

Public Document Pack
Bridgend County Borough Council
Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr



Civic Offices, Angel Street, Bridgend, CF31 4WB / Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont, CF31 4WB

Legal and Regulatory Services /
Gwasanaethau Cyfreithiol a Rheoleiddiol
Direct line / Deialu uniongyrchol: 01656 643147
Ask for / Gofynnwch am: Andrew Rees

Our ref / Ein cyf:
Your ref / Eich cyf:

Date / Dyddiad: 19 June 2015

Dear Councillor,

CATALOGUE SUPPLIES JOINT COMMITTEE

A meeting of the Catalogue Supplies Joint Committee will be held in Committee Room 1, Merthyr Tydfil County Borough Council, Civic Centre, Castle Street, Merthyr Tydfil CF47 8AN on **Thursday, 25 June 2015 at 10.30 am.**

AGENDA

1. Apologies for Absence
To receive apologies for absence (to include reasons, where appropriate) from Members / Officers.
2. Declarations of Interest
To receive declarations of personal and prejudicial interest (if any) from Members/Officers in accordance with the provisions of the Members' Code of Conduct adopted by Council from 1st September 2008.
3. Approval of Minutes 3 - 4
To receive for approval the minutes of the Catalogue Supplies Joint Committee of 11 May 2015.
4. Service Trading and Operational Performance 5 - 16
5. Statement of Accounts 2014-15 17 - 64
6. Exclusion of the Public
The minutes and report relating to the following items are not for publication as they contain exempt information as defined in Paragraphs 14 and 16 of Part 4 and Paragraph 21 of Part 5 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information)(Variation) (Wales) Order 2007.

If following the application of the public interest test the Joint Committee resolves pursuant Private Document Pack to the Act to consider these items in private, the public will be excluded from the meeting during such consideration.

Tel/Ffôn: 01656 643643

SMS Messaging/Negeseuon SMS: 07581 157014

Fax/Facs: 01656 668126

Twitter@bridgendCBC

Email/Ebost: talktous@bridgend.gov.uk

Website/Gwefan: www.bridgend.gov.uk

Text relay: Put 18001 before any of our phone numbers for the text relay service

Cyfnwidi testun: Rhwyh 18001 o flaen unrhyw un o'n rhifau ffon ar gyfer y gwasanaeth trosglwyddo testun

7. Approval of Exempt Minutes 65 - 70
To receive for approval the exempt minutes of the catalogue Supplies Joint Committee of 11 May 2015.
8. County Borough Supplies Stock Holding Principles 71 - 86

Yours faithfully

P A Jolley

Assistant Chief Executive Legal and Regulatory Services

Distribution:

Councillors:

Cllr C Barry

Cllr N Clarke

Cllr D Hardacre

Councillors

Cllr B Jones

Cllr D Jones

Cllr CE Smith

Councillors

Cllr B Stephens

Cllr J Ward

MINUTES OF A MEETING OF THE CATALOGUE SUPPLIES JOINT COMMITTEE HELD IN COMMITTEE ROOM 1, THE PAVILIONS, RHONDDA CYNON TAFF COUNTY BOROUGH COUNCIL, CLYDACH VALE, TONYPANDY CF40 2XX ON MONDAY, 11 MAY 2015 AT 10.00 AM

Present

Councillor B Stephens – Chairperson

Cllr D Hardacre

Cllr B Jones

Cllr D Jones

Cllr J Ward

Officers:

Stephen Evans	Bridgend County Borough Council
James Ferris	Bridgend County Borough Council
Vince Hanly	Rhondda Cynon Taff County Borough Council
Liz Lucas	Caerphilly County Borough Council
Frances Mantle	Bridgend County Borough Council
Wendy Wood	Bridgend County Borough Council
Mark Galvin	Bridgend County Borough Council
Paul Davies	Merthyr Tydfil County Borough Council

1. APOLOGIES FOR ABSENCE

RESOLVED: Apologies for absence were received from the following Members for the reasons given:-

Councillor C E Smith – Other Council business
Councillor D Sage – Recuperating
Councillor N Clarke – Holiday

The Chairperson on behalf of Members of the Joint Committee, sent best wishes to Councillor Sage hoping he has a speedy recovery after his illness.

2. DECLARATIONS OF INTEREST

A number of Members advised that they were sitting for example as governors on certain schools, as well as being members of other organisations that were customers of the Joint Supplies Service, and therefore, they enquired if they should declare an interest in Agenda item 8.

The Senior Democratic Services Officer – Committees advised that those Members may wish to declare a personal interest for the above reasons if they so wished, adding that the nature of their interest did not appear prejudicial.

Members decided that they would not declare an interest on this occasion, but would seek legal advice regarding this matter, prior to the next meeting.

3. APPROVAL OF MINUTES

RESOLVED: That the Minutes of a meeting of the Catalogue Supplies Service Joint Committee dated 29 January 2015 be approved as a true and accurate record.

4. URGENT ITEMS

None

5. EXCLUSION OF THE PUBLIC

RESOLVED: That under Section 100A(4) of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation)(Wales) Order 2007 that the public be excluded from the meeting during consideration of the following item as the minutes contained exempt information as defined by Paragraph 14 and 16 of Part 4 and Paragraph 21 of Part 5 of Schedule 12A of the Act.

Following the application of the public interest test it was resolved that pursuant to the Act referred to above to consider the exempt minutes of the Joint Committee in private as well as both the reports, with the public excluded from the meeting, as it was considered that in the circumstances the public interest in maintaining this exemption outweighed the public interest in disclosing the information because of the prejudice disclosure would cause by virtue of Paragraph 14 and 16 of Part 4 and Paragraph 21 of Part 5 of Schedule 12A of the Act.

Minute No.

Summary of Items:

- | | |
|---|--|
| 6 | Approval of Exempt Minutes of a meeting of the Catalogue Joint Committee dated 29 January 2015 |
| 7 | Relocation of the Joint Supplies Service |
| 8 | Business Plan for the Joint Supplies Service 2015-16 to 2020-21 |

BRIDGEND COUNTY BOROUGH COUNCIL

CATALOGUE SUPPLIES SERVICE JOINT COMMITTEE

26th June 2015

REPORT OF THE ASSISTANT CHIEF EXECUTIVE – LEGAL AND REGULATORY SERVICES

SERVICE TRADING AND OPERATIONAL PERFORMANCE

1. Purpose of Report

The purpose of the report is to advise Members of the service's trading and operational performance for the financial year 2014-15 together with the financial year to date.

2. Connection to Corporate Improvement Objectives / Other Corporate Priorities.

2.1 The Joint Supplies Service (JSS) provides a purchasing and supply function which secures savings to corporate customers and schools through economies of scale and thereby contributes to the financial prudence of the Authority.

3. Background

3.1 The JSS provides a single-source supplies facility for each of the partnering Authorities, through delivery via stores and a direct sourcing function for items of common and repetitive spend. It demonstrates savings to customers and schools through economies of scale.

4. Current situation/proposal

4.1 Performance Review – 2014-15

4.1.1 Service Turnover 2014-15

4.1.1.1 The value of sales turnover for the last financial year, as measured against the sales target (together with comparison to the same period the previous year) is outlined below.

4.1.1.2 Final turnover for the year has seen a favourable increase against target, and in the case of stock turnover, against the previous financial year, due to a combination of furniture project work, mainly the RCT CBC Aberdare Community School new build, a further increase in business from the Cardiff and Vale of Glamorgan educational sectors, increased business resulting from the service sales strategy from expansion into other adjacent authorities' educational sectors and third sector organisations,

most notably housing associations and the continuation of turnover from the Welsh Government funded Flying Start initiative.

4.1.1.3 The increase in turnover derived from the areas referred to above has helped to more than offset the decrease in business that had been expected in relation to budgetary reductions experienced by the joint authorities.

4.1.1.4 As reflected in the report on the Statement of Accounts for 2014-15, the organisation attained a larger than expected trading surplus of £300,000 during the year to support the financial objectives of the JSS, increasing the net assets of the Service to £1,306,000. Included in this balance was a cash surplus of £618,000.

Table 1: Turnover 2014-15 (Order book)

	Actual Full Year 2013/14	Target Full Year 2014/15	Actual Full Year 2014/15	% Actual to target
	£,000	£,000	£,000	
Catalogue Stores	4,393	4,431	4,578	+3.30%
Catalogue Direct	2,156	1,881	2,042	+8.56%
Totals	6,549	6,312	6,620	+4.88%

Table 2: Turnover (Order book) by Customer Area 2014-15

Year	Bridgend	Caerphilly	Merthyr Tydfil	Rhondda Cynon Taf	Cardiff	Neath-Port Talbot	Swansea	Vale of Glamorgan	Other	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
2014-15	1,111	1,508	335	2,114	728	101	140	243	340	6,620
2013-14	1,246	1,576	416	2,183	515	93	125	147	248	6,549

4.1.2 Service Turnover – April-May 2015-16

4.1.2.1 The first two-month trading period has provided a generally positive outcome with targets being achieved and in the case of direct supplies(?), exceeded by a comprehensive margin. Initial surveys in the educational sector suggest that some budgets are still to be allocated to the schools. The June/July months are, historically, the most demanding, primarily from

the schools sector with approximately 25% of total catalogue-stores turnover for the year being realised during this period.

Table 3: Turnover to 31 May 2015 (Order book)

	Actual April-May 2015/16	Target April- May 2015/16	Actual April-May 2014/15	% Actual to target
	£,000	£,000	£,000	
Catalogue Stores	621	620	659	+0.16%
Catalogue Direct	233	169	182	+37.87%
Totals	854	789	841	+8.24%

Table 4: Turnover (Order book) – Full Year Comparison

	Actual 2014/15	Full-Year Target 2015/16	Actual (to Week 08) 2015/16	Variance	% of Target to be achieved in remaining 44 wks
	£,000	£,000	£,000	£'000	
Total	6,619	6,402	854	-5,548	86.6%

Table 5: Turnover (Order book) by Customer Area (to May 2014 & 2015)

Year	Bridgend	Caerphilly	Merthyr Tydfil	Rhondda Cynon Taf	Cardiff	Neath-Port Talbot	Swansea	Vale of Glamorgan	Other	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
2015-16	124	198	44	269	108	15	14	36	46	854
2014-15	159	187	51	268	76	10	15	34	41	841

Table 6 – Category Turnover: 2014-15

Product Category	2012/13 £'000	2013/14 £'000	2014/15 £'000	%Variation (to previous year)	Income Recovery 2013/14 £'000
Art & Craft	619	626	702	+12.14	162
Audio Visual	21	26	45	+73.08	5
Books & Paper	945	913	1077	+17.96	224
Canteen & Cutlery	60	68	91	+33.82	28
Carpets, Curtains & Textiles	230	165	126	-23.64	16

Computer Supplies	18	15	11	-26.67	3
Schools Early Years	265	412	344	-16.50	51
Electrical	169	109	114	4.59	18
First Aid Equipment	147	150	137	-8.67	68
Janitorial	1472	1539	1506	-2.14	399
Protective Clothing	106	85	94	10.59	39
Residential Furniture	105	73	48	-34.25	3
Schools/Office Furniture	891	1137	1038	-8.71	100
Sports Supplies	101	126	115	-8.73	25
Stationery & Office Equipment	1020	1107	1170	5.69	275
Total	6169	6551	6618	1.02	1416

4.1.3 Summary Financial Position at 31st May 2015.

4.1.3.1 A summary of revenue budget expenditure/income for the financial year to 31 May 2015 is provided below for information.

Table 7- Comparison of budget against projected spend at 31st May 2015

Expenditure Group	Budget 2015/16	Adjusted Actual to 31 May 2015	Projected Outturn 2015/16	Projected Over/(Under) Spend 2015/16
	£,000	£,000	£,000	£,000
Employees	797	138	769	(28)
Premises	110	18	110	0
Transport	136	21	136	0
Supplies/Services	155	27	152	(3)
Third Party Payments	25	4	25	0
Finance/Support Services	54	8	46	(8)
Total Expenditure	1,277	216	1,238	(39)
Trading	(1,272)	(220)	(1,272)	0
Non Trading	(100)	(17)	(100)	0
Total Net Income	(1,372)	(237)	(1,372)	0
Deficit/(Surplus)	(95)	(22)	(134)	(39)

4.1.3.2 Expenditure during the first two months is generally as anticipated, with exceptions relating to an overall decrease in Employees due to decreased staff / increased agency costs and a decrease in Finance/Support Service charges due to a reduction in recharges via reduced corporate budgets. A breakdown of the estimated support service charges are provided in the table below:

Table 8 – Estimated Support Service Charge 2015-16

Support Service Charge	Estimated Costs 2015-16
Accountancy	12,999
IT	10,249
Creditors / Purchasing	1,545
Human Resources	6,386
Legal Services	2,884
Procurement	8,786
Cash Control	10
Internal Audit	3,183
Total	46,041

4.1.3.3 The accumulated stock and cash reserves of the JSS were £1,306,000 at the 31st March 2015. These are projected to increase to £1,401,000 gross at the 31st March 2016, reflecting expected trading performance during the year. Included in the stock and cash reserves of the JSS was a cash balance of £618,000 as at 31 March 2015.

4.1.4 Service Performance Indicators

4.1.4.1 Monitoring reports are presented to the Joint Committee in relation to core performance indicators of the Service, with the following summary information provided for the financial year to 31 May 2015, together with the final outcomes for 2014-2015 for information.

Table 9 - Service Performance Indicators 2014-15 and 15-16

Performance Indicator	Service Target	2014/15 (Full Year)	2015/16 (To 31 May)
Product Availability Average stock level available for customers on first request	96%	96.72%	97.58%
Stockholding Value Average stock value retained during the trading year.	8 weeks stock equivalent	9.4 weeks (£613k)	12.9 weeks (£667k)
Debt Management Owed debt to the JSS during trading year	Not greater than 5.5 weeks credit income	3.4 weeks (Average £423k)	4.2 weeks (Average £453k)

Table 10 – Order Breakdown by Value Banding 2014-15

Row Labels		£0 - £25	£26 - £50	£51 - £100	£100 plus	Grand Total
Corporate	No	4,019	2,488	2,885	4,940	14,332
	%	28.04	17.36	20.13	34.47	
Education	No	4,586	4,063	5,321	11,004	24,974
	%	18.36	16.27	21.31	44.06	

Other	No	656	455	419	532	2,062
	%	31.81	22.07	20.32	25.80	
Grand Total	No	9,261	7,006	8,625	16,476	41,368
	%	22.39	16.94	20.85	39.83	

4.1.4.2 A further performance indicator has been requested i.e monitoring the success of the Service's sales and marketing strategies, with a target of achieving 50 new customers using the organisation over the course of the financial year.

4.1.4.3 For comparison information, 213 new customers placed an order with the Service during the 2013-14 financial year totalling £166,000 of turnover, with the majority of customers located in either Cardiff (£74,000) or England (£35,000) areas.

Table 11 – New Customers Analysis 2015-16

Target	Achieved	Remaining	Turnover
50	32	18 (36%)	£8,000

4.1.5 E-enablement Monitoring

4.1.5.1 A strategic objective of the JSS, as part of the e-supply programme, is the increase and enhancement of electronic transacting with customers to include e-ordering, e-sales invoicing/payment and e-communications generally, to provide current and easily accessible information and enhanced marketing opportunities.

4.1.5.2 The key components in the development of the programme are the JSS interactive web-site, the national public sector eProcurement Service (ePs) portal and the enhancement of the service's back-office IT system.

Table 12 – Sales Order Analysis

Transaction Medium	2014-15 (Full Year)	2013-14 (Full Year)
eProcurement Service (ePs)	25.7%	26.2%
JSS Web Site	15.2%	13.3%
Other – e-mail, fax, mail, telephone	59.1%	60.5%

4.1.5.3 eProcurement Service (ePs) Portal
The national ePs portal is the primary e-trading medium to the JSS at this time, which is expected to provide an increasing volume of electronic purchase transactions from the four joint authorities, as well as other ePs users, primarily from the South Wales area, as the facility is rolled-out..

4.1.5.4 Analysis of the customer usage of the portal is provided below with the % usage figure based on the turnover value.

4.1.5.5 The number of order transactions is also provided for comparison purposes.

Table 13 – ePs User Analysis April 2014 – March 2015

Area	BCBC	CCBC	MTCBC	RCTCBC	Cardiff	Swansea	V of G	Gwalia
%	8.73	30.37	7.17	40.06	4.95	4.48	3.15	1.10
Value (£'000)	149	518	122	683	84	76	54	19
Orders	1,092	5,040	1,066	4,089	282	578	375	72

4.1.5.6 JSS Web Site

The JSS web site provides an interactive, real-time, catalogue product ordering / card payment facility and content information resource which is available to authorised customers, with the prime target group for the e-trading function being the educational sector and independent customers

4.1.5.7 Turnover resulting from use of the web site has increased steadily during 2014-15, as indicated above, totalling £1,008,000 of turnover compared to £821,000 in 2013-14, with an analysis of the web-site users provided below.

Table 14 – Web site User Analysis April – Mar 2015

Area	BCBC	CCBC	MTCBC	RCTCBC	Cardiff	NPT	Swansea	V of G	Other
%	15.63	15.06	9.73	39.64	6.49	2.76	1.96	6.26	2.46
Value (£,000)	158	152	98	400	65	28	20	63	25
Orders	1,168	945	436	2,176	381	257	137	389	180
Accounts	109	57	27	143	37	24	12	24	44

4.1.5.8 Purchase Card Transactions

The JSS provides a facility for payment by Purchase Card via both the on-line web-site and by direct contact with County Borough Supplies (CBS).

4.1.5.9 Payment by purchasing card accounted for 3.8% of overall payments during the 2014-15 period, totalling £250,000, compared with 4.2% for the 2013-2014 financial year (£274,000). Adoption of purchasing cards by the higher education sector has seen an increase in the 'Other' category over the course of the year.

Table 15 – Purchase Card Usage Analysis April 2014 – March 2015

Area	BCBC	CCBC	MTCBC	RCTCBC	Other
%	1.2%	0.1%	0.1%	81.1%	17.5%
Orders	11	4	4	1,216	263

**4.1.6 Absence Monitoring
April-March – 2014-15**

4.1.6.1 A summary of sickness absence for the financial year 2014-15 is detailed below for information.

Table 16 - Absence Monitoring April 2014 – March 2015

No. of Days Absence	Average No. of Days per Person	Average No of Days Absence per F.T.E	BCBC No of Days Absence per F.T.E
341 (420 previous year)	11 (3.03 excl. long-term)	9.8 (based on 304.2 F.T.E total days)	9.8 2013-14 Full Year

4.1.6.2 The absence level includes six long term absences (more than 15 days continuous) totalling 247 days (215.4 F.T.E days) within the overall absence of 341 days (304.2 F.T.E. days). As previously reported, two of the officers, whose combined absence totalled 71.5 days of the overall absence, have now left the Service.

4.1.6.3 A summary of the analysis of absence relevant to general post categories is provided below for the financial period April 2014 – March 2015.

Table 17 - Staff Group Absence Analysis (2014-2015)

Staff Group	No. of Staff	No. of Absence Days	No. of Staff Sickness Absence	Average No. of Days Absence (All staff)	Average No. of Days Absence (Absent Staff Only)
Management	2	0	0	0.0	0.0
Administrative/Professional	16	216	11	13.5	19.7
Warehouse	8	94.5	8	11.8	11.8
Transport	3	30.5	2	10.2	15.3

4.1.6.4 Members have also requested further information on the breakdown of absence by gender and the reasons for absence, which is reported below.

Table 18 – Staff Absence by Gender

Gender	Total Staff	No. of Staff Sickness Absence	No. of Absence Days
Male	12	10	216
Female	17	10	125

Table 19 – Staff Absence Reasons

Reason	No. of Staff	No. of Absence Days
Chest & Respiratory	4	9.5
Eye/Ear/Throat/Nose/Mouth/Dental	3	7.5
Infections	6	17.5
MSD including Back & Neck	8	154.5
Neurological	2	5
Stomach/Liver/Kidney/Digestion	7	13
Stress/Anxiety/Depression/Mental Health	3	134

4.1.6.5 All occurrences of absence are managed in accordance with corporate policy guidelines and have resulted in five welfare meetings, five informal review meetings and five formal review meetings including two with sanctions during the period.

4.1.7 Officers Authorised to enter into Contracts

4.1.7.1 The Joint Committee annually reviews and authorises the posts within the service structure which have delegated authority to enter into contracts for the purchase of goods and services, subject to the corporate regulations of the host authority.

4.1.7.2 The operational practice involves the daily ordering of goods and services, of which the majority are included in formal framework contract arrangements.

4.1.7.3 Service requirements have been reviewed and the structure of posts and designated financial levels of responsibility is proposed as below.

Post Designation	Proposed Delegation
Materials & Sourcing Manager	All Purposes - £100,000
Business Operations Manager	All Purposes - £100,000
Senior Buyer	Group Purposes - £50,000
Buyer	Group Purposes - £20,000
Purchasing Assistant	Group Purposes - £7,500

General Assistant (Purchasing)	Group Purposes - £2,500
Stores – Senior Assistant	Group Purposes - £2,500

4.1.7.4 The Joint Committee is requested to approve the schedule of designated posts.

4.1.8 Debt Management

4.1.8.1 Further information has previously been requested relating to the JSS long term outstanding debt.

4.1.8.2 Outstanding debt over 120 days currently forms 1.1% of total outstanding debt as at 16th June 2015.

Table 20 – Debt Management

Corporate	Education	Outside Authority	Sponsorship
£2,477 (0.47%)*	£2,437 (0.46%)*	£857 (0.16%)*	£0 (0.0%)*

* Percentage of overall current outstanding debt at 16th June 2015 (£526,096)

4.1.9 Training

4.1.9.1 Members have requested further information related to training of staff, specifically those employed within the Warehouse and Distribution area of the service.

4.1.9.2 Training is conducted either on or off-site site and is undertaken by a professionally recognised body.

4.1.9.3 All current employees based in the Warehouse and Distribution section are fully qualified in each area of training that is specific to their duties.

Table 21 – Warehouse and Distribution Training

Training Area	Qualification Validity Period
Manual Handling	2 Years
Pallet Mover	3 Years
Forklift: Reach	3 Years
Forklift: Counterbalance	3 Years
Health Surveillance	Every 5 years or on recommendation
Driver Certificate of Professional Competence (CPC)	5 Years

- 4.1.9.4 In addition to necessary Health and Safety training undertaken by the Warehouse and Distribution area of the service, training is also undertaken by administrative staff for both Bridgend County Borough Council policy and personal development.
- 4.1.9.5 The training budget of the Service for 2015-16 is £1,460. However, it is anticipated that any further requirement above this value will be met from the financial year's trading surplus.
- 4.1.10 **Sponsorship**
- 4.1.10.1 Members have requested further information relating to the breakdown of catalogue sponsorship from participating suppliers to the Service which forms part of the organisation's non-trading income revenue and contributes to the production of the annual catalogue.
- 4.1.10.2 Catalogue contributions for the financial year 2014-15 amounted to £89,100.
- 4.1.10.2 A breakdown of banding by value and number of suppliers contributing is represented below:

Table 22 – Catalogue Sponsorship Banding

Banding	Under £100	£101-£500	£501-£2,000	Over £2,000
Number of Contributors	25	65	20	14
Total Value Sponsored	£1,200	£16,000	£19,470	£52,440

5 Effect upon Policy Framework and Procedure Rules

5.1 None.

6 Equality Impact Assessment

6.1 There are no equality implications. .

7 Financial Implications

7.1 These are reflected in the body of the report.

8 Recommendations

It is recommended that Members:

- 8.1 note the contents of the report; and

- 8.2 delegate authority for officers to enter into contracts in accordance with the designations and the values shown in paragraph 4.1.7.3 of this report.

Andrew Jolley
Assistant Chief Executive – Legal and Regulatory

Contact Officer: Steve Evans
Telephone: (01656) 664552
E-mail: Steve.Evans@bridgend.gov.uk

Background Documents:
None.

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT OF THE TREASURER

CATALOGUE SUPPLIES SERVICE JOINT COMMITTEE

THURSDAY 25 JUNE 2015

STATEMENT OF ACCOUNTS 2014-15

1. Purpose of the Report

- 1.1 The purpose of this report is to present the unaudited Statement of Accounts for the financial year ended 31 March 2015 to the Joint Committee.

2. Connection to Corporate Improvement Objectives/ Other Corporate Priorities

- 2.1 None.

3. Background

- 3.1 The Accounts and Audit (Wales) Regulations 2014 require that the Joint Committee must sign and date the accounts by 30th June and certify that they present a true and fair view. The Joint Committee will then be required to re-approve the accounts as soon as reasonably practicable after the receipt of the auditor's final findings. The audited accounts must be published by no later than the 30 September. The format and content of the statement is governed by those regulations and for 2014-15 the accounts have been produced in line with the Code of Practice on Local Authority Accounting in the United Kingdom (the Code) for 2014 which is in line with International Financial Reporting Standards.

4. Current Situation /Proposal

- 4.1 The unaudited Statement of Accounts for the financial year ended 31 March 2015 has been completed and is attached as **Appendix 1**.
- 4.2 The accounts will now be placed on public deposit and be subject to audit by KPMG, the auditors appointed for the Joint Committee by the Wales Audit Office. Once audited, the accounts will need to be approved by the Joint Committee by the 30 September 2015, and will be presented to the next Committee meeting on 24 September 2015 for approval.

- 4.3 The accounts show that in 2014-15 Catalogue Supplies made a net surplus of £300,000 as reported in the Comprehensive Income and Expenditure Statement. This includes an adjustment in respect of holiday entitlements as required by accounting practise. The accumulated usable reserve for the Catalogue Supplies service is £1.304million at the 31 March 2015 compared to £1.008million in the preceding year.
- 4.4 For reporting consistency, the actual performance for the year is also provided in the format in which information is normally reported to the Joint Committee. This excludes any accrual in respect of the cost of holiday entitlements earned by employees but not taken at the year end. The financial position as at 31 March 2015 (excluding holiday accruals) showed a surplus in the year of £295, 000.
- 4.5 The following table provides a summary of the financial position for the Catalogue Supplies service for 2014-15 as compared to the budget set at the start of the financial year.

Actual 2013-14 £000	Income	Budget 2014-15 £000	Actual 2014-15 £000	Variance 2014-15 £000
(1,272)	Catalogue Sales (net)	(1,253)	(1,417)	(164)
(121)	Other income *	(110)	(129)	(19)
(1)	Financing Investment & Income	-	(4)	(4)
(1,394)	Total Income	(1,363)	(1,550)	(187)
	Expenditure			
792	Employees	821	783	(38)
99	Premises	113	92	(21)
126	Transport	112	148	36
140	Supplies & Services	146	131	(15)
9	Third Party Payments	25	57	32
53	Support Services	51	45	(6)
(1)	Increase/(Decrease) in Provisions-(Bad Debt)		(1)	(1)
1,218	Total Expenditure	1,268	1,255	(13)
(176)	(SURPLUS)/ DEFICIT FOR YEAR	(95)	(295)	(200)

- 4.6 Explanations for the more significant variances from budget are given below:

The more significant variances are:-

- Additional Catalogue Sales income of £164,000 as a result of favourable levels of trading experienced in the year together with maintained product margins during the year.

- An over-recovery in Other Income of £19, 000 as a result of increased catalogue sponsorships.
- A net underspend of £38,000 on employees' budget due to decreased staff costs as a result of vacancy management.
- A net underspend of £21,000 on premises costs due to the extension of shared building costs with other departments located at County Borough Supplies.
- A net overspend of £36,000 on transport due to increased usage of the service by Cardiff and Vale of Glamorgan educational sectors.
- A net underspend of £15,000 on supplies and services costs as a consequence of a general reduction in running costs including a reduction in the cost of producing the catalogue.
- A net overspend of £32,000 on third party payments as a result of one-off migration costs of the website & development work.
- A net underspend of £6,000 on support services as a consequence of a general reduction on the base budgets on which the recharge is based.

* Other income includes catalogue sponsorship of £89,000, contract (retrospective) rebates of £32,000, site recharge income of £7,000.

5 Effect upon Policy Framework and Procedure Rules

5.1 There is no effect upon the Policy Framework and Procedure Rules.

6. Equalities Impact Assessment

6.1 There are no equality implications.

7. Financial Implications

7.1 These are reflected in the report and attached unaudited Statement of Accounts.

8. Recommendation

8.1 The Joint Committee is recommended to approve its unaudited Statement of Accounts for 2014-15.

**NESS YOUNG, CPFA
CORPORATE DIRECTOR RESOURCES, S151 OFFICER
BRIDGEND COUNTY BOROUGH COUNCIL
TREASURER TO THE CATALOGUE SUPPLIES SERVICE JOINT
COMMITTEE**

25 June 2015

Contact Officer: Frances Mantle Tel No (01656) 643286
Finance Manager-Technical & Corporate
F.Mantle@bridgend.gov.uk

Background Papers: Statement of Accounts 2014-15

CATALOGUE SUPPLIES SERVICE JOINT COMMITTEE

COUNTY BOROUGH SUPPLIES

STATEMENT OF ACCOUNTS

2014-15



Contents

	Page
Explanatory Foreword	2
Statement of Responsibilities for the Statement of Accounts	8
Certification	9
Annual Governance Statement	10
Statement of Accounting Policies	18
Core Financial Statements	
Movement in Reserves Statement	23
Comprehensive Income and Expenditure Statement	24
Balance Sheet	25
Cash Flow Statement	26
Notes to the Accounts	27
Glossary of Terms	40
Audit Report – To be inserted at a later date	43

Explanatory Foreword

1. County Borough Supplies

County Borough Supplies is the trading name of the Catalogue Supplies Service Joint Committee of local authorities, which was established as a collaborative arrangement between the four local authorities of Bridgend, Caerphilly, Merthyr Tydfil and Rhondda Cynon Taf County Borough Councils.

County Borough Supplies provides a purchasing and supply function which secures savings to corporate customers and schools through economies of scale and thereby contributes to the financial prudence of the authority. It achieves this by providing a single-source facility for each of the partnering authorities, through delivery via stores and a direct sourcing function for items of common and repetitive spend.

2. The Statement of Accounts

The accounts for 2014-15 have been produced in line with the Code of Practice on Local Authority Accounting in the United Kingdom (the Code) for 2014-15. The Code specifies the principles and practices of accounting required to prepare a Statement of Accounts which presents a true and fair view of the financial position and transactions of County Borough Supplies. In developing proper accounting practices, the Code is based on International Financial Reporting Standards.

There has been no significant changes in requirements since the 2013-14 accounts were prepared.

The Joint Committee's Statement of Accounts consists of the following statements:

a) Statement of responsibilities for the Statement of Accounts

This sets out the respective responsibilities of the Joint Committee and its officers for the preparation and approval of the Statement of Accounts.

b) Annual governance statement

This statement provides a continuous review of the effectiveness of the Joint Committee's governance framework including the system of internal control and risk management systems, so as to give assurance on their effectiveness and/or to produce a management action plan to address identified weaknesses.

c) Statement of accounting policies

The purpose of this Statement is to explain the basis of the figures in the Accounts. It outlines the accounting policies that have been adopted.

d) The 'core' financial statements

1. Movement in Reserves Statement on the County Borough Supplies Fund Balance

This statement shows the movement in the year on different reserves held by the Joint Committee. These are analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure) and other reserves. The Surplus or (Deficit) on the Provision of Services line shows the true economic cost of providing the Joint Committee's services details of which can be found in the Comprehensive Income and Expenditure Statement. The Net Increase /Decrease before Transfers to Earmarked Reserves line shows the Fund Balance before any discretionary transfers to or from earmarked reserves undertaken by the Joint Committee. This shows that the total Joint Committee fund balance has increased by £301k.

2. The Comprehensive Income & Expenditure Statement

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, and summarises the income and expenditure incurred on the day to day running of County Borough Supplies' activities.

For 2014-15, County Borough Supplies showed a surplus on the Comprehensive Income and Expenditure Statement of £300k.

3. Balance Sheet

This shows the Joint Committee's financial position as at 31 March 2015, where the net worth was £1.306million. The statement summarises the Joint Committee's assets and liabilities, the balances and reserves at the Committee's disposal, its long-term indebtedness and the net current assets used in the Committee's operations. Reserves are reported in two categories. Usable reserves can be used by the Committee to provide services subject to the need to maintain a prudent level of reserves. The second category, Unusable Reserves, are not available to provide services. This includes a reserve that holds the timing differences between the annual leave entitlement for staff and actual annual leave taken at the 31 March 2015.

4. Cash Flow Statement

This explains the financial position in cash terms and shows that the Committee's cash position had increased by £193k.

e) **The notes to the Accounts**

These are disclosures relating to the financial statements.

Catalogue Supplies Service Joint Committee -Statement of Accounts 2014-15

3. Analysis of Financial Performance

3.1 The actual performance for the year compared to the budget is shown in the table below:

Actual 2013-14 £000	Income	Budget 2014-15 £000	Actual 2014-15 £000	Variance 2014-15 £000
(1,272)	Catalogue Sales (net)	(1,253)	(1,417)	(164)
(121)	Other income *	(110)	(129)	(19)
(1)	Financing Investment & Income	-	(4)	(4)
(1,394)	Total Income	(1,363)	(1,550)	(187)
	Expenditure			
792	Employees	821	783	(38)
99	Premises	113	92	(21)
126	Transport	112	148	36
140	Supplies & Services	146	131	(15)
9	Third Party Payments	25	57	32
53	Support Services	51	45	(6)
(1)	Increase/(Decrease) in Provisions-(Bad Debt)		(1)	(1)
1,218	Total Expenditure	1,268	1,255	(13)
(176)	(SURPLUS)/ DEFICIT FOR YEAR	(95)	(295)	(200)

The actual performance for the year is provided in the format in which information is normally reported to the Joint Committee, and excludes any accrual in respect of the cost of holiday entitlements earned by employees but not taken at the year end. The financial position as at 31 March 2015 showed a surplus of £295k.

This is different to the figure reported in the Comprehensive Income and Expenditure Account of £300k surplus which includes an adjustment in respect of holiday entitlements.

Reasons for differences between budget and spend

Explanations for the more significant variances from budget are given below:

The more significant variances are:-

- Additional Catalogue Sales income of £164k as a result of favourable levels of trading experienced in the year together with maintained product margins during the year.
- Additional 'Other' Income of £19k as a result of increased catalogue sponsorships.
- A net underspend of £38k on employees' budget due to decreased staff costs as a result of vacancy management.
- A net underspend of £21k on premises costs due to the extension of shared building costs with other departments located at County Borough Supplies.

- A net overspend of £36k on transport due to increased usage of the service by Cardiff and Vale of Glamorgan educational sectors.
- A net underspend of £15k on supplies and services costs as a consequence of a general reduction in running costs including a reduction in the cost of producing the catalogue.
- A net overspend of £32k on third party payments as a result of one-off migration costs of the website & development work.
- A net underspend of £6k on support services as a consequence of a general reduction on the base budgets on which the recharge is based.

* Other income includes catalogue sponsorship of £89k, contract (retrospective) rebates of £32k, site recharge income of £7k.

- 3.2 The level of gross sales decreased from £6.557M in 2013-14 to £6.418M (-2.12%) in 2014-15. The decrease in turnover in 2014-15 is due to a number of factors including a reduction in project work compared to 2013-14 financial year in which the service experienced an increase in spend resulting from the Welsh Government Flying Start Initiative funding received by Local Authorities and a continuation of project refurbishment work across all Authorities. There was also a decrease in the supply and fit of carpet orders (£40k) in 2014-15. In addition to this, there was no Easter period falling in the 2013-14 financial year and 2 Easter periods in 2014-15. As a result the JSS experienced an additional period of activity of two weeks (one week in 2013-14) from the school sector during March 2015.

Gross margins of 22.08% were higher than the 19.4% in 2013-4, due to a higher stock to direct sales ratio compared to the previous year, with sales of stock benefiting from a higher profit margin than catalogue directs. The net assets of the Joint Supplies Service (JSS) stood at £1.306M as at 31 March 2015 (£1.005M as at 31 March 2014).

Use of Surpluses

- 3.3 The Joint Committee has been self-sufficient, funding itself from trading revenues for a number of years. Any surplus or deficit at the end of the financial year is transferred to a balance sheet reserve. The main purpose of the reserve is to even out variations between financial years, and, if sufficient monies are built up, to operate as a contingency to cover unforeseen items of expenditure which cannot be offset by savings elsewhere. It will also be used to finance the planned relocation costs in 2016 and any approved capital expenditure. The surplus for 2014-15 of £300k has been offset with a transfer to the reserve account (£176k surplus in 2013-14).

Future Development

- 3.4 A five year Business Plan for the period 2015-16 to 2020-21 was approved by the Joint Committee on 11 May 2015. The Business Plan incorporates the vision for the service, details the continuing modernisation programme, and identifies the services priorities with an action plan to achieve this which includes relocation of the service due to current premises sustainability and involvement in the national

Procurement Service suite of contracts. A revised Constitution has also been approved by each of the four partner authorities. The Constitution supersedes the 1996 Constitution and is effective for a 5 year period. The new Constitution gives the Joint Committee a fresh power to incur capital expenditure to a value in any one purchase of up to £100,000, provided that such expenditure is met from within existing reserves. It also includes a protocol for new posts, with a provision that the recruitment and selection procedures of the host authority be adopted with all new posts at Principal Officer level and above requiring prior approval of the Joint Committee before an appointment is made.

- 3.5 The Business Plan will be regularly reported to the Joint Committee during its life to ensure that any action plans are monitored.
- 3.6 There is a need to re-locate the Service to new premises due to the poor condition of the existing office and warehouse accommodation and wider proposals to for the future development of the Bridgend County Borough Council Waterton Master Plan. This will impact on the timing of certain elements of the modernisation agenda which relate to the warehousing function, specifically renewal of warehouse IT infrastructure to support product barcoding and the renewal of internal forklift/reach trucks, the size of which will be determined by new premises. Initial plans focused on relocating in August 2015 however due to a delay in the adoption of a new Business Plan and Constitution this has now been delayed until March 2016.

The cost implications of this is estimated to be £350,000, the details of which are included in the 2015-16 to 2020-21 Business Plan. The investment financing of this relocation will be provided by utilising the existing previously committed reserves and from future surpluses.

4. **Changes in Accounting Policies**

There are no changes to Accounting Policies in 2014-15.

5. **The Impact of the Current Economic Climate on the Joint Committee**

Even though gross sales have decreased by £139k in 2014-15 compared to the previous year, the reduction was due to a timing difference between goods ordered in 2014-15 and not delivered until 2015-16, and was not as a result of the current economic climate. The service has also experienced recent business growth through expansion primarily in the education sector for Cardiff and the Vale of Glamorgan Councils

Notwithstanding this, the JSS has conservatively estimated its future surpluses and has based its five year Business Plan on a mid-case funding scenario which assumes that there will be a drop in corporate income of 4.5% each year from 2015-16 onwards offset by increased turnover from the Cardiff and the Vale. This scenario recognises the austerity measures placed on local authorities to continue to achieve an ambitious programme of financial savings whilst minimising the impact on the quality of frontline services.

It is also recognised that the development of the National Procurement Service will potentially impact on further growth in corporate business and the future strategy of the JSS will be to consolidate business in this area, while actively promoting the Service into the Education sector. The Service is targeting Cardiff, Vale of Glamorgan, Carmarthen, Newport, Neath Port Talbot and Swansea

schools for additional growth, and additional business opportunities are being developed with the third sector. Discussions are also underway regarding how the JSS can work in partnership with the National Procurement Service

In addition, a range of budget, sustainable and Welsh language products has recently been introduced and a review is being conducted to introduce further Education specific products into stock, targeting secondary schools business.

The increased level of balances held is sufficient to enable the Joint Committee to respond to unforeseen eventualities.

6. Activity Data

Inventory Days

Inventory days are calculated on stock held in the warehouse only and exclude catalogue direct items which are sent directly by the supplier to the customer. The average number of days an inventory item was held decreased from 48 days in 2013-14 to 44 days in 2014-15.¹

Since inventory turnover is associated with the cost of sales and average inventory, changes in either cost of sales or inventory can cause a change in the amount of inventory days. The decrease in inventory days in 2014-15 is as a result of an increased cost of sales compared to 2013-14 and a reduction in average stock held which in this case is a positive for performance which is evident from the increase in gross profit margin reported in paragraph 3.2.

Debtor Days

The average number of days for which a debt is outstanding has decreased compared to the previous year. The decrease is from 28 days in 2013-14 to 24 days in 2014-15.²

Activity Measure

7. As a measure of activity, the number of active customers served on an establishment basis was 2,036 and the number of transactions during the year was 269,326 from 43,279 orders.

By comparison, in 2013-14, the number of customers served on an individual order basis was 1,993 and the number of transactions during the year was 267,395 from 43,885 orders. The increase in 2014-15 in the customer base stems from the additional customers in the Cardiff and Vale of Glamorgan educational sector.

¹ $\frac{\text{Average Stocks}}{\text{Cost of Sales(excluding catalogue direct)}} \times 365$

² $\frac{\text{Average Debtors}}{\text{Sales}} \times 365$

The Statement Of Responsibilities For The Statement Of Accounts

The Joint Committee's Responsibilities

The Joint Committee is required to:

- Make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs, in accordance with Section 151 of the Local Government Act 1972. That officer for the Joint Committee is the Treasurer; who is the Corporate Director Resources and Section 151 Officer, Bridgend County Borough Council
- Manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.
- Approve the Statement of Accounts.

Joint Committee's Certificate

The Statement of Accounts of Catalogue Supplies Service Joint Committee as at 31 March 2015 was approved by:

Signed :

Chairman of the Joint Committee

Date :

The Treasurer's Responsibilities

The Treasurer is responsible for the preparation of the Authority's Statement of Accounts which, in terms of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom (the Code), is required to give a true and fair view of the financial position of the Joint Committee at the accounting date and its income and expenditure for the year ended 31 March 2015.

In preparing this statement of accounts, the Treasurer has:

- selected suitable accounting policies and then applied them consistently;
- made judgments and estimates that were reasonable and prudent;
- complied with the local authority Code of Practice 2014-15

The Treasurer has also:

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

Certification of Accounts

The Treasurer should sign and date the Statement of Accounts, stating that it gives a true and fair view of the financial position of the authority at the reporting date and of its income and expenditure for the year ended 31 March 2015.

Treasurer's Certificate

I certify that the Statement of Accounts presents a true and fair view of the financial position of Catalogue Supplies Service Joint Committee at 31 March 2015 and of its income and expenditure for the year ended 31 March 2015.

Signed :

**Corporate Director of Resources, Section 151 Officer, Bridgend County
Borough Council**

Date :

The Annual Governance Statement 2014-15

1. Scope of Responsibility

- 1.1 The Joint Supplies Service (JSS) Committee 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.
- 1.2 The Committee also has a duty under the Local Government (Wales) Measure 2009 to make arrangements to secure continuous improvement in the exercise of its functions in terms of strategic effectiveness, service quality, service availability, fairness, sustainability, efficiency and innovation.

This builds upon the principles set out by the Welsh Government (WG) under the Wales Programme for Improvement (WPI) and the vision for public service delivery as set out in the "Programme for Government".

- 1.3 This Committee has been jointly established by Bridgend County Borough Council, Merthyr Tydfil County Borough Council, Caerphilly County Borough Council and Rhondda Cynon Taf County Borough Council. Bridgend County Borough Council acts as lead authority with responsibility for the stewardship of its financial affairs.
- 1.4 In discharging its overall responsibilities, the Committee is also responsible for ensuring that it has proper arrangements for the governance of its affairs and a sound system of internal control which facilitates the effective exercise of its functions and which includes arrangements for the management of risk.
- 1.5 Bridgend County Borough Council acting in its stewardship role has developed a Code of Corporate Governance which is consistent with the framework developed by the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Society of Local Authority Chief Executives (SOLACE).
- 1.6 The Council's Annual Governance Statement is presented to the Audit Committee every year for approval. The Joint Supplies Service (JSS) Committee has to produce its own Annual Governance Statement.
- 1.7 The Joint Committee's financial management arrangements conform with the governance requirements of the CIPFA *Statement on the Role of the Chief Financial Officer in Local Government (2010)* as set out in the Application Note to *Delivering Good Governance in Local Government: Framework*.

2. The Purpose of the Governance Framework

- 2.1 The governance framework comprises the systems and processes, and values, by which the Joint Committee is directed and controlled and the means by which it accounts to and engages with its stakeholders and customers. It enables the Joint Committee to monitor the achievement of its strategic objectives and to

consider whether those objectives have led to the delivery of appropriate, cost-effective services.

- 2.2 The system of internal control is a significant part of that framework and is designed to avoid inappropriate use or loss of public funds. It also assists with managing the risk of failure to achieve policies, aims and objectives. It does not eliminate all risk; the system of internal control is designed to identify and prioritise risks, evaluate the likelihood of those risks materialising and to manage their impact.
- 2.3 The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Joint Committee'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.
- 2.4 The following paragraphs summarise the governance framework and the system of internal control, which has been in place at Joint Supplies Service (JSS) Committee for the year ended 31 March 2015. The description of the arrangements in place is built around the core principles set out in the Council's Code of Corporate Governance.

3. The Governance Framework

3.1 Bridgend CBC

Policies & Plans

- 3.1.1 The six principles of corporate governance that underpin the effective governance of all local authority bodies as defined by CIPFA and SOLACE, incorporating the WG governance principles (shown in italics) are as follows:
- Focusing on the Council's purpose and on outcomes for the community and creating and implementing a vision for the local area; (*Putting the Citizen First*); (*Achieving Value for Money*);
 - Members and officers working together to achieve a common purpose with clearly defined functions and roles; (*Knowing Who Does What and Why*);
 - Promoting values for the Council and demonstrating the values of good governance through upholding high standards of conduct and behaviour; (*Living Public Service Values*);
 - Taking informed and transparent decisions which are subject to effective scrutiny and managing risk; (*Fostering Innovation Delivery*);
 - Developing the capacity and capability of Members and officers to be effective; (*Being a Learning Organisation*);
 - Engaging with local people and other stakeholders to ensure robust public accountability; (*Engaging with Others*);

The Council's aims, objectives and main priority areas are detailed in its Corporate Plan 2013–2017. The Corporate Plan includes Improvement Priorities which are aligned with the key outcomes of the Local Service Board's 'Bridgend County Together' Single Integrated Partnership Plan. This ensures that the Council is able to deliver on the commitments made with partner organisations.

The Council's core values encapsulated in the acronym FACE demonstrate the Council's commitment to the Public Service values which are to be:-

- **F**air (considering everyone's needs and circumstances),
- **A**mbitious (always trying to improve what we do and aiming for excellence),
- **C**itizen focused (remembering the need to serve the local communities) and
- **E**fficient (delivering effective services that are value for money).

Council's Constitution and Audit Committee

3.1.2 The Constitution is at the heart of Bridgend County Borough Council's business and sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. It also provides a framework that regulates the behaviour of individuals and groups through codes of conduct, protocols and standing orders. The Constitution is a comprehensive document that is kept under continual review by the Monitoring Officer. It provides a point of reference for individuals and organisations both inside and outside the Council. Its Rules of Procedure govern the overall framework within which the Council operates. Procedural rules and codes of conduct outline how the Constitution will be put into effect. Whilst the Constitution is required by statute its content is not fully prescribed. The Council is satisfied that it is consistent with statute, regulations and guidance. To ensure continued compliance, the Assistant Chief Executive – Legal and Regulatory Services is the Monitoring Officer appointed under Section 5 of the Local Government and Housing Act 1989.

It defines the roles and responsibilities of the Cabinet (as Executive), the Scrutiny Committee which holds the Cabinet to account, Full Council and other Committees and Officers. The Scrutiny Committees' functions provide a further mechanism for review and challenge of any issues that may impact upon the system of internal control. Within the Constitution, there are protocols for effective communication and rules of procedures.

The Council has an Audit Committee which provides the focus for reviewing the effectiveness of the system of internal control. This is primarily based upon reviewing the work of Internal Audit and receiving reports from the Council's external auditors. The Committee provides assurance to the Council in relation to the effectiveness of the risk management framework, internal control environment and governance matters.

In addition, the Standards Committee has a duty to promote and maintain high standards of conduct by Town and Community Councillors and County Borough Councillors, co-opted members and Church and Parent Governor Representatives.

Financial Management

3.1.3 The Corporate Director Resources is the Section 151 Officer appointed under the 1972 Local Government Act and carries overall responsibility for the financial administration of the Council. She is responsible for ensuring that appropriate advice is given on all financial matters, for maintaining proper financial accounts and records and maintaining an effective system of internal financial control. The Corporate Director Resources and S151 Officer is also

the Treasurer to the Joint Committee and in this capacity ensures that proper arrangements are in place for the administration of the financial affairs of County Borough Supplies.

Code of Conduct

- 3.1.4 The Council has established Codes of Conduct for both Employees and Members that define expected standards of personal behaviour. This also applies to staff at County Borough Supplies. These are contained within Part 5 of the Constitution.

Risk Management

- 3.1.5 The Council has developed a robust approach to the management of risk and the risk management policy is aligned with Directorate Business Plans and the Council's performance management framework. All risks identified are assessed against the corporate criteria. Risks are viewed from both a Service and Council-wide perspective which allows the key risks to be distilled into a Corporate Risk Register. Most major risks are managed within one of the key strategic programmes. CMB regularly reviews the risk register and actions being taken to mitigate the risks. The Corporate Risk Register is also presented to Audit Committee for review.
- 3.1.6 The Council's approach to Risk Management ensures that key risks are considered when determining Council priorities, targets and objectives. These are incorporated into the Directorates' and Service Business Plans.
- 3.1.7 The Joint Supplies Service Committee has identified its main risks as being:
- Failure to maintain existing levels of turnover and customer commitment (medium risk)
 - Additional revenue implications as a consequence of the building relocation in April 2016 (low risk), and
 - Failure to maintain service levels impacting on customer support (low risk)

The Joint Supplies Service Committee have identified actions necessary to mitigate these risks in their Business Plan. Levels of risk are also mitigated by the annual undertaking and assurance of both independent internal and external auditing of operational policies which are reported to the JSS management Committee.

3.2 Joint Supplies Service (JSS) Committee

- 3.2.1 The Joint Committee's Constitution sets out how the Committee operates, how decisions are made, and the procedures which are followed. It defines the roles and responsibilities of the Members and Officers, the membership and powers of the Committee.

The elements of the internal control environment of the Joint Committee are achieved as follows:

- (i) Establishing and monitoring the achievement of the County Borough Supplies Service objectives:

Catalogue Supplies Service Joint Committee -Statement of Accounts 2014-15

- Memorandum of Agreement defining the constitution refers to the submission of estimates to the Committee and preparation of an annual report and statement of accounts.
 - The ongoing Joint Supplies Service Review. This has regularly reviewed operations and the commercial environment on a quarterly basis and has reported to the Joint Committee.
 - A five year Business Plan for the period 2015-16 to 2020-21 was approved by the Joint Supplies Service Committee on 11 May 2015. Progress reports will be presented to the JSS Committee on a regular basis for consideration.
- (ii) Facilitation of policy and decision-making :
- Joint Supplies Service Committee which makes executive decisions and holds three general business meetings a year comprises members from Bridgend County Borough Council, Merthyr Tydfil CBC, Caerphilly CBC and Rhondda Cynon Taf CBC.
- (iii) Ensuring compliance with established policies, procedures, laws and regulations:
- Function delegated to Bridgend County Borough Council. To ensure continued compliance, the Assistant Chief Executive – Legal and Regulatory Services is the Monitoring Officer appointed under Section 5 of the Local Government and Housing Act 1989. The Monitoring Officer carries overall responsibility for ensuring compliance with the law and his staff work closely with departments to advise on legal matters. He is also responsible for continually reviewing the Constitution which at the heart of the Council's business and assigns responsibility within the Authority. It also provides a framework that regulates the behaviour of individuals and groups through codes of conduct, protocols and standing orders.
- (iv) Ensuring the economical, effective and efficient use of resources and secure continuous improvement in the way functions are exercised:
- The Joint Supplies Service Committee achieves this by regularly monitoring and reviewing its Business Plan, undertaking a monthly finance health check, regularly monitoring and reviewing performance indicators and habitually monitoring order book turnover.
- (v) Facilitating the financial management of the Committee:
- Under the financial stewardship of Bridgend County Borough Council by way of the support service agreement and periodic internal audit reviews.
- (vi) Facilitating the performance management of the committee and its reporting
- Bridgend County Borough Council Corporate Improvement arrangements.
 - A number of Key Performance Indicators have been reported to the Committee for several years, as a tool for the monitoring progress of service delivery. The performance indicators are periodically reviewed to ensure they reflect service needs. A new indicator has been introduced relating to new customers, reflecting the required objective of business growth whilst a

number of existing indicators have also been enhanced providing further detailed information.

- Sustained quality of service delivery assessed by annual customer survey.
- Management of operational costs within agreed budget for respective period.

(vii) The management of staffing levels and structure in the Joint Supplies Service:

- Operational issues are managed under the Bridgend terms of employment without referral to Officers or Members; however more strategic decisions such as structure changes, retirement, and redundancies etc. which involve financial consideration are referred to the Joint Service Committee for consideration.

4. Review of Effectiveness

4.1 Bridgend County Borough Council; having the stewardship of the Joint Committee's finances, 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 Corporate Directors within the Council who have responsibility for the development and maintenance of the governance environment.
- the work of the internal auditors, the comments made by the external auditors in their management letters and other reports;
- the reports of other independent inspection bodies and Welsh Government.

4.2 The process for maintaining and reviewing the effectiveness of the governance framework includes the following:-

- A Performance Management Framework (The Cabinet as Executive) which links the Council's vision of "Working together to improve lives" through services delivered at the frontline of the Council and how external factors influence the vision. This is known as the 'Golden Thread' for planning.
- A Resourced Scrutiny function which holds the Cabinet to account.
- The Audit Committee which is responsible for reviewing the effectiveness of the system of internal control.
- Internal Audit who undertake a continuous audit of Council services.
- A Corporate Management Board (CMB) who with the Cabinet lead on the implementation of the Medium Term financial strategy (MTFS) 2014-15 to 2017-18 underpinned by financial and performance data. This has now been rolled forward a year to cover the period 2015-16 to 2018-19 taking account of auditors' views and any issues which need to be addressed from 2014-15, together with a continued desire to embed a culture of medium term financial planning closely aligned with corporate planning.

- A Corporate Performance Assessment (CPA) forum to enable Cabinet ,CMB and Heads of Service to :
 - ❖ Obtain a holistic view of the Council's performance;
 - ❖ Identify and explore cross-cutting issues and overspends that affect more than one area;
 - ❖ Critically challenge areas of poor performance; and
 - ❖ Identify service improvement opportunities, risks to delivery and resource implications.

This CPA achieve this through monitoring the Council's improvement priorities as defined by the Corporate Plan; agreed key indicators/measures and service actions that are linked to directorate priorities as defined by the Corporate Plan; the budget allocated to delivering improvement priorities; and Corporate risks.

- The Cabinet and Scrutiny Committee functions provide a further mechanism for review and challenge of any issues that may impact upon the system of internal control.
- The Joint Supplies Service Committee has a key role in reviewing and monitoring the effectiveness of the governance framework, and holds at least three meetings in a year for the transaction of general business.

4.3 A review of County Borough Supplies was undertaken by Bridgend County Borough Council Internal Audit (dated October 2014) as part of their 2014-15 annual Internal Audit Plan and was given a grading of 'substantial assurance'. The results of the Audit Review were reported to the Joint Committee in January 2015. County Borough Supplies are audited on a regular basis and the next internal audit review is planned for 2016-17.

5. Significant Governance Issues

5.1 No significant issues were identified during 2014-15 as a result of the review of arrangements.

5.2 The governance of the Joint Supplies Service (JSS) has changed considerably over the last 2 years with an increased role being performed by BCBC as host authority on behalf of the Joint Committee, with a noted change from that of a consultative role to decision-making and control, with a tier of designated BCBC officers overseeing the management function.

5.3 A restructuring of the organisation was undertaken in 2012-13, with recognition at the time that the Service reshaping was an outline only with further modification likely. In order to continue to improve upon efficiencies within the service, the existing structure was amended as part of the 2015-16 budget strategy which was approved by the Joint Committee on 29 January 2015. The revised structure, reflects current working practises including increased management support of the business operation by BCBC and the removal of the Manager post and reduces the structure from 33 (31.6 FTE) staff to 32 (30.6 FTE) staff.

6. Certification of Annual Governance Statement

Signed:

Date:

Chairperson of the Joint Committee

Signed:

Date:

Treasurer to the Joint Committee

S151 Officer, Bridgend County Borough Council

Signed:

Date:

Head of Regulatory Services– Lee Jones

Statement of Accounting Policies

1. General principles

The Statement of Accounts summarises the Committee's transactions for the 2014-15 financial year and its position at the year end of 31 March 2015. It has been prepared in accordance with the *Code of Practice on Local Authority Accounting in the United Kingdom* (the Code) 2014-15 and the *Service Reporting Code of Practice (SeRCOP)* 2014-15 supported by International Financial Reporting Standards (IFRS).

The accounting convention adopted in the Statement of Accounts is historical cost. The organisation has produced a net surplus since its inception with exception to 2010-11 when it decided to invest in service modernisation. There are currently no plans to terminate its operations.

The Joint Committee and Treasurer therefore consider it appropriate to prepare the accounts on a going concern basis. As long as current performance continues, the organisation will be operative for at least 12 months from the date of accounts signature.

2. Accruals of income and expenditure

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

- Fees and charges due from customers are accounted for as income at the date the Committee provides the relevant goods.
- Supplies are recorded as expenditure when they are consumed – where supplies have been received but not yet consumed, they are carried as inventories (stocks) on the balance sheet.
- Interest payable on borrowings and receivable on investments is accounted for on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.
- Where income and expenditure have 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.

3. Reserves

The Committee sets aside specific amounts as reserves for future policy purposes or to cover contingencies. Reserves are created by appropriating amounts in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service revenue account in that year to score against the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement. The reserve is then appropriated back into the Accumulated Surplus Balance in

the Movement in Reserves Statement so that there is no net charge against the revenue account for the expenditure.

The Reserve for Plant and Equipment is used for evening out expenditure on larger items such as computer software for e-trading which are not capitalised.

A reserve is kept to manage the accounting processes for accumulated absences. This reserve does not represent usable resources for the organisation, and is further explained in the relevant policies section.

4. Provisions & Contingent Liabilities

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

4.2 Provisions are charged to the appropriate revenue account when the Committee becomes aware of the obligation, based on the best estimate of the likely settlement. When payments are eventually made, they are charged to the provision set up in the balance sheet. Estimated settlements are reviewed at the end of each financial year and where it becomes more likely than not that a transfer of economic benefits will not be required, the provision is reversed and credited back to the relevant revenue account.

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

4.4 There are no contingent liabilities impacting on the Catalogue Supplies Service Joint Committee.

5. Inventories (Stock and Work in Progress)

5.1 Inventories (stocks and stores) have been included in the accounts at the average purchase price.

5.2 A provision is held in the accounts to provide for items identified as obsolete or sold at less than net realisable value.

6. Allocation of Support Services

6.1 The costs of overheads and support services are charged to services that benefit from the supply or service in accordance with the costing principles of the CIPFA *Service Reporting Code of Practice 2014-15 (SeRCOP)*. For 2014-15, most support service costs have been apportioned by a variety of methods. The most important being:

- Agreed fixed charges
- actual use of support service
- estimated staff deployment, in some cases backed by formal time recording systems
- apportionments based on related financial or physical quantities (e.g. employee numbers, number of deliveries etc)

6.2 The charge for support services includes Information Technology, Procurement, Human Resources, Legal Services, Cash Receipting, Payments, Audit and Accountancy.

7. **VAT**

7.1 Income and expenditure excludes any amounts related to VAT, as all VAT collected is payable to Her Majesty's Revenue and Customs and all VAT paid is recoverable from them.

8. **Employees and Pensions Costs**

8.1 The County Borough Supplies Service employs no staff directly. Staff are employed by Bridgend County Borough Council acting in its stewardship role (see note 15 to the financial statements), and their costs are recharged. Staff participate in the Rhondda Cynon Taf County Borough Council Pension Fund which is a local Government defined benefit scheme. The pension costs that are charged to the accounts in respect of its staff are equal to the contributions paid to the funded pension scheme for these employees.

9. **Financing Charges & Interest Payable Earned**

9.1 Finance charges or interest earned are calculated on the average monthly cash balance for the year and represent either an interest charge at base rate plus 1% or interest earned which is applied at the average investment rate during the year. Any overdrawn balances are financed by the host authority. The JSS have had a positive cash position in the last two years with interest received on the surplus balance at a rate of 0.45% in 2014-15 (1.5% in 2013-14). See supporting note 6 for further information regarding the rate of interest received.

10. **Employee benefits**

10.1 **Benefits Payable During Employment**

Short-term employee benefits are those due to be settled within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave, paid sick leave and bonuses for current employees and are recognised as an expense for services in the year in which employees render service to the Authority. An accrual is made for the cost of holiday entitlement earned by employees but not taken before the financial year-end which employees can carry forward into the next financial year. The accrual is charged to the Comprehensive Income and Expenditure Statement, but then reversed out through the Movement in the Reserves Statement so that holiday benefits are charged to revenue in the financial year in which the holiday absence occurs.

11. Cash & Cash Equivalents

Cash is represented by cash in hand, and will also include bank overdrafts that are repayable on demand and that are integral to the organisation's cash management. Cash equivalents are investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value. County Borough Supplies does not undertake short term investments.



Core Financial Statements 2014-15

Catalogue Supplies Service Joint Committee -Statement of Accounts 2014-15

Movement in Reserves Statement For Years Ended 31 March 2014 & 2015

Page 44

	Accumulated Surplus Balance £'000	Earmarked Reserves £'000	Total Usable Reserves £'000	Unusable Reserves £'000	Total Committee Reserves £'000	Notes
Balance at 31 March 2013	745	88	833	(3)	830	
<u>Movement in reserves during 2013-14</u>						
Surplus or (deficit) on provision of services	175	-	175	-	175	
Total Comprehensive Expenditure and Income	175	-	175	-	175	
Adjustments between accounting basis & funding basis under regulations	-	-	-	-	-	1
Net Increase/ (Decrease) before Transfers to Earmarked Reserve	175	-	175	-	175	
Transfers to/from Earmarked Reserve	-	-	-	-	-	12,13
Increase/(Decrease) in 2013-14	175	-	175	-	175	
Balance at 31 March 2014 carried forward	920	88	1,008	(3)	1,005	
<u>Movement in reserves during 2014-15</u>						
Surplus or (deficit) on provision of services	301	-	301	-	301	
Total Comprehensive Expenditure and Income	301	-	301	-	301	
Adjustments between accounting basis & funding basis under regulations	(5)	-	(5)	5	-	1
Net Increase/ (Decrease) before Transfers to Earmarked Reserve	296	-	296	5	301	
Transfers to/from Earmarked Reserve	-	-	-	-	-	12,13
Increase/(Decrease) in 2014-15	296	-	296	5	301	
Balance at 31 March 2015 carried forward	1,216	88	1,304	2	1,306	

The notes on pages 27 to 39 form part of the financial statements

Catalogue Supplies Service Joint Committee -Statement of Accounts 2014-15

Comprehensive Income and Expenditure Statement 2014-15

2013-14			Description	2014-15			Notes
Gross Expenditure £'000	Gross Income £'000	Net Expenditure £'000		Gross Expenditure £'000	Gross Income £'000	Net Expenditure £'000	
792	-	792	Staff Costs	778	-	778	(2,3)
99	-	99	Premises	92	-	92	
126	-	126	Transport	148	-	148	
140	-	140	Supplies & Services	131	-	131	
9	-	9	Third Party Payments	57	-	57	
53	-	53	Support Services	45	-	45	4
-	(1)	(1)	Bad Debt Provision	-	(1)	(1)	5
1,219	(1)	1,218	Operating Expenditure	1,251	(1)	1,250	
-	(1)	(1)	Interest payable on debt/(receivable on balances)	-	(4)	(4)	6
-	(1)	(1)	Financing & Investment Income / Expenditure	-	(4)	(4)	
	(6,557)	(6,557)	Income				
			Turnover (Sales)		(6,418)	(6,418)	
			Less cost of Sales:				
426	-	-	Opening Stock	392	-	-	
5,251	-	-	Plus Purchases	4,979	-	-	
(392)	-	5,285	Less Closing Stock	(370)	-	5,001	
5,285	(6,557)	(1,272)	Gross Profit	5,001	(6,418)	(1,417)	
-	(121)	(121)	Other Income		(129)	(129)	7
6,504	(6,680)	(176)	(Surplus) / Deficit on provision of service	6,252	(6,552)	(300)	

The notes on pages 27 to 39 form part of the financial statements.

Balance Sheet for Years Ended 31 March 2014 and 2015

31 March 2014 £'000	Description	31 March 2015 £'000	Notes
392	Inventories	370	8
898	Short Term Debtors	672	9
425	Cash	618	10
1,715	Current Assets	1,660	
(710)	Short Term Creditors	(354)	11
(710)	Current Liabilities	(354)	
1,005	Net Assets	1,306	
	Usable reserves		
920	Accumulated Surplus	1,216	12
88	Earmarked Reserve	88	12
	Unusable reserves		
(3)	Short-term Accumulating Compensated Absences Account	2	13
1,005	Total Reserves	1,306	

The notes on pages 27 to 39 form part of the financial statements.

Cash Flow Statement as at 31 March 2014 and 31 March 2015

2013-14		2014-15	Notes
£'000		£'000	
(176)	Net (surplus) or deficit on the provision of services	(300)	
(272)	Adjustments to net surplus or deficit on the provision of services for non-cash movements	107	
(448)	Net cash flows from Operating Activities	(193)	14
(448)	Net (increase) or decrease in cash and cash equivalents	(193)	
23	Cash and cash equivalents at the beginning of the reporting period	(425)	
(425)	Cash and cash equivalents at the end of the reporting period	(618)	10

The notes on pages 27 to 39 form part of the financial statements.



Notes to the Core Financial Statements 2014-15

Contents for Notes to the Core Financial Statements

Note		Page Number
1.	Adjustments between Accounting Basis and Funding Basis Under Regulations	29
2.	Officers' Emoluments	30
3.	Pension Costs	30
4.	Support Services	30
5.	Provisions	31
6.	Interest Receivable on Balances & Financing Charges	31
7.	Other Income	31
8.	Inventories	32
9.	Short Term Debtors	32
10.	Analysis of Changes in Cash during the Year	33
11.	Short Term Creditors	33
12.	Usable Reserves	33
13.	Unusable Reserves	34
14.	Operating Activities	35
15.	Related Party Transactions	35
16.	External audit costs	37
17.	Financial Instruments Disclosures- Fair Values of Assets and Liabilities	37
18.	Events After the Balance Sheet Date	37
19.	Contingent Liabilities	38
20.	Accounting Standards that have been Issued but not yet Adopted	38
21.	Critical Judgements in Applying Accounting Policies	38
22.	Amounts Reported for Resource Allocation Decisions	38

Notes to the Movement in Reserves Statement

1. Adjustments between Accounting Basis and Funding Basis Under Regulations

This note details the adjustments that are made to the total comprehensive income and expenditure recognised by the organisation in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the organisation to meet future capital and revenue expenditure.

The adjustment relates to Short-term accumulating compensated absences. These are benefits that employees receive as part of their contract of employment, entitlement to which is built up as they provide services to the council. The most significant benefit covered by this heading is holiday pay.

Employees build up an entitlement to paid holidays as they work. Under the Code of Practice 2014-15, the cost of providing holidays and similar benefits is required to be recognised when employees render services that increase their entitlement to future compensated absences. As a result, County Borough Supplies is required to accrue for any annual leave earned but not taken at 31 March each year, and amounts are transferred to the Accumulated Absences Account until the benefits are used in recognition of this.

The tables below detail the adjustments for 2014-15:-

	Accumulated Surplus Fund Balance £'000	Total Usable Reserves £'000	Unusable Reserves £'000	Short term Compensated Absences £'000	Total Reserves £'000
2014-15					
Adjustments 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	(5)	(5)	5	5	-
Total Adjustments 2014-15	(5)	(5)	5	5	-

For 2013-14 the adjustments primarily involving the accumulated absences account was £129.

Notes to the Comprehensive Income and Expenditure Statement

2. Officers' Remuneration

The Accounts and Audit (Wales) (amendment) Regulations 2014 require the starting point to be £60,000 for this disclosure. There were no staff members whose gross pay exceeded this figure in 2014-15 (or 2013-14).

The Code of Practice 2014-15 requires that the Joint Supplies Service disclose the number and cost of exit packages agreed. No exit packages were agreed during 2014-15 (or 2013-14).

3. Pension Costs

The actual amount charged to the revenue accounts for pensions included under employees was £82,623 (£89,808 in 2013-14). Pension costs are collected on behalf of County Borough Supplies employees and paid over to the pension body.

4. Support Services

The charges are as follows: -

Description	2013-14 £	2014-15 £
Accountancy	14,950	12,620
IT	10,350	9,950
Creditors / Purchasing	1,510	1,500
Internal Audit	5,340	3,090
Human Resources	7,860	6,200
Legal Services	1,310	2,800
Procurement	11,470	8,530
Cash Control	-	10
TOTAL	52,790	44,700

Recharges are calculated on data from the preceding period. The IT recharge component of £9,950 (£10,350 in 2013-14) related to 'IT' support services which includes broadband network, communications, server storing and user support services. The Accountancy recharge relates to the cost of accountancy support provided to the service during the financial year.

Support services costs of £86k in 2014-15 (£93k in 2013-14) for Administrative Building Expenses were also incurred. These costs related to premises related expenditure such as energy, water, business rates (NNDR), building maintenance, cleaning/domestic, and supplies & services costs and are included within the total Premises costs shown in the Comprehensive Income & Expenditure Statement.

5. Provisions

These represent any provisions for stock obsolescence and bad and doubtful debts which have been charged to/from the revenue account in the year as follows:

2013-14			Movement During the year	2014-15		
Inventory £'000	Bad Debt £'000	Total £'000		Inventory £'000	Bad Debt £'000	Total £'000
(23)	(5)	(28)	Opening Balance	(23)	(1)	(24)
-	3	3	Write-Offs	-	-	-
-	1	1	Contribution to/(from) revenue	3	1	4
(23)	(1)	(24)	Closing Balance	(20)	-	(20)

6. Interest Receivable on Balances & Financing Charges

These are calculated on the average cash balance at month end, at the average Bank of England base rate plus 1% on overdrawn balances and the average BCBC investment rate during the year for surplus balances.

The level of interest rate applied was reviewed in 2014-15 to ensure that the additional rate of plus 1% would only apply in instances where there was a cash deficit at month end.

In 2014-15 an interest rate of 0.45% was applied (1.5% in 2013-14). Due to favourable cash flows experienced during the 2014-15 financial year interest of £4,347 was made (£874 in 2013-14).

7. Other Income

Other income includes catalogue sponsorship of £89k (£86k in 2013-14), contract rebates of £32k (£27k in 2013-14), site recharge income of £7k (£8k in 2013-14). In addition, in 2013-14 there was income of £600 in respect of a one-off sale of scrap metal.

Notes To Balance Sheet

8. Inventories

The inventory balance relates to stock of finished goods held at average purchase price for trading with the constituent authorities and related organisations, net of any provisions. There is a provision for stock obsolescence of £20k (£23k in 2013-14) to provide for items of stock identified as slow moving or obsolete, as shown in the table below. This equates to approximately 5% of the inventory closing valuation as at 31 March 2015.

2013-14 £'000	Inventories	2014-15 £'000
449	Balance outstanding at start of year	415
3,286	Purchases	3,389
(3312)	Recognised as an expense in the year	(3,404)
-	Revaluation of stock	1
(8)	Written off balances	(11)
415	Inventory Balance at year-end	390
(23)	Inventory Provision	(20)
392	Inventory Balance at year-end net of provisions	370

9. Short Term Debtors

This represents the monies owed to the JSS Committee after making provision for debts that might not be recovered. The provision for bad and doubtful debts has been calculated to include all debt older than one year at percentages dependant on time outstanding. This is regarded as adequate to cover all long-standing debt and a proportion of recent debt, which is generally collected in total within six weeks. The provision for bad debts in 2014-15 was £58 (£1k 2013-14).

The main debtors are listed below:

2013-14 £'000	Short Term Debtors	2014-15 £'000
744	Other Local Authorities	524
154	Other Entities & Individuals	148
898		672

The **debtor** balance consists of the following categories –

2013-14 £'000	Description	2014-15 £'000
898	Sundry Debtors	670
-	Accumulated absences	2
898	Total	672

10. Analysis of Changes in Cash during the Year

	Bal B/F 01/04/14 £'000	Bal C/F 31/03/15 £'000	Change During Year £'000
Cash at Bank (Overdraft)	425	618	193

Cash is held by the Bridgend County Borough Council; the financial services provider, as part of its general bank account. No separate bank account exists for County Borough Supplies.

11. Short Term Creditors

These represent monies owed by the JSS Committee and are analysed as follows:

2013-14 £'000	Short Term Creditors	2014-15 £'000
143	Central Government Bodies	92
44	Local Authorities	71
523	Other Entities & Individuals	191
710		354

The **creditor** balance consists of the following categories:-

2013-14 £000	Description	2014-15 £000
42	Customer Accounts in Credit	58
522	Reserved Creditors	204
143	H.M.R.C. – Other Taxes -V.A.T.	92
3	Accumulated absences	-
710	Total	354

12. Usable Reserves

The following notes detail the Usable Reserves for the JSS Committee:-

a) Accumulated Surplus

The movements on the accumulated surplus account are as follows:

Catalogue Supplies Service Joint Committee -Statement of Accounts 2014-15

2013-14 £'000		2014-15 £'000
745	Balance Brought Forward	920
-	Transfer (to)/from earmarked reserve for service modernisation	-
175	Surplus/ (Deficit) for year	301
-	Transfer between reserves	(5)
920	Balance Carried Forward	1,216

b) Earmarked Reserve for Plant & Equipment

The 2014-15 reserve remains unchanged as development work is on hold pending future relocation of the service.

2013-14 £'000		2014-15 £'000
88	Balance Brought Forward	88
-	Use of earmarked reserve to fund service initiatives	-
-	Increase/ (Decrease) in Reserve	-
88	Balance Carried Forward	88

13. Unusable Reserves

The following notes detail the Unusable Reserves for JSS Committee:-

a) Short Term Accumulated Absences Account

The Accumulated Absences Account absorbs the differences that would otherwise arise on the Accumulated Surplus 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 Accumulated Surplus Balance is neutralised by transfers to or from the Account.

Catalogue Supplies Service Joint Committee -Statement of Accounts 2014-15

2013-14			2014-15	
£'000	£'000		£'000	£'000
	(3)	Balance as at 1 April		(3)
3		Settlement or cancellation of accrual made at the end of the proceeding year	3	
(3)		Amounts accrued at the end of the current year	2	
	-	Amounts by which officer remuneration charged to the Comprehensive Income & Expenditure Statement on an accruals basis is different from remuneration chargeable in year in accordance with statutory requirements		5
	(3)	Balance as at 31 March		2

14. Operating Activities

The cash flows for operating activities include the following items:-

2013-14		2014-15
£'000		£'000
(176)	Net (surplus) or deficit on the provision of services	(301)
	<u>Accruals adjustments:</u>	
(34)	Increase/(Decrease) in Inventories	(22)
252	Increase/(Decrease) in Debtors/Provisions	(226)
(490)	(Increase)/Decrease in Creditors/Provisions	356
(448)		193

15. Related Party Transactions

There are no material transactions that are not disclosed in the accounts.

Membership of the Committee is composed of two members each from: -

Bridgend C.B.C.
 Caerphilly C.B.C.
 Merthyr Tydfil C.B.C.
 Rhondda Cynon Taf C.B.C.

As a result these Councils are considered related parties of the Joint Committee.

Bridgend County Borough Council acts as the host authority for support services, including accounting and banking services.

Catalogue Supplies Service Joint Committee -Statement of Accounts 2014-15

The Rhondda Cynon Taf County Council Superannuation Fund is used for pension services.

Further information regarding related party transactions with County Borough Supplies are included in notes 4, 6, 9, 10 and 11.

There are 26 staff (29 in 2013-14), all who are employed by the host authority, and there is a full time equivalent of 9 staff employed from agencies (4.13 in 2012-13). Included in agency staff employed in 2014-15, were agency workers engaged as drivers to meet the demands of the additional turnover experienced in the warehouse and to cover one long term absence (ranging between 5 and 10 drivers depending on demand), one agency worker covering the warehouse duties and one agency worker covering administrative duties. Some members and officers may act as school governors for schools with which the organisation trades.

The organisation has ownership of two vehicles (which were purchased in 2007 and are of de-minimis value) and uses Bridgend County Borough Council vehicle hire arrangements on a spot hire basis.

The debtor balance at the year end (note 9) and short term creditors (note 11) includes related party transactions as follows:

Related Parties	2013-14			2014-15		
	Debtors	Creditors	Net	Debtors	Creditors	Net
	£'000	£'000	£'000	£'000	£'000	£'000
Merthyr C.B.C	39	(2)	37	-	(2)	(2)
Bridgend C.B.C	119	(18)	101	94	(28)	66
Caerphilly C.B.C	147	(6)	141	193	(8)	185
Rhondda Cynon Taf C.B.C	220	(14)	206	134	(28)	106
Total Related Parties	525	(40)	485	421	(66)	355

Sales made to related parties are provided in the following table:

Related Parties Turnover (Sales)	2013-14 £'000	2014-15 £'000
Merthyr C.B.C	417	335
Bridgend C.B.C	1,250	1,111
Caerphilly C.B.C	1,577	1,508
Rhondda Cynon Taf C.B.C	2,205	2,114
Total Related Parties Turnover	5,449	5,068

There were no other material balances at the year end.

16. External audit costs

Catalogue Supplies Service Joint Committee -Statement of Accounts 2014-15

In 2014-15 the JSS incurred the following fees relating to external audit and inspection charged by the Wales Audit Office:-

2013-14 £	Description	2014-15 £
8,000	Audit Fee	8,000

17. Financial Instruments Disclosures- Fair Values of Assets and Liabilities

A Financial Instrument is any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another.

The following categories of financial instruments are carried in the balance Sheet:

	Disclosure Note Ref	31 March 2015		31 March 2014	
		Carrying amount £'000	Fair value £'000	Carrying amount £'000	Fair value £'000
Short-term creditors	11	(354)	(354)	(710)	(710)
Cash at Bank	10	618	618	425	425
Short-term debtors	9	672	672	898	898
		936	936	613	613

Short term creditors and debtors are carried at book value as this is a fair approximation of their value. The Catalogue Supplies Services provides a single source supplies facility predominately for its corporate customers (partnering authorities) and schools, and as such there is minimum risk that debtors will not be realised when due. In addition a provision is held in the Balance Sheet (Note 5) which is regarded as adequate to cover all long standing debt.

The Service is not exposed to significant market risk as interest received on cash is paid at the average rate of BCBC investments which was 0.45% in 2014-15. A 0.1% decrease in investment rate would reduce interest received on the year-end balance of £672,000 by £670.

The Service is not exposed to significant liquidity risk as its only financial liabilities are short term creditors.

18. Events After the Balance Sheet Date

Events after the Balance Sheet date are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Statement of Accounts is authorised for issue. There were no post balance sheet events impacting on the Catalogue Supplies Service Joint Committee.

19. Contingent Liabilities

A contingent liability arises where an event has taken place that gives the authority a possible obligation whose existence will only be confirmed by the

Catalogue Supplies Service Joint Committee -Statement of Accounts 2014-15

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 liabilities are not recognised in the Balance Sheet but disclosed in a note to the accounts. There were no Contingent Liabilities impacting on the Catalogue Supplies Service Joint Committee.

20. Accounting Standards that have been Issued but not yet Adopted

There are no standards issued but not yet adopted with material impact on the Statement of Accounts.

21. Critical Judgements in Applying Accounting Policies

There are no critical judgements in applying accounting policies or major sources of estimation uncertainty within the Statement of Accounts.

22. 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*. This is in the format in which information is reported to the Joint Committee with no segmental analysis being reported as the Committee only has one operating segment. However, these reports are prepared on a different basis from the accounting policies used in the financial statements. In particular:

- they exclude any accrual in respect of the cost of holiday entitlements earned by employees but not taken before the year-end.

The income and expenditure of the JSS recorded in the budget reported to the Joint Committee, is as follows:

Catalogue Supplies Service Income and Expenditure	2013-14	2014-15
	£'000	£'000
Fees, charges & other service income	(1,394)	(1,550)
Total Income	(1,394)	(1,550)
Employee expenses	792	783
Other operating expenses	373	427
Support Service Recharges	53	45
Total operating expenses	1,218	1,255
Net Cost of Services	(176)	(295)

Reconciliation of Reported Income and Expenditure to Cost of Services in the Comprehensive Income and Expenditure Statement

The below reconciliation shows how the figures in the analysis of reported income and expenditure relate to the amounts included in the Comprehensive Income and Expenditure is :-

Catalogue Supplies Service Joint Committee -Statement of Accounts 2014-15

Reconciliation to Net Cost of Services in Comprehensive Income and Expenditure Statement	2013-14	2014-15
	£'000	£'000
Cost of Services in Service Analysis	(176)	(295)
Add amounts not reported to management	-	(5)
Net Cost of Services in Comprehensive Income and Expenditure Statement	(176)	(300)

Glossary of Terms

Accrual

An accrual is a sum shown in the accounts representing income or expenditure for the accounting period but which was not actually received or paid as at the date of the balance sheet.

Audit

An audit is an independent examination of the organisation's accounts.

Balance Sheet

The balance sheet combines the assets, liabilities and other balances of all our services, at the end of the financial year, 31st March.

Comprehensive Income and Expenditure Statement

This account records day-to-day spending and income on items such as salaries and wages, running costs of services and the financing of capital expenditure.

Service Reporting Code of Practice (SeRCOP)

The Service Reporting Code of Practice provides a consistent framework for reporting local authority data. SeRCOP is reviewed annually by the appropriate regulating body to ensure that it develops in line with the needs of modern local government, Transparency, Best Value and public services reform.

Budget

A budget (or estimate) is a plan of income and spending, based upon which council tax is set. Actual expenditure and income is subsequently monitored against this plan.

Cash flow Statement

This is a statement that summarizes the movements in cash during the year.

Creditor

A creditor is an organisation / someone owed money by the Council at the end of the financial year for goods / services received during the financial year or previous years.

Current assets

These are short-term assets that are available for the Council to use in the following accounting year.

Current liabilities

These are short-term liabilities that are due for payment by the Council in the following accounting year.

Debtor

A debtor is an organisation / someone who owed the Council money at the end of the financial year for goods / services received during the financial year or previous years.

Earmarked Reserve

These are reserves set aside for a specific purpose.

Financial Year

This is the accounting period. For County Borough Supplies it starts on 1st April and finishes on 31st March of the following year.

Catalogue Supplies Service Joint Committee -Statement of Accounts 2014-15

International Financial Reporting Standard (IFRS)

Financial regulations to be followed as set by the Accounting Standards Board (ASB).

Inventories

Inventories are raw materials purchased for day to day use. The value of these items that have not been used at the end of the financial year are shown as current assets in the balance sheet.

JSS

County Borough Supplies is a Joint Supplies Service (JSS). Also known as the Catalogue Supplies Services Joint Committee.

Liability

A liability is an amount payable at some time in the future.

Movement in Reserves Statement (MIRS)

This statement shows the movement in the year on different reserves held by the Authority.

Net Realisable Value

The selling price of an asset, reduced by the relevant (direct) cost of selling it.

National Non-Domestic Rates (NNDR)

The NNDR, or Business Rate, is the charge to occupiers of business premises. The money collected is paid to the Welsh Government and redistributed to individual authorities in proportion to their adult population.

Operating assets

These are assets used in the running / provision of services.

Operating leases

These are leases where risks of ownership of the asset remain with the owner.

Post balance sheet events

Post balance sheet items are those that arise after the Balance Sheet date. These are items that did not exist at the time the Balance Sheet was prepared but should be disclosed if they are relevant to the fair presentation of the accounts.

Prior year adjustment

Those material adjustments applicable to prior years arising from changes in accounting policies or from the correction of fundamental errors.

Provision

A provision is an amount we set aside in our accounts for expected liabilities which we cannot measure accurately.

Related party transactions

These are the transfer of assets or liabilities or the performance of services by, to or for a related party no matter whether a charge is made.

Reserves

These are the sums set aside to meet future expenditure. They may be earmarked to fund specific expenditure or be held as general reserves to fund non specific future expenditure.

Revenue account

This is an account which records our day to day spending and income on items such as salaries and wages, running costs of services and the financing of capital expenditure.

Work in progress (WIP)

Work in progress is the value of work undertaken on an unfinished project at the end of the financial year, which has not yet been charged to the revenue account.

**Proposed audit report of the Appointed Auditor to the
Joint Committee**

To be inserted at a later date

By virtue of paragraph(s) 14, 16 of Part 4 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 14 of Part 4 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank