (DRC) is used as an estimate of fair value. For non-property assets that have short useful lives or low values (or both), depreciated historical cost basis is used as a proxy for fair value.

Assets included in the Balance Sheet at fair value are revalued sufficiently regularly to ensure that their carrying amount is not materially different from their fair value at the year-end, but as a minimum they are revalued every five years. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. (Exceptionally, gains might be credited to the Comprehensive Income and Expenditure Statement where they arise from the reversal of a loss previously charged to a service.)

Where decreases in value are identified, they are accounted for 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(s) in the Comprehensive Income and Expenditure Statement.

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

ACCOUNTING POLICIES

Impairment

Assets are assessed at each year-end to determine whether there is any indication that they may be impaired. Where indications exist and differences are estimated to be material, the recoverable amount of the asset is estimated and, where this is less than the carrying amount of the asset, an impairment loss is recognised for the shortfall. Where impairment losses are identified, they are accounted for 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(s) in the Comprehensive Income and Expenditure Statement.

Where an impairment loss is reversed subsequently, the reversal is credited to the relevant service line(s) in the Comprehensive Income and Expenditure Statement, up to the amount of the original loss, and where material, 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 by the systematic allocation of their depreciable amounts over their useful lives. An exception is made for assets without a determinable finite useful life (i.e. freehold land and certain Community Assets) and assets that are not yet available for use (i.e. assets under construction).

Depreciation is calculated on the following bases:

- dwellings and other buildings – straight-line allocation over the useful life of the property as estimated by the valuer*
- vehicles, plant, furniture and equipment – straight-line allocation over the useful life, as advised by a suitably qualified officer.
- infrastructure – straight-line.

Where an asset comprises major components whose costs are significant in relation to the total cost of the asset, the components are depreciated separately.

* Council Dwellings depreciation is applied in accordance with the self financing transitional rules which allow the Housing Revenue Account movement in reserves to be adjusted to ensure depreciation impact is equal to the major repairs allowance.

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

Disposals and Non-current Assets Held for Sale

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

ACCOUNTING POLICIES

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

Assets that are to be abandoned or scrapped are not reclassified as Assets Held for Sale. When an asset is disposed of or decommissioned, the carrying amount of the asset in the Balance Sheet (whether Property, Plant and Equipment or Assets Held for Sale) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. Receipts from disposals (if any) are credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal). Any revaluation gains accumulated for the asset in the Revaluation Reserve are transferred to the Capital Adjustment Account.

The Revaluation Reserve on Assets Held for Sale (AHFS) is frozen in the previous asset category as the identification of an AHFS removes the capital accounting requirement. It is only when the asset disposal takes place that the revaluation reserve is moved to the Capital Adjustment Account.

Disposals

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts. A proportion of receipts relating to Housing Revenue Account (HRA) asset disposals (75% for Right to Buy (RTB), 50% for land and other assets, net of statutory deductions and allowances) is payable to the Government. In the case of pooling of HRA land and other asset receipts the Council can apply the sums to capital regeneration, and social housing investment. Furthermore, the Council entered into an agreement in 2012/13 with the Secretary of State in which capital receipts in relation to RTB disposals over and above the number specified for the year in Communities and Local Governments (CLG) self-financing valuation for Oxford City Council will not be subject to pooling, as long as the Authority re-cycles the non-pooled receipts into new affordable housing within 3 years.

The balance of receipts is required to be credited to the Capital Receipts Reserve, and can then only be used for new capital investment or set aside to reduce the Authority's underlying need to borrow (the Capital Financing Requirement). Receipts are appropriated to the Reserve from the General Fund Balance in the Movement in Reserves Statement. The written-off value of disposals is not a charge against Council Tax, as the cost of fixed assets is fully provided for under separate arrangements for capital financing. Amounts are appropriated to the Capital Adjustment Account from the General Fund Balance in the Movement in Reserves Statement.

1.19 Provisions, Contingent Liabilities and Contingent Assets

Provisions

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

The Council maintains a Provision for the funding of the self-financed element of insurance claims. This Provision is funded through contributions from the relevant Service Revenue Accounts.

Provisions for bad or doubtful debts are separately disclosed against debtors on the Balance Sheet and are not included in the Provisions figure. Known uncollectible debts have been written off.

ACCOUNTING POLICIES

Provisions are charged to the appropriate Revenue Account and when payments for expenditure are incurred to which the Provision relates they are charged direct to the Provision. Provisions are reviewed at each Balance Sheet date and if no longer required are reversed. In addition, Provisions for bad debts have been made within the accounts for expected losses of income in respect of sums due but not received from debtors.

Contingent Liabilities

Contingent Liabilities are not recognised as liabilities in the Balance Sheet; however, all contingent liabilities are disclosed if there is a possibility of an outflow of economic benefit.

A Contingent Liability arises where an event has taken place that gives the Authority a possible obligation and whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Authority. 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 Assets

A Contingent Asset arises where an event has taken place that gives the Authority 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 Authority.

Contingent Assets are not recognised in the Balance Sheet but disclosed in a Note to the Accounts where it is probable that there will be an inflow of economic benefit or service potential.

1.20 Reserves

Useable Reserves

A reserve is money that we have set aside to cover expenditure that we will incur in a future period, and this can be created from excess income over expenditure resulting in a balance on the General Fund or Housing Revenue Account. Reserves are created by appropriating amounts from the General Fund or Housing Revenue Account Balance through the Movement in Reserves Statement, and are held voluntarily to meet future activity costs. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate Service Revenue Account in that year to count against the Net cost of Services in the Income and Expenditure Account. The Reserve is then appropriated back to the General Fund balance so that there is no net charge against Council Tax for the expenditure.

Useable reserves can also be created from a capital source such as capital grants. These can also be earmarked or held in a general unapplied reserve, but capital reserves can only be used for expenditure of a capital nature or in special cases where statute provides an exception.

The Major Repairs Reserve is required by statutory provision in relation to the Housing Revenue Account (HRA).

The Council also has other specific Earmarked Reserves set out in more detail in the Notes to the Core Statements. These are set aside for purposes falling outside the definition of provisions. They are earmarked specifically to meet future requirements of revenue or capital expenditure.

Unusable Reserves

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

ACCOUNTING POLICIES

The main unusable reserve is the Capital Adjustment Account which represents the balance of the surpluses or deficits arising from the periodic revaluations of fixed assets and the amounts set aside from revenue or capital receipts to finance expenditure on fixed assets and certain other capital financing transactions. Other unusable reserves include the Revaluation Reserve which contains valuation gains recognised since 1 April 2007 and the Pension Reserve which reflects the Council's liability to the pension fund.

1.21 Revenue Expenditure Funded from Capital under Statute

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

1.22 VAT

VAT payable is included as an expense only to the extent that it is not recoverable from Her Majesty's Revenue and Customs. VAT receivable is excluded from income.

1.23 Carbon Reduction Commitment Allowances

The Authority is required to participate in the Carbon Reduction Commitment (CRC) Energy Efficiency Scheme. The Authority is required to purchase and surrender allowances, currently retrospectively, on the basis of emissions i.e. carbon dioxide purchased as energy is used. As carbon dioxide is emitted (i.e. as energy is used), a liability and an expense are recognised. The liability will be discharged by surrendering allowances. The liability is measured at the best estimate of the expenditure to meet the obligation, normally at the current market price of the number of allowances required to meet the liability at the reporting date. The cost to the Authority is recognised and reported in the costs of the Authority's services and apportioned to the services on the basis of energy consumption.

1.24 Fair Value Measurement

These statements of account for 2013/14 do not include the measurement and the disclosure requirements of IFRS 13 Fair Value Measurement because the adoption is deferred until 2014/15.

1.25 Principal and Agent Accounting Policy

In the majority of transactions the Council undertakes it is acting entirely on its own behalf and completely owns any risks and rewards of the transaction. This is known as the Council acting as a Principal.

However there are some situations whereby the Council is acting as an Agent, where the Council is acting as an intermediary for all or part of a transaction or service. The two main instances where this occurs are in relation to Council Tax and Business Rates whereby the Council is collecting Council Tax and Business Rates income on behalf of itself and preceptors (Oxford County Council, and other preceptors and the Department for Communities and Local Government (DCLG), and Oxford County Council in relation to Business Rates).

The implications for this is that any balance sheet transactions at the year end, in relation to these Agent relationships, are split between the principal parties and, therefore, the balances contained on the Balance Sheet for a particular debt are the Council's own proportion of the debt and associated balances. The proportion of transactions that relate to the other parties to the relationship are shown as debtors or creditors due from/to these parties.

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GLOSSARY OF TERMS AND ABBREVIATIONS

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GLOSSARY OF TERMS AND ABBREVIATIONS

Accounting Period

The period of time covered by the accounts, normally a period of 12 months commencing on 1 April. The end of the accounting period is the Balance Sheet date.

Accruals

Sums included in the final accounts of the Council to cover income or expenditure attributable to the accounting period for which payment has not been received/made in the financial year. Local authorities accrue for both revenue and capital expenditure.

Amortisation

The term used to refer to the charging of the value of a transaction or asset (usually related to intangible fixed assets) to the Income and Expenditure Account over a period of time, reflecting the value to the authority; similar to the depreciation charge for tangible fixed assets.

Asset Held for Sale

Assets are classified as held for sale if their carrying amount is going to be recovered principally through a sale transaction rather than through continued use. This excludes from consideration any assets that are going to be abandoned or scrapped at the end of their useful lives.

Beacon Dwelling

A generic property type representative of other assets held in the Council dwelling portfolio.

Billing Authority

A local authority responsible for collecting Council Tax and National Non-Domestic Rates.

Capital Expenditure

Spending which produces or enhances an asset, like land, buildings, roads, vehicles, plant and machinery, and intangible assets such as computer software. Definitions are set out in Section 40 of the Local Government and Housing Act 1989. Any expenditure which does not fall within the definition must be charged to a revenue account.

Capital Adjustment Account

A reserve that reflects financing of capital from revenue and capital receipts together with the adjustment of the minimum revenue provision.

Capital Receipts

The proceeds from the sale of fixed assets such as land and buildings. Capital receipts can be used to repay any outstanding debt on fixed assets or to finance new capital expenditure, within rules set down by government. Capital receipts cannot, however, be used to finance revenue expenditure.

Chartered Institute of Public Finance and Accountancy (CIPFA)

The professional accountancy body concerned with local authorities and the public sector.

Collection Fund

The Collection Fund is a statutory fund set up under the provisions of the Local Government Finance Act 1988. It includes the transactions of the charging Authority in relation to Non-Domestic Rates and Council Tax, and illustrates the way in which the fund balance is distributed to preceptors and the General Fund.

GLOSSARY OF TERMS AND ABBREVIATIONS

Collection Fund Adjustment Account

A reserve account that reconciles differences between statutory requirements as a Billing Authority and proper accounting practice.

Contingent Assets/Liabilities

Potential gains and losses for which a future event will establish whether a liability exists and for which it is inappropriate to set up a debtor or provision in the accounts.

Contingent Rent

A contingent rent is the difference between the inception rent and the current rent, and can relate to both rental income and rental expenditure on leased properties. A contingent rent on a leased property is the increases in the amount to be paid for the property arising from rent reviews during the contract, and these are debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. A contingent rent on leased out property is where the contingent rental increases due to rent reviews are recognised in income as they are received as an addition to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

Deferred Credits

This is the term applied to deferred capital receipts. These transactions arise when fixed assets are sold and the amounts owed by the purchasers are repaid over a number of years, e.g. mortgages. The balance is reduced by the amount repayable in any financial year.

Deferred Grants

Amounts received or receivable which have been used to finance capital expenditure within the year. Under the capital accounting arrangements these amounts will be written off over the same period as the assets to which they relate.

Depreciation

The measure of the wearing out, consumption or other reduction in the useful life of a fixed asset.

Earmarked Reserves

These are funds set aside for a specific purpose, or a particular service, or type of expenditure.

Finance Lease

Arrangement whereby the lessee is treated as the owner of the leased asset, and is required to include such assets within fixed assets on the balance sheet.

Fixed Assets - Tangible

Tangible assets (i.e. land and buildings) that yield benefits to the Council and the services it provides for a period of more than one year.

Fixed Assets – Intangible

Assets which are of benefit to the organisation but have no physical presence such as software licences.

GAAP

Generally Accepted Accounting Practice

GLOSSARY OF TERMS AND ABBREVIATIONS

General Fund Balance

Balance at Year End not earmarked for any specific purpose.

Group Accounts

Are the collective financial statements of a group, plus the investments in associates and interests in joint ventures, presented as a single economic entity.

Heritage Assets

Are assets with historic, cultural, scientific, technological, geophysical or environmental qualities that are held and maintained principally for their contribution to knowledge and culture.

Housing Subsidy

A Government grant payable towards the cost of providing Local Authority housing and the management and maintenance of that housing.

International Financial Reporting Standard (IFRS)

A statement of accounting practice issued by the Accounting Standards Board.

Impairment

An accounting adjustment made to the value of the asset when it's carrying amount (the amount at which an asset is recognised in the Balance Sheet after deducting accumulated depreciation and impairment losses) exceeds its recoverable amount (the higher of assets fair value less cost of sale and its value in use).

Investments

Deposits for less than one year with approved institutions

Infrastructure Assets

Expenditure on works of construction or improvement but which have no tangible value, such as construction of, or improvement to highways.

Investment Property

Investment property is (land or a building, or part of a building, or both) held solely to earn rentals or for capital appreciation or both, rather than for use in the production or supply of goods or services or for administrative purposes, or for sale in the ordinary course of operations.

Joint Venture

Contractual or binding agreement whereby two or more parties are committed to undertake an activity that is subject to joint control.

Long Term Debtors

Amounts due to the Council more than one year after the Balance Sheet date.

GLOSSARY OF TERMS AND ABBREVIATIONS

National Non-Domestic Rates (NNDR)

Under the arrangements for uniform business rates, which came into effect on 1 April 1990, the Council collects Non-Domestic Rates for its area based on local rateable values, multiplied by nationally set rates. The total amount, less certain relief and deductions, is paid to a central pool managed by the Government, which in turn, pays back to Authorities their share of the pool based on a standard amount per head of the local adult population

Non operational Assets

Fixed assets held by an organisation but not directly occupied, used or consumed in the delivery of services. An example of a non operational asset is an investment property or an asset being held pending its sale.

Operational Asset

Fixed assets held by the Council and used or consumed in the delivery of its services.

Operating Lease

An arrangement whereby the risks and rewards of ownership of the leased asset remain with the leasing company.

Pension Fund

An employees' pension fund maintained by an authority, or a group of authorities, in order primarily to make pension payments on retirement of participants. It is financed from contributions from the employing authority, the employee and investment income.

Pooling of Housing Capital Receipts

Pooling is the term given to the requirement to pay to the Government a proportion of certain types of capital receipt. From 1 April 2004 Right To Buy receipts are subject to a payment into a government pool at the rate of 75% for RTB's and 50% for land and other assets, net of statutory deductions and allowances. The Council may apply the sums to capital regeneration and Social Housing investment.

Precept

The amount by which a Precepting Authority (e.g. a County Council) requires from a Billing Authority (e.g. District Councils) to meet its expenditure requirements.

Profit on the sale of Fixed Assets

This is a recent accounting requirement for Local Government, and requires the book value of the asset sold to be compared to the net proceeds to calculate the profit or loss on the transaction

Provisions

Sums set aside to meet future expenditure where a specific liability is known to exist but cannot be measured accurately.

PWLB

Public Works Load Board - part of Central Government from which we can obtain borrowing.

Revenue

Cost and income relating to the day-to-day running of services e.g. salaries and wages, supplies and services, transport and service relating income.

GLOSSARY OF TERMS AND ABBREVIATIONS

Revenue Expenditure Funded from Capital under Statute (Refcus)

Capital expenditure which is allowable by statute to be funded from capital resources but which does not fall within the Code's definition of fixed assets. Examples include grants and similar advances made to other parties to finance capital investment.

Revenue Support Grant

This funding is the Government Grant provided by the Department for Communities and Local Government (CLG), which is based on the Government's assessment as to what should be spent on local services. The amount provided by the CLG is fixed at the beginning of each financial year.

Statement of Recommended Practice (Code)

The Code of Practice on Local Authority Accounting in the United Kingdom: A Statement of Recommended Practice.

The Code specifies the principles and practices of accounting required to prepare a Statement of Accounts which 'presents fairly' the financial position and transactions of a local authority. It prescribes the accounting treatments and disclosures for all normal transactions of an authority and involves interpretations of accounting standards issued by the Accounting Standards Board.

Statement of Standard Accounting Practice (SSAP)

A statement of accounting practice issued by the Accounting Standards Board.

Surplus Asset

Where assets are not in use but do not meet the criteria of Assets Held for Sale they will be considered surplus and will be accommodated in the class of Property, Plant and Equipment.

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Unaudited Statement of Accounts 2013/14

To: Audit & Governance Committee

Date: 26th June 2014

Item No:

Report of: Head of Law and Governance

Title of Report: 2013/14 Annual Governance Statement

Summary and Recommendations

Purpose of report: To present the 2013/14 Annual Governance Statement for approval

Report Approved by:

Finance: Nigel Kennedy

Legal: Jeremy Thomas

Policy Framework: None

Recommendation(s): That the 2013/14 Annual Governance Statement be approved

Appendix 1 – Annual Governance statement

Introduction

1. The Authority is required by the Accounts and Audit Regulations 2011 to review, annually, its internal controls environment and produce an Annual Governance Statement ("the Statement"). The Committee is required to consider and, if satisfied, approve the Statement. The Statement forms part of the Council's statement of accounts and is attached to the report as an Appendix.

Financial implications

2. There are no financial implications directly affected by the approval of the Annual Governance Statement. Mitigation for the two areas of concern identified in the statement (management of capital projects and

business continuity planning) will ensure the robustness of the Council's financial position for the immediate future in terms of improvements in capital monitoring and the continuance of critical service delivery in the event of system or process breakdown.

Legal implications

3. The Annual Governance Statement explains how Oxford City Council meets the requirements of regulation 4(3) of the Accounts and Audit (England) Regulations 2011 in relation to the publication of a statement on internal control.

Name and contact details of author

Jeremy Thomas
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Tel: 01865 252224 email: jjthomas@oxford.gov.uk

Background papers: Assurance Checklists for each Service.

Annual Governance Statement – 2013/14 Financial Year

1. Oxford City Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and properly accounted for and used economically, efficiently and effectively. It also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
2. In discharging this overall responsibility, Oxford City Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, including arrangements for the management of risk.
3. This statement explains how Oxford City Council meets the requirements of regulation 4(3) of the Accounts and Audit (England) Regulations 2011 in relation to the publication of a statement on internal control.

The Purpose of the Governance Framework

4. The governance framework comprises the systems and processes and cultures and values, by which the authority is directed and controlled and its activities through which it accounts to, engages with and leads the community. It enables the authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost effective services.
5. The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of Oxford City Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.
6. The governance framework has been in place at Oxford City Council for the year ended 31st March 2014 and up to the date of the approval of the accounts.

The Governance Framework

7. The Corporate Plan 2014-2018 reaffirms the City Council's ambitions to make Oxford a world-class city for everyone. This ambition was

developed with partners across the city, including business, community organisations, the health and education sectors and the County Council. It also sets out the Council's plans for transforming the way that the Council performs. The aspiration is to be a world-class council, delivering high quality services and providing excellent value for money. This Corporate Plan sets out the changed policy and financial contexts in which the Council is working and the City Council's response to this changed environment. This Corporate Plan was adopted by Council in February 2013 alongside budget setting. Prior to that the 13-17 plan was in place.

8. The City Council's priorities for the next four years are still:

- A vibrant and sustainable economy
- Meeting housing needs
- Strong, active communities
- A cleaner, greener city
- An efficient and effective council

Council has also adopted and published targets for the Corporate Plan measures.

9. The Council has embedded its use of CorVu as a tool for the recording, reporting and analysis of performance and risk. The Council continues to use CorVu for financial reporting and for integrated financial, performance and risk reporting to the City Executive Board on a quarterly basis.

10. A number of Programme Boards were in place throughout 13/14 and provided effective oversight of the large number of projects on-going. The terms of reference and progress of each Board are reviewed on a quarterly basis by the Chief Executive and Executive Directors. The Council continued to use a Prince 2 approach to programme and project management.

11. In the last year the Council:

- achieved external accreditations in respect of the processes and procedures adopted within a number of its services, including: "Customer Service Excellence" for the work of its Customer Contact Centre; City Regeneration (Regeneration & Major Projects and Property Services in Housing & Property Services) retained the ISO9001:2008 status; and the Council's legal section within the Law & Governance Service retained its LEXCEL accreditation
- introduced a new creditor payment system, Purchase to Pay (P2P), including appropriate training of staff
- implemented a new income management system, PARIS
- introduced a Community Infrastructure Levy
- completed the Voluntary Registration of Title of all of the Council's land assets

- agreed the Economic Growth Strategy (EGS), as part of the Oxford Strategic Partnership (OSP). The EGS seeks to establish a shared narrative on the future direction of the Oxford economy; define clear strategic priorities, objectives and actions for delivering and managing economic growth in Oxford over the next ten years
 - extended the Oxfordshire Procurement Hub to provide better leverage in respect of the Council's third party spend and also to make it easier for local businesses to work with the authority.
12. Clear schemes for delegation for Council, the City Executive Board and Officers are set out in the Council's constitution. The role, purpose and terms of reference for scrutiny Committees and Audit and Governance Committee are also set out in the constitution as are protocols for effective communication and access to and use of information.
 13. The Council has adopted a Code of Conduct for Officers and local member protocols in relation to Member/Officer relations, planning and the use of IT. The Council adopted a new Code of Conduct for Members (in cooperation with all of the Oxfordshire Authorities) and local complaint handling arrangements in response to legislative changes introduced to the ethical standards regime within local government. The Council has retained a Standards Committee and appointed Independent Persons to advise the Monitoring Officer and Standards Committee in relation to complaints of breaches of the Code of Conduct for Members. The Monitoring Officer provided training opportunities in relation to ethical conduct, planning and licensing for all members.
 14. Council and the Executive review annually their schemes of delegation and the terms of reference of their committees (if any). All reports to decision making bodies are approved in accordance with the requirements of a report clearance protocol so as to ensure that legal, financial and other risks are properly identified and articulated. There are comprehensive contract, financial and employment rules in the constitution. Each report to the City Executive Board is accompanied by a risk register and an equality impact assessment (where appropriate).
 15. The Council has established an Audit and Governance Committee with terms of reference that comply with CIPFA's guide. The Committee receives regular internal and external audit reports, is effective and is contributing to improving the internal control environment of the Council. The members of the Committee have received special training in order to promote their independent questioning skills.
 16. The Council has a coherent accounting and budgeting framework which includes the monthly monitoring and publication of spend against budget. The Medium Term Financial Plan and budget setting is underpinned by the constitution, prioritisation and savings action plans which are regularly reviewed and updated by the Executive.

17. The Monitoring Officer and Chief Finance Officer have had no cause to issue reports in exercise of their statutory powers in the 2013/14 financial year. 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.
18. The Council has adopted a Whistleblowing Policy. The Policy is published within the Council's Constitution and is periodically reviewed by the Monitoring Officer. The Council also operates a corporate complaints system. The Council has sought to integrate the corporate complaints process with its CRM system so as to ensure the consistent capturing and reporting of customer feedback. The City Executive Board now receives regular reports on customer feedback. There were no formal reports issued by the Local Government Ombudsman against the Council in this year. The Audit and Governance Committee receive quarterly reports on all allegations of fraud or corruption.
19. The Council has set out in its Corporate Plan the importance of partnership working and identified its key strategic partnerships. Political and managerial leadership is communicated and where appropriate co-ordinated between the public bodies serving the residents of the city. The Authority has adopted and published a consultation framework.
20. The Council undertook a review of its governance arrangements in 2012/13 in light of the additional models of governance permitted by the Localism Act 2011. The Council resolved to retain the Leader and Cabinet model but made a number of other changes to its governance arrangements including the cessation of single Member decision making, changes to scrutiny arrangements, changes to Council procedures and the introduction of monthly all Member briefings.

Review of Effectiveness

21. The Authority has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework, including the system of internal control. The review of effectiveness is informed by the work of the executive managers within the Authority who have responsibility for the development and maintenance of the governance environment, the Head of Internal Audit's annual report and also by comments made by the external auditors and other review agencies and inspectorates.
22. In preparing this statement each service area has completed and each Head of Service has signed an assurance checklist. The checklist covers the following areas:-

- Risk Management
- Business Performance and Development
- Programme and project management
- Financial management
- Fraud

Procurement and contract management
 Human resources
 Equality and Diversity
 Data quality and security
 Health and safety
 External accreditations
 Review and documentation of business critical processes

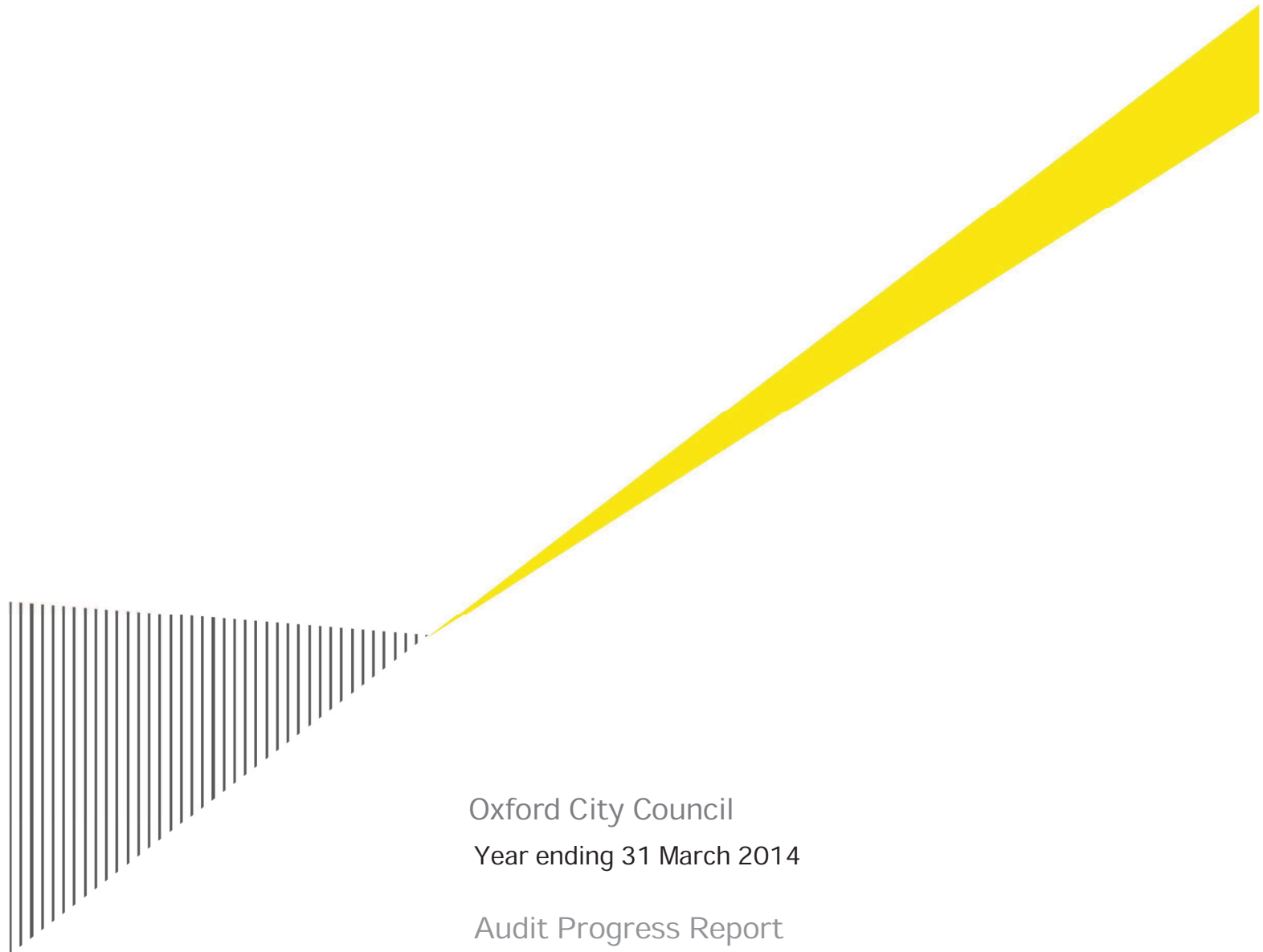
23. The checklist asked each Head of Service to draw attention to any matters in respect of which internal controls were not working well and required a positive assurance that apart from those areas which were identified for improvement that the controls within the service had been, and are, working well. Each service gave a positive assurance.
24. The checklists highlighted a concern regarding the security of the Council's buildings and its data since the Council has a requirement to comply with a new set of security standards (known as PSN) to enable the Council to communicate electronically and access information from central government departments. Measures are being taken to make improvements to the security of buildings and also to increase officer awareness of data security issues.

Significant Governance Issues

25. The control framework described above facilitates the identification of any areas of the Council's activities where there are significant weaknesses in the financial controls, governance arrangements or the management of risk. Overall, it concluded that controls are operationally sound. The annual report from the Council's internal Auditors, which was reported to the Audit and Governance Committee in April 2014, identified one high risk issue relating to business continuity management which is detailed below. I have also outlined below a further issue of concern that should be considered as part of this Statement relating to the management of capital projects.

Area of Concern	Action Planned
The Internal Audit Report into Business Continuity Planning identified that service area business continuity plans were not kept up to date and an inconsistent format was being used. In addition, the report highlighted that the failure to identify all dependencies of service area critical activities could result in unforeseen problems. Business continuity, specifically the failure to ensure emergency planning and business continuity procedures are in	Service Heads were given an example of a good pro-forma template and were asked to update their respective plans to take account of the audit findings and recommendations. Critical activities were discussed and agreed at a meeting of the Council's Corporate Management Team in January 2014. Updated plans have been received for all 12 Service Areas. Arrangements for the plans to be tested have been discussed with the County Council's Emergency Planning Unit

place, tested and robust, is listed on the Council's Corporate Risk Register.	and will be progressed at the appropriate time. In addition, an external review of the plans will be commissioned.
Management of capital projects	The Council has an ambitious Capital Projects programme, which is overseen by the Capital Assets and Management Board which has reviewed and reported progress, performance and risk. Many of the projects are complex and demand development and construction expertise. A new project gateway process has been introduced to improve project delivery, together with a complete review of the performance and roles of the client/sponsor, users, project management and financial controls to improve capacity and capability. The process is now being embedded and further training is being undertaken across the Council's services.



Oxford City Council
Year ending 31 March 2014

Audit Progress Report

June 2014

Audit and Governance Committee
Oxford City Council
Town Hall Offices
St Aldates
Oxford
OX1 1BX

26 June 2014

Dear Councillors

Audit Progress Report - 2013-14

We are pleased to attach our Audit Progress Report.

The purpose of this report is to provide the Audit and Governance Committee with an overview of the stage we have reached in your 2013-14 audit and ensure our audit is aligned with the Committee's expectations.

Our audit will be undertaken in accordance with the requirements of the Audit Commission Act 1998, the Code of Audit Practice, the Audit Commission Standing Guidance, auditing standards and other professional requirements.

We brought our Audit Fee Letter to the June 2013 Audit and Governance Committee.

We welcome the opportunity to discuss this report with you as well as understand whether there are other matters which you consider may influence our audit.

Yours faithfully



Mick West
Director
For and behalf of Ernst & Young LLP
Enc

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1. Planned work

Meetings

We will continue regular meetings with key officers as part of our ongoing audit process including:

- ▶ Fortnightly meetings with key finance staff during the opinion audit visit to discuss significant risks around the accounts, and updates on our work
- ▶ Quarterly meetings with the Executive Director of Organisation Development and Corporate Services and Senior Finance Officers to discuss the significant risks faced by the Council and our approach and progress with the audit

Walk throughs and tests of control

We have completed the majority of our walk throughs. We have reviewed the work of Internal Audit where appropriate. We have reviewed drafts of the Internal Audit reports we highlighted we were waiting for in our last progress report. We will complete our reviews of the final versions when we are next on site.

Where we plan to rely on controls we are now selecting the controls that we will test. To date our work has not identified any issues that we need to bring to your attention as those charged with governance.

Value for money assessment

We have started our assessment for our value for money work in line with the Audit Commission's specified criteria and areas of focus. We reported risks in our audit plan which came to the February Audit and Governance Committee and there are no further issues or risks from our ongoing review to raise at this stage.

Financial statements

We updated our risk assessment for our financial statement work in our last progress report with the addition of a significant risk on the NDR appeals provision. We have not identified any further risks.

Claims and returns certification 2013-14

We have started work on the certification of your 2013-14 claims and returns. We have started work on your housing benefit subsidy claim and this should allow us to complete our work before the November deadline.

We plan to complete our work on the pooling of housing capital receipts return in August 2014.

We are no longer required to carry out Audit Commission certification work for the national non-domestic rates return or council tax benefits in the benefits subsidy claim. The Audit Commission certification scale fee has been revised to £35,275 to reflect these changes.

2. Timetable

Audit and Governance Committee Timeline

We have set out below a timetable showing the key stages of the audit, including the value for money work and the work on Whole of Government Accounts, and the deliverables we have agreed to provide to you through the 2013-14 Audit and Governance Committee cycle.

We will provide formal reports to the Audit and Governance Committee throughout our audit process as outlined below. Where required, we will issue an Interim Report, summarising the findings from our audit at that stage. From time to time matters may arise that require immediate communication with the Committee and we will discuss them with the Committee Chair as appropriate.

Following the conclusion of our audit we will prepare an Annual Audit Letter in order to communicate to the Council and external stakeholders, including members of the public, the key issues arising from our work.

Audit phase	Timetable	Deliverables
High level planning:	June 2013	Fee letter taken to the June 2013 Audit and Governance Committee
Risk assessment and setting of scopes	December/ January	Report on the audit of 2012-13 grant claims
Testing of routine processes and controls	February 2014	Audit plan
Value for money conclusion	February/September 2014	Ongoing
Update on progress and interim feedback	April 2014	Progress report
Year-end audit	July – September 2014	Report to those charged with governance Audit report (including our opinion on the financial statements and value for money). Audit completion certificate Whole of Government Accounts certification
Reporting	October 2014	Annual Audit Letter
Claims and returns	December 2014	Annual certification report

In addition to the above formal reporting and deliverables we will seek to provide practical business insights and updates on regulatory matters through our Sector Briefings.

Planning discussions

We will update our planning throughout the course of our audit.

Appendix 1: Audit Progress

Progress against key deliverables

Key deliverable	Timetable in plan	Status	Comments
Fee Letter	June 2013	Completed	Reported to Those Charged With Governance July 2013
2012-13 grant claim report	January 2014	Completed	Reported to Those Charged With Governance February 2014
Audit Plan	January 2014	Completed	Reported to Those Charged With Governance February 2014
Report to Those Charged with Governance	September 2014	not due	
Audit Report (including opinion and vfm conclusion)	September 2014	not due	
Audit Certificate	September 2014	not due	
WGA Certificate	October 2014	not due	
Annual Audit Letter	October 2014	not due	
Report on the Audit of Grant Claims	January 2015	not due	

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Local Government Audit Committee Briefing

Contents at a glance

Economic and sector issues

Accounting, auditing and Governance

Regulation news

Key Questions for the Audit Committee

Find out more

Introduction

This sector briefing is one of the ways that we hope to continue to support you and your organisation in an environment that is constantly changing and evolving. It covers issues which may have an impact on your organisation, the Local government sector and the audits that we undertake. The public sector audit specialists who transferred from the Audit Commission form part of EY's national Government and Public Sector (GPS) team. Their extensive public sector knowledge is now supported by the rich resource of wider expertise across EY's UK and international business. This briefing reflects this, bringing together not only technical issues relevant to the local government sector but wider matters of potential interest to you and your organisation. Links to where you can find out more on any of the articles featured can be found at the end of the briefing, as well as some examples of areas where EY can provide support to Local Authority bodies. We hope that you find the briefing informative and should this raise any issues that you would like to discuss further please do contact your local audit team.



Building a better
working world



Economic and sector issues

Economic Outlook

The ITEM Club, one of the UK's foremost independent economic forecasting groups, sponsored by EY, has published its Spring Forecast. With GDP projected to grow 2.9% this year and 2.3% in 2015, and interest rates unlikely to rise until late 2015, the outlook is for a period of 'steady as she goes', with sustained if unspectacular growth underpinned by relatively low inflation. Whilst the report highlights the concern that risks remain, it considers that the UK's economic recovery is on an increasingly firm footing.

The scenario outlined above is seen by the group to be dependent on several things, notably that consumer spending is supplemented by a rebound in business investment and exports – which official figures suggest is starting to happen. The report indicates that this would help the economy to register steady growth in output over the next few years whilst avoiding excessive rises in credit.

The ITEM Club highlights that a key challenge will be maintaining a balance between different areas of the economy, preventing each from expanding too fast or too far e.g. growing workforce keeping wage inflation under control, and the policing of mortgage lending by the FCA limiting house price rises.

DWP Single Fraud Investigation Service

The formation of a Single Fraud Investigation Service (SFIS) was announced in the Chancellor's Autumn Statement. SFIS will exist as a single organisation within DWP, and will be an element of DWP's new Fraud and Error Service. Its role will be to investigate and prosecute Social Security welfare benefits and Tax Credit fraud, bringing together investigations which are currently the remit of DWP, local authorities and HMRC, with prosecutions conducted by the Crown Prosecution Service in England and Wales. DWP has said that it will continue to work with local authorities to ensure that data is shared where permissible.

The main objectives of the scheme as cited by the DWP are:

- ▶ To operate under a single policy and set of procedures for investigating all welfare benefit fraud.
- ▶ To conduct single investigations covering all welfare benefit fraud.
- ▶ To rationalise existing investigations and prosecution policies, improving efficiency, consistency and fairness.
- ▶ To enhance closer working between DWP, HMRC and local authorities.
- ▶ To bring together the combined expertise of all three services.
- ▶ To support the fraud and error integrated strategy of preventing fraud and error in the benefit system by detecting and correcting fraud and punishing and deterring those who have committed fraud.



Economic and sector issues

Some concerns have been raised by Local Authorities and trade unions about the proposals:

UNISON has raised concerns about the proposals to transfer current local authority investigations staff into the Department – a change from the original proposal to remain employed by Local Authorities but work under DWP policies and procedures. This could affect around 790 staff.

The LGA has questioned the need to establish SFIS due to what is in their view the successful record of local authorities on addressing benefit fraud. It has also challenged whether or not SFIS would be able to achieve its stated aim of conducting single investigations covering all welfare benefit fraud, since some elements of fraud against local authority services (such as fraud against localised Council Tax Support scheme, social housing tenancies and Blue Badge disabled parking) would be considered out of scope. This is linked to the concern that by centralising housing benefit fraud investigations, local expertise will be lost.

Implementation is planned to start from October 2014, continuing until March 2016, although the Department is considering a small number of test sites beforehand. Pilots have been running since early 2013 in four local authority areas (Corby Borough Council; Glasgow City Council; London Borough of Hillingdon; Wrexham Council), with an additional pilot in Oldham covering Universal Credit which began in April 2013.

Council service sharing saves taxpayers £350mn

According to the LGA there are now 337 councils engaged in 383 shared service agreements, resulting in £357mn of efficiency savings. The total saved has increased by £83mn since last year, with the biggest increases seen in adult services and culture, leisure and tourism.

At least 95% of all English councils now share services with other local authorities and public sector bodies. Information about shared services is contained in an interactive map on the LGA's website; this map also records external collaboration for the first time. Councils can use this map to develop shared services in their own organisations.

Contracting out public services to the private sector

“Government is clearly failing to manage performance across the board, and to achieve the best for citizens out of the contracts into which they have entered.”

This is a conclusion reached by the House of Commons Committee of Public Accounts (the 'PAC') in March 2014 after the PAC took evidence from the National Audit Office and central government bodies such as the Cabinet Office and Department of Health.

Although aimed at central government, the PAC's report is a timely reminder that for many Local Government bodies, the delivery of public services is increasingly dependent on the interaction between the private and public sectors. However, as pointed out by the PAC, in order for this relationship to result in the efficient delivery of public services, the public sector needs to demonstrate its commitment to effective contract management.

The PAC made a range of recommendations in four key areas. In this briefing we consider contract management and delivery. We will consider Capability, Transparency and Ethical Standards in our next quarterly briefing.



Economic and sector issues

Contract management and delivery

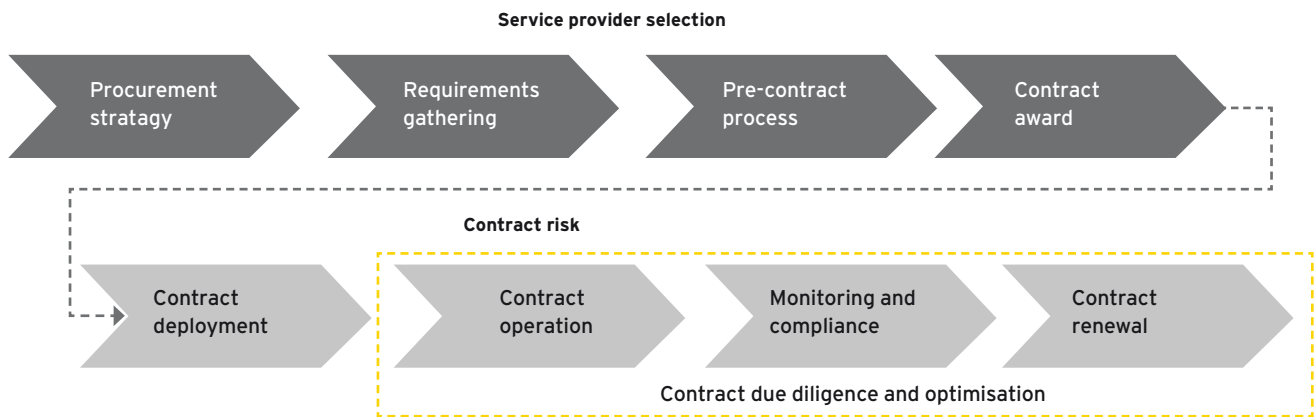
Our own experience suggests that both central and local government invest large amounts of time in selecting service providers, but relatively little time thereafter ensuring that contracts are managed effectively to deliver the intended benefits, and to manage contract risk. The diagram below illustrates the relevant phases of the overall contract process.

Critically, we often find that performance indicators are not considered in detail or agreed until after contracts have been awarded. Accordingly, there is a risk that these indicators:

- ▶ Are not effectively targeted towards the required performance objectives and/or.
- ▶ Are not subject to audit because of a lack of access rights.

Furthermore, as identified by the PAC, penalties for non-performance are not always enforced even where they are available and identified. The failure to enforce penalties only increases the likelihood of continued under-performance in the delivery of public services and the sense that the public sector does not take contract management seriously.

The PAC report therefore highlights an opportunity for Local Government bodies to both save money and increase public confidence in the use of public funds, through effective contract management.





Accounting, Auditing and Governance

Accounting for schools in local authorities

CIPFA has recently held a single issue consultation on Accounting for Schools in Local Authorities in England and Wales relating to the 2014/15 Code of Practice on Local Authority Accounting in the United Kingdom. The 2014/15 Code will apply to accounting periods starting on or after 1 April 2014. The consultation focuses largely on the application of the 2014/15 Code's provisions on primarily the Group Accounting Standards, and sets out CIPFA/LASAAC's proposals for developing an addendum for the 2014/15 Code. The Working Group has concluded that for local authority maintained schools (including community schools, voluntarily controlled, voluntary aided and foundation schools), the balance of control is with the local authority, and their transactions should therefore be included in the local authority financial statements. The Working Group has considered the practical implications and recommends that consideration is given to schools being included in the local authority single entity financial statements. The consultation closed on 4 April 2014.

Accounting for infrastructure projects within enterprise zones and tax increment financing funded programmes

The Local Authority Accounting Panel (LAAP) has issued a discussion paper on this topic to assist local authorities who are considering such schemes. There are a number of initiatives involving local authorities investing in infrastructure or other development projects on the basis that the investment will result in increased business rates yields which can be used to finance the cost. However, there is a risk that projections of incremental income may not be wholly reliable, and there are also accounting issues which may determine whether a project is viable. The local authority will need to consider the extent to which they are a principal or an agent, the accounting implications for the various vehicles in which they may acquire an interest, and the potential for a revenue deficit in the early part of the programme as costs are incurred in advance of income being receivable. The potential revenue deficit is the issue which is most likely to threaten a project's viability, as costs may be incurred in advance of new income being receivable, and councils are obliged to budget to break even each financial year.



Accounting, Auditing and Governance

A Framework for Audit Quality

The International Auditing and Assurance Standards Board (IAASB) published a report on 18 February 2014 on audit quality with the aim of generating positive discussions within organisations to improve audit quality. 'A Framework for Audit Quality – Key elements that create an environment for audit quality' sets out three key objectives:

- ▶ Raising awareness of the key elements of audit quality.
- ▶ Encouraging key stakeholders to explore ways to improve audit quality.
- ▶ Facilitating greater dialogue between key stakeholders on the topic.

The Framework recognises that there is no universally accepted definition of audit quality and has set out various factors which they consider contribute to audit quality at the engagement, audit firm and national levels. It highlights the importance of a range of contextual factors, including laws and regulations, the litigation environment, corporate governance, and the financial reporting framework, which together can impact the nature and quality of financial reporting and, directly or indirectly, audit quality.

The IAASB will maintain a focus in 2014 to encourage dialogue on audit quality.

Future of Local Audit

Following the receipt of Royal Assent by the Local Audit and Accountability Act 2014 in January 2014, approval of secondary legislation will be required in order to give effect to many of the provisions of this Act. Following a consultation on this secondary legislation, which closed in December 2013, the Government has now published its response. The consultation paper covered the following areas:

- ▶ **Smaller authorities' regulations**, including draft regulations for a specified person to appoint auditors to smaller authorities. The Government does not intend to allow smaller bodies to opt out of this regime during a contract period, nor to allow the specified person to forcibly opt out a body; authorities which exceed the £6.5mn threshold, or choose to undergo a full code audit will automatically be opted out. The Government proposes to specify a maximum contract period of five years. The consultation also set out the Government's policy intention for smaller bodies with turnover not exceeding £25,000 per annum to be exempt from routine audit. There are several circumstances where the exemption will not apply, including during the first three years after the authority is established, and authorities which qualify for the exemption may still choose to have an audit.



Accounting, Auditing and Governance

- ▶ **Auditor panel and auditor independence regulations;** the draft regulations extend the definition of an independent panel member, set out the minimum membership of an auditor panel, and apply several existing local authority enactments to panels. An audit committee can already act as an auditor panel provided it has an independent chair and majority. Several authorities may share an audit panel, and where authorities have opted in to national procurement arrangements, the Government intends that the requirement to appoint an auditor panel will not apply. This section of the consultation also covers auditor resignation and removal; which the Government expects to be a rare occurrence.
- ▶ **Eligibility and regulations of auditors;** a local audit register will be published containing the names of those deemed competent to take primary responsibility for a local audit. An appropriate qualification will be considered necessary, but not sufficient – individuals will also need an appropriate level of competence. The draft regulations also contain thresholds defining which bodies' audits will be considered a 'major local audit' and hence subject to quality monitoring from the Financial Reporting Council's Audit Quality Review team. The Government is considering how to clarify some of the definitions in these regulations.
- ▶ **Conduct of local audit** – the Government intends to modify the requirement for some bodies (including Port Health Authorities and Internal Drainage Boards) to consider a public interest report or recommendation within one month, to 'as soon as is practicable'.
- ▶ **Accounts and Audit Regulations;** this section of the consultation covered the provisions for financial management, internal control and internal audit, as well as the process for preparing and approving the statement of accounts. Comments were also invited on bringing forward the timetable for local government audit, and on changes to the framework for the exercise of public rights of inspection and objection. The Government intends to keep public inspection rights, but to address the issues surrounding low take-up of these rights in the draft regulations proposed for consultation in May 2014.

The Government plans to amend the draft regulations in line with the responses noted above and to issue a further consultation in May 2014 covering further regulations associated with smaller authorities, regulations to allow for the establishment of a sector-led body to procure and appoint local auditors, and Accounts and Audit regulations. The intention is that these regulations will be laid before Parliament later this year.



Regulation News

Role of the Chief Finance Officer in the Local Government Pension Scheme

CIPFA has issued a consultation draft on the role of the CFO in the Local Government Pension Scheme (LGPS), as a supplement to the statement on the role of the CFO in Local Government. The statement sets out five principles, including a summary, shown below. The supplement on the LGPS sets each of these principles in the context of the financial management of the LGPS, which highlight the importance of the role of the CFO in relation to the LGPS.

The CFO in a public service organisation:

- ▶ Is a key member of the Leadership Team, helping it to develop and implement strategy and to resource and deliver the organisation's strategic objectives sustainably and in the public interest.
- ▶ Must be actively involved in, and able to bring influence to bear on, all material business decisions to ensure immediate and longer term implications, opportunities and risks are fully considered, and alignment with the organisation's financial strategy.
- ▶ Must lead the promotion and delivery by the whole organisation of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.

To deliver these responsibilities the CFO:

- ▶ Must lead and direct a finance function that is resourced to be fit for purpose.
- ▶ Must be professionally qualified and suitably experienced.

Future of NFI and counter fraud following the closure of the Audit Commission

The Audit Commission's National Fraud Initiative matches data from 1,300 public sector and 77 private sector organisations. The outcomes since 1996 include the prevention and detection of pension overpayments, council tax single person discounts incorrectly awarded, and housing benefit overpayments, together worth over £860mn. Following the closure of the Audit Commission in March 2015, the NFI will transfer to the Cabinet Office.

The Chartered Institute of Public Finance and Accountancy (CIPFA) will also take on some of the Audit Commission's counter fraud roles. The counter-fraud function currently undertaken by the Commission will transfer to a new public sector 'Counter Fraud Centre', which will be established by CIPFA. Existing counter-fraud work undertaken by the Commission includes the annual 'Protecting the Public Purse' report, tailored fraud briefings for local authorities, and the survey of fraud and corruption in England. The new Centre will build on this existing work and



Regulation news

introduce new practical guidance for tackling fraud and corruption. Although CIPFA will not have the same statutory powers as the Commission, it intends to continue the annual comprehensive survey of fraud and corruption, as well as expanding the Counter Fraud Centre's reach beyond local government.

Government consultation on flexibility in the use of capital receipts

Between July and September 2013, the Government ran a consultation on allowing capital receipts from new asset sales to be used for one-off revenue purposes. The results of this consultation have now been published. The aims of the proposal were to encourage good asset management planning, and to enable additional resources from asset sales to give flexibility for reforming, integrating or restructuring services. The response to the consultation was clearly positive, so as part of the Autumn Statement the Government announced that they will allow some flexibility for local authorities to use £200mn of receipts from asset sales across 2015/16 and 2016/17 to fund one-off costs of service reforms. Authorities will have to bid for a share of this allowance, and permission for flexible use of capital receipts will be through a capitalisation direction from the Secretary of State under section 16(2)(b) of the Local Government Act. Capital receipts obtained prior to the issue of this consultation will not be allowed to be used for this purpose as one aim of the policy is to encourage new asset sales. As part of the bid process, local authorities will need to assess the extent to which the asset sales are additional to sales which would have occurred anyway.

Consultation on the process for setting up a new town/parish council

The Government ran a consultation ending in May 2014 on a proposal to make it easier to set up a new town or parish council. The proposed new measures are intended ease the process by reducing the burden from the current Community Governance Review process. The current process requires either the Local Authority to carry out a review, or the local community petitioning the Local Authority to create a new parish council, as part of which process the petitioner must also propose the boundaries of the new parish. A minimum number of signatories to the petition are required, depending on the size of the neighbourhood area in question, and the high number required can be a barrier to local campaigns. The current process is also relatively slow, as the required twelve month timescale does not include time for the Local Authority to carry out preparatory work. The proposed new measures include lowering the thresholds of signatures required, shortening the amount of time the Local Authority can take to carry out a Community Governance Review, and allow Neighbourhood Forums to trigger a Community Governance Review.

Audits in 2014/15: work programme and scale fees

Following consultation, the Audit Commission has confirmed the work programme and fee scales for the audit of the accounts for 2014/15 for local government, fire, police and health bodies (including CCGs). The scale fee for individual Local Government bodies is available on the Audit Commission website.



Regulation news

The Audit Commission expects to close on 31 March 2015, as a result of the provisions of the Local Audit and Accountability Act 2014. It will set the fees and work programme for 2015/16, which will be the first year of audit following their closure. The responsibility for overseeing the audit contracts of nearly 11,000 public organisations, spanning local authorities, police, health, fire bodies and rescue services, and for setting fees under them, will pass to a transitional body from April 2015. Ministers have announced that this body will be an independent private company to be set up by the Local Government Association. It will also have responsibility for the Value for Money Profiles tool. The Commission's current contracts with audit suppliers will run until 2016/17, with a possibility of extension up to 2020. Following this, audited bodies will be able to appoint their own auditors.

Award of Audit Contracts

Prior to the decision to abolish the Audit Commission's audit practice, approximately 30% of local public audits were carried out by private sector audit firms. In April 2013 the Audit Commission announced that it would be retendering these contracts which had been awarded in 2006 and 2007.

Following a competitive tendering process, the Audit Commission confirmed the award of two year contracts to:

- ▶ BDO LLP, to the value of £4.6mn a year, covering audits in the South.
- ▶ EY LLP, to the value of £9.6mn a year, covering audits in the North and the South.
- ▶ KPMG LLP, to the value of £9.6mn a year, covering audits in the North and the South.

There will now be a consultation with the audited bodies concerned on the appointment of auditors, prior to putting the appointments to the Audit Commission Board for approval in December 2014.



Key Questions for the Audit Committee

What questions should the Audit Committee be asking itself?

Following client feedback we have introduced a section which draws together some of the key messages from the briefing for consideration by Audit Committee members:

- ▶ What impact will the introduction of the SFIS have on our capacity and expertise to tackle other areas of fraud risk, such as council tax, business rates, housing and other corporate fraud?
- ▶ Is there scope for us to take advantage of further opportunities for efficiency savings resulting from joint working with other public sector bodies?
- ▶ Where joint working arrangements are already in place, are they still fit for purpose or do we need to consider modifying the arrangements in line with our changing challenges and priorities?
- ▶ What level of governance does our organisation have around contract management and delivery with both our public and private sector partners?
- ▶ How can we work with our audit engagement team to improve audit quality?



Find out more

Economic Outlook

For the full analysis go to:

<http://www.ey.com/UK/en/Issues/Business-environment/Financial-markets-and-economy/Economic-Outlook>

DWP Single Fraud Investigation Service

Read more about the proposals at:

<https://www.gov.uk/government/collections/single-fraud-investigation-service>

Council service sharing saves taxpayers £350mn

Find out more at <http://www.local.gov.uk/shared-services-map>

Contracting out public services to the private sector Read the NAO report at:

<http://www.nao.org.uk/wp-content/uploads/2013/11/10296-001-BOOK-ES.pdf>

To find out how EY can help with contract management, contact a member of your engagement team.

Accounting for schools in local authorities

The consultation has now closed, however, you can view the details at:

<http://www.cipfa.org/SingleIssueITCAccountingforSchoolsinLocalAuthorities>

Accounting for Infrastructure Projects within Enterprise Zones and Tax Increment Financing Funded Programmes

Read more at:

<http://www.cipfa.org/-/media/files/policy%20and%20guidance/panels/local%20authority%20accounting%20panel/accountingforenterprisezones.pdf>

A Framework for Audit Quality

The publication can be found in the 'Focus on Audit Quality' section of the IAASB's website:

<https://www.ifac.org/auditing-assurance/focus-audit-quality>

Future of Local Audit

Find out more at:

<https://www.gov.uk/government/consultations/future-of-local-audit-consultation-on-secondary-legislation>

Role of the Chief Finance Officer in the Local Government Pension Scheme

Find out more at:

<http://www.cipfa.org/-/media/files/policy%20and%20guidance/consultations/140211role%20of%20the%20chief%20finance%20officer%20in%20the%20lgpsconsultation%20draft.pdf>



Find out more

Future of NFI and counter fraud following the closure of the Audit Commission

Further information is available at:

<http://www.audit-commission.gov.uk/2014/03/commissions-national-counter-fraud-function-will-go-to-safe-hands/>

Government consultation on flexibility in the use of capital receipts

Details of the response to the Government's consultation are available at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/300060/Proposals_for_the_use_of_capital_receipts_from_asset_sales_to_invest_in_reforming_services_-_response_to_consultation.pdf

Consultation on the process for setting up a new town / parish council

Details of the consultation are available at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/297813/Consultation_on_a_proposal_to_use_a_Legislative_Reform_Order_for_making_it_easier_to_set_up_a_town_and_parish_council.pdf

Audits in 2014/15: work programme and scale fees

The scale fees are published at:

<http://www.audit-commission.gov.uk/audit-regime/audit-fees/201415-work-programme-and-scales-of-fees/>

Award of Audit Contracts

Read the Audit Commission press release at:

<http://www.audit-commission.gov.uk/2014/03/the-audit-commissions-legacy-includes-a-further-25-per-cent-reduction-in-annual-audit-fees/>

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Internal Audit Annual Report 2013/2014

Oxford City Council

April 2014

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Distribution List

For action	S151 Officer
	Audit and Governance Committee
For information	Chief Executive
	Corporate Management Team

This document has been prepared only for Oxford City Council and solely for the purpose and on the terms agreed with Oxford City Council under our engagement letter.

1. *Executive summary*

Background

This report outlines the work we have carried out during the year and includes the Head of Internal Audit's annual opinion on the adequacy and effectiveness of Oxford City Council's framework of governance, risk management and control.

Whilst this report is a key element of the framework designed to inform the Annual Governance Statement, there are also a number of other important sources to which the Audit and Governance Committee should look to gain assurance. This report does not supplant the Council's responsibility for forming their own view on governance, risk management and control.

This report covers the period from 1 April 2013 to 31 March 2014. The specific time period covered by our work for each individual audit is recorded in Section 3.

Scope

In accordance with the Public Sector Internal Audit Standards (PSIAS), the Head of Internal Audit is required to provide an annual opinion, based upon and limited to the work performed, on the overall adequacy and effectiveness of the organisation's framework of governance, risk management and control (i.e. the organisation's system of internal control). This is achieved through a risk-based plan of work, agreed with management and approved by the Audit and Governance Committee, which should provide a reasonable level of assurance, subject to the inherent limitation of internal audit (covering both the control environment and the assurance over controls) described below and set out in Appendix 1. The opinion does not imply that Internal Audit have reviewed all risks relating to the organisation.

Our findings are based upon and limited to the results of the internal audit work performed as set out in the 2013/2014 Internal Audit Risk Assessment and Plan approved by the Audit and Governance Committee on 27 June 2013. All changes have been outlined in our update reports taken to this committee during the year.

Internal audit work was performed in accordance with PwC's Internal Audit methodology which is in conformance with the Public Sector Internal Audit Standards. As a result, our work and deliverables are not designed or intended to comply with the International Auditing and Assurance Standards Board (IAASB), International Framework for Assurance Engagements (IFAE) and International Standard on Assurance Engagements (ISAE) 3000.

The Public Sector Internal Audit Standards require the annual report to include the results of the Internal Audit function's quality assurance and improvement programme. Please refer to Appendix 4 for this information.

Opinion

Our opinion is based solely on our assessment of whether the controls in place support the achievement of management's objectives as set out in our 2013/2014 Internal Audit Risk Assessment and Plan and Individual Assignment Reports.

We have completed the program of internal audit work for the year ended 31 March 2014. Our work identified 36 low, 4 moderate and 2 high rated findings. Based on the work we have completed, we believe that there is some risk that management's objectives may not be fully achieved. Improvements are required in those areas to enhance the adequacy and / or effectiveness of governance, risk management and control.

The key factors that contributed to our opinion are summarised as follows:

We identified no critical rated findings; high rated findings were identified only as part of the Business Continuity Management review, with further medium rated findings identified as part of the Community Development – Community Centres and Associations; Business Continuity Management; and IT Disaster Recovery reviews. Details of the high and medium rated issues have been reported within the individual reports presented to the Audit and Governance Committee. A summary of the key findings are described in further detail on page 3.

On pages 4 to 6 we show the direction of travel for both individual review areas and for the number of audit recommendations in each category (critical, high, medium and low). Both show positive signs on the overall control environment at the Council.

For many of the areas reviewed in the year, the rating was either better or the same as last year. The number of internal audit findings and recommendations has decreased with a total number of 42 findings in 2013/14 compared to 53 in the previous year. Although the mix and focus of our internal work have differed between years and therefore results may not be directly comparable, the reduction in findings should be a source of considerable comfort.

Reviews deferred into 2014/15 Plan

Environmental Development – Carbon Budgeting

Corporate Property – Health and Safety

The reviews have been deferred into the 2014/15 plan where value from an internal audit review will be delivered in quarter 1 of 2014/15.

Acknowledgement

We would like to take this opportunity to thank Oxford City Council staff, for their co-operation and assistance provided during the year.

2. Summary of findings

Our annual internal audit report is timed to inform the organisation's Annual Governance Statement.

A summary of key findings from our programme of internal audit work for the year is recorded in the table below:

Description	Detail
<p>Overview</p> <p>We completed 19 internal audit reviews. This resulted in the identification of 0 critical, 2 high, 4 medium and 36 low risk findings to improve weaknesses in the design of controls and / or operating effectiveness.</p>	<p>Our audit plan was scoped to address the Council's key risks and strategic objectives. We mapped each review to these areas in our 2013/14 Internal Audit Plan.</p> <p>We have completed our internal audit plan in line with the set timescales and have supported the Council with their year-end close down procedures and in their assessment of fraud.</p> <p>Our plan included 6 'value enhancement' reviews and we have mobilised specialists in the areas of ICT, HR and finance in year.</p>
<p>Internal Control Issues</p> <p>During the course of our work we identified 2 high risk issues which the Council should consider reporting in the Annual Governance Statement.</p>	<p>We identified 2 high risks issues to highlight following our Business Continuity Management review:</p> <ul style="list-style-type: none"> • Business Continuity Plans are out of date and contain details that are no longer valid; and • Dependencies and assumptions within disaster recovery plans are not comprehensive including third party support for critical activities. Plans included incomplete / insufficient guidance over who would be involved and the key documents / equipment required to restore service. <p>Management accepted the findings and agreed actions to remedy them as soon as practicable to improve the control environment.</p>
<p>Follow up</p> <p>During the year we have undertaken follow up work on previously agreed actions.</p>	<p>There are no issues to highlight. Further detail of our follow up work is included on page 9.</p>
<p>Good practice</p> <p>We also identified a number of areas where few weaknesses were identified and / or areas of good practice.</p>	<p>The following reviews were classified as low risk for 2013/14:</p> <ul style="list-style-type: none"> • Debtors and Creditors; • Collection Fund; • Housing Benefits; • Fixed Assets and General Ledger; • IT General Controls; • Fraud Risk Assessment; • Direct Services – Car Parking; • Community Development – Community Centres and Associations; • Finance – Town Hall Income; • Finance – Fixed Asset Register Implementation; and • IT Disaster Recovery.

3. Internal Audit work conducted

Introduction



Our internal audit work was conducted in accordance with our letter of engagement, Public Sector Internal Audit Standards, and the 2013/2014 Internal Audit Risk Assessment and Plan.

The table below sets out the results of our internal audit value protection work and implications for next year's plan. The direction of travel is also analysed so management can consider whether they should take action to reverse a trend or address stagnation.

We also include a comparison between planned internal audit activity and actual activity, to assist with budgeting and forward planning.

Results of individual assignments

Audit Unit	Report Status	Report Classification and Period Covered	Direction of Travel	Number of Findings			
				Critical	High	Medium	Low
Debtors and Creditors*	Final	Low Risk (Debtors)	↑	0	0	0	2
		Low Risk (Creditors)	↑	0	0	0	3
		April to March 2014					
Collection Fund	Final	Low Risk April to October 2013	↔	0	0	0	1
Housing Benefits	Final	Low Risk April to November 2013	↔	0	0	0	4
Fixed Assets and General Ledger *	Final	Low Risk (Fixed Assets)	↔	0	0	0	0
		General Ledger (Low Risk)	↔	0	0	0	1
		April to August 2013					
Budgetary Control and Risk Management*	Final	Low risk (budgetary control)	↔	0	0	0	3
		Low risk (Risk management)	↔	0	0	0	4
		April to March 2014					
IT General Controls	Final	Low Risk April to March 2014	No previous review performed	0	0	0	4
Fraud Risk Assessment	Final	Low Risk April to	No previous rating	0	0	0	3






		September 2013	provided				
Direct Services – Car Parking	Final	Low Risk April to June 2013		0	0	0	3
Community Development – Community Centres and Associations	Final	Low Risk April to January 2014	No previous review performed	0	0	1	2
Finance – Town Hall Income	Final	Low Risk	No previous review performed	0	0	0	5
Finance – Fixed Asset Register Implementation rolled forward from 2012/13	Final	Low Risk	No previous review performed	0	0	0	0
Business Continuity Management rolled forward 2012/13	Final	High Risk		0	2	2	0
IT Disaster Recovery rolled forward 2012/13	Final	Low Risk	No previous review performed	0	0	1	1
Total				0	2	4	36

*2 separate reviews undertaken in 2012/13

In addition we have carried out the following value enhancement reviews where no risk rating has been provided. No significant issues were noted in these reports or through the work performed to date for consideration in the Annual Governance Statement:

- Corporate Assets – Asset Management Strategy rolled forward from 2012/13
- Cash and Card Payments
- Grant Payments
- Human Resources and Facilities – Payroll including Tax, NI and Compliance
- Direct Services – Income Generation Through DSOs
- Business Improvement and Technology – System Implementation

Direction of control travel

Finding Rating	Trend Between Current and Prior Year	Number of Findings		
		2013/14	2012/13	2011/12
Critical		0	0	0
High		2	0	4
Medium		4	17	30
Low		36	36	36
Total		42	53	70

It should be noted that the mix and focus of internal audit plans have differed between years and therefore these results may not be directly comparable.

Comparison of planned and actual activity

Audit Unit	Audit Type	Budgeted days	Actual days	Comments
Debtors and Creditors	Value Protection	14	14	
Collection Fund		10	10	
Housing Benefits		7	7	
Fixed Assets and General Ledger		12	12	
Budgetary Control and Risk Management		15	15	
Governance		2	2	Used as part of Member Development
IT General Controls		7	5	Reduced to 5 days to avoid duplication of external audit work, remaining 2 days utilised on the IT Disaster Recovery review.
Fraud Risk Assessment		6	6	
Finance – Year End Support		5	5	
Direct Services – Car Parking		6	6	

Audit Unit	Audit Type	Budgeted days	Actual days	Comments
Community Development – Community Centres and Associations		10	10	
Corporate Property – Health and Safety		5	0	Deferred to 2014/15
Finance – Town Hall Income		7	7	
Business Improvement and Technology – System Implementation	Value Protection / Specialist	6	6	
Cash and Card Payments	Value Enhancement	10	10	
Grant Payments		7	7	
Environmental Development – Carbon Budgeting	Value Enhancement / Specialist	10	0	Deferred to 2014/15
Human Resources and Facilities – Payroll including Tax, NI and Compliance		16	16	
Direct Services – Income Generation Through DSOs	Value Enhancement	10	10	
Law and Governance – Temple Cowley Pool		10	0	Review combined with 2014/15 review of the capital programme.
Follow Up		5	5	
Audit Management		25	25	
Contingency		15	15	
Sub Total		220	193	
2012/13 Roll Forward Business Continuity Management	Value Protection / Specialist	5	5	
2012/13 Roll Forward IT Disaster Recovery	Value Enhancement	10	12	2 days utilised from IT General Controls review.
2012/13 Roll Forward Corporate Asset – Asset Management Strategy		5	5	

<i>Audit Unit</i>	<i>Audit Type</i>	<i>Budgeted days</i>	<i>Actual days</i>	<i>Comments</i>
2012/13 Roll Forward Finance – Fixed Asset Register Implementation	Value Protection	5	5	
Total		245	220	
Rolled forward to 2014/15 plan			25	
Planned days			245	

4. Follow up work conducted

Introduction

Within the 2013/2014 Internal Audit Risk Assessment and Plan, 5 days were assigned for following up recommendations raised during previous periods in order to assess whether agreed actions had been implemented by management. Recommendations that were classified as medium and low were followed up by compliance testing and obtaining management representation. The table below summarises the follow up work performed.

Results of follow up work

Audit Unit	Report Classification 2012/13 Review	Number of Agreed Actions	Status of Agreed Actions			
			Implemented	Ongoing	Outstanding	Not Yet Due
General Ledger	Low Risk	2	2	0	0	0
Debtors	Medium Risk	3	2	1	0	0
Creditors	Medium Risk	5	4	1	0	0
Payroll	Low Risk	1	1	0	0	0
Budgetary Control and Efficiency Savings	Low Risk	3	3	0	0	0
Collection Fund	Low Risk	2	2	0	0	0
Housing Benefits	Low Risk	3	1	2	0	0
Fixed Assets	Low Risk	2	2	0	0	0
Car Parking	Low Risk	4	3	1	0	0
Risk Management and Performance	Low Risk	8	6	0	2	0
Fraud Risk Assessment	No previous rating provided	7	3	4	0	0

Please note follow up work was not undertaken on:

- Finance – Insurance;
- Housing and Communities – Direct Payments;
- Direct Services – Garden Waste; and
- People and Equalities – Health and Safety.

This is because reviews over these areas have not been performed in 2013/14 in line with our Internal Audit Risk Assessment and Plan for the frequency of reviews to be performed.

Summary

We recommend that further work is conducted by the Council to ensure all previously agreed recommendations are implemented at the earliest opportunity or where now superseded cleared at the appropriate time. Issue have been re-raised in the current year where relevant.

Appendix 1: Limitations and responsibilities

Limitations inherent to the internal auditor's work

We have prepared the Internal Audit Annual Report and undertaken the agreed programme of work as agreed with management and the Audit and Governance, subject to the limitations outlined below.

Opinion

The opinion is based solely on the work undertaken as part of the agreed 2013/2014 Internal Audit Risk Assessment and Plan, which provided for 20 internal audit reviews in 220 days and 4 internal audit reviews rolled forward from 2012/2013 in 25 days. The work addressed the control objectives agreed for each individual internal audit assignments as set out in our individual assignment reports.

There might be weaknesses in the system of internal control that we are not aware of because they did not form part of our programme of work, were excluded from the scope of individual internal audit assignments or were not brought to our attention. As a consequence management and the Audit and Governance Committee should be aware that our opinion may have differed if our programme of work or scope for individual reviews was extended or other relevant matters were brought to our attention.

Internal control

Internal control systems, no matter how well designed and operated, are affected by inherent limitations. These include the possibility of poor judgment in decision-making, human error, control processes being deliberately circumvented by employees and others, management overriding controls and the occurrence of unforeseeable circumstances.

Future periods

Our assessment of controls relating to Oxford City Council is for the period 1 April 2013 to 31 March 2014. Historic evaluation of effectiveness may not be relevant to future periods due to the risk that:

- the design of controls may become inadequate because of changes in operating environment, law, regulation or other; or
- the degree of compliance with policies and procedures may deteriorate.

The specific time period for each individual internal audit is recorded within section 3 of this report.

Responsibilities of management and internal auditors

It is management's responsibility to develop and maintain sound systems of risk management, internal control and governance and for the prevention and detection of irregularities and fraud. Internal audit work should not be seen as a substitute for management's responsibilities for the design and operation of these systems.





We endeavour to plan our work so that we have a reasonable expectation of detecting significant control weaknesses and, if detected, we shall carry out additional work directed towards identification of consequent fraud or other irregularities. However, internal audit procedures alone, even when carried out with due professional care, do not guarantee that fraud will be detected, and our examinations as internal auditors should not be relied upon to disclose all fraud, defalcations or other irregularities which may exist.

Appendix 2: Basis of our classifications

Report classifications

The report classification is determined by allocating points to each of the findings included in the report

<i>Findings rating</i>	<i>Points</i>
<i>Critical</i>	40 points per finding
<i>High</i>	10 points per finding
<i>Medium</i>	3 points per finding
<i>Low</i>	1 point per finding

<i>Report Classification</i>		<i>Points</i>
	Critical risk	40 points and over
	High risk	16– 39 points
	Medium risk	7– 15 points
	Low risk	6 points or less

Individual finding ratings

<i>Finding Rating</i>	<i>Assessment Rationale</i>
<i>Critical</i>	<p>A finding that could have a:</p> <ul style="list-style-type: none"> • Critical impact on operational performance; or • Critical monetary or financial statement impact; or • Critical breach in laws and regulations that could result in material fines or consequences; or • Critical impact on the reputation or brand of the organisation which could threaten its future viability.
<i>High</i>	<p>A finding that could have a:</p> <ul style="list-style-type: none"> • Significant impact on operational performance; or • Significant monetary or financial statement impact; or • Significant breach in laws and regulations resulting in significant fines and consequences; or • Significant impact on the reputation or brand of the organisation.
<i>Medium</i>	<p>A finding that could have a:</p> <ul style="list-style-type: none"> • Moderate impact on operational performance; or • Moderate monetary or financial statement impact; or • Moderate breach in laws and regulations resulting in fines and consequences; or • Moderate impact on the reputation or brand of the organisation.
<i>Low</i>	<p>A finding that could have a:</p> <ul style="list-style-type: none"> • Minor impact on the organisation's operational performance; or • Minor monetary or financial statement impact; or • Minor breach in laws and regulations with limited consequences; or • Minor impact on the reputation of the organisation.
<i>Advisory</i>	<p>A finding that does not have a risk impact but has been raised to highlight areas of inefficiencies or good practice.</p>



In the event that, pursuant to a request which Oxford City Council has received under the Freedom of Information Act 2000 (as the same may be amended or re-enacted from time to time) or any subordinate legislation made thereunder (collectively, the "Legislation"), it is required to disclose any information contained in this terms of reference, it will notify PwC promptly and consult with PwC prior to disclosing such information. Oxford City Council agrees to pay due regard to any representations which PwC may make in connection with such disclosure and to apply any relevant exemptions which may exist under the Act to such information. If, following consultation with PwC, Oxford City Council discloses any such information, it shall ensure that any disclaimer which PwC has included or may subsequently wish to include in the information is reproduced in full in any copies disclosed.

This document has been prepared only for Oxford City Council and solely for the purpose and on the terms agreed with Oxford City Council in our engagement letter. We accept no liability (including for negligence) to anyone else in connection with this document, and it may not be provided to anyone else.

To: Audit and Governance Committee

Date: 26^h June 2014

Item No:

Report of: Head of Finance

Title of Report: Investigation Team, Finance, Performance 2013/14

Summary and Recommendations

Purpose of report:

1. To report to Members the Investigation Team's performance for the period 2013/2014 and;
2. To report to Members on the risk of potential loss through fraud, the Audit Commissions Fraud Survey 2013/2014 and the Protecting the Public Purse Checklist

Key Decision: No

Executive Lead Member: Ed Turner

Scrutiny Responsibility: Value & Performance

Ward(s) affected: None

Policy Framework: Financial stability

Recommendation(s): Members are asked to note the report.

Appendices to report

Appendix 1 - Investigation Service Brochure

Appendix 2 - The Audit Commissions' 2013/2014 Fraud Survey

Appendix 3 - Protecting the Public Purse Checklist

To report to Members the Investigation Team performance for the period 2013/2014

1. The Investigation team endeavour to prevent, deter and reduce the level of fraud perpetrated against Oxford City Council. Protecting the public purse is a key objective and essential to the financial stability of the organisation. By minimising losses to fraud there is increased assurance that the Council's resources are used for the purpose for which they are intended.

Outcome of Benefit Investigations for the period 2013/2014:

2. The Investigation Team has several performance measures that are reported to the Department for Work and Pensions (DWP) on a quarterly basis. Two of these and two locally agreed measures are reported and recorded monthly on the Council's performance system CorVu. Performance for 2013/2014 was as follows:

Measure	Target	Achieved	Comment
BV076c – No. of investigations per 1000 benefit caseload.	62	55.65	The measure was affected by: <ul style="list-style-type: none"> • Backlog of HBMS referrals at the start of year • Lower no. of HBMS referrals than previous years • 1 Investigation post vacant between April and September • Some change of emphasis away from Benefit Investigations
BV076d – No. of sanctions per 1000 benefit caseload	5.54 (69 cases)	4.9 (60 cases)	<ul style="list-style-type: none"> • Lower no. of HBMS referrals than previous years • 1 Investigation post vacant between April and September • Some change of emphasis away from Benefit Investigations
FN022 – No. of cases per investigator at any given time	45	36	Achieved.
FN023 – No. of returned Social Housing dwellings through civil proceedings	28	19	The target was affected in Q4. 1 Officer left and also there was a delay in the statutory instrument under the Prevention of Housing Fraud Act coming into force effecting the ability to progress some cases

3. Work continues on a case of organised crime, where a person has submitted a number of claims in the names of others and benefit payments have been made to the individual's bank accounts. The case involves 19 benefit claims in Oxford as well as claims made in a number of London Boroughs. The full extent of the overpayments against the Local Authorities and the Department for Work and Pensions is not yet known. The case is now with the Crown Prosecution Service. The level of overpayment is predicted to be in the region of £80,000, £50,000 of this relates to claims made in Oxford.
4. The Housing Benefit overpayments realised on completion of investigations in year was £498,260.
5. The overpayments on other Welfare Benefits administered by the Department for Work and Pensions, investigated jointly with their Fraud Investigation Service totalled £102,565.

Outcome of Council Tax Reviews and Investigations as at 31st March 2014:

6. The Council's Revenue Team commissioned a review of Single Person Discounts awarded on Council Tax accounts for a second year. Capita conducted the review. To date this has resulted in 283 non responders; based on a band D Council Tax of £1,628.53, this indicates a potential saving of £115,218
7. In addition the level of Council Tax Relief Scheme overpayments realised in year on completed investigation was £121,698.

Outcome of Housing Tenancy Investigations as at the 31st March 2014

8. Housing Tenancy Investigations have continued to develop the working practices and procedures, have marketed their services to some Registered Providers. A total of 19 properties were returned as a result of investigation, (11 OCC properties and 8 Registered Provider properties) a saving of £342,000 in temporary accommodation costs.
9. 3 Right to Buy applications were also stopped with a saving of £225,000.

Outcome to date of the Audit Commissions National Fraud Initiative (NFI) 2012/13

10. 3,037 matches were received in January 2013 from the NFI 2012/2013. All matches have been processed; 20 more serious cases remain under investigation. 1 alone involves an overpayment of benefit of £100,000. Savings to date are £168,024. £11,520 of this total is savings from Creditor matches for duplicated payments.

11. A further 1,034 Real Time NFI Matches cross-referencing Benefit claims to Student Loans and Council Tax to Registered Electors have also been received. These matches are currently being processed.

Procurement

12. There is an on-going investigation into an excessive charge for services. The supplier, when challenged, has stated that there has been an overcharge of £36,000; the true level of error is yet to be determined. .

Internal Investigations

13. There were 3 internal investigations. The officers are no longer employed by the Council. The loss in relation to these investigations is estimated to be £9,000 with additional direct savings of £3,000 per year.

Other Achievements in year

14. The Team were successful in being selected as finalists in the LGC 2014 Awards in the Tackling Fraud category.
15. In February 2014 the Team were honoured and proud to be awarded the Oxford City Council Team of the Year Award for their efforts in combatting fraud.
16. Throughout the year the Team conducted a customer survey asking for customers to comment on the service in order to identify any areas where improvements to the service could be made. The outcome of the 2013/2014 survey was 95% satisfaction. Examples of customer feedback are set out below;
 - I am sorry about what had happened in my case and I feel better that it has come out in the open
 - I was very nervous but the officer was courteous and polite and helped me to feel more comfortable
 - The officer made a very difficult situation very easy to understand and I'm very grateful for his patience.
17. Going forward; the team were successful in their corporate bid, securing funding in the budget for an identity verification system. This will be used across all service areas, scanning identity documents; e.g. worldwide passports, ID cards, Visa and Resident Permits, and British Driving Licences etc. The system will immediately identify discrepancies. The use of the system will strengthen the council's processes and procedures in relation to protecting the gateway into applications processing; for example, housing, council tax relief, housing benefit, grant applications and licencing applications. The system will be operational from 16th June 2014. 5 scanners are

available; 3 in St Aldates Chamber, 1 at Templars Square, Cowley Centre Customer Service Centre and 1 at Horspath Depot for Housing Tenancy sign ups.

18. The team's corporate bid for a data warehouse system was also agreed; to enable the develop matching of internal and 3rd party data; strengthening the gateway for housing, council tax and business rate discounts and reliefs. The system can be used for the data matching multiple data sets on a daily, weekly, monthly, annual and ad hoc basis dependant on the level of risk of fraud and error recognised or suspected. Examples of potential data matching reports are:

- the Housing waiting lists and applications to housing, housing benefit ,CTAX, Brates, Electoral Register, Grants, Planning, Licencing and across the Oxfordshire LA's and Registered Providers
- Social tenancies across the Oxfordshire LA's
- Business Rate discounts and Reliefs across the Oxfordshire LA's
- Business Rates to Commercial waste
- Council Tax reliefs, and discounts across the Oxfordshire LA's
- Licencing to Housing, Housing Benefit, CTAX, Electoral Register and across the Oxfordshire LA's
- Debt and Creditors to Housing Benefit, CTAX, BRATES, Electoral Register, Housing, Licencing, Planning, Payroll, Grants
- Register of Electors across the Oxfordshire LA's
- Payroll to Housing Benefit, CTAX, BRATES, Grants, Electoral Register

Any use of personal data will be subject to Data Protection requirements.

19. The team, are providing a 0.8 FTE resource to the Vale of the White Horse and South Oxfordshire District Councils from January 2014 to September 2014. They also provide a service to Registered Providers of Social Housing and have produced an Investigation Service brochure marketing the service to secure income post the transfer of the Housing Benefit investigation work and investigation posts to the Department for Work and Pensions Single Fraud Investigation Service in February 2015. See Appendix 1

To report to Members on the risk of potential loss through fraud, the Audit Commissions Fraud Survey 2013/2014 and the Protecting the Public Purse Checklist

20. Whilst the level of fraud may be debated at length, it is highly probable that there is some element of fraud (on the balance of probabilities) in the business at any one time. The Audit Commission, Protection the Public Purse publication (PPP) issues an annual report on fraud and corruption in local government; it gives details on amounts of detected fraud, warns of emerging fraud risks and promotes best practice. The 2013 publication states the following;

Housing

- 2% of social housing stock outside of London is typically subject to some form of tenancy fraud
- The average loss to the public purse of £18,000 per property, which is based on the annual cost for a unit of temporary accommodation
- The cost of building a social housing unit from new is £150,000
- Right to Buy fraud cases rose by 168% in 2012/13

Council Tax

- 4-6% of single person discount claims are fraudulent
- Most Council's do not treat single person discount fraud as a criminal offence
- Student discount fraud is growing

Business Rates

- The total value of Business Rate fraud detected in 2012/13 is £7.2 million, one case involved a fraud of £5million
- There is now a financial incentive for council's to be proactive, as they are able to keep some of the income generated, the areas most at risk are in relation to charitable relief and empty property relief.

Insurance

- Fraudulent insurance claims rose by £1 million to £3million.

Procurement

- Procurement fraud is the single largest area of financial loss to local government. £1.9 million involved internal fraud, i.e. collusion between staff and bidders

Employment

- Generally just over 1% of all detected fraud is in relation to staff committing fraud; this includes payroll, pensions, expenses and theft

Grants

- Grant frauds are reported to be lower in numbers across local authorities; the average value per case is £36,000.

21. The Oxford City Council estimated potential risk of loss through fraud at 1% for 2013/2014 is;

Potential risk of loss through fraud 2013/2104	
	£000's
CTAX Reliefs, Disc/Exemptions	289
B Rates, Reliefs/Exemptions	225
Housing (Temp Acc.)	40
Discretionary Housing payments	4
Procurement	182
Grants (paid)	29

Employer	490
Commercial waste Income	22
Commercial lease Income	68
Creditors	393
Planning Income	8
Licencing Income	14
Insurance Claims paid	1
Total @1%	1765
Total @5%	8825

22. The Local Authority Investigation Officers Group (LAIOG) has done some work in relation to the level of potential risk of fraud and the % of estimated fraud across service areas. The findings are very similar to the Audit Commission's findings of between 1 and 5%. The table below shows the area at greatest potential risk of loss to fraud as Blue Badges at 20%. An area that would impact on the car parking revenue of both the District and the County Councils.

LAIOG Potential Loss Table	
Service Area	Estimated Fraud Loss %
Housing Allocations	2
Homelessness	2
Business Rates	1
Council Tax	4
Insurance	6
Recruitment	6
Direct Payment	3
Procurement	1
Blue Badge	20

23. Much of the information for the Audit Commission's Protecting the Public Purse publication comes from an annual survey. The Audit Commission survey 2013/2014 was submitted in May 2014. See Appendix 2 The Audit Commissions' Checklist for Councillors and others responsible for governance has been completed. See Appendix 3
24. Much of the information for the Audit Commission's Protecting the Public Purse publication comes from an annual survey. The Audit Commission survey 2013/2014 was submitted in May 2014. See Appendix 2 The Audit Commissions' Checklist for Councillors and others responsible for governance has been completed. See Appendix 3

Legal Implications – The continuing work done by the Investigation Service coupled with the Council's Avoiding Bribery, Fraud and Corruption, Whistle blowing and Money Laundering Policies and procedures give assurance that

the Authority is compliant to the Bribery Act 2010, the Money Laundering Regulations 2007 and the Proceeds of Crime Act 2002. Failure to adhere to the Policies would impact on the legal and reputational risk to the Council.

Financial Implications - Applying Audit Commission predictions for 2013/2014 indicates a potential loss in key risk areas of between £1.7 million and £8.8 million. The Investigation Team have identified losses totalling £1.6 million in 2013/2014.

2013/2014 Identified Losses	
	£'s
Housing Benefit	498,105
Council Tax Relief Scheme	121,191
Other Welfare Benefits	102,565
Recovered Properties (x Ccost of Temo Acc @ 18,000 pa)	342,000
Stopped Right to Buys	375,000
National Fraud Initiative	127,327
Procurement	36,000
Internal Investigations	9,050
TOTAL	1,611,238

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The Investigations Team

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Sue Brown, Practice Manager

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Introducing Oxford Investigation Service

Oxford Investigation Service is an integral part of Oxford City Council's on-going commitment to protecting public funds and ensuring value for money for the local community.

The Team has considerable fraud investigation experience with a track record of delivering positive results. The team has experience in dealing with a wide range of both civil and criminal investigations. All officers are fully trained to an accredited standard and receive regular refresher training to ensure they are up-to-date with all developments. We conduct formal interviews under caution in accordance with the Police and Criminal Evidence Act (PACE), gather evidence, carry out covert surveillance, provide detailed reports of our findings, prepare paperwork for court files, obtain & provide witness statements and attend any hearings to give evidence when required.

The Corporate Team work with a wide variety of Council services carrying out investigations on their behalf. Some of these include Council Tax, Business Rates, and Welfare Benefits.

One of Oxford City Council's priorities is meeting the communities housing need. With affordable rental accommodation being in such high demand in the City area the Council has committed resources to tackle the abuse of social housing. Since 2010 the City has employed a team of specialist investigators to deal with cases of tenancy fraud. In the first three years of operation the team have identified and successfully recovered 42 social housing properties that were being misused.

The Tenancy Fraud Investigators already work closely with some registered providers, as well as other local authorities based in the Oxfordshire area providing advice, support and assistance on tenancy fraud related matters. We are therefore well placed to understand issues affecting registered providers. We regularly provide Fraud Awareness Training to staff on how to identify fraudulent activity and to prevent fraud entering the system.

The Council's Investigation Team has been recognised by the Department for Communities and Local

Government as committed to combatting social housing fraud.

We are therefore able to provide a fully inclusive service of investigation right through to taking legal proceedings, whether it is Civil or Criminal.

The Council's auditors PWC state in the Council's Fraud Risk Assessment for 2012/2013, 'the Council has an experienced investigations team and fraud detection practices are strong within the Council Tax, Benefits and Housing departments'.

The Investigation Team's results have provided the Audit Commission with further evidence to show that Social Housing Fraud is not just a London problem (Protecting the Public Purse 2011). Within the first six months of 2010 the tenancy fraud team had identified and recovered seven properties in which the tenant was no longer resident. The number of properties recovered continues to increase year on year.

The Investigation Team are committed to providing an effective, courteous, timely and professional investigation service. We regularly seek feedback from our clients and have evidence of a very high level of satisfaction with the services we provide.

Why choose Oxford Investigation Services?

- Experienced and well trained team of specialist investigators ensuring resilience and continuation of service provision
- Value for money
- High quality service
- Experience of working with registered providers
- Systems and procedures already in place
- Established working relationships with other local authorities and government agencies
- Recognised as one of the leaders in the field
- Access to specialist in-house legal advice
- Our charging rates are competitive

The team



Carol Quainton
Investigations Manager (Finance)

Carol has worked within Local Government since 1989 and has been involved in the fraud arena for the last 19 years. She is an accredited Counter Fraud Manager and is responsible for the Council's Avoiding Bribery, Fraud and Corruption Policy and delivers Fraud Awareness Training to staff.

Carol has worked hard in developing what was the Benefit Investigation Team into an Investigation Service that performs many functions, to many different services across Oxford City Council.



Catherine Jones
Senior Investigations Officer
(Tenancy Fraud & Corporate)

Catherine has worked within Local Government since 1988 and has been investigating fraud for 20 years. She is an accredited Counter Fraud Officer. She has been involved with large scale, cross agency investigations. For the last three years, Catherine's main focus has been on developing the investigation of Tenancy Fraud within the Council's own housing stock.



Scott Warner
Senior Investigation Officer
(Welfare Benefits & Corporate)

Scott has been working in Local Government and Fraud Investigation since 1991. Scott is a committee member of the Local Authority Investigation Officers Group and is an accredited Counter Fraud Manager. Scott has been trained in surveillance techniques by Thames Valley Police.

The Tenancy Fraud Team Members

Sarah Whitton has been working within the Investigation Team since 2010. Sarah was initially employed when the first funding from DCLG was received. She has a Level 5 BTEC Professional Qualification in Investigation and has been working for Oxford City Council since 2000 in the Housing Department and Customer Services.

Rob Gurr, a former CID Officer with Thames Valley Police, has been working for Oxford City Council for the last year. During his time with the Police Rob was part of the South Oxfordshire & Vale CID Team. In 2012 this team received the Shrievally Award for having the highest crime detection rate in the Thames Valley area.

Brian Stacey has been working in the Investigation Team since 2004. He is a graduate from Liverpool University and is an accredited Counter Fraud Officer.

David Godfrey has over 15 years' experience of investigation fraud in both the private and public sector. He has a Level 5 BTEC Professional Qualification in Investigation.

Services offered

- Interviews (PACE and informal)
- Visiting (joint and outside normal working hours)
- Joint working
- Covert surveillance
- Evidence gathering through legal gateways
- Obtain/provide witness statements
- Preparation of court files to prosecution standard
- Reports of findings
- Feedback on concerns of a tenants' wellbeing
- A bespoke case management system
- Training
- Advice on the prevention of housing fraud.
- Service of Legal Notices
- Specialised legal advice
- Obtaining Profit Orders

Protecting the Public Purse - 2013/14 Audit Commission fraud and corruption survey - Districts

Introduction

Introduction

Protecting the Public Purse - 2013/14 Audit Commission fraud and corruption survey

Section 48 Audit Commission Act 1998 – Request for information.

The Audit Commission publishes an annual report on fraud and corruption in local government called 'Protecting the Public Purse' (PPP). PPP gives details on amounts of detected fraud, warns of emerging fraud risks and promotes best practice. Much of the information for PPP comes from this survey.

Our 2011/12 and 2012/13 fraud and corruption surveys achieved a 100 per cent response rate. This enabled us to provide an accurate assessment of the total detected fraud figures for local government, and to undertake regional breakdowns and detailed analysis.

We are now asking you to complete and submit the 2013/14 fraud and corruption survey. **The deadline for submission is 16 May 2014.**

We require submission of the information under section 48 of the Audit Commission Act 1998.

Should you wish someone other than yourself to complete the survey please email d-management@audit-commission.gsi.gov.uk.

If you would prefer to receive this survey in an alternative format for accessibility purposes please contact Duncan Warmington at fraud-survey@audit-commission.gsi.gov.uk

Please read Glossary of terms before starting this survey - [Link to Glossary of terms](#)

Public body information

Organisation

Oxford City Council

Public body information

1. Organisation

1.1 Name of public body

Oxford City Council

1.2 Name of 151 Officer /
Chief Financial Officer?

Nigel Kennedy

1.3 Name of person
completing the survey?

Carol Quainton

1.4 Position of person
completing the survey?

Investigation Manager

1.5 Telephone number of
person completing the
survey

01865 252478

1.6 Email address of person
completing the survey?

cquainton@oxford.gov.uk

Fraud cases

Benefit, tenancy, council tax and NDR fraud

If you have cases but do not record the number and/or the value please answer 'yes' and record 'NR' in Number of cases and/or Value (£'s)

2. Housing benefit and council tax benefit fraud

Note: all cases in this survey where management authorised action has been taken, such as an investigation or enquires made, and as a result an officer with management authorisation has determined that on the balance of probabilities a fraud or act of corruption has occurred. As such, cases do not require a sanction or prosecution to be determined as fraudulent.

2.1 Did you have any cases
of housing benefit and/or
council tax benefit fraud?

Yes

2.2 Number of cases

508

2.3 Value (£'s)

619,297

2.4 Did any of these cases above involve employees or councillors?

No

2.7 In the Housing benefit and council tax benefit detected fraud cases you have reported is there any evidence to suggest they have resulted from organised crime?

Yes

3. Housing tenancy fraud

3.1 Provide the number of properties in your housing stock, both directly managed and via arms length management organisations (ALMOs)

7754

3.2 Did you have any cases of tenancy sub letting fraud?

Yes

Note: this is where a tenant lets part, or all, of their home to somebody else contrary to the tenancy agreement. Only report where the property has been brought back into council or ALMO control.

3.3 Number of cases

3

3.4 Did any of these cases above involve employees or councillors?

No

3.6 Did you have any cases of other tenancy fraud?

Yes

Note: This could include, but not limited to, issues such as fraudulent application, succession, abandonment, or non-occupation as the principle home. Only report where the property has been brought back into council or ALMO control.

3.7 Number of cases

7

3.8 Did any of these cases above involve employees or councillors?

No

3.10 In ALL the Tenancy detected fraud cases you have reported is there any evidence to suggest they have resulted from organised crime?

No

3.11 Did you have any cases of 'right to buy' frauds?

Yes

3.12 Number of cases

5

3.13 Value (£'s - please use the value of the discount)

375,000

3.14 Did any of these cases above involve employees or councillors?

No

3.17 Do you assist other registered social landlords in your area in combating tenancy fraud?

Yes

3.18 Please provide details

5 sub let properties returned, 4 non occupied

3.19 In the Right to buy detected fraud cases you have reported is there any evidence to suggest they have resulted from organised crime?

No

4. Council tax discount fraud

4.1 Did you have any cases of council tax single person discount (SPD) fraud?

Yes

Note: the total value, including previous years, of council tax owed when a decision during the year determined that the liable person was not entitled to SPD.

4.2 Number of cases

283

4.3 Value (£'s)

115,218

4.4 Did any of these cases above involve employees or councillors?

No

4.7 Did you have any cases of council tax discount fraud involving discounts and entitlements other than SPD? (This also excludes the council tax reduction scheme, which is dealt with in section 5)

No

Note: the total value, including previous years, of council tax owed when a decision during the year determined that the liable person was not entitled in whole or part to any discount or entitlement. Discounts or entitlement could include, but not limited to, student discounts.

4.13 In the council tax discount detected fraud cases you have reported is there any evidence to suggest they have resulted from organised crime?

No

5. Council Tax Reduction (CTR)

5.1 Did you have any cases of CTR fraud?

Yes

Note: the total value, including previous years, of council tax owed when a decision during the year determined that the liable person was not entitled to CTR.

5.2 Number of cases

170

5.3 Value (£'s)

121,191

5.4 Did any of these cases above involve employees or councillors?

No

5.7 In the CTR detected fraud cases you have reported is there any evidence to suggest they have resulted from organised crime?

No

6. Non-domestic rates fraud (Business Rates)

6.1 Did you have any cases of Business Rates fraud?

No

Note: this is any fraud linked to the evasion of paying Business rates including, but not limited to, falsely claiming mandatory or discretionary relief, falsely using insolvency status, failure to declare occupation, and payment using false bank details.

If you have cases but do not record the number and/or the value please answer 'yes' and record 'NR' in Number of cases and/or Value (£'s)

7. Procurement fraud

Note: this is any fraud linked to the false procurement of goods and services for the organisation either by internal or external persons or companies including, but not limited to: violation of procedures; manipulation of accounts; records or methods of payment; failure to supply; failure to supply to contractual standard.

7.1 Did you have any cases of procurement fraud?

Yes

7.2 Number of cases

1

7.3 Value (£'s)

36,000

7.4 Did any of these cases above involve employees or councillors?

No

7.7 In the Procurement detected fraud cases you have reported is there any evidence to suggest they have resulted from organised crime?

No

8. Fraudulent insurance claims

Note: this is any insurance claim against your organisation or your organisation's insurers that proves to be false.

8.1 Did you have any cases of fraudulent insurance claims?

No

9. Economic and third sector support fraud

Note: this is any fraud that involves the false payment of grants, loans or any financial support to any private individual or company, charity, or non governmental organisation including, but not limited to: grants paid to landlords for property regeneration; donations to local sports clubs; loans or grants made to a charity.

9.1 Did you have any cases of economic and third sector support fraud?

No

Debt, Pensions and Investment fraud

If you have cases but do not record the number and/or the value please answer 'yes' and record 'NR' in Number of cases and/or Value (£'s)

10. Debt Fraud

Note: This is any fraud linked to the avoidance of a debt to the organisation including, but not limited to: council tax liabilities (do not include council tax discount fraud from section 4); rent arrears; false declarations; false instruments of payment or documentation.

10.1 Did you have any cases of debt fraud?

No

11. Pension Fraud

Note: this is any fraud relating to pension payments including, but not limited to: failure to declare changes of circumstances; false documentation; or continued payment acceptance after the death of the pensioner.

11.1 Did you have any cases of pensions fraud?

No

12. Investment fraud

Note: this is any fraud relating to investments including, but not limited to: the fraudulent misappropriation of assets; or loss through breach of procedures

12.1 Did you have any cases of investment fraud?

No

Payroll and Expenses fraud, Abuse of position and Other fraud

If you have cases but do not record the number and/or the value please answer 'yes' and record 'NR' in Number of cases and/or Value (£'s)

13. Payroll and employee contract fulfilment fraud

Note: this includes, but is not limited to: the creation of non existent employees; unauthorised incremental increases; the redirection or manipulation of payments; false sick claims; not working required hours; or not undertaking required duties.

13.1 Did you have any cases of payroll and contract fulfilment fraud?

Yes

13.2 Number of cases

3

13.3 Value (£'s)

9050

13.4 In the Payroll and employee contract fulfilment detected fraud cases you have reported is there any evidence to suggest they have resulted from organised crime?

No

14. Expenses fraud

Note: this includes, but is not limited to: false declarations of mileage; false documentation to support allowances; breaches of authorisation and payment procedures.

14.1 Did you have any cases of employee expenses fraud?

No

14.4 Did you have any cases of councillor expenses fraud?

No

15. Abuse of position

Note: this could include frauds not reported elsewhere (the financial gain could be for the fraudster or other) including, but not limited to: the misappropriation or distribution of funds by someone taking advantage of their position such as payments officers, bursars or finance managers; or fraudulently securing a job for a friend or relative.

15.1 Did you have any cases of abuse of position for financial gain?

No

15.5 Did you have any cases of manipulation of financial or non financial data?

No

Note: this includes, but is not limited to: the falsifying of statistics to ensure performance targets are met; or the adjustment of accounts to remain within set financial limits for the benefit of an individual or the organisation.

16. Other fraud

16.1 Did you have any other types of fraud?

No

Recruitment fraud and fraud reporting

If you have cases but do not record the number and/or the value please answer 'yes' and record 'NR' in Number of cases and/or Value (£'s)

17. Recruitment fraud

Note: this could involve any applications, including attempts, to gain employment or subsequently where any of the details prove to be false, including but not limited to: false identity, immigration (no right to work or reside); false qualifications; or false CVs.

17.1 Did you have any cases of recruitment fraud?

No

18. Fraud reporting

Note: external auditors are required to report to the Audit Commission all frauds over £10,000 and all incidents of corruption within the audited body - these reports are called AF70s.

18.1 Of all the detected fraud cases you have reported throughout the survey, in how many individual cases did the fraud value amount to over £10,000?

12

18.2 Not included in figures elsewhere in the survey, how many incidents of corruption did you have involving a councillor?

0

Note: please see the glossary for the definition of corruption for the purpose of this survey.

18.3 Not included in figures elsewhere in the survey, how many incidents of corruption did you have involving an employee?

0

Note: please see the glossary for the definition of corruption for the purpose of this survey.

Prosecutions

Fraud and Corruption Prosecutions

If you have cases but do not record the number and/or the value please answer 'yes' and record 'NR' in Number of cases and/or Value (£'s)

19. Housing benefit/council tax benefit fraud

19.1 Did you prosecute any cases of housing benefit and/or council tax benefit fraud?

Yes

Note: please include cases where the first court hearing was held between 1 April 2013 and 31 March 2014

19.2 Number of cases

15

19.3 Did any of these cases above involve employees or councillors?

No

19.5 Did you have any housing benefit and/or council tax benefit prosecutions that resulted in a guilty outcome?

Yes

Note: please include those cases where the offender was sentenced between 1 April 2013 and 31 March 2014.

19.6 Number of cases

7

19.7 Did any of these cases above involve employees or councillors?

No

20. Fraud (excluding housing benefit and council tax benefit fraud)

20.1 Did you prosecute any cases of fraud?

No

Note: please include cases where the first court hearing was held between 1 April 2013 and 31 March 2014.

20.5 Did you have any fraud prosecutions that resulted in a guilty outcome?

No

Note: please include those cases where the offender was sentenced between 1 April 2013 and 31 March 2014.

21. Corruption prosecutions

21.1 Did you prosecute any cases of corruption?

No

Note: please include cases where the first court hearing was held between 1 April 2013 and 31 March 2014.

21.3 Did you have any corruption prosecutions that resulted in a guilty outcome?

No

Note: please include those cases where the offender was sentenced between 1 April 2013 and 31 March 2014.

Additional information

Audit Committee and Policies

22. Whistleblowing

22.1 Do you have a whistleblowing policy?

Yes

22.2 Do those responsible for governance annually review your whistleblowing arrangements in line with British Standards PAS 1998:2008 'Whistleblowing Arrangements Code of Practice'?

Yes

22.3 How many whistleblowing cases did you centrally log in line with British Standards PAS 1998:2008 'Whistleblowing Arrangements Code of Practice'?

0

Counter fraud and corruption activity

23. Counter fraud and corruption activity

Note: we define a counter fraud specialists to be any officer working on preventing and or investigating fraud or recovering the proceeds of fraud. These could include, but not limited to, verification visiting officers, qualified fraud investigators, financial investigators and dedicated counter fraud auditors tackling fraud against the public purse. We do not include trading standards officers.

23.1 Which best describes your counter fraud and corruption resource?

Dedicated corporate fraud team, including benefit and non-benefit counter fraud specialists

23.3 How many full time equivalent (FTE) counter-fraud specialists did you have at 31 March 2014, for both benefit and non-benefit fraud?

	No. FTE benefit counter-fraud staff	No. FTE non-benefit counter-fraud staff
	4.5	6.5

23.4 For previous years please provide, how many counter-fraud specialists did you have at 31 March in each year, for both benefit and non-benefit fraud? (If the data are not available, please put 'NR' in the relevant box)

Year	No. FTE benefit counter-fraud staff	No. FTE non-benefit counter-fraud staff
2012/13	5	3.8
2011/12	4	2.8
2010/11	5	1.5
2009/10	5	1

23.5 Do you have your own POCA Financial Investigator resource?

No

Note: a POCA financial investigator is an investigator accredited under section 3 of the Proceeds of Crime Act 2002.

23.6 Do you have a POCA Financial Investigator resource available for you to use, other than that provided by DWP?

Yes

23.7 In total over the last three financial years, how much money have you been awarded by the courts through POCA, excluding HB/CTB?

0

26.8 In total over the last three financial years, how much money have you actually received through POCA, excluding HB/CTB?

0

23.9 Do you undertake an annual assessment of corporate fraud and corruption risk?

Yes

23.10 Do you have a counter fraud and corruption plan?

Yes

23.11 Do you produce an annual report on counter fraud and corruption activity and performance?

Yes

23.12 Did your external auditor present, or make available, to your Audit Committee (or equivalent) your 2012/13 Fraud Briefing?

No

Note: the Audit Commission make available individually tailored fraud briefings to support external auditors' communications with those responsible for governance in each council. The briefings contain comparative information on each council's fraud detection results.

24. Enhancing counter fraud development

24.1 In your professional judgement, what are the three most significant issues that need to be addressed to effectively tackle the risk of fraud and corruption at your organisation? Tick the three most important from the list below:

- ☒ Capacity (sufficient counter fraud resource)
- ☐ Capability (having appropriate counter fraud skill sets)
- ☒ Effective fraud risk management
- ☐ Better data sharing
- ☐ Corporate appreciation of the financial benefits of tackling fraud
- ☐ Greater public support for tackling fraud
- ☐ Increased priority given to tackling fraud
- ☒ Improved partnership working
- ☐ Other

25. Emerging risks

25.1 What emerging risk areas for fraud or corruption did you identify during 2013/14?

Financial impact and potential risk of loss of revenue in CTAX and Business Rates

26. Comments

26.1 If you would like to comment on the Audit Commission fraud and corruption survey please do so here

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Appendix 3

Audit Commissions Protecting the Public Purse 2013

Checklist for Councillors and others responsible for governance

General		Yes	No
1	Do we have a zero-tolerance policy towards fraud?	✓	
Comments: Avoiding Bribery, Fraud & Corruption Policy Whistle blowing policy Money laundering policy			
2	Do we have the right approach, and effective counter-fraud strategies, policies and plans? Have we aligned our strategy with <i>Fighting Fraud Locally</i>	✓	
Comments: Housing fraud posters Housing Amnesty planned for Autumn 2014 Benefit fraud posters Internet Intranet, Fighting Fraud Locally to be redesigned for the new style Intranet. E-Learning designed for Avoiding Bribery Fraud and Corruption rolled out to all service areas			
3	Do we have dedicated counter-fraud staff?	✓	
Comments: Restructure of team. All staff now have a responsibility for Corporate Fraud in their JD's			
4	Do counter-fraud staff review all the work of our organisation?		✓
Comments: Benefits, Housing, RTB CTAX, CTRS, Internal staff issues. BRATES Links with procurement and licencing			
5	Does a Councillor have a portfolio responsibility for fighting fraud across the council?	✓	
Comments: Chair of Audit and Governance			
6	Do we receive regular reports on how well we are tackling fraud risks, carrying our plans and delivering outcomes?	✓	
Comments: Reports to A&G Committee Benchmarking with other LA's Audit Commission Annual Survey Internal Audit, PWC, Fraud Risk Assessment			

General		Yes	No
7	Have we assessed our management of counter-fraud work against good practice?	✓	
Comments: PPP guidance/good practice			
8	Do we raise awareness of fraud risks?		
a	With new staff (including agency staff)?	✓	
b	With existing staff?	✓	
c	With elected members?	✓	
d	With our contractors?	✓	
Comments: Avoiding Bribery Fraud and Corruption policy introduced at new staff induction, Existing staff are offered awareness sessions at team meetings. Fraud Awareness training for new starters in CS Refresher Fraud Awareness for CS Housing Fraud Awareness for Housing and RP's introduced. Agency staff signs agreement to work to the policy. Contractors, the policy forms part of contract. E-Learning introduced.			
9	Do we work well with national, regional and local networks and partnerships to ensure we know about current fraud risks and issues?	✓	
Comments: All LA's, NAFN, Police, UKBA, RP's, NHS, LAIOG			
10	Do we work well with other organisations to ensure we effectively share knowledge and data about fraud and fraudsters?	✓	
Comments: NAFN and CountyIntel bulletins TVP/UKBA/Other LA's			
11	Do we identify areas where our internal controls may not be performing as well as intended? How quickly do we then take action?	✓	
Comments: Internal controls, proactive checks Reactive cases of fraud, changes to processes, procedure implemented immediately			
12	Do we maximise the benefit of our participation in the Audit Commission National Fraud Initiative and receive reports on the matches investigated?	✓	
Comments: Some 20 cases from the 12/13 matches, remain opens. £160,000 savings recorded. Recently received Real Time matches received for SPD and Student Loans to Benefits are being worked on.			

General		Yes	No
13	Do we have arrangements in place that encourage our staff to raise their concerns about money laundering?	✓	
Comments: Policy & Procedure on intranet Money Laundering included in the Avoiding Bribery, Fraud and Corruption Policy and awareness training.			
14	Do we have effective arrangements for ;		
a.	reporting fraud?; and	✓	
b.	recording fraud?	✓	
Comments: The reporting form has been reviewed and redesigned to reflect the changes in reporting. The Suspicious Activity Report asks for additional information and is now reported to the National Crime authority.			
15	Do we have effective whistleblowing arrangements? In particular are staff:	✓	
a.	Aware of our whistle blowing arrangements?	✓	
b.	Have confidence in the confidentiality of those arrangements?	✓	
c.	Confident that any concerns raised will be addressed?	✓	
Comments: Reviewed to incorporate the changes as a result of the Enterprise and Regulatory Reform Bill 2013 Changes to arrangements issued in Council Matters a publication to all staff.			
16	Do we have effective fidelity insurance arrangements?	✓	
Comments:			
Fighting fraud with reduced resources			
17	Have we reassessed our fraud risks since the change in the financial climate?	✓	
Comments: Potential loss due to fraud in key areas assessed. Restructure of team Proposed Oxfordshire Fraud Hub Marketing Services to Registered Providers.			
18	Have we amended our counter-fraud action plan as a result?	✓	
Comments: Under review – see above			
19	Have we reallocated staff as a result?	✓	
Comments: Increased number of investigators for Housing Fraud Reducing allocated time to Housing Benefit Increased allocated resource to CTAX and other Corporate issues.			

Current risks and issues	Yes	No
Housing tenancy		
20 Do we take proper action to ensure that we only allocate social housing to those who are eligible?	✓	
Comments: Photos now part of sign up procedure Reviewed RTB process, introduced more checks at application. Proposed data matching of waiting lists. Housing Fraud awareness training offered to Housing Officers and RP's.		
21 Do we ensure that social housing is occupied by those to whom it is allocated?	✓	
Comments: 3.8 FTE housing tenancy fraud investigation officers Raised awareness with all Direct Service Team, Repairs, Gas Teams, Void Teams, Caretaking Service, who now report any concerns Fob entry properties – reports of usage, new fobs, lost fobs, requests for additional fobs Refurbish program of properties, list of respondents to letters where the person contacting the council is not the named tenant. Currently working through referrals from various sources Some proactive checking commenced, Call Credit Data Matching, resulted in 200 properties identified as at risk properties. Working with RP's		
Procurement		
22 Are we satisfied our procurement controls are working as intended?	✓	
Comments: Introduced the inclusion of the Avoiding Bribery, Fraud and Corruption Policy to contract in 2011. Financial Regulations and Contract Procedure Rules have been strengthened		
23 Have we reviewed our contract-letting procedures since the investigations by the Office of Fair Trading into cartels and compared them with best practice	✓	
Comments:		
Recruitment		
24 Are we satisfied our recruitment procedures achieve the following?		
a prevent us employing people working under false identities?	✓	
b confirm employment references effectively?	✓	
c ensure applicants are eligible to work in the UK?	✓	
d require agencies supplying us with staff to undertake the checks that we require?	✓	
Comments: Spot checks of existing staff ID. Diary dated checks procedure in place for work visa/permit dates.		
Current risks and issues	Yes	No
Personal Budgets		

25	Where we are expanding the use of personal budgets for adult social care, in particular direct payments, have we introduced proper safeguarding proportionate to risk and in line with recommended good practice?	
Comments: NA		
26	Have we updated our whistleblowing arrangements, for both staff and citizens, so that they may raise concerns about the financial abuse of personal budgets?	✓
Comments: Policy reviewed to incorporate changes in the Enterprise and Regulatory Reform Bill 2013 Report to Standards Committee		
Council Tax Discount		
27	Are we effectively controlling the discounts and allowances we give to council taxpayers?	✓
Comments: Checks currently are being carried out on SPD and Student exemption accounts.		
Housing benefit		
28	When tackling housing benefit fraud do we make full use of;	✓
a	National Fraud Initiative	✓
b	Department for work and Pensions Housing Benefit Matching Service	
c	Internal data matching; and	✓
d	Private sector data matching?	✓
Comments: No development of Housing benefit fraud issues due to the introduction of SFIS from 01/02/2015		
Emerging fraud risks		
29	Do we have appropriate and proportionate defences against emerging fraud risks:	
a	Business Rates;	✓
b	Right to Buy;	✓
c	Social fund and Local Welfare Assistance;	NA
d	Council Tax Reduction;	✓
e	School; and	NA
f	Grants?	✓
Comments: Appropriate recourse is dependent on forward plans post the transfer of posts in scope to the DWP Single Fraud Investigation Service		

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To: Audit and Governance Committee

Date: 26th June 2014

Item no:

Report of: Head of Finance

Title of Report: PROTECTING THE PUBLIC PURSE –THE FUTURE OF THE INVESTIGATION SERVICE

Summary and Recommendations

Purpose of report: To update members on the implications of the transfer of Housing Benefit fraud investigation work and Officers to the Department for Work and Pensions (DWP) Single Fraud Investigation Service (SFIS).

Key decision Yes

Executive lead member: Ed Turner

Policy Framework: Finance

Recommendation(s):

1) Members are asked to note the report

Appendices to report

Appendix A - Investigation Team Structure

Appendix B-Risk Assessment

Introduction

1. In February 2011 the Department for Work and Pensions (DWP) announced that they were looking to establish a Single Fraud Investigation Service (SFIS) for the investigation of all welfare benefit and tax credit claims.
2. Recent communications and road shows held by the DWP have confirmed:
 - The national roll out of transfers will commence in October 2014 and be completed by March 2016

- The transfer date for all Oxfordshire authorities is 1st February 2015
 - That TUPE rules will not apply to staff transferred but the transfer will be undertaken as if they did
 - Consultation with individual members of staff, HR and DWP will commence 4-6 months prior to the transfer date i.e. August/September for Oxford City staff
 - Staff will transfer to DWP offices within 1.5 hours travelling time by public transport from home to office
3. Under the guidance issued by the DWP there are 4 posts (2.9FTE) within the City Council that fall in scope; 2 full time Investigation Officer Posts and 2 part time Intelligence Officer posts.
 4. Local Authority Housing Benefit Administration Grant nationally will be reduced by an amount equivalent to the cost of staff transferred. The suggested reduction is 11%, a third of which could be applied in 2015/2016. This represents a potential reduction to the authority of around £100k per annum; however this has not been confirmed.
 5. The Single Fraud Investigation Service (SFIS) will deal with all referrals of suspected Housing Benefit fraud within Oxfordshire from the 1st February 2015 and Oxfordshire authorities will have no involvement in the investigation of reported or identified concerns in relation to Housing Benefit claims administered by them from that date.

The Current Fraud Investigation Team

6. The core Investigation Team currently consists of 6.7 full time equivalent (fte) staff made up of 8 officers. See Appendix A. The team has 2.8 fte additional temporary staff as follows:
 - 1 Intelligence Officer plus 1 Investigation Officer working on Housing Tenancy Fraud grant funded by the Department for Communities and Local Government (DCLG) until 31st March 2015
 - 1 Corporate Fraud Investigation Officer funded by South and Vale District Council
7. The Team is broadly split in two focusing on: 1) welfare benefits, council tax, business rates and other General Fund fraud work, and 2) social housing fraud.
8. The total cost of the service based on the 2014/15 budget is as follows:

Table 1 - Budgeted Costs of Investigations Team			
	Social Housing	Corporate and Welfare Benefits	Total
	£000's	£000's	£000's
Employees	125	216	241
Transport	0	2	2
Supplies	0	19	19
Support	0	92	92
Total	125	329	454
Grant Income ***	(59)	(66)	(125)
Other	0	(34)	(34)
Total	(59)	(100)	(159)
Net Expenditure	66	229	295

*** Grant income; £66,000 from DWP Admin Grant and £59,000 DCLG Grant to combat Social Housing Fraud. Other income of £34k relates to income from South and Vale District Councils.

Corporate and Welfare Benefits Fraud

9. The Corporate and Benefit Fraud Investigation Team's focus is on investigation of fraud arising from:
 - the claiming of welfare benefits such as housing benefit and retrospective council tax benefit
 - the claiming of welfare benefits administered by DWP
 - the claiming of council tax reduction
10. In the last two years the Team has been successful in finding the following in relation to fraud in these areas:

Table 2 - Fraud uncovered 2012- 2014		
	2012/13	2013/14
	£	£
Housing Benefit	632,386	498,260

Council Tax Benefit	126,446	121,698
DWP Benefits	170,264	102,565
Single Person Discount*	313,000	115,218
Total	1,242,096	837,741
Weekly benefit savings – HB (32 weeks) **	257,118	380,522
Weekly benefit savings - CTB (32 weeks) **	66,120	56,361

** A weekly savings calculation is based on the average length of a claim continuing 32 weeks. A figure used for extrapolation as identified above.

11. The Audit Commission's National Fraud Initiative (NFI) 2012/2013 recorded savings to 31/03/2014 totaling £167,792. £127,327 of the savings identified and recorded on the NFI system are not included in the above table, the cases are open and under investigation and the savings in relation to these open cases will be recorded in the current financial year 2014/2015 once they are closed.

12. In addition to the above, the Team also provides a resource to:

- Investigate internal fraud arising in the authority –over the last two years there have been 5 disciplinary investigations, 4 of which resulted in dismissal or resignation as a result of the investigation.
- Review and keep updated the Council's policies on fraud e.g. Preventing Bribery Fraud and Corruption Policy and Money Laundering Policy.
- Report to Audit and Governance on combatting fraud and fraud activity.
- Undertake Fraud Awareness training in respect of welfare benefits, Council tax, Housing and Avoiding Bribery Fraud and Corruption.

13. In January 2014 the Investigation Team entered into a contract for 9 months with South and Vale District Councils to undertake the investigation of welfare benefit claims. To date the following work has been undertaken:

- 39 welfare benefit fraud investigations
- 3 cases concluded with no fraud established
- 1 case closed with a successful prosecution; 12 months community order, 120 hours of unpaid work plus costs
- 1 current case referred to Legal Services for prosecution
- 8 current cases being prepared for recommendation of a formal caution or administrative penalty

- 7 current cases being prepared for recommendation for prosecution

Other Developments

14. A number of other developments have taken place within the Team as follows:
 - In February the Investigation Team was short listed in the Local Government Chronicle Fighting Fraud awards
 - The team have recently facilitated the installation of ICT software to enable the checking of documentation such as passports and driving licenses which is presented for housing benefit applications, recruitment and tenancy applications
 - The team are currently working on an ICT project to install 'datawarehousing' software which will facilitate the cross matching of data on multiple ICT systems
 - The team are currently in discussion with multiple Housing Associations to sell investigation services

What Fraud is out there?

15. Recent surveys by the Audit Commission have indicated that this varies widely from authority to authority. At the extreme some authorities have indicated that there is zero fraud and recent responses to the SFIS changes have suggested in some, fraud units will be disbanded.
16. The Audit Commission Document Fighting Fraud put a figure of between 1% and 5 % on the exposure to fraud and this has been widely adopted for the purposes of estimating, on the balance of probability, the potential financial loss through fraud to authorities. For Oxford this would suggest the following levels of exposure:

Table 4: Estimate of fraud in business		
	At 1% level	At 5% level
	£000's	£000's
Council Tax Support	101	509
Single Person Discount	66	331
Student discount	90	450
Other discounts	31	155
B Rates - empty prop discounts	1,080	5,400
B Rates - Charitable Relief	192	961
B Rates - Other Discounts	13	67

Housing	40	200
Employee	490	2,450
Procurement	912	4,560
Grants	29	146
Totals	3,044	15,229

17. Whilst the level of fraud may be debated at length, it is highly probable that there is some level of fraud in the business at any one time. The Council therefore needs to determine how, post the transfer of resources to the Single Fraud Investigation Service it will manage its residual exposure to fraud.

Proposed Way Forward

18. Officers are currently reviewing the Council's ongoing resource requirements and exploring the opportunities for further partnership working with other councils to increase resilience, and will bring a report back to the Audit and Governance Committee in September for consideration of options.

Environmental Impact

19. There are no significant environmental impact issues arising from the recommendations within this report

Equalities Impact

20. Consideration has been given to the public sector equality duty imposed by section 149 of the Equality Act 2010. Having due regard to the need to meet the objectives of that duty, a view is taken that the duty is met.

Financial Implications

21. The implementation of the Single Fraud Investigation Service SFIS will withdraw the powers of authorities to investigate fraud arising from welfare benefit claims. At this point there is likely to be a withdrawal of a proportion of Housing Benefit Admin Grant estimated at around £100k which unless mitigated will create a pressure in the Council's Medium Term Financial Plan.
22. The Council needs to maintain sufficient resource within the authority to tackle fraud arising from business rates, the council tax relief scheme as well as other areas of corporate fraud. Not to do so could result in the loss of income to the Council.

23. A report setting out the options for the future shape and direction of the Investigation Team will be developed and reported to the September meeting of the Audit and Governance Committee for consideration.

Legal Implications

24. No legal implications have been identified.

Risk Assessment

25. The risks are shown in Appendix B

Name and contact details of author:-

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Service Area / Department : Finance

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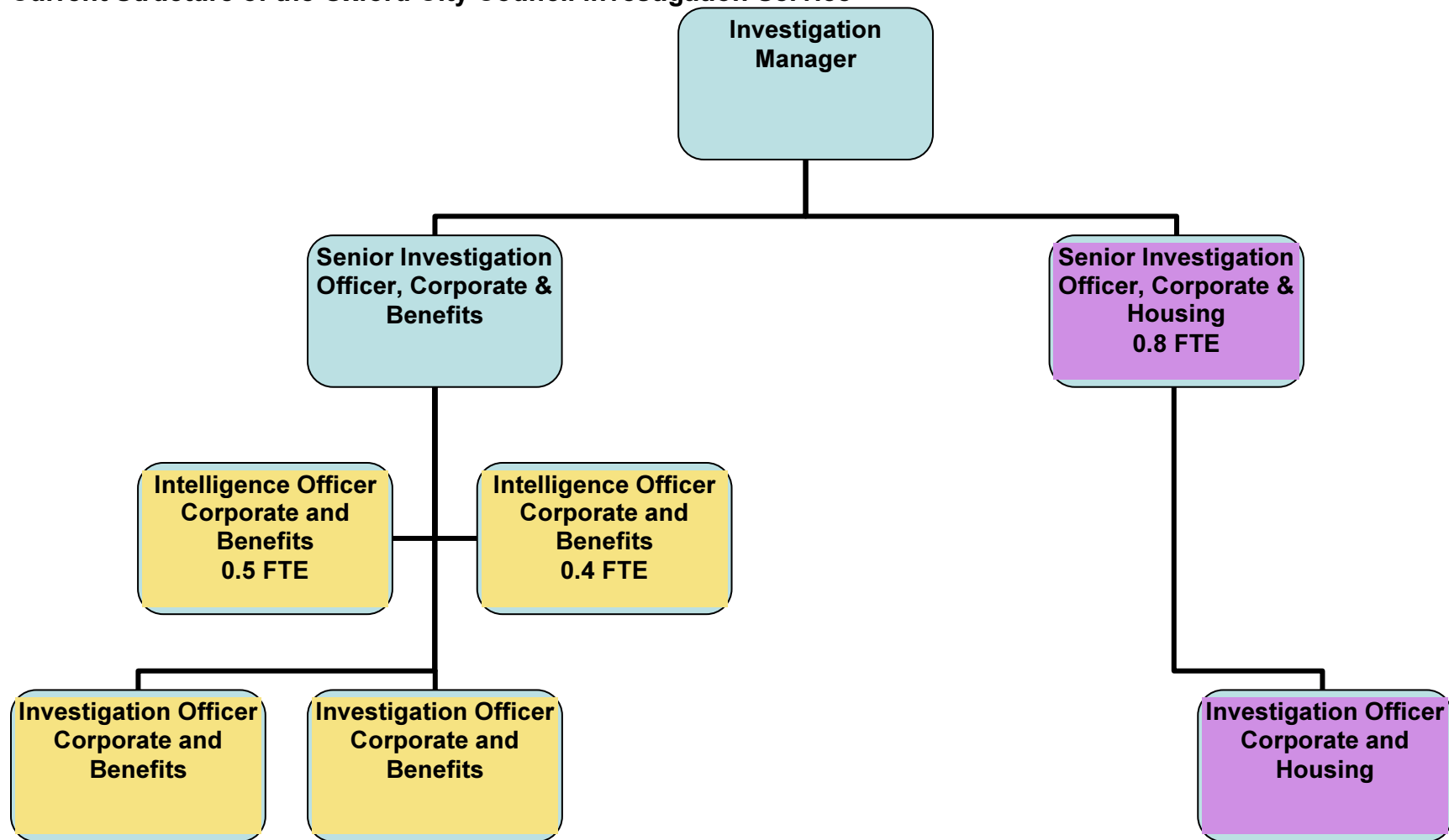
Name : Carol Quainton

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Service Area / Department : Finance

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Current Structure of the Oxford City Council Investigation Service



***Posts in scope for TUPE – LIKE transfer to SFIS

*** HRA Funded posts

Investigation Service Risk Assessment

<i>What are the risks?</i>	Consequence	Risk Owner	Action Owner	Mitigation Action	Likelihood	Impact	Overall Risk
<i>Loss of experienced staff</i>	The inability to combat corporate fraud at a required level, make savings and increase revenue	Oxford City Council	Nigel Kennedy/ Carol Quainton	Reorganise residual staff to deal with other areas of the business	5	3	15
<i>Loss of economies of scale</i>	The inability to combat corporate fraud at a required level, make savings and increase revenue	Oxford City Council	Nigel Kennedy/ Carol Quainton	Reorganise and look at potential for partnership working	5	3	15
<i>Fraudulent activity goes unchecked</i>	Increased level of fraud and loss of revenue	Oxford City Council	Nigel Kennedy/ Carol Quainton	Retain a fraud resource and arrange in the most cost effective manner	5	3	15

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To: Audit and Governance

Date: 26th June 2014

Item No:

Title of Report: Tenancy Fraud Amnesty

Summary and Recommendations

Purpose of report: To report to members on the proposed implementation of a tenancy fraud amnesty campaign which is subject to the City Executive Board's approval.

Key decision - Yes

Executive lead member: Councillor Scott Seamons, Councillor Ed Turner

Policy Framework: Housing

Recommendation(s): Members are asked to note the report and make recommendations to the City Executive Board as appropriate.

Appendices to report –

Appendix 1 – Risk Assessment

Protecting the Public Purse 2009 – Audit Commission publication

<http://archive.audit-commission.gov.uk/auditcommission/SiteCollectionDocuments/AuditCommissionReports/NationalStudies/20090915protectingpublicpurserep.pdf>

Introduction

1. In 2009 the Audit Commission identified significant areas at risk of fraud within Local Government that needed to be addressed at a local level. One of those areas was housing tenancy fraud.
2. In the Commission's publication "Protecting the Public Purse 2009" they estimated that 50,000 social housing properties across England were

potentially being abused by fraudsters. They further estimated the cost to local authorities, for each property sub-let, to be approximately £18,000:the equivalent of keeping a family in temporary accommodation for one year.

3. At the time; housing tenancy fraud was considered to be just a problem within London.However, the Council's Investigation Team had at that time already identified some housing tenancy fraud during their investigations into housing benefit claims. The information was shared with the Housing Department who took the appropriate action to recover the properties.
4. In 2009 the Department for Communities and Local Government (DCLG)announced that funding would be available to Council's across England in order to tackle tenancy fraud. Oxford City Council successfully bid for and received £10,000.This funding was matched with an equivalent amount from the Housing Revenue Account and a Tenancy Investigation Officer was employed on a 6 month contract.
5. During the 6 month period 6 properties were recovered,effectively showing that housing tenancy fraud was not just a London problem.
6. Further funding was made available by the DCLG in subsequent years and to date the Council has received £360,000 towards combatting housing tenancy fraud. The Council in recognition of the importance of this work also made more funding available from the Housing Revenue Account (HRA) from 2013/14 onwards
7. There are now 4 officers (2 permanent and 2 temporary) employed solely for the purpose of investigating social housing tenancy fraud. To date they have been involved in the recovery of 50 social housing properties.
8. These officers also currently provide advice and assistance to other Registered Providers of social housing in Oxford and have worked closely with them in the recovery of 13 of their properties.
9. Given the high cost of private sector rents in Oxford,sub-lettingsocial housing whilst fraudulent is seen by some as a potentially lucrative opportunity.Hence the Council's housing stock is at risk.
10. One of the suggestions made by the Audit Commission in 2009 to combat housing tenancy fraud was the use of public campaigns. They not only raise awareness of the issue but also encourage residents to report suspected illegal activity.
11. Awareness of housing tenancy fraud has previously been raised to tenants by way of articles in the 'Tenants in Touch' publication.
12. In October 2013 the Prevention of Social Housing Fraud Act 2013 (PoSHF Act) was enacted and made the sub-letting of any social housing property a criminal offence. The Act also introduced the profit order. This

means that a council can apply to the court and request that any profits the tenant has made from the illegal sub-letting of the property are paid to the council. This is in addition to any damages that the council may request.

13. The aim of the tenancy fraud amnesty is to raise awareness with the public, not just our tenants, and to encourage the reporting of illegal activity. It is also to:
 - encourage those misusing their Council properties to surrender their tenancies without the Council having to take expensive legal proceedings to gain possession of the property. It currently costs in the region of £2,000 to take an uncontested possession case through the civil court.
 - make the public aware that sub-letting of Social Housing is now a criminal offence and therefore act as a deterrent to those considering sub-letting.
 - show that the Council is taking all possible steps to tackle the problem of the lack of affordable housing in Oxford.
 - reduce anti-social behaviour and illegal activity which often increases when a property is sub-let.
14. The Audit Commission has recently produced figures which suggest that 2% of housing stock outside of London is likely to be sub-let. This would equate to approximately 140 council homes in the Oxford area.
15. The Tenancy Investigation Team believes they are only scratching the surface of a problem and have identified patterns and trends in different areas of the city
16. Some of the cases of sub-letting have included:
 - Tenants moving abroad
 - Tenants moving into another area
 - Tenants passing on properties to their children effectively allowing them to jump the waiting list.
 - Tenants not using their property as their main place of residence
 - Tenants renting out their properties on a short term let basis to tourists who come to visit Oxford.
17. Prior to October 2013 no criminal action was taken against social housing tenants unless proceedings were being taken under the Fraud Act 2006. However, the exchange of money between the tenant and the sub-lettee was extremely difficult to prove and the tenant could simply hand back their keys if the sub-letting was discovered and keep any profit they had made from their unlawful activity.
18. The PoSHF Act 2013 provides investigation officers with the power to acquire information from certain financial institutions, utility and telecommunication companies. The statutory instrument for this was introduced in April 2014.

An Amnesty

19. It is considered that a 2 month amnesty period would enable a campaign to have the greatest impact and reach the maximum number of people across different sections and areas of the city. The date of the amnesty is yet to be confirmed and is subject to CEB approval.
20. The PoSHF Act is a relatively new piece of legislation and some tenants may be unaware that what they are doing is now illegal and could result in them having criminal action being taken against them.
21. The amnesty will allow any tenants who are now illegally sub-letting to voluntarily surrender their tenancy during a specified 2 month period without the Council taking expensive criminal action against them at a cost to the local taxpayer.
22. Once the amnesty has ended any allegations of sub-letting reported by the public will be fully investigated with a view to prosecuting the tenant and taking criminal proceedings against the tenant and civil action to recover the property.
23. The amnesty will be fully publicised. This will include a poster campaign and adverts in local press and community news letters. Posters will be placed in public areas and at bus stops in and around Oxford, Kidlington and Abingdon. Members will receive a briefing note prior to implementation setting out the purpose of the amnesty, the timeframe and reporting arrangements. The Team will also report on the outcome and more generally on their work later in the year at one of the regular member briefing sessions.
24. A dedicated "hot line" will be made available to those wishing to surrender their tenancies and for others to provide information about any further properties they believe are being illegally sub-let.
25. Many local authorities in England have implemented one or two month long amnesties and have recovered properties as a result. These include;
 - Barnet Council (stock 11,000) 14 properties recovered, including 2 for a local Housing Association. The saving to their temporary accommodation costs was said to be £250,000
 - Croydon Council (14,000) had an amnesty in November to January 2014 and it resulted in keys to 3 properties being returned and further reports of fraud being made. Investigations are on-going into these allegations.
 - Newham Council (17,000) recovered 26 properties as a result of their amnesty which ran from October to January 2014.

- Stoke City Council (19,000) created the successful “Know a cheat in your street” campaign in 2012. The campaign was initially targeted at tenancy fraud but has since been used to highlight other areas of fraud within the Council. The reuse of the “know a cheat in your street” has kept tenancy fraud in the media spotlight. Over a 2 year period they have recovered 116 properties and made significant savings in different areas around the Council.

Environmental Impact

26. It is considered that there will not be any environmental impact as a result of the campaign.

Equalities Impact

27. Consideration has been given to the public sector equality duty imposed by s149 of the Equality Act 2010. Having due regard to the need to meet the objectives of that duty, this being to eliminate discrimination, victimisation and promote equal opportunities the view is taken that the duty is met.

Financial Implications

28. The cost of the media and poster campaign will be approximately £10,000 and funded from the Housing Revenue Account.

29. Local Registered Providers are being approached to see if they want to join in with the campaign and contribute towards the cost of it. Should they agree this will add greater weight to the campaign and offset costs, in exchange for the Council passing on information received regarding their properties

Legal Implications

30. The Council will allow tenants to surrender their tenancy immediately rather than have to give the normal 4 week notice period.

31. Section 9.6 of the current tenancy agreement allows that in special circumstances the Council is able to end the tenancy quicker.

32. There is no requirement for consultation on this temporary departure from policy.

33. Legal action may be required to evict any illegal occupants once the tenant has surrendered their tenancy.

Risk Assessment

34. A risk assessment has been undertaken. No significant risks were identified.

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Tenancy Fraud Amnesty Risk Assessment

<i>What are the risks?</i>	Consequence	Risk Owner	Action Owner	Mitigation Action	Likelihood	Impact	Overall Risk
<i>Increase in the number of council owned homes being sub-let</i>	Increase in the number of homes sub-let. Potential increase to temporary accommodation costs. Reputational risk to the council in that the public feel the council are not dealing with all local housing issues.	Oxford City Council	Catherine Jones/ Carol Quainton	Tenancy fraud amnesty media campaign to highlight the problem and show the council is dealing with the issue. Tenancy Investigation Team currently looking into allegations at the present time.	5	3	15

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To: **Audit & Governance Committee**

Date: **26th June 2014**

Item No:

Report of: **Head of Finance**

Title of Report: **Risk Management Quarterly Reporting: Quarter 4 2013/2014**

Summary and Recommendations

Purpose of report: To update members on both corporate and service risks as at the end of Quarter 4, 31st March 2014.

Key decision: No

Executive lead member: Councillor Ed Turner

Policy Framework: Improving value for money and service performance

Report Approved by:

Finance: Jackie Yates - Executive Director of Organisational Development and Corporate Services

Legal: Jeremy Thomas – Head of Law and Governance

Recommendation(s):

The Committee are asked to note the contents of this report

Appendix A Corporate Risk Register

Risk Scoring Matrix

- 1) The Council operates a five by five matrix for scoring risks. The methodology and matrix; or 'heat map' can be found below.
- 2) You will note it is possible for a single score; depending on its probability and impact to appear differently on the heat map. For example if the probability of an event is high but the impact is low it is likely to have a lower score on the heat map. However the higher the potential impact score the more likely the event will be classed as a red risk on the heat map.

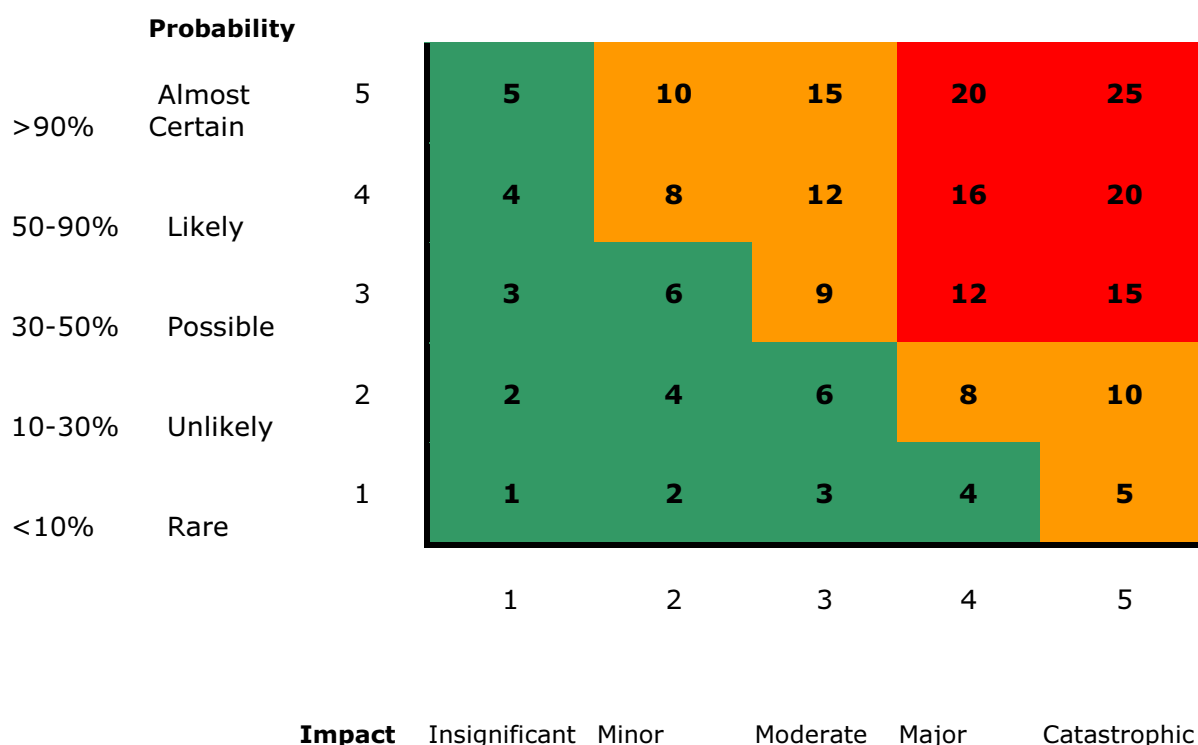
Probability

5	Almost Certain	>90%	Event is expected to occur in most circumstances
4	Likely	50 - 90%	Event will probably occur in most circumstances
3	Possible	30 - 50%	Event should occur at some time
2	Unlikely	10 - 30%	Event could occur at some time
1	Rare	<10%	Event may occur only in exceptional circumstances

Impact

Impact		Time	Finance	Environment	Reputation	Regulatory	Management Effort
5	Catastrophic	Resolution would require input from the Executive Directors/CEO	>25% impact on service budget	Environmental exposure offsite with detrimental effects	Extensive negative national media coverage	Significant disruption to services over an extended period of time	A disaster with potential to lead to collapse of the organisation
4	Major	Resolution would require the mobilisation of a dedicated project team	10%-25% impact on service budget	Off-site environment exposure contained without assistance	Short term negative national media coverage	Fine, but disruption to scheduled services	A critical event which with proper management can be endured
3	Moderate	Resolution would require input from Heads of Service	3%-10% impact on service budget	On-site environmental exposure contained without assistance	Extended negative local/industry media coverage	No disruption to scheduled services	A significant event which can be managed under normal circumstances
2	Minor	Resolution would require input from Management	1%-3% impact on service budget	On-site environmental exposure contained after prolonged effort	Series of articles in local/industry press	No disruption to scheduled services	An event the consequences of which can be absorbed but management effort is required to minimise the impact
1	Insignificant	Resolution would be achieved during normal day to day activity	<1% or no impact on service budget	On-site environment exposure immediately contained	Letters to local/industry press	Minor breaches by individual staff members	An event the impact of which can be absorbed through normal activity

Risk Matrix – Heat Map



Risk Identification

- 3) **Corporate Risks** – The Corporate Risk Register (CRR) is reviewed by the Corporate Management Team (CMT) on a quarterly basis, any new risks are incorporated into a revised version of the CRR. Risk owners for corporate risks are generally held at Director level.
- 4) **Service Risks** – Service area risks are reviewed periodically by Heads of Service and Service Managers. The Financial Accounting Manager has oversight of all risks and on a quarterly basis will review service risks to determine the need for inclusion in the Corporate Risk Register.
- 5) **Project and Programme Risk** – The Council adopts the principles of Prince2 methodology for managing projects. Incorporated within this methodology is a robust process for the management of risk within a project environment. Each project is managed by the Project Manager who controls and co-ordinates all aspects of the project through to conclusion.

Corporate Risk Register

- 6) The Corporate Management Team carried out a 'blank paper' review of the Corporate risks for 2013/14 and identified a number of new risks

including regular review of Business Continuity Plans, Resilience of ICT, and managing capital projects. There has been a positive direction of travel of the red risks profile since this exercise was carried out in Quarter 1 as shown below:

Current Risk	Q3 2012/13	Q4 2012/13	Q1 2013/14	Q2 2013/14	Q3 2013/14	Q4 2013/14
Red	1	1	4	3	0	0
Amber	3	3	7	8	9	5
Green	1	1	0	0	2	6
Total risks	5	5	11	11	11	11

7) The current Corporate Risk Register (Appendix A) shows no red risks.

Quarter 4 Service Risk Register

8) Each year as part of the service planning process, all current service risks are reviewed, those no longer relevant are deleted, and any new ones are added. These refreshed Service Risk Registers are then loaded into CorVu for monitoring purposes during the year.

9) The table below shows the number of service risks as at the 31st March 2014 compared to 31st March 2013, together with the direction of travel over the year.

Current Risk	Q3 2012/13	Q4 2012/13	Q1 2013/14	Q2 2013/14	Q3 2013/14	Q4 2013/14
Red	6	4	9	0	2	0
Amber	38	34	54	56	48	38
Green	42	36	30	31	36	46
Total risks	86	74	93	87	86	84
New risks in quarter	0	0	19	0	0	0
Closed	3	12	0	6	3	2

10) There are no red service risks reported in Q4. The two red risks reported in Q3 have now been successfully mitigated. The risk reported by Direct Services relating to ICT has now been resolved and closed. The risk relating to recruitment within the Regeneration and Major project team has been mitigated to an amber risk.

Financial Implications

- 11) The Robust management of risk should assist in mitigating the financial impact to the Council should the event occur

Legal Implications

- 12) There are no legal implications directly relevant to this report

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List of background papers:

Version number: 2

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Formal Risk Summary

(Oxford)

As at: Mar-2014

Ref	Title	Risk description	Risk	Opp/ threat	Cause	Consequence	Date Raised	Owner	Gross I P	Current I P	Residual I P	Comments	Control description	Controls Due date	Status	Progress	Action Owner	
CRR-019	ICT Resilience	Resilience of ICT function - managing projects and improvements alongside business as usual	T	Numerous projects running concurrently across the Council all needing ICT support, limited resources and vacant posts within ICT	Inability to provide good quality and consistent service	1-Apr-2013	Jacqui Yates	4	4	3	3	3	2	Cross skilling of staff in ICT and BIT	30-Jun-2014	In Progress	60%	Jane Lubbock
													Ensure key posts are filled in ICT	30-Jun-2014	In Progress	90%	Jane Lubbock	
													Projects are prioritised within available resources, and an ongoing project work plan is in place, as approved by CMT	30-Jun-2014	Ongoing	100%	Jane Lubbock	
													Rationalise number of applications requiring support	30-Mar-2015	In Progress	10%	Jane Lubbock	
													Regular reporting on progress of key projects to Organisational Development Board, by way of highlight reports	30-Jun-2014	Ongoing	100%	Jane Lubbock	
													Transfer helpdesk to County to increase capacity	30-Sep-2013	Completed	100%	Jane Lubbock	
CRR-020	Robustness of Medium Term Financial Plan	Medium Term Financial Plan savings not delivered and pressures not accurately recorded	T	Ongoing Central Government cuts and current savings not being met	Inability to produce a balanced budget, or further saving needing to be made in the future	1-Apr-2013	Jacqui Yates	4	3	3	3	3	2	Annual review of the Medium Term Financial plan to confirm savings are deliverable and pressures recorded	30-Jun-2014	In Progress	95%	Nigel Kennedy
													Ensure action plans in place for delivery of savings	30-Dec-2014	Ongoing	90%	Nigel Kennedy	
													Ensure key stakeholders are kept upto date on progress of plan and monitoring	31-Dec-2013	Completed	100%	Nigel Kennedy	
													Produce accurate, timely monitoring reports	31-Dec-2013	Completed	100%	Nigel Kennedy	
CRR-023	Managing Capital Projects and Contract Management	The need to ensure efficient management of capital projects and contracts	T	Poor Governance on major projects	Cost overruns; non delivery of projects; slippage of projects, cost to the authority	1-Apr-2013	David Edwards	4	4	3	3	3	3	Ensure staff undertaking projects are appropriately trained	30-Jun-2014	In Progress	50%	Jane Lubbock
													Establish robust methodology for project management using PRINCE 2 principles through Capital Asset Management Group	30-Jun-2014	In Progress	50%	Jane Lubbock	
													Review procedures for approving and monitoring projects	30-Jun-2014	In Progress	80%	Nigel Kennedy	
CRR-027	Fraud	Risk of fraud against the council	T	Internal fraud by staff, cyber attacks on Councils ICT systems, fraudulent claims for council tax and housing benefits and council tax discounts, fraudulent claims for payment	Reputation; Cost	1-Apr-2013	Jacqui Yates	4	3	3	3	3	2	Annual review of procedures for combating fraud by internal audit	31-Mar-2014	Completed	100%	Nigel Kennedy
													Ensure internal policies around preventing bribery fraud and corruption, whilst blowing and money laundering are annually reviewed and communicated to staff	30-Jun-2014	In Progress	80%	Nigel Kennedy	
													Raise awareness with staff of fraud issues	30-Jun-2014	In Progress	75%	Nigel Kennedy	
													Regular reporting to Audit and Governance Committee	1-May-2014	Completed	100%	Nigel Kennedy	
													Training of staff to be carried out using team and other forms such as MPG session	30-Jun-2014	In Progress	90%	Nigel Kennedy	
CRR-028	Data Protection	Risk of breaching the Data Protection Act	T	Staff not being aware of the policy; being careless with data	Reputation; financial penalties	1-Apr-2013	Jacqui Yates	4	3	3	3	3	2	Obtain and retain Public Service Network compliance	30-Oct-2013	Completed	100%	Jane Lubbock
													Raise awareness and training of staff by the use of team	30-Jun-2014	In Progress	70%	Jane Lubbock	
													Raise awareness and training of staff, carrying out a session at MPG	30-Jun-2013	Completed	100%	Jane Lubbock	
													Review data protection policy	30-Jun-2013	Completed	100%	Jane Lubbock	
CRR-021	Adverse Weather	The impact of adverse weather on service delivery and adverse financial impact on Council	T	Increase risk of flooding and other adverse weather conditions	Affecting service delivery, increased cost, resource shortfall	1-Apr-2013	Tim Sadler	4	3	2	3	2	3	Emergency Planning Team set up	1-May-2013	Completed	100%	Jeremy Thomas
													Ensure early warning processes are in place to advise of early warning systems	30-Sep-2013	Completed	100%	John Copley	
													Set aside budget	1-May-2013	Completed	100%	Nigel Kennedy	
CRR-022	Welfare Reform	Changes to legislation regarding Welfare Reform will impact financially, directly and indirectly on the Council	T	Changes in Legislation	Increased homelessness; increased costs; increased arrears; increased DHP payments	1-Apr-2013	Jacqui Yates	4	4	2	3	3	2	Commission review of welfare reforms on Oxford residents	1-May-2014	In Progress	85%	Helen Bishop
													Engagement with third sector and other partners to ensure coordinated approach to service delivery	1-May-2014	In Progress	80%	Helen Bishop	
													Ensure learning from pilots is communicated and acted upon across the organisation	1-May-2014	Completed	100%	Helen Bishop	
													Monthly reporting of rent arrears, DHP allocations	1-May-2014	Ongoing	100%	Helen Bishop	
													Monthly review of impact on stakeholders, council tenants and council tax payers	31-Jul-2013	Completed	100%	Helen Bishop	
													Review DHP policy	1-May-2013	Completed	100%	Helen Bishop	
													Update financial impact on council in MTFs	31-Dec-2013	Completed	100%	Helen Bishop	
CRR-024	Business Continuity	Failure to ensure Emergency Planning and Business Continuity procedures are in place, tested and robust	T	Inadequate plans, not tested, not kept up to date. System failures, failure of partners to deliver services	Civil unrest; impact on service delivery	1-Apr-2013	Jacqui Yates	4	3	3	2	3	2	Business Continuity Plans are up to date and reviewed for consistency/compatibility	30-Jun-2014	In Progress	90%	Jeremy Thomas
													Ensure Emergency Planning procedures and Business Continuity plans are tested annually	30-Jun-2014	In Progress	25%	Jeremy Thomas	
													Regularly review Emergency plan contacts list to ensure up to date	31-Dec-2014	Closed	100%	Jeremy Thomas	

CRR-025	Health & Safety of People	Health & Safety of People	T	Not maintaining a robust Health & Safety policy, and ensuring it is implemented across all service areas.	Increase cost, potential financial penalties; potential insurance claims	1-Apr-2013	Jacqui Yates	4	3	2	2	2	2		Ensure bi-annual workplace assessments are up to date	31-Mar-2015	In Progress	50%	Simon Howick
															Ensure H&S training undertaken by new staff and regular refreshers delivered either on line or toolbox talks as fire-first aid arrangements	30-Sep-2014	In Progress	50%	Simon Howick
CRR-026	Health & Safety of Property	Health & Safety of Property	T	Not maintaining a robust Health & Safety policy, and ensuring it is carried out in all service areas.	Increase cost; potential financial penalties; public safety in public buildings; potential insurance claims	1-Apr-2013	David Edwards	4	3	2	2	2	2		Ensure Health and Safety Policy is reviewed and kept up to date	1-Apr-2015	In Progress	50%	Simon Howick
															Ensure H&S policy is reviewed and kept upto date relating to staff and building	31-Mar-2014	Completed	100%	Simon Howick
															Ensure statutory H&S risk areas around fire risk assessment, asbestos, water are regularly reviewed and reported to CAMS	31-Mar-2014	Completed	100%	Stephen Clarke
															Training of staff to be carried out using learn and other forms such as MPG session	31-Mar-2014	Closed	0%	Simon Howick
CRR-029	Managerial Capacity	Managers become overstretched lose sight and focus on service delivery and performance suffers	T	Too many competing priorities, lack of capacity to deliver	Services are not delivered or not delivered effectively. Additional costs are incurred by the council. Customers unrest with service delivery, higher complaints	1-Apr-2013	Peter Sioman	4	3	2	2	2	2		Ensure appropriate arrangements in place for prioritising work and allocating appropriate resources, and delegating other work	31-Mar-2014	Completed	100%	Simon Howick
															Ensure managers are adequately trained for the tasks in hand	31-Mar-2014	Completed	100%	Simon Howick
															Ensure sufficient financial and staffing resources for the tasks being undertaken	31-Mar-2014	Completed	100%	Simon Howick

Current Risk Score

the risk is first identified it will be the same as the gross risk score. The current risk score is tracked to ing made to manage the risk and reduce the Council's exposure.

Residual Risk Score

place. The residual risk score shows how effective your action plans are at managing the risk.

To: Audit & Governance Committee

Date: 26th June 2014

Item No:

Report of: Head of Finance

Title of Report: Progress on Implementation of Audit Recommendations

Summary and Recommendations

Purpose of report: To report progress on the implementation of internal and external audit recommendations.

Policy Framework:

Report Approved by:

Finance: Jacqueline Yates – Executive Director, Organisational Development and Corporate Services

Legal: Jeremy Thomas, Head of Law and Governance

Recommendation(s): The Audit and Governance Committee is asked to note progress with the recommendations listed in Appendix A and B.

Appendix A – Internal and External Audit Recommendation Tracker

Appendix B – Recommendations with Revised Completions Dates

Background

1. The outcomes of all internal and external audit reports are reported to this Committee. Each report includes recommendations or agreed actions, a summary of those which remain outstanding together with updated management responses are provided in Appendix A.
2. Each recommendation is marked with a % complete which correlates to a red/amber/green rating depending on the percentage of completeness. Up to 25% complete is marked red, between 25% and 75% complete is amber and over 75% complete is green. However, any recommendations that are less than 50% complete but have not yet exceeded their expected completion date are also marked green, if they are within one month of their completion date they are marked amber.

3. Any recommendations that were noted as 100% complete at the last meeting have been removed from the tracker.

External Audit Recommendations

4. There are no External Audit risk recommendations included on the current tracker.

Internal Audit recommendations

5. There has been one new Internal Audit report finalised since the last meeting:
 - a. **Fraud Risk Assessment – Low risk rating** – Three low risk recommendations were raised during the audit. These related to the reporting of active investigations and the publicising of successful repossessions.
6. There are 15 recommendations on the Internal Audit tracker that are not 100% complete as follows:
 - a. **Cash and Card Payments** – Cash is no longer in use at St Aldates Chambers. Those services still taking cash are seeing reduced volumes and use of card payments is being promoted and encouraged by staff;
 - b. **Town Hall Income** – The Council's cash handling procedures are currently being reviewed and updated and will then be issued to all departments by September 2014.
 - c. **Community Centres and Associations** – Meetings have taken place between the Council and Federation of Community Associations to look at proposed leases, with a further meeting set for September. The review of the process for repairs and maintenance is in progress but not yet finalised;
 - d. **Information Technology General Controls (ITGCs) Audit** – Review work has started to delete inactive Agresso accounts. The implementation of single sign on has also helped as users cannot access the system without a network login;
 - e. **Asset Management** - The recommendations relating to this review will be incorporated into the next refresh of the Asset Management Plan which will be completed in October 2014.
7. There were fourteen recommendations that were not completed by their due dates and have now been given revised due dates as set out in the attached Appendix B.
8. The recommendation relating to Housing Benefit quality checks, IA 532 is a recurring recommendation. At least 10% of work processed is now being checked daily. The target is now consistently being met and is expected to continue in this way. These quality checks allow us to make any necessary amendments on a timely basis to ensure Benefits are assessed accurately.

9. There are twenty two Internal Audit recommendations that are being reported as 100% complete and will be removed from the next report.
10. As previously reported there has been an overall improvement in the outcome of our internal audit reviews over the last two years, with the number of low risk audits increasing significantly, this is an encouraging direction of travel. The table below details the percentage of reports and their risk ratings.

Risk Rating	13/14		12/13		11/12		10/11	
	No of reports	% of reports	No of reports	% of reports	No of reports	% of reports	No of reports	% of reports
High	1	8%	1	10%	1	7%	2	15%
Medium	0	0%	3	30%	9	60%	8	62%
Low	12	92%	6	60%	5	33%	3	23%
	13		10		15		13	

11. Alongside the reduction in risk rating the number of recommendations has also reduced and any recommendations made are now being dealt with in a much timelier manner. The use of the audit tracker and reporting to the Audit & Governance Committee has increased the focus placed on recommendations and ensured they are dealt with more swiftly.

Financial Implications

12. Whilst this report is primarily for noting there is the potential that financial implications could arise for the Council if recommendations are not implemented and the internal audit of processes and procedures highlight areas of risk.

Legal Implications

13. There are no legal implications arising from the recommendations in this report.

Equalities Impact

14. There are no Equalities implications arising from the recommendations in this report.

Climate change/environmental impact

15. There are no Climate Change implications arising from the recommendations in this report.

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Background papers: None

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Appendix A - Internal and External Audit Recommendations Tracker

Ref	Review	Review Date	Issue Noted	Risk Rating	Recommendation	Updater	Owner	Due Date	Forecast Completion Date	% Complete	Comments
IA506	BCP	1-Aug-2013	Unless the information in BCPs is reviewed and kept up-to-date, the risk is that the plans will be ineffective during a disruption, leading to inability to deliver critical business services.	High	As part of the requirements of the British Standard 25999-1 (2006) Business Continuity Plans should be reviewed and updated as a minimum on an annual basis or during organisational change. Our review confirmed that this control was not operating effectively. The Council has experienced changes in organisational structure, office locations, changes in management and an increase in home working, subsequently the plans had not been updated to reflect these changes. It was noted that version control tables were not consistently used across all Service Area BCPs or were incomplete. It was also noted that nine of the twelve Business Continuity Plans (BCP) had not been reviewed in line with their scheduled review dates. Seven BCPs had not been reviewed for at least 12 months and in four cases the last review took place in excess of two years ago.	LDS Support	Jeremy Thomas	30-Nov-2013	31-Jul-2014	100	All 12 updated plans have been received and reviewed
IA507	BCP	1-Aug-2013	Failure to identify all dependencies of Service Area critical activities could result in unforeseen	High	It was noted that dependencies on third party providers for delivery of critical activities are not mapped or considered should the Service Area be disrupted. It was noted that dependencies on third party providers for delivery of critical activities are not mapped or considered should the Service Area be disrupted. Furthermore, resource requirements in Service Areas Business Continuity Plans (BCPs) provide numbers of workspaces required at the recovery site but do not provide guidance as to which Service Area roles/officers would be required to work from the recovery site. Within Service Area BCPs listings are provided of vital documents and equipment (such as keys, photocopiers and personal protective equipment) that would be required to recover to business as usual (BAU) levels. However, currently insufficient and incomplete details are provided in respect of: Document's location, document owner and the availability of soft or hardcopy backups, and recovery priorities, Location of keys critical to Direct Services, Housing and Environmental Health. Details of how mail is to be re-directed.	LDS Support	Jeremy Thomas	31-Dec-2013		100	Critical activities discussed and revised at Corporate Management Team 8.1.14, updated BCPs reflect revised list.
IA508	BCP	1-Aug-2013	A lack of information contained within BCPs which is necessary for recovery could result in unforeseen delays and ineffective co-ordination of recovery activities.	Medium	The Overarching Corporate BCP provides the strategic approach to recovery of critical activities, however the requirements have not been met within Service Area BCPs including: Defining the person/role responsible for invoking the BCP. Guidance within Service Area BCPs on the process for incurring expenditure as part of the recovery, including defining who has authority to approve spend. The stand-down process to be adopted should recovery arrangements need to be stopped altogether or transitioned to 'business as usual'. The Corporate Plan, Direct Services, Leisure and Parks had key staff contact details missing or incomplete	LDS Support	Jeremy Thomas	31-Dec-2013	31-Jul-2014	100	Audit requirements addressed in service area BCP review
IA509	BCP	1-Aug-2013	Inconsistent plans could result in key information required for successfully service recovery being omitted.	Medium	Review of the Service Area BCPs established that a common template was used for the plans with some customisation in the case of Law and Governance, Customer Services and Direct Services. Business Impact Analysis used in the Customer Services template showed elements of good practice in defining in more detail resource requirements for recovery. In the case of the Corporate Property plan a unique template was used which did not conform with good practice requirements in several areas: Defining critical activities and recovery times Defining the roles and responsibilities for initiating and managing service recovery Plan owners and maintainers Insufficient details on action to take for initial response and staged recovery Detailed resource requirements covering IT systems, equipment and documents and how they will be made available Defining key service dependencies	LDS Support	Jeremy Thomas	31-Mar-2014	31-Jul-2014	100	Customer Services BCP circulated to all services as an example of good practice (November 2013). Audit requirements to be addressed in service area BCP reviews. Contact details list updated as at 31.3.14

IA556	Debtors Internal Audit		A list of late invoice requests is not being taken to the management accountant meetings, three invoices in testing had taken over a month from service delivery to having an invoice request submitted.	Low	Management accountants are not aware of late invoicing within their budgets and are not in a position to act on behalf of the incomes team in following this up	Nicki Peirce	Nicki Peirce	29-Apr-2014		100	A list has been prepared and will be discussed at the Management Accountants meeting on 26-Jun-2014. This report will thereafter be circulated monthly
IA400	Housing Benefits	1-Mar-2013	Quality checks in 2012/13 started in mid-October following a restructure (during which time checks were suspended). The restructure saw additional resources brought in and a team leader (Sharon Warner) taking responsibility to ensure the quality checking process is properly implemented. A new target was set to check 4% of claims processed (this will increase to 10% from January 2013). Our review showed that the 4% target was not met during the two months tested (November and December). Quality checks are one element of the process for ensuring benefit is assessed correctly. The subsidy team throughout the year carry out checks to ensure the right amount of subsidy is reported. Errors from this process do not form part of the quality checks, however issues found are fed back to assessors. The Council continue to fall below the lower threshold of Local Authority error which ensures the maximum subsidy for overpayment. The issues last year related to resources, this seems to have been dealt with to an extent as resources have been brought in and clear management of the process has been established. The Council is now concentrating its efforts on achieving greater efficiency of the checking process.	Low	Checks will be carried out consistently on a monthly basis throughout the remainder of the year and the new target will be achieved on a monthly basis	Helen Bishop	Helen Bishop	31-Mar-2013		100	The checking process has been refined since we missed the target. Since October 2013 we have hit the 10% target each month and in some months exceeded this.
IA520	General Ledger	1-Jan-2014	Reconciliations for Accounts Receivable and Housing Benefits are reviewed but no date is added so unable to tell if review was timely. No evidence of review of Payroll Reconciliations.	Low	Reconciliations are not reviewed in a timely manner	Anna Winship	Anna Winship	31-Jan-2014		100	Reconciliations are now updated and reviewed timely
IA522	Cash and Card Receipts Review	7-Feb-2014	A review of the listing of members of staff with access to Paris system identified a member of staff who had left the Council on the 31 August 2013 who still had access to the system at the time of our review.	Low	Risk of unauthorised access to the system and changes to data.	Pete Johnson	Pete Johnson			100	Completed
IA524	Risk Management & Performance Improvement	7-Feb-2014	For two of the five service areas tested, the risk registers were incomplete for one of the months. In both cases the current and residual risk score were not completed.	Low	Risks are not being recorded which means they cannot be monitored.	Anna Winship	Anna Winship			100	Training has been provided to all service areas to ensure all information is updated
IA526	Risk Management & Performance Improvement	7-Feb-2014	For the month of December, four out of five Corporate risks on CorVu had not been updated with a current score, and five out of five risks had not been updated with a residual score prior to reports being run. These risks were subsequently updated through manual intervention but the corporate risk register should be updated on a quarterly basis from complete and accurate data held on CorVu.	Low	Risks are not being monitored in a timely manner.	Anna Winship	Anna Winship			100	Training has been provided to all service areas to ensure all information is updated
IA527	Risk Management & Performance Improvement	7-Feb-2014	In quarter 1, risk management information was not reported to the Audit and Governance Committee.	Low	Risks are not being reported in a timely manner.	Anna Winship	Anna Winship			100	Training has been provided to all service areas to ensure all information is updated
IA529	Housing Benefits	7-Feb-2014	Each month random checks are performed on claims processed. Once the checks have been performed the feedback and errors are recorded on a checking form which is returned to the assessor for them to make the amendments on the system (Academy). A sample of 25 were tested to confirm that the check sheet has been appropriately completed and that any errors were subsequently addressed. 1/25 tested we found that the quality reviewer noted that an amendment was required, this had not been made. The error identified did not have a financial impact.	Low	Overpayments from uncorrected errors.	Sharon Warner	Sharon Warner			100	All error corrections have been done for April
IA531	Housing Benefits	31-Mar-2014	The target for processing new claims and changes of circumstances has not been achieved in 2012/13. The time taken to process changes of circumstances has decreased from an average of 12.31 days in 2011/12 to 12.10 days in 2012/13; this is higher than the Councils 10 day target. The time taken to process new claims has increased from an average of 17.95 days in 2011/12 to 23.17 days in 2012/13 this is over the target of 14 days.	Low	The target for processing new claims and changes of circumstances has not been achieved in 2013/14. There has been an improvement in the performance in this area; targets have still not been met. The average time taken to process a change of circumstance is 10.67 (target 10 days) and the time to process a new claim is 16.76 (target 14 days). The service provided to customers in 2013/14 is now 54% faster than in 2012/13 and this shows that the performance is improving.	Sharon Warner	Sharon Warner			100	New claims came in at 14.06 days for April 2014 and change in circs were 5.99 This is a terrific start to the year and a great result.

IA548	Grant Payments Review Audit	1-Mar-2014	Two of twenty two successful grants tested had no evidence backing up expenditure and one of the twenty two successful grants was missing an invoice for an item of expenditure	Low	Funds are being used by organisations inappropriately - Council does not receive Value for money	Angela Cristofoli	Angela Cristofoli	29-Apr-2014		100	Training workshops were organised in September for funded groups to attend on how to complete their monitoring form and what information is required from them
IA549	Grant Payments Review Audit	1-Mar-2014	One of five year end monitoring forms tested no evidence was received from organisations but the grant was still given in full	Low	Council does not received VFM - Resources are used inappropriately	Angela Cristofoli	Angela Cristofoli	1-Sep-2014		100	Monitoring report going to CEB in July with recommendation to not fund in the future those groups who do not return monitoring information
IA552	Grant Payments Review Audit	1-Mar-2014	Thirteen of the fifteen applications tested, the commentary on the evaluation form is limited in detail to give comfort that a full evaluation has been performed.	Low	Council does not receive value for money - The council's reputation is damaged	Angela Cristofoli	Angela Cristofoli	1-Jun-2014		100	Training workshops were organised in September for funded groups to attend on how to complete their monitoring form and what information is required from them
IA557	Debtors Internal Audit		The aged debtor list included 366 uncoded balances over 56 days old, 96% of these are being chased.	Low	Debts are not being chased. Income is not recovered. The aged debtor list isn't being regularly reviewed and followed up.	Pete Johnson	Pete Johnson	29-Apr-2014		100	New report written and is being monitored
IA558	Creditors Internal Audit		1/25 Invoices (Servitor) were authorised and had a signature to show this, however it was not possible to verify the signature as the authoriser did not print or date the invoice. It is not possible to verify whether segregation of duties have been maintained for payments to the supplier.	Low	Orders are made incorrectly or inappropriately. The Council may incur unnecessary expenditure on goods / services.	Ivana Ilic	Ivana Ilic	1-May-2014		100	Servitor invoiced are signed/ confirmed by Management Accountants
IA559	Creditors Internal Audit		2/25 supplier invoices were not date stamped by the finance department upon arrival (1 Fleet plan and 1 P2P). PwC were unable to verify that these invoices were received after a purchase order.	Low	Invoices may not be processed in a timely manner. Invoices received and purchase orders raised retrospectively.	Ivana Ilic	Ivana Ilic	1-May-2014		100	Extra date stamps acquired and staff have been reminded to date stamp everything
IA560	ITGCs Audit		1/5 Northgate leavers tested still had access to the system.	Low	Unauthorised access to the system.	Jane Lubbock	Jane Lubbock	29-Apr-2014		100	A monthly report of all Council leavers which is checked against the core systems
IA561	ITGCs Audit		There are limited password controls over the Whitespace system. The system has no limit on the length of a password; the characters which can be used; there is no complexity or encryption enabled; and the password can be reset to the previous password after the expiry (90 days). Access to this system is only after network access is gained, the Council has strong network password controls.	Low	Unauthorised access to the system.	Jane Lubbock	Jane Lubbock	1-Jun-2014		100	Whitespace is not going to be set up with any additional passwords as single sign on is being developed
IA562	ITGCs Audit		There are no password controls over the Uniform system. Access to this system is only after network access is gained, the Council has strong network password controls.	Low	Unauthorised access to the system.	Jane Lubbock	Jane Lubbock	1-Jun-2014		100	Uniform is not going to be set up with any additional passwords as single sign on is being developed
IA532	Housing Benefits	10-Feb-2014	During the 2012/13 review we found issues with performing quality checks on a consistent basis, we found: Quality checks in 2012/13 only started in mid-October following a restructure during which time checks were suspended. Our review showed that the target for quality checking was not met during the two months which we tested (November and December). The following was agreed: Checks will be carried out consistently on a monthly basis throughout the remainder of the year and the new target will be achieved on a monthly basis.	Low	We found that the 10% quality checking target was not met in 1 of the 5 months tested.	Sharon Warner	Sharon Warner			100	The process has been refined since we missed the target and since October, we have hit the 10% each month and in some months, exceeded the checking.

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Appendix B - Recommendations with Revised Completion Dates

Ref	Review	Recommendation	Due Date	% Complete	Comments	Forecast Completion Date	Reason for Changed Date
IA542	Town Hall Income	Procedure notes will be written for cash payments.	31-Dec-2013	20	Guidance notes are currently being reviewed and updated for the whole Authority	30-Sep-2014	The revised date allows us to review cash procedures across the authority, and reissue to ensure consistency
IA515	Asset Management	Within the General Fund Assets, an investment fund strategy should be included which details objectives, commentary on the portfolio and any assets which are identified as problems/low return.	31-Mar-2014	75	Actions will be addressed in the next iteration of the Asset Management Plan	31-Oct-2014	The revised Asset Management Plan will cover these recommendations and is due to be delivered by October 2014
IA517	Asset Management	There needs to be challenge on the current use of assets and an assessment included of the benefit and suitability within the Housing Revenue Account Asset list.	31-Mar-2014	75	Actions will be addressed in the next iteration of the Asset Management Plan	31-Oct-2014	The revised Asset Management Plan will cover these recommendations and is due to be delivered by October 2014
IA511	Asset Management	Risk register to include the key risks to the individual objectives, and include details of the actions and assurance sources to address the risks.	31-Mar-2014	75	Actions will be addressed in the next iteration of the Asset Management Plan	31-Oct-2014	The revised Asset Management Plan will cover these recommendations and is due to be delivered by October 2014
IA512	Asset Management	Plan to include reference to how the Council manages assets on a day to day basis.	31-Mar-2014	75	Actions will be addressed in the next iteration of the Asset Management Plan	31-Oct-2014	The revised Asset Management Plan will cover these recommendations and is due to be delivered by October 2014
IA513	Asset Management	A section should be included on the review process which is undertaken on completion of key projects and the capital programmes.	31-Mar-2014	75	Actions will be addressed in the next iteration of the Asset Management Plan	31-Oct-2014	The revised Asset Management Plan will cover these recommendations and is due to be delivered by October 2014

IA514	Asset Management	Expand portfolio strategy beyond the overview and objectives to be more specific and structured with consideration given to: How the objectives will be met rather than targets being given What the current and future business needs are and how well the existing estate is accommodation the requirements More detailed asset class strategies included with actions to how these will be achieved and performance measured A fit for purpose assessment of the main elements of the estate and The portfolio overview including more geographical references	31-Mar-2014	75	Actions will be addressed in the next iteration of the Asset Management Plan	31-Oct-2014	The revised Asset Management Plan will cover these recommendations and is due to be delivered by October 2014
IA516	Asset Management	There needs to be a definition included of the levels of the strategy, sub-geographies and assets, with details of how these are layered and refreshed in the Housing Revenue Account assets list.	31-Mar-2014	75	Actions will be addressed in the next iteration of the Asset Management Plan	31-Oct-2014	The revised Asset Management Plan will cover these recommendations and is due to be delivered by October 2014
IA518	Asset Management	Details are required over the source of finance and/or consideration to other models of financing within the Housing Revenue Account Asset list.	31-Mar-2014	75	Actions will be addressed in the next iteration of the Asset Management Plan	31-Oct-2014	The revised Asset Management Plan will cover these recommendations and is due to be delivered by October 2014
IA519	Asset Management	A summary should be included of tenant satisfaction within the Housing Revenue Account Asset list.	31-Mar-2014	75	Actions will be addressed in the next iteration of the Asset Management Plan	31-Oct-2014	The revised Asset Management Plan will cover these recommendations and is due to be delivered by October 2014
IA510	Asset Management	Future iterations should ensure that objectives are linked to those in the Corporate Plan, and that objectives, actions, targets and measures are linked together. With an executive summary included for the key messages and conclusions.	31-Mar-2014	75	Actions will be addressed in the next iteration of the Asset Management Plan	31-Oct-2014	The revised Asset Management Plan will cover these recommendations and is due to be delivered by October 2014
IA545	Community Dev, Centres & Associations Audit	Legally the Council are not covered from liabilities. Lack of clarity over responsibilities.	29-Apr-2014	25	Met with Federation of Community Associations and agreed to look at the issues raised regarding proposed leases. Further meeting in September	31-Oct-2014	The revised date ensures on-going dialogue can continue with the Federation of Community Associations to discuss and resolve the issues raised regarding proposed leases

IA547	Community Dev, Centres & Associations Audit	Work in which the Council is not responsible is performed. Repairs and maintenance may not be monitored.	1-May-2014	40	A division of responsibility between the Council and Community Associations has been established and also attached to the proposed lease. Monthly meetings between CAN and Property have been organised to help monitor projects, performance and outcomes. Dialogue about the transfer of budget to CAN to increase monitoring and control is on-going	31-Mar-2014	The revised date ensures on-going dialogue can continue with the Community Associations regarding repairs and maintenance issues
IA563	Information Technology General Controls (ITGCs) Audit	Unauthorised access to the system. Users have access when not needed.	30-Jun-2014	50	Review work has started and the implementation of a single sign on for Agresso has helped reduce the risk of unauthorised access to the system as users cannot access the system without a network logon	31-Jul-2014	The due date has been revised which has allowed single sign on to be implemented. Further review work will now be carried out for remaining dormant users

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AUDIT AND GOVERNANCE COMMITTEE

Thursday 24 April 2014

COUNCILLORS PRESENT: Councillors Fry (Chair), Darke, Rowley and Seamons.

OFFICERS PRESENT: Nigel Kennedy and Anna Winship (Finance) Jeremy Thomas (Law and Governance) Mathew Metcalfe (Democratic and Electoral Services) John Copley (Environmental Development) Alan Witty and Mick West (Ernst and Young) Christopher Dickens and Richard Bacon (Pricewatershousecoopers)

47. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Tony Brett, David Rundle and Craig Simmons.

48. DECLARATIONS OF INTEREST

None declared.

49. ENVIRONMENTAL SERVICES - CLIMATE CHANGE RISK MITIGATION

John Copley, Head of Environmental Development attended the meeting following an invitation from the Committee to hear more on the work of the Council to mitigate the effects of climate change.

John Copley introduced the presentation and said that the Council had taken the decision to produce an Adaptation Strategy and to concentrate on the mitigation of the impacts of climate change on the Council, its buildings and the way it provided services.

50. EXTERNAL AUDIT PROGRESS REPORT 2013/14 - ERNST AND YOUNG

The Head of Finance submitted a report (previously circulated, now appended) on behalf of the Council's External Auditors, Ernst and Young, which detailed the progress made in delivering the work set out in the 2013/14 audit plan.

Alan Witty from Ernst and Young introduced the report and thanked the Finance Officers for the regular meetings that he had with them which he found invaluable.

The Committee agreed to note the report.

51. EXTERNAL AUDIT - OXFORD CITY COUNCIL GRANT CERTIFICATION FEE

The Head of Finance submitted a letter (previously circulated, now appended) on behalf of the Council's External Auditors, Ernst and Young which detailed the Oxford City Council 2012/13 Housing and Council Tax Subsidy Benefit Certification Fee.

Alan Witty from Ernst and Young presented the letter to the Committee.

The Committee agreed to note the contents of the letter and the fee.

52. EXTERNAL AUDIT - LOCAL GOVERNMENT AUDIT COMMITTEE BRIEFING - ERNST AND YOUNG

The Head of Finance submitted a document (previously circulated, now appended) on behalf of the Council's External Auditors, Ernst and Young which provided a briefing on issues which might have an impact on the City Council.

The Committee agreed to note the document.

53. INTERNAL AUDIT PROGRESS 2013/14 - PRICEWATERHOUSECOOPERS (PWC)

The Head of Finance submitted a report (previously circulated, now appended) on behalf of the Council's Internal Auditors, Pricewaterhousecoopers (PWC) which detailed the progress made in delivering the work set out in the 2013/14 audit plan.

Christopher Dickens from Pricewaterhousecoopers (PWC) introduced the report. He said that there were no significant control weaknesses that required stating in the Annual Governance Statement. He highlighted the following:

- Budgetary control, risk management and performance – Audit report to be issued.
- Human Resources and Facilities including – Payroll including tax and NI compliance – One recommendation from the audit.
- Finance – Fixed Asset Register implementation – No issues arising.

The Committee agreed to note the report.

54. INTERNAL AUDIT RISK ASSESSMENT AND PLAN FOR 2014/15 - PRICEWATERHOUSECOOPERS (PWC)

The Head of Finance submitted a report (previously circulated, now appended) on behalf of the council's Internal Auditors, Pricewaterhousecoopers (PWC) which detailed the Internal Audit Risk Assessment and Plan for 2014/15.

Christopher Dickens from Pricewaterhousecoopers (PWC) introduced the report and said that consultation on its contents had taken place with officer and that the Plan was flexible.

The Committee agreed to note the Internal Audit Risk Assessment and Plan for 2014/15.

55. INTERNAL AUDIT CHARTER - PRICEWATERHOUSECOOPERS (PWC)

The Head of Finance submitted a report (previously circulated, now appended) on behalf of the Council's Internal Auditors, Pricewaterhousecoopers (PWC) which detailed the Internal Audit Charter.

Christopher Dickens from Pricewaterhousecoopers (PWC) introduced the report.

The Committee agreed to note the report.

56. PROGRESS ON THE IMPLEMENTATION OF AUDIT RECOMMENDATIONS

The Head of Finance submitted a report (previously circulated, now appended) which detailed the progress made on the implementation of internal and external audit recommendations.

The Committee further updated as follows:

- Housing Benefit Claims – the check rate on these was being exceeded by 10%
- Business Continuity Plans – IA507 and IA508 – All Service Heads had been requested to amend their Business Continuity Plans to reflect the corporate priorities.
- Grants Monitoring – If groups in receipt of a grant did not supply the monitoring information required, they may not receive grant funding in the future. Officers continued to work with organisations on this to ensure that the information was supplied.

The Committee agreed:

- (a) To note the report;
- (b) To request that Officers review the timescales for the implementation of medium risk recommendations that had immediate actions to have a more realistic timeline especially for recommendations that required immediate action;
- (c) As part of the grants monitoring process to request that information is included detailing which groups/organisations were new bidders and which were not.

57. MINUTES

The Committee agreed to approve the minutes of the meeting held on 27th February 2014 subject to the inclusion of apologies for absence from Councillor Mike Rowley.

58. DATES AND TIMES OF MEETINGS

The Committee agreed:

- (a) To note that it would meet in the Town Hall on the following dates at 6.00pm
 - Thursday 26th June 2014
 - Monday 22nd September 2014 – to be confirmed at the meeting on 26th June
 - Thursday 18th December 2014
 - Thursday 26th February 2015
 - Thursday 23rd April 2015
- (b) To consider further the date of its September 2014 meeting at its first meeting of the 2014/15 Council Year;
- (c) To note that prior to its meeting on 26th June 2014 at 5.00pm a training session would be held for Audit and Governance Committee members.

59. MATTERS EXEMPT FROM PUBLICATION

No matters considered.

The meeting started at 6.00 pm and ended at 7.15 pm



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Energy and risk management

John Copley
Head of Environmental Development

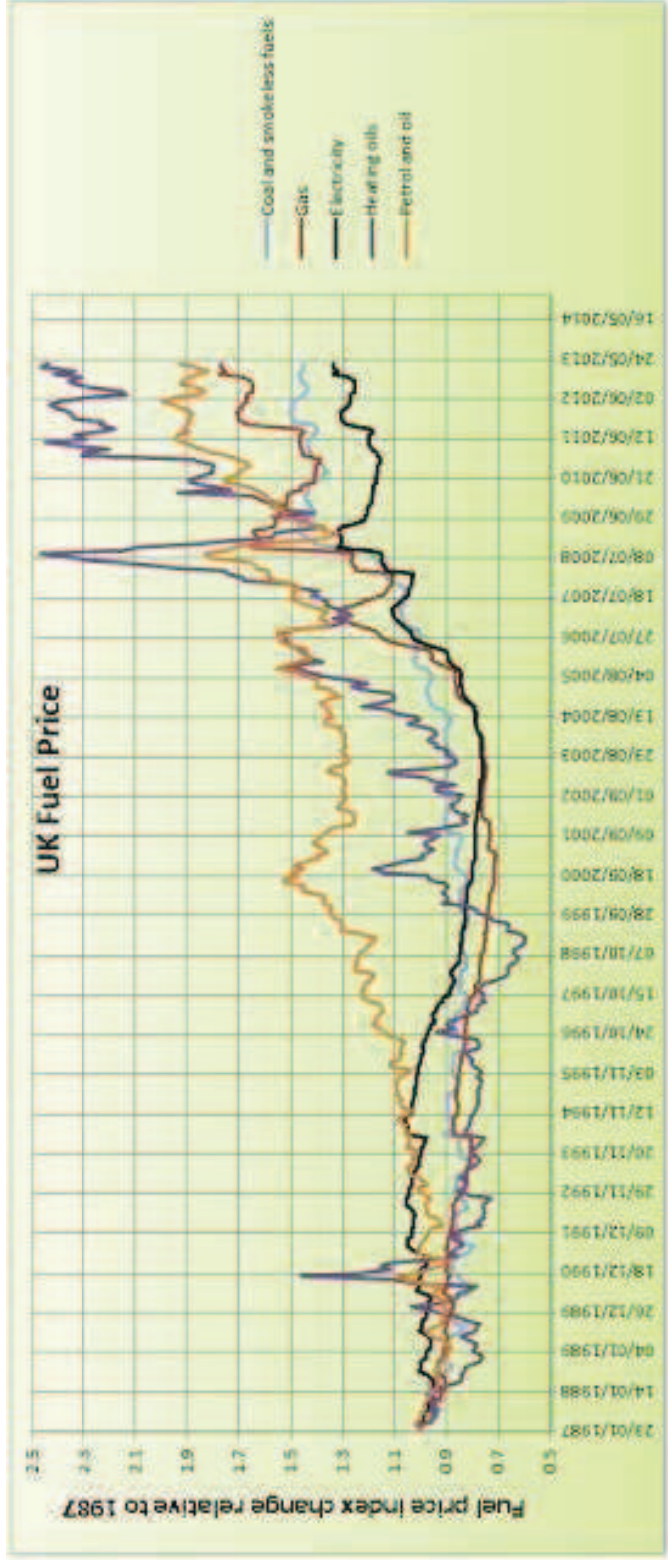
Energy and risk management

1. Risks
2. Carbon Management Plan
3. Salix and Salix plus
4. Energy management
5. Energy procurement
6. Energy generation
7. OxFutures/EU funded work
8. Forthcoming work



Risks

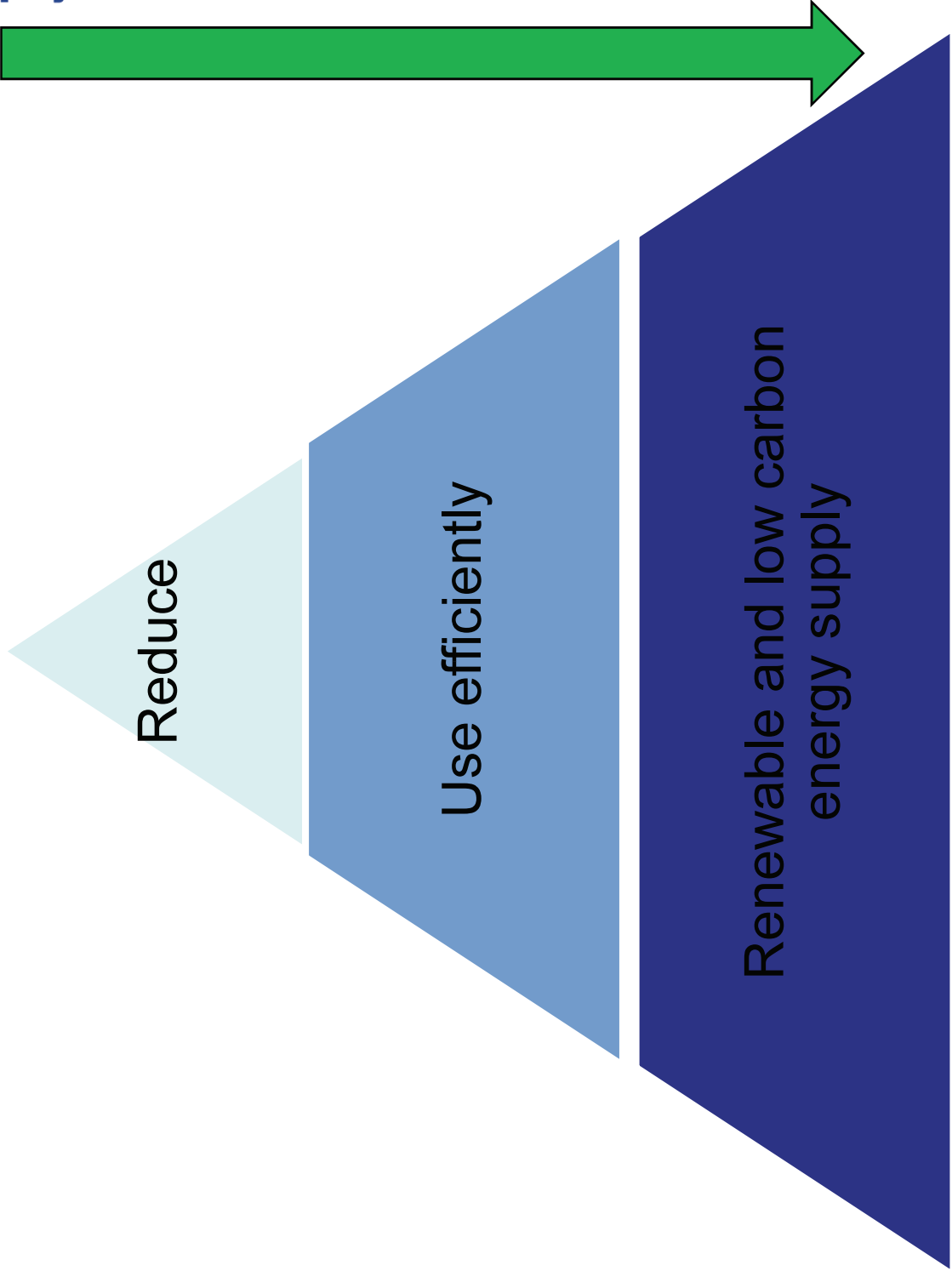
- Security of energy supply
- Increasing energy costs
- Impact on services
- Impact on residents



Source: DECC



Energy Hierarchy



Carbon Management Plan



Salix and Salix-plus

SALIX:

- Interest free capital provided to the public sector to improve energy efficiency.
- Ring-fenced revolving loan fund for use on energy efficiency projects with a payback of up to 5 years (Revolving = energy bill savings repay initial loan)
- Successful OCC bid won in 2008 - 50% matched by Oxford City Council.
- Original total fund value of £405k with annual targets to find energy efficiency projects (ca £150k spend target each year).
- Invested ca. £700k to date since 2008. Avoided cost in annual energy bills estimated at £285k per year; equivalent to 1420tCO2 per year reduced
- Based on original £205k OCC investment in 2008 – return is c. 139%/year

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Salix and Salix-plus

SALIX-PLUS:

- Is a City Council owned in-house ring-fenced revolving fund covering a wider range of projects than Salix
- Ring-fenced revolving loan fund for use on projects with
 - a payback of longer than 5 years (Revolving = energy bill savings repay initial loan)
 - Projects not covered by SALIX such as renewable energy installations, water and fleet fuel reduction measures
- Salix-plus provides an additional £200k/year over the next three years.
- Salix and Salix-plus can be used where Oxford City Council pays the energy bill directly (or water in the case of Salix-plus).



Energy Management



www.oxford.gov.uk





Each year the Council spends...

c. £1,400,000 on gas and electricity

c. £800,000 on fuel for vehicles

c. £250,000 on water

We have installed Smart Meters in our main buildings to monitor gas and electricity usage on a half-hourly basis



This means we can quickly see where energy is being wasted, and can act to do something about it

Energy Procurement

- We currently purchase our energy through LASER (Local Authority South East Region) energy buying group (Kent County Council)
- The bulk of our energy is procured via Flexible purchase contracts which is widely regarded as a best practice approach now in volatile energy markets
- The risk of a higher energy contract price is mitigated because the price is based on the purchase of energy from the wholesale market over several months at times when the price is falling
- This is compared to the previous approach of fixed-term fixed price contracts where the energy price was based on how the market was performing on one day (high risk in current volatile market conditions)



Energy Procurement

- Existing energy contracts expire 30 Sept 2016 so in early preparation for selection of new contracts (following due procurement process and final CEB approval)
- Currently reviewing and approaching other energy buying groups available on the market ahead of new contract - and assessing LASER performance
- Increasing number of buying groups in existence now offering flexible procurement options compared to previous years
- LASER has performed well however and returned prices consistently below average market prices (e.g. electricity price 4.4% lower and gas price 2.7% lower during 2009 to 2013)



Energy Procurement

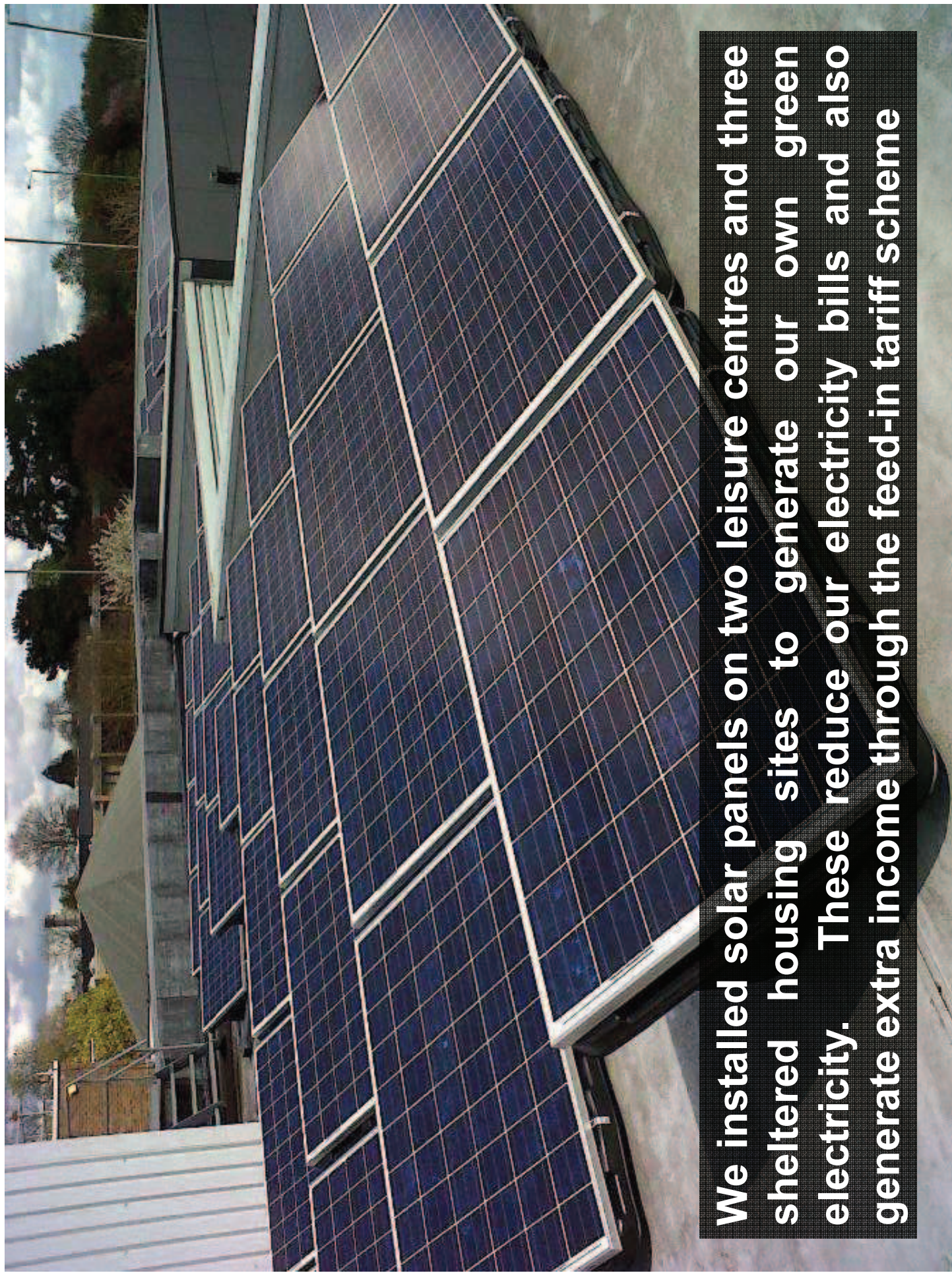
- We currently processes about 4000 energy and water related invoices per year. (OGC estimates cost of £28 to process each individual invoice)
- All energy supplies are now being brought on to group contracts towards a move to centralised validation and processing
- All Energy /water bills are now in the process of being moved to an in-house bill validation system using an in-house operated energy bureau system (Sigma)
- Currently in the process of moving to group electronic billing of energy/water invoices
- Benefits include reduced bill processing effort by Council staff, improved controls, data quality, monitoring and energy budgeting/forecasting



Energy Generation

- First large Solar PV systems installed on 5 large sites in March 2012 (ca 150kWp)
- Domestic PV pilot (ca 20kWp) on 5 housing units in OCC housing stock in March 2014
- Feed-in-Tariff (FIT) and Renewable Heat Incentive (RHI) is an income for the council (better returns than alternative financial investments)
- We currently generate only a small percentage of our own energy through existing renewable energy installations (<1%)
- There is significant potential to increase Council on-site energy generation building on the work to date





We installed solar panels on two leisure centres and three sheltered housing sites to generate our own green electricity. These reduce our electricity bills and also generate extra income through the feed-in tariff scheme

Energy Generation

Coming up:

- Blackbird Leys Competition pool: Solar PV (120kWp), 195kW biomass wood chip boiler (with aspiration to use our own parks arisings as fuel);
- Rose Hill Community Centre Solar PV (30 to 40kWp)
- Identify and implement other FIT/RHI opportunities across estate (Salix-plus funding) whilst FIT/RHI rates are good
- Solar PV, Solar Thermal, Biomass, Heat pumps
- Recently won Heat Network Distribution Unit funding (Part of DECC). OCC working with the Building Research Establishment (BRE) to investigate local opportunities for district heat networks



OxFutures

- European funded programme aimed at mobilising local energy investment
- Joint programme between the City and County Council
- June is the mid point of the 3 year programme
- Partnership with the Low Carbon Hub who are delivering:
 - Community led schemes such as Osney Lock Hydro, Abingdon + Goring Hydro, Sandford Hydro plus a range of solar schemes throughout the county
 - Hub led schemes such as Oxford Bus Company solar PV array
 - Solar Schools programme throughout the County
 - Warming Barton project
- **Pipeline has a total value of nearly £30m – beyond the initial project target of £25m**



Forthcoming Work

Energy Management Plan for the Council

- Bring us into line with EU procurement rules which demand lifecycle costing for public sector capital projects
- Develop an approach to understand the energy costs for new buildings over their life
- Set out our approach to energy management and Salix/Salix-plus funding
- Set out our approach to procuring energy in line with members expectations to avoid Tar Sands and ‘fracked’ sources of gas.
- Link and embed Energy Management plan with Carbon management plan.
- Ensure we continue to mitigate on risks on energy cost and supply





ANY QUESTIONS?

For further information

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