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Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

Bridgend County Borough Council



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

*Rydym yn croesawu gohebiaeth yn Gymraeg.
Rhowch wybod i ni os mai Cymraeg yw eich
dewis iaith.*

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let us know if your language choice is Welsh.*



Cyfarwyddiaeth y Prif Weithredwr / Chief Executive's Directorate

Deialu uniongyrchol / Direct line /: 01656 643148 / 643147 / 643694

Gofynnwch am / Ask for: Andrew Rees

Ein cyf / Our ref:

Eich cyf / Your ref:

Dyddiad/Date: Friday, 31 August 2018

Dear Councillor,

AUDIT COMMITTEE

A meeting of the Audit Committee will be held in the Committee Rooms 2/3 - Civic Offices Angel Street Bridgend CF31 4WB on **Thursday, 6 September 2018 at 14:00.**

AGENDA

1. Apologies for Absence
To receive apologies for absence from Members.
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 1 September 2014
3. Approval of Minutes 3 - 10
To receive for approval the minutes of the Committee of 28/06/2018
4. Wales Audit Office Performance Work Update 2018-19 11 - 18
5. Wales Audit Office - Overview and Scrutiny - Fit for the Future? 19 - 36
6. Statement of Accounts 2017-18 37 - 182
7. Audit Report - Healthy Organisation Review - Action Plan 183 - 190
8. Internal Audit - Outturn Report - April to July 2018 191 - 214
9. Updated Forward Work Programme 2018/19 215 - 218
10. Urgent Items
To consider any other items(s) of business in respect of which notice has been given in accordance with Rule 4 of the Council Procedure Rules and which the person presiding at the meeting is of the opinion should by reason of special circumstances be transacted at the meeting as a matter of urgency.

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Yours faithfully

K Watson

Head of Legal and Regulatory Services

Councillors:

CA Green

JE Lewis

MJ Kearn

B Sedgebeer

Councillors

RM Granville

LM Walters

A Williams

AJ Williams

Councillors

PA Davies

P Davies

TH Beedle

T Giffard

Lay Member:

Mrs J Williams

AUDIT COMMITTEE - THURSDAY, 28 JUNE 2018

MINUTES OF A MEETING OF THE AUDIT COMMITTEE HELD IN COMMITTEE ROOMS 2/3 - CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB ON THURSDAY, 28 JUNE 2018 AT 14:00

Present

Councillor A Williams – Chairperson

CA Green	JE Lewis	MJ Kearn	RM Granville
LM Walters	AJ Williams	PA Davies	P Davies
TH Beedle	T Giffard		

Apologies for Absence

Officers:

Mark Jones	Financial Audit Manager, Wales Audit Office
Helen Smith	Chief Internal Auditor
Mary Williams	Chief Accountant
Andrew Rees	Senior Democratic Services Officer - Committees
Gill Lewis	Interim Head of Finance and Section 151 Officer
Nigel Smith	Finance Manager
Roger Martin	Insurance and Risk Officer

56. ELECTION OF CHAIRPERSON

RESOLVED: That Councillor A Williams be elected as the Chairperson of the Audit Committee for the ensuing year.

57. ELECTION OF VICE-CHAIRPERSON

RESOLVED: That Councillor AJ Williams be elected as the Vice-Chairperson of the Audit Committee for the ensuing year.

Councillor R Granville was recorded as having voted against the nomination of Vice-Chairperson.

58. DECLARATIONS OF INTEREST

Councillor TH Beedle declared a personal interest in agenda item 8 – Statement of Accounts 2017-18 (Unaudited) as a member of the governing body of Maesteg PFI School.

59. APPROVAL OF MINUTES

RESOLVED: That the minutes of the meeting of the Audit Committee of 26 April 2018 were approved as a true and accurate record.

60. AUDIT COMMITTEE'S TERMS OF REFERENCE

The Interim Section 151 Officer presented the revised Terms of Reference for the Committee for noting which had been approved by Council at its meeting on 20 June 2018.

The Committee questioned the effect of the Committee not approving the Head of Internal Audit's Annual Report. The Interim Section 151 Officer informed the Committee that the matter would have to be referred to the Chief Executive were this to happen.

The Committee questioned whether the Terms of Reference could be amended so that the Committee could scrutinise the Treasury Management Strategy. The Group Manager – Chief Accountant stated that she would need to clarify whether this was possible within the CIPFA Guidance and she would respond to the Committee accordingly.

RESOLVED: That the Committee noted the Terms of Reference.

61. ANNUAL GOVERNANCE STATEMENT 2017-18

The Interim Section 151 Officer presented the Annual Governance Statement for consideration by the Committee and sought to approve its inclusion in the Statement of Accounts for 2017-18.

The Interim Section 151 Officer reported that Regulation 5(2) of the Accounts and Audit (Wales) Regulations 2014 required an authority to undertake as part of its governance arrangements for corporate governance, an annual review of governance and to report on internal control. She explained that in 2016, CIPFA published its new "Delivering Good Governance in Local Government Framework", which positioned the attainment of sustainable economic, social, and environmental outcomes as a key focus of governance processes and structures. The Guidance considered the requirements of the Well-being of Future Generations (Wales) Act 2015 and embedded the five ways of working into the CIPFA framework.

The Interim Section 151 Officer informed the Committee that good corporate governance required the active participation of Members and officers across the Council and that these arrangements were reviewed annually and the findings used to update the Annual Governance Statement. It also helped to ensure the continuous improvement of the Council's corporate governance culture.

The Interim Head of Finance informed the Committee that the inclusion of the Annual Governance Statement within the Statement of Accounts provided an overall assessment of the Council's corporate governance arrangements and an appraisal of the controls in place to manage the Council's key risks and identify where improvements needed to be made.

The Committee questioned whether plans are in place to monitor the overspend in Social Services. The Interim Head of Finance informed the Committee that there is a project board in place which is chaired by the Chief Executive and comprises the Corporate Directors Social Services and Wellbeing and Education and Family Support and Head of Finance. The Project Board meets every 2 weeks and has produced a detailed project plan in order to track savings throughout the year. The Project Board will also look at savings in 2019/20 and 2020/21.

The Committee requested that workforce priority areas be monitored on annual basis. The Interim Head of Finance stated that managers are focused on workforce priority areas and that the Statement of Accounts be changed to reflect it's monitoring on an annual basis.

RESOLVED: That the Committee reviewed the Annual Governance Statement and approved its inclusion in the statement of Accounts 2017-18.

62. STATEMENT OF ACCOUNTS 2017-18 (UNAUDITED)

The Group Manager – Chief Accountant presented the unaudited Statement of Accounts for 2017-18 for noting and the Harbour Authority Annual Return for 2017-18 for approval.

The Council's Statement of Accounts for the financial year ended 31 March 2018 had been prepared and comprised a number of different statements relating to financial performance and reserves as well as a statement on corporate governance arrangements. The Annual Return for the Harbour Authority was also attached to the report for approval.

The Group Manager – Chief Accountant explained that the Statement of Accounts 2017-18 was signed by the Section 151 Officer and passed to the Wales Audit Office on 30 May 2018, a calendar month before it was required to be signed in accordance with regulations. This demonstrated the Council's commitment to Earlier Closing of Accounts. She outlined the Core Financial Statements included in the Accounts, produced in accordance with International Financial Reporting Standards (IFRS).

The Committee requested clarification of the reduction in income on Central Services shown in the Income and Expenditure Statement. The Finance Manager – Control and Closing informed the Committee that an adjustment of £1.1m had been made in relation to the Northgate Housing Benefits system in 2016/17 and therefore the opening balance for the Income on Central Services line was higher than normal.

The Committee questioned the implications on the authority should there be a further requirement to make contributions to cover the pension deficit at the expense to funding frontline services. The Group Manager – Chief Accountant informed the Committee that the authority is in a similar position to many other local authorities in having to make payments to the pension fund and pro-active steps are being made to reduce the historic pension deficit liability by making additional one-off payments as and when there are sufficient resources.

In response to a question from the Committee as to the funding of projects, the Interim Head of Finance commented that it was used to pump prime various projects within the Communities Directorate.

The Committee questioned whether grants and contributions of £85.7m are assumed or definite grants. The Group Manager – Chief Accountant informed the Committee that it relates to both grants received and yet to be received. This allocation had been flat-lined for 10 years.

RESOLVED: That the Audit Committee:

- noted the unaudited Statement of Accounts for 2017-18;
- approved the Harbour Authority Annual Return 2017-18.

63. COMMUNITY ACTION FUND 2017-18 UPDATE

The Interim Section 151 Officer presented a report providing an update in respect of the use of the Community Action Fund (CAF) approved by Cabinet on 5 September 2017. She explained that the 2017-18 Medium Term Financial Strategy which was approved by Council on 1 March 2017, included a new budget of £285,000 for the creation of a Community Action Fund. The broad aims of the fund were to create opportunities for localised intervention by members within their own ward to the benefit of the community. CAF was designed with the aim of minimising administrative costs and placing responsibility for eligibility of payments with individual Elected Members. Assurance

would then be provided through public accountability which included the reporting of payments to the Council's website and to Audit Committee.

The Interim Section 151 Officer explained that Elected Members were required to attend mandatory training before they could submit applications for payment and Members were able to comply with the conditions of the scheme and self-regulate.

On 5 September 2018 Cabinet approved the implementation of the Community Action Fund. Due to the delay in the implementation of the scheme, the funding allocated for the first year would be rolled over into the subsequent financial year. Between 16 October 2017 and 21 June 2018 a total of £77,198.96 was provided from the Community Action Fund budget to fund 27 projects across the County Borough.

The Interim Section 151 Officer outlined the way funding had been used and the variety of projects including funding of school equipment, refurbishment work and safer routes to school.

The Committee considered the need to hold more frequent meetings due to the volume of Committee reports it has to consider. The Interim Section 151 Officer stated that the number of meetings had been set to deliver the programme, however if agendas become unwieldy, additional meetings of the Committee could be arranged. The amount of business on Committee agendas would be kept under review.

In response to a question from the Committee as to the threshold of funding per Member and the mechanism in place for external regulation of the Community Action Fund. The Interim Section 151 Officer informed the Committee that an allocation of £5k per Member had been made and that the scheme is self-regulatory, its outcomes would be published and made available to the public. The funding would not be available for recurring expenditure and neither would it replace core services. The Interim Section 151 Officer informed the Committee that a report reviewing the Community Action Fund would be submitted to Cabinet and Council. The Interim Section 151 Officer also informed the Committee that applications must be submitted in accordance with the guidance given to Members. The Group Manager – Chief Accountant advised that payment would be made after expenditure had been incurred and applications will be processed by the Business Support Team.

RESOLVED: That the Audit Committee:

- a) noted the content of the report.
- b) noted the publication of the Community Action Fund information as shown in Appendix 2 to the report.
- c) noted that a full review of the Community Action Fund would be undertaken following the end of the current phase of funding as stated in paragraph 4.11 of the report.

64. **ANNUAL TREASURY MANAGEMENT OUTTURN REPORT 2017-18**

The Group Manager – Chief Accountant presented a report updating the Committee on the outturn position for treasury management activities, the Treasury Management and Prudential Indicators for 2017-18 and to highlight the compliance with the Council's policies and practices prior to their report to Cabinet and Council.

The Group Manager – Chief Accountant explained that the Committee was responsible for ensuring effective scrutiny of the Treasury Management Strategy and policies. The Committee had received training to assist them in their function of scrutinising treasury management and investment options available to the Council. She added that Welsh Government issued revised Guidance on Local Authority Investments in April 2010

which required the Council to approve an Investment Strategy prior to the start of each financial year and this was included in the TMS.

The Group Manager – Chief Accountant reported that the Council has complied with its legislative and regulatory requirements during 2017-18. The TMS 2017-18 and the Half Yearly Outturn were reported to Council on 1 March 2017 and 1 November 2017 respectively. The Annual Treasury Management Outturn Report will be reported to Cabinet and Council in September 2018. She presented a summary of the treasury management activities for 2017-18 and outlined the Council's external debt and investment position for 1 April to 31 March 2018. No long term borrowing was taken in 2017-18 and no debt rescheduling was undertaken as there were no significant savings to be made, however, the loan portfolio will be reviewed during 2018-19. Favourable cash flows have provided surplus funds for investment and the balance on investments at 31 March 2018 was £30.40 million (average interest rate 0.62%).

The Group Manager – Chief Accountant reported that the Council operated within the treasury limits and Treasury Management and Prudential Indicators as set out in the agreed TMS 2017-18 and also complied with its Treasury Management Practices. She stated that the treasury management function will be reviewed by the Council's External Auditors, the Wales Audit Office, during the 2017-18 annual audit which has not yet been completed. In addition to the External Audit work, Internal Audit undertook an audit of the treasury management function during 2017-18 and the audit identified that "based on an assessment of the strengths and weakness of the areas examined, and through testing it has been concluded that the effectiveness of the internal control environment is considered to be sound and therefore substantial assurance can be placed upon the management of risks".

The Committee questioned the rationale of an increase in net debt while external borrowing and investment in building societies has decreased and investment in Government (including local authorities) had increased. The Group Manager – Chief Accountant explained that investment in local authorities is safer and that short-term borrowing had been taken at year end. She stated that the position at the next quarter would be different.

The Committee questioned whether the reduction in spend on capital expenditure was attributable to slippage in schemes. The Group Manager – Chief Accountant stated that the funding of new schools was through capital expenditure and the spend on the new Pencoed Primary School would occur this year.

The Committee questioned the strategy for funding Band B schools. The Interim Head of Finance stated that a large part of the capital programme is the funding of Band A and B schools and it was hoped that the Council will have access to schools being funded through the Mutual Investment Model. The Group Manager – Chief Accountant commented on the Prudential Indicators for Prudence and confirmed that the Council is well within the limits set.

RESOLVED: That the Committee noted the annual treasury management activities for 2017 -18.

65. INCIDENT AND NEAR MISS REPORTING PROCEDURE (EXCLUDING HEALTH AND SAFETY)

The Insurance and Risk Officer presented a report informing Audit Committee of the new Incident and Near Miss Reporting Procedure and sought the Committee's views on whether or not the procedure could be improved upon.

The Insurance and Risk Officer explained that the Council already had a Health and Safety Accidents, Incidents and Near Misses Procedure. The Chair of Audit Committee had asked the Council to consider implementing an effective Incident and Near Miss Reporting Procedure for other types of incidents and near misses. The aim being to ensure that after there had been an accident or near miss that lessons were learnt which would prevent similar occurrences happening again.

The Insurance and Risk Officer reported that the procedure seeks to put in place a proportionate response to different types of incidents and near misses dependent upon their severity. Consultation has taken place with the Corporate Management Board and it had become clear that there are areas of the Council's activities that do not have a mechanism to review incidents and near misses which are not health and safety related. He stated that further consultation would be undertaken with Directorates to ensure their support for the procedure and their commitment to implement it. A further report would be submitted to this Committee following consultation, including any recommended changes to the Incident and Near Miss Reporting Procedure that were identified.

The Committee complimented the Insurance and Risk Officer on producing the Incident and Near Miss Reporting Procedure and requested that the Insurance and Risk Officer review the scoring mechanism to avoid over inflation. The Committee requested that reference be made in the Incident and Near Miss Reporting Procedure to elected Members being notified of incidents. In response to a question from the Committee as to whether there is a business continuity strategy in place, the Chief Internal Auditor confirmed there is such a strategy in place but it required updating.

RESOLVED: That the Audit Committee:

- a) considered the Incident and Near Miss Reporting Procedure attached as appendix 1 to the report and provided comments.
- b) noted that further consultation would be undertaken with Directorates to finalise the Incident and Near Miss Reporting Procedure.
- c) noted that a further report would be presented to the Committee following consultation with Directorates.

66. PROPOSAL TO INCORPORATE THE SHARED INTERNAL AUDIT SERVICE (RIASS) INTO A LARGER SERVICE HOSTED BY THE VALE OF GLAMORGAN COUNCIL TO INCLUDE TWO ADDITIONAL COUNCILS

The Interim Head of Finance and Section 151 Officer presented a report informing Audit Committee of the proposal for the Council's Internal Audit Service, which was already part of an existing Regional Internal Audit Shared Service (RIASS) hosted by the Vale of Glamorgan Council, to become part of a larger collaboration and for the Committee to oversee the implementation during 2018/19.

The Interim Head of Finance and Section 151 Officer explained that the current RIASS in place between Bridgend and the Vale of Glamorgan Councils had been fully operational under a formal Partnership Agreement since February 2013. During this time, both Councils reported that the RIASS had delivered consistently against the approved annual risk based plans and achieved the necessary coverage in order to issue a robust, evidence based audit opinion at the end of each year. Benefits from bringing the sections together included the effective use of the total audit resource, knowledge sharing and harmonising working practices and systems. It was considered that there would be business benefits for Bridgend if it were to become part of a larger regional service.

The Interim Head of Finance and Section 151 Officer outlined the proposed way forward including the termination of the current Partnership Agreement, the drafting of a new Partnership Agreement on similar terms to the original agreement but including Rhondda Cynon Taf County Borough Council and Merthyr Tydfil Borough Council as new parties. The Vale of Glamorgan would continue to be designated as the single employing authority and the Council's staff employed within RCT and Merthyr Internal Audit Service would be subject to TUPE and transferred to the Vale of Glamorgan Council. She also outlined the governance arrangements, Annual Audit Planning and staffing arrangements.

The Interim Head of Finance and Section 151 Officer explained that Cabinet at its meeting on 26 June 2018 had approved the proposal and authorised the Interim Head of Finance and Section 151 Officer, in consultation with the Monitoring Officer, to make the necessary arrangements for BCBC to become part of an enhanced RIASS subject to an agreed Partnership Agreement and Contract. This Committee was requested to oversee the implementation arrangements during 2018/19.

RESOLVED: That the Committee noted the contents of the report and that it had been tasked to oversee the implementation arrangements during 2018/19 and that it may be necessary to hold an additional meeting of the Committee to consider the implementation arrangements.

67. **INTERNAL AUDIT - OUTTURN REPORT - APRIL TO MAY 2018**

The Chief Internal Auditor reported on the performance of Internal Audit against the two months of the Audit Plan year covering April and May 2018. She explained that the 2018/19 Internal Audit Plan was submitted to the Audit Committee for approval on 26th April 2018 and that the Plan provided for a total of 1000 productive days covering April 2018 to March 2019. The days were split into Priority One and Priority Two reviews with the intention of completing the whole plan by the end of the financial year.

The Chief Internal Auditor reported on the overall actual progress against the 2018/19 Risk Based Plan and outlined a detailed analysis extracted from the Internal Audit Shared Service management information system. The Chief Internal Auditor informed the Committee that the overall structure of the Section continues to be based on 14 Full Time Equivalent positions however the Section had carried a number of vacant posts. She stated that the recent recruitment campaign had proved to be extremely successful with all the vacant auditors' posts and one of the Senior posts filled. The services of the South West Audit Partnership had been commissioned to address in part some of the shortfall in days necessary to complete the plan and this was likely to continue for the first half of this Financial Year.

The Chief Internal Auditor reported that it was only two months into the start of the new Audit Plan and no weaknesses in the system of internal control had been identified so far to date.

RESOLVED: That the Committee considered the Internal Audit Outturn Report covering the period April to May 2018 to ensure that all aspects of their core functions were being adequately reported.

68. **AUDIT REPORT - HEALTHY ORGANISATION REVIEW**

The Chief Internal Auditor presented the audit report in respect of the Healthy Organisation Review which was undertaken by the South West Audit Partnership on behalf of the Council's Internal Audit Shared Service (IASS) which formed part of the Council's 2017/18 audit plan.

The Chief Internal Auditor explained that the purpose of the Healthy Organisation Review was to provide an objective assessment of the management control framework or “health” of the Council. She added that the framework comprised eight corporate themes: Corporate Governance; Financial Management; Risk Management; Programme & Project Management; Commissioning and Procurement; Information Management; Programme & Project Management; and finally People and Asset Management. The assurance for five of the eight themes reviewed indicated an overall High Assurance opinion however SWAP were unable to form a conclusion on Information Management as the evidence needed to complete this review was not provided at the time of the audit. SWAP would continue with this theme during the first quarter of the plan year 2018/19.

The Committee expressed its concern that it had not been possible to get Information Management on track. The Interim Head of Finance informed the Committee commended SWP for producing an excellent piece of work and that the Corporate Management Board will focus on the high risk areas which would be incorporated into an Action Plan.

RESOLVED: That the Committee considered the content of the Healthy Organisation Review and the actions to be taken to address those areas requiring attention.

69. **UPDATED FORWARD WORK PROGRAMME 2018/19**

The Chief Internal Auditor presented an update on the 2018/19 Forward Work Programme. She stated that in order to assist the Committee in ensuring that due consideration had been given by the Committee to all aspects of their core functions an updated Forward Work Programme was submitted.

RESOLVED:

- (1) That the Committee noted the updated Forward Work Programme 2018-19;
- (2) That reports on Incident and Near Miss Procedure; Healthy Organisation Review – Including Information Management Follow Up and Regional Internal Audit Shared Service; be added to the Forward Work Programme to be reported to the Committee in due course.

70. **URGENT ITEMS**

There were no urgent items.

The meeting closed at 16:01

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO AUDIT COMMITTEE

6 SEPTEMBER 2018

REPORT OF THE INTERIM HEAD OF FINANCE AND SECTION 151 OFFICER

WALES AUDIT OFFICE (WAO) PERFORMANCE WORK UPDATE 2018-19

1. Purpose of this report

- 1.1 The purpose of this report is to submit an update on the Performance Audit Programme for 2018-19 by the Wales Audit Office (WAO).

2. Connections to Corporate Improvement Objectives / Other Corporate Priorities

- 2.1 This report assists in the achievement of the following corporate priority:
- Smarter use of resources – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.
- 2.2 The Council's performance is an important element in determining the extent to which the Corporate Objectives can be delivered.

3. Background

- 3.1 This programme of work undertaken to help the Auditor General discharge his duties under section 17 of the Public Audit (Wales) Act 2004 (the 2004 Act) and section 18 of the Local Government (Wales) Measure 2009. It may also inform a study for improving value for money under section 41 of the 2004 Act, and/or an examination undertaken by the Auditor General under section 15 of the Wellbeing of Future Generations (Wales) Act 2015. The Local Government (Wales) Measure 2009 also requires the Auditor General to carry out an annual Improvement Assessment to determine whether Bridgend County Borough Council is likely to comply with the requirements of Part 1 of the Measure. This involves:-
- A review of the Council's arrangements to secure continuous improvement;
 - Improvement studies of areas which may hinder improvement or transformation or give rise to inefficiencies;
 - Bespoke pieces of work related to the Council's improvement objectives and arrangements; and
 - An audit of the Council's published improvement plans and its self-assessment of performance.

4. Current Situation / Proposal

- 4.1 The WAO performance audit work programme update August 2018 is attached as **APPENDIX A**. It outlines work undertaken in the Council by and on behalf of the

Auditor General under the Local Government (Wales) Measure 2009 and Parts 2 and 3A of the Public Audit (Wales) Act 2004.

5. Effect upon policy framework & procedural rules

5.1 None.

6. Equality Impact Assessment

6.1 There are no equality implications.

7. Well-being of Future Generations (Wales) Act 2015 Implications

7.1 This report links to the Council's long-term well-being objectives as it examines the performance of the Council and how continuous improvement is being achieved.

8. Financial implications

8.1 The annual fee for Performance Audit Work in 2018-19 is £97,356 and there is a revenue budget allocated for this charge.

9. Recommendation

9.1.1 It is recommended that Audit Committee:-

- Approve the WAO performance audit work programme update August 2018 (**Appendix A**)

Gill Lewis CPFA

Interim Head of Finance and Section 151 Officer

06 September 2018

Contact Officer : Gill Lewis, Interim Head of Finance

Mary Williams, Group Manager – Chief Accountant

Telephone : (01656) 643605

E-mail : Mary.Williams2@bridgend.gov.uk

Postal address: Raven's Court, Brewery Lane, Bridgend, CF314AP

Background Documents:

WAO performance audit work programme update August 2018

Bridgend County Borough Council

Audit Committee Update – September 2018

Performance Audit work

2017-18 performance audit work	Scope	Status
Improvement Plan Audit	Checks Council compliance with Local Government Measure (Wales) 2009 requirement to set improvement objectives.	Complete
Performance Audit	Checks Council compliance with Local Government Measure (Wales) 2009 requirement to publish a self-assessment of performance in the previous year by 31 October.	Complete
Annual Improvement Report (AIR)	Annual report summarising the audit work undertaken in the last year which also includes a summary of the key findings from reports issued by 'relevant regulators'	With Council for comment
WFG Year one commentary	Year one commentary on WFG/Baseline Gather evidence on how the 44 bodies are beginning to respond to the requirements of the WFG Act and identify examples of notable emerging practice. There was no local report, the baseline informed a commentary published summer 2018.	Complete. Link to our published national report.
Overview and Scrutiny – Fit for the Future	This review examined the impact of the WFG Act on the work of scrutiny committees including PSB scrutiny, facilitating improvement and sharing of good practice.	Complete
Service User Review	To gather evidence and insight into the extent to which services respond to the needs and expectations of service users both in their design and delivery. Our work at the Council will focus on Housing Adaptations and Disabled Facility Grants.	Drafting.
Aligning Levers for Change	The purpose of this review is to support the development of local action	Complete

2017-18 performance audit work	Scope	Status
	that will promote positive practice and help identify barriers to be addressed. The review will assist councils to refine current arrangements in Councils by promoting what is working well, identifying any barriers and developing local improvement opportunities.	
Digital Risk	An overview of the level of digital risk the Council faces. The diagnostic will be used by the Wales Audit Office to identify 'potential' digital risks and issues at the Council. Potential risks identified will be used to focus auditors on areas where further, more specific Information management and technology related performance work might be needed.	Reporting

2018-19 performance audit work	Scope	Status
Improvement Plan audit	Checks Council compliance with Local Government Measure (Wales) 2009 requirement to publish a self-assessment of performance in the previous year by 31 October.	Audit complete. Final certificate issued 19 th April 2018.
Performance audit	Checks Council compliance with Local Government Measure (Wales) 2009 requirement to set improvement objectives.	Not started. Due October/November 2018
Annual Improvement Report (AIR)	Annual report summarising the audit work undertaken in the last year which also includes a summary of the key findings from reports issued by 'relevant regulators'	Not started. Likely timescales June/July 2019
Financial planning and transformation	We will follow up the proposals for improvement made in our savings planning report issued to the Council in April 2017 and undertake ongoing monitoring of the Council's transformation programme, providing real-time challenge during the	Planning

	year.	
Assurance and risk assessment	Project to identify the level of audit assurance and/or where further audit work may be required in future years in relation to risks to the Council putting in place proper arrangements to secure value for money in the use of resources.	Underway
Well-being of Future Generations Act (Wales) 2015 (WFG Act) examinations	Examination of the extent to which the Council has acted in accordance with the sustainable development principles when taking steps to meet the following wellbeing objective: Deliver the Porthcawl Resort Investment Focus Programme (e.g. the Cosy Corner developments and the Rest Bay café development) to grow the value of tourism in the economy, increase employment and business opportunities, and support a range of cultural, sporting and business events.	Planning
Environmental health	Review of the arrangements the Council has put in place to deliver environmental health services building on the study previously undertaken by the Auditor General as part of the ‘delivering with less’ themed studies.	Planning
Corporate safeguarding arrangements	Review of the effectiveness of corporate safeguarding arrangements building on the study previously undertaken by the Auditor General in this area.	Planning

Services to rural communities	The study will focus on whether local government uses its resources to deliver services that meet the needs of rural communities today and in the longer term.	Drafting the national report.			
Using data effectively	This study will seek to identify whether councils' corporate management arrangements for managing and using data are leading to better decision making in the use of resources. The study will collect information from all councils in Wales. A short survey was issued across all councils in Wales	Drafting the national report.			
<table border="1"> <tr> <td data-bbox="136 659 611 727">2018-19 Local Government Studies</td> <td data-bbox="622 659 1496 727">Scope</td> <td data-bbox="1507 659 1906 727">Status</td> </tr> </table>			2018-19 Local Government Studies	Scope	Status
2018-19 Local Government Studies	Scope	Status			
First point of contact assessments under the Social Services and Well-being (Wales) Act 2014	The Welsh Government introduced the Social Services and Well-being (Wales) Act 2014 (the 2014 Act), which focuses on reforming and simplifying the law relating to social services. The 2014 Act introduced new duties for local authorities, local health boards and other public bodies and covers adults, children and their carers, and came into force on 6 April 2016. The study will review first point of contact and assessments for adult social care. Detailed fieldwork in five local authorities. We are planning to undertake fieldwork in Cardiff City Council, Denbighshire County Council, Merthyr Tydfil County Borough Council, Pembrokeshire County Council and Carmarthenshire County Council	Project set up			
Tackling violence against women, domestic abuse and sexual violence	In 2015 the Welsh Government passed the Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act (the 2015 Act). The overarching objective of the 2015 Act is to improve the Public Sector response to violence against women, domestic abuse and sexual violence; provide a strategic focus on these issues; and ensure consistent consideration of preventative, protective and supportive mechanisms in the delivery of services. The review will focus on determining whether local authorities and their partners are effectively	Project set up			

	<p>working together to prevent gender-based violence and domestic abuse, and protecting all of the people involved.</p> <p>Our fieldwork sites are Swansea City and County Council, Conwy County Borough Council, Flintshire County Council, Rhondda Cynon Taff County Borough Council, South Wales Police and South Wales Fire and Rescue Authority</p>	
<p>Planning Services: Improving the wellbeing of Wales</p>	<p>Planning services are an important part of the democratic jigsaw that allows the detailed consideration of proposals to improve the economic prospects of the nation. Good planning decisions can have a positive impact on the wellbeing of people and places. Poor planning decisions can have a detrimental impact on people’s wellbeing and can stifle economic development. This study will provide independent assurance that planning authorities are supporting sustainable development and delivering for the future long-term wellbeing of their communities and for Wales</p> <p>We are planning to undertake fieldwork in Bridgend County Borough Council, Gwynedd County Council, Newport City Council, Torfaen County Borough Council and Ceredigion County Council.</p>	<p>Project set up</p>

National Studies	Update and link to report
Waste management (modules 1,2 and 3)	External Clearance
Fiscal devolution in Wales	Scoping
Welsh Government business finance	External Clearance
Youth services	Fieldwork stage
EU Rural Development Programme 2014-2020	Drafting
EU Structural Funds Programme 2014-2020	Published August 2018 LINK
Integrated Care Fund	Drafting
Guide to Welsh Public Finances	Published July 2018 LINK
The Welsh Government’s youth concessionary bus fare scheme –	External Clearance

'mytravelpass'	
National Fraud Initiative 2016-17	Drafting

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO AUDIT COMMITTEE

6 SEPTEMBER 2018

REPORT OF THE CHIEF EXECUTIVE

WALES AUDIT OFFICE – OVERVIEW AND SCRUTINY – FIT FOR THE FUTURE?

1. Purpose of report

- 1.1 The purpose of this report is to present to Members the completed Wales Audit Office report in respect of the Overview and Scrutiny – Fit for the Future review.

2. Connection to corporate improvement objectives/other corporate priorities

- 2.1 This report assists in the achievement of the following corporate priority/priorities:

- Smarter use of resources – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

3. Background

- 3.1 The review explored how 'fit for the future' scrutiny functions are within the Authority. The review considered how BCBC are responding to current challenges, including the Wellbeing of Future Generations (Wales) Act 2015 (WFG Act) in relation to their scrutiny activity, and how BCBC undertakes scrutiny of Public Service Boards (PSBs).

4. Current situation/proposal

- 4.1 The review concluded that Bridgend's overview and scrutiny function is well run, but needs to adapt to meet future challenges and should consider opportunities to work differently. A copy of the full report is attached at Appendix 1
- 4.2 The review proposed areas for Improvement which can be found on page 5 of the report. These are explored in further detail in the body of the report.
- 4.3 The report will be considered by the Corporate Overview and Scrutiny Committee at its meeting on the 26th September. The Committee will consider the proposals for improvement and consider how they can address these .

5. Effect upon policy framework and procedure rules

- 5.1 There is no effect upon the policy framework and procedure rules.

6. Equality Impact Assessment

- 6.1 There are no equality implications arising from this report.

7. Well-being of Future Generations (Wales) Act 2015 implications

7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of well-being goals/objectives as a result of this report.

8. Financial implications

8.1 There are no financial implications.

9. Recommendation

9.1 That Members note the content of the Wales Audit Office report – Overview and Scrutiny – Fit for the Future?

Darren Mepham
Chief Executive
6th September 2018

Contact Officer: Kelly Watson – Head of Legal and Regulatory

Telephone: (01656) 643248

E-mail: kelly.watson@bridgend.gov.uk

Postal Address

Bridgend County Borough Council
Civic Offices
Angel Street
Bridgend

Background Documents

None



WALES AUDIT OFFICE
SWYDDFA ARCHWILIO CYMRU

Archwilydd Cyffredinol Cymru
Auditor General for Wales

Overview and Scrutiny – Fit For the Future? – **Bridgend County Borough Council**

Audit year: 2017-18

Date issued: July 2018

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We welcome correspondence and telephone calls in Welsh and English. Corresponding in Welsh will not lead to delay. Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

Mae'r ddogfen hon hefyd ar gael yn Gymraeg. This document is also available in Welsh.

The team who delivered the work comprised Samantha Clements, Ian Phillips and Sara-Jane Byrne under the direction of Huw Rees.

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Summary report

Summary

- 1 This review explored with each of the 22 councils in Wales how 'fit for the future' their scrutiny functions are. We considered how councils are responding to current challenges, including the Wellbeing of Future Generations (Wales) Act 2015 (WFG Act) in relation to their scrutiny activity, as well as how councils are beginning to undertake scrutiny of Public Service Boards (PSBs). We also examined how well placed councils are to respond to future challenges such as continued pressure on public finances and the possible move towards more regional working between local authorities.
- 2 As part of this review we also reviewed the progress that councils have made in addressing the recommendations of our earlier National Improvement Study **Good Scrutiny? Good Question!** (May 2014) (see [Appendix 2](#)). We also followed up on the proposals for improvement relevant to scrutiny that we issued in local reports including those issued to councils as part of our 2016-17 thematic reviews of Savings Planning and Governance Arrangements for Determining Significant Service Changes.
- 3 Our review aimed to:
 - identify approaches to embedding the sustainable development principle into scrutiny processes and practices to inform practice sharing and future work of the Auditor General in relation to the WFG Act;
 - provide assurance that scrutiny functions are well placed to respond to current and future challenges and expectations;
 - help to embed effective scrutiny by elected members from the start of the new electoral cycle; and
 - provide insight into how well councils have responded to the findings of our previous Scrutiny Improvement Study.
- 4 To inform our findings we based our review methodology around the Outcomes and Characteristics for Effective Local Government Overview and Scrutiny that were developed and agreed by scrutiny stakeholders in Wales following our previous National Improvement Study **Good Scrutiny? Good Question!**¹
- 5 We carried out fieldwork between October 2017 and January 2018. We undertook document reviews, interviewed a number of key officers and ran focus groups with key councillors to understand their views on Bridgend County Borough Council's (the Council) current scrutiny arrangements and in particular how the Council is approaching and intends to respond to the challenges identified above.

¹ **Good Scrutiny? Good Question!** – Auditor General for Wales improvement study: scrutiny in Local Government, May 2014.

- 6 We observed a sample of scrutiny meetings and reviewed relevant meeting documentation provided to members to support their scrutiny role, such as reports and presentations.
- 7 In this review we concluded that **the Council’s overview and scrutiny function is well-run, but needs to adapt to meet future challenges and should consider opportunities to work differently**. We came to this conclusion because:
- a. the Council values the role of its scrutiny function, but should consider the type of support and training necessary to help scrutiny members respond effectively to current and future challenges;
 - b. overview and scrutiny committee meetings are well run, but there is scope to improve the planning of agenda items and to ensure that information is provided to scrutiny members in a timely manner; and
 - c. the Council should explore different ways of working to improve the impact of scrutiny and make more effective use of its resources.

Proposals for improvement

- 8 The table below contains our proposals for ways in which the Council could improve the efficiency and effectiveness of its overview and scrutiny function to make it better placed to meet current and future challenges.

Exhibit 1: proposals for improvement

Proposals for improvement	
P1	The Council should explore more innovative methods for undertaking scrutiny activity to make the most effective use of the resources available and improve the impact of scrutiny activity.
P2	The Council should improve the timeliness with which scrutiny committees are provided with information they request to enable them to undertake their work more effectively.
P3	The Council should consider the skills and training that scrutiny members may need to better prepare them for current and future challenges, and develop and deliver an appropriate training and development programme.
P4	The Council should consider how it can involve the public and other stakeholders in its scrutiny activity.
P5	The Council should review the type of scrutiny support required to enable the scrutiny function to respond to current and future challenges.

The Council values the role of its scrutiny function, but should consider the type of support and training necessary to help scrutiny members respond effectively to current and future challenges

- 9 As part of our review, we looked at the environment in which scrutiny operates, including clarity of roles, provision of training, support for scrutiny members and the relationship between scrutiny and the executive. Our **Good Governance When Determining Significant Service Changes**² report, published in May 2017, found that the Council's Cabinet values the role of scrutiny. This remains the case. The different roles of Scrutiny and Cabinet members are clear. Cabinet members attend overview and scrutiny committee meetings when they are invited and answer questions, enabling scrutiny members to hold Cabinet members to account. Scrutiny members are clear on whether questions need to be directed to officers or Cabinet members, and are therefore clear as to whom they are holding to account. However, not all Cabinet members feel effectively challenged by the questions asked by scrutiny committee members, so there is scope for scrutiny members to ask more probing and rigorous questions.
- 10 We also considered the support available to scrutiny members. Overview and scrutiny committee members highly regard the support they receive from the Council's scrutiny officers. However, the level of scrutiny support has reduced over time in line with reductions in the service's budget. Members told us that the capacity of scrutiny support officers is stretched, which limits their opportunities to undertake research. With increasing pressure on resources, and in light of current and future challenges, there is an opportunity for the Council to consider the type of support needed for its scrutiny activity in order to make the most effective use of the resources it has available to support the scrutiny function.
- 11 Following the May 2017 local government elections, nearly half of the Council's members were newly elected. Ensuring these members are effectively equipped to respond to current and future challenges is, therefore, imperative. The Council provided scrutiny induction training for members following the May 2017 election. The training included sessions on the role of committees and scrutiny, scrutiny chairing and scrutiny questioning skills. This training was well received by scrutiny members, but it was not particularly well attended. For example, 14 members attended the training event on the Role of Committees and Scrutiny on 10 May 2017. A further seven members attended the further session arranged on 15 May 2017.

² **Good Governance when Determining Significant Service Changes** – Auditor General for Wales report, May 2017.

- 12 The Council's Cabinet members felt that the Well-being of Future Generations (Wales) Act 2015 (WFG Act) potentially gives scrutiny members a powerful role. However, we found that overview and scrutiny committee members do not feel ready to help to embed the principles of the WFG Act into the Council's decision making process. Some members would like more training on this matter.
- 13 There is also an opportunity for the Council to consider the different skills and knowledge its scrutiny members will need to respond more effectively to current and future challenges. In doing so, the Council should also consider the key roles it wants its scrutiny members to carry out. It is a matter for the Council to determine the content of training programmes. However, there is an opportunity for the Council to consider whether training in areas such as, scrutinising regional, collaborative and commercial arrangements, commercialisation, financial analysis, options appraisals, and engaging ward members and stakeholders in scrutiny work would enable members to be better placed to meet current and future challenges. This will be particularly important as the Council continues to face significant pressures.

Overview and scrutiny committee meetings are well-run, but there is scope to improve the planning of agenda items and to ensure that information is provided to scrutiny members in a timely manner

- 14 As part of our review, we observed a sample of the Council's overview and scrutiny committee meetings. We found that they are generally well-run, focused and effectively chaired, with constructive questioning from scrutiny members.
- 15 However, we also observed the following issues that suggest the Council needs to strengthen the forward planning of its scrutiny activity so that it ensures items are considered in a timely way and that the influence and role of the scrutiny function are purposeful:
 - the subject overview and scrutiny committee 1 considered the Additional Learning Needs reform after the national period of consultation had ended. Therefore the scrutiny committee's views were unable to be taken into account in the external consultation process.
 - the Member and School Engagement Panel Annual Report 2014-15 was on the agenda of the Children and Young People Overview and Scrutiny Committee meeting on 20 April 2017, two years after the report had been written. It is questionable whether this was a good use of the Committee's time and, given the timescale, the purpose of the Committee considering this item at this time.

- 16 The Council's overview and scrutiny function has a mechanism to track requests for information made by scrutiny committees. It also has a protocol for Cabinet responses to scrutiny committees' recommendations. Despite this mechanism and protocol, during our review, members raised a concern that they do not always receive information they have requested during overview and scrutiny committee meetings. Our observations of a sample of the Council's overview and scrutiny committees, and review of scrutiny committee papers support this concern. The Council should ensure that scrutiny members' requests for information are responded to in a timely manner, assuming such requests are agreed by the committee and/or chair of the committee to be pertinent and necessary for scrutiny committee activity.
- 17 Our **Good Scrutiny? Good Question!** (see **Footnote 1**) Scrutiny Improvement Study report in May 2014 included the recommendation for councils to further develop scrutiny forward work programming to:
- provide a clear rationale for topic selection;
 - be more outcome focussed;
 - ensure that the method of scrutiny is best suited to the topic area and the outcome desired; and
 - align scrutiny programmes with the council's performance management, self-evaluation and improvement arrangements.
- 18 The development of scrutiny committee forward work programmes is a standing item on scrutiny committees' agendas, and committees have adequate opportunity to comment and shape their respective forward work programmes. As such, the respective committee work programmes are publicly available as they are published on the Council website as part of the agenda papers for each scrutiny committee meeting. The work programmes also contain details of the topics to be considered and a clear rationale as to why particular topics have been chosen for scrutiny.
- 19 However, scrutiny committee forward work programmes are not available as standalone documents on the Council website, despite there being a web page dedicated to the forward work programme of the Corporate Overview and Scrutiny Committee. This makes it more difficult for the public, and other stakeholders, to find out which topics are due for consideration and, for example, to identify topics on which they would like to offer views to inform committee deliberations.
- 20 In November 2017, the Council recognised that there was insufficient co-ordination between the Cabinet forward work programme and the scrutiny committee forward work programmes. The Council addressed this by organising quarterly development meetings between scrutiny chairs and Cabinet members with the aim of better aligning their respective work programmes.
- 21 The Overview and Scrutiny Annual Report 2015-16 identified that the scrutiny function needed to continue to develop the ability to communicate effectively with the public and to better facilitate engagement and participation in democratic

accountability. The 2016-17 Overview and Scrutiny Annual Report states that the Council would take a series of actions during 2017-18 to help to address this, such as surveying residents via social media on issues they would like scrutiny to discuss. However, some members expressed the view that the public and other stakeholders could be engaged more in scrutiny activity, and we found relatively few examples of wider stakeholder involvement in scrutiny activity.

- 22 As part of our review, we considered how councils are beginning to scrutinise Public Service Boards (PSBs). The Council has a PSB Scrutiny Panel that met in October 2017. It is too early in the development of PSB Scrutiny for us to comment on the effectiveness of these arrangements at the Council.

The Council should explore different ways of working to improve the impact of scrutiny and make more effective use of its resources

- 23 In our National Improvement Study **Good Scrutiny? Good Question!** report in May 2014 (see **Footnote 1**), we recommended that councils ensure that the impact of scrutiny is properly evaluated and acted upon to improve the function's effectiveness; including following up on proposed actions and examining outcomes.
- 24 Following the May 2017 local government election, the Council reduced the number of scrutiny committees from five to four, partly to better reflect the cross-cutting portfolios of Cabinet Members. The Council evaluates the impact of its scrutiny function by producing annual scrutiny reports and maintaining a spreadsheet entitled 'Scrutiny Impact and Outcomes'. The Council's 2016-17 annual scrutiny report cites some examples where the scrutiny function has had an impact, such as the Budget Research and Evaluation Panel (BREP) made a series of recommendations to Cabinet, the majority of which were adopted by Cabinet. However, BREP is not actually a scrutiny committee and, overall, the annual report included limited evidence of impact. Similarly, the 'Scrutiny Impact and Outcomes' spreadsheet does not contain many examples of the impact of the scrutiny function.
- 25 Although we found that scrutiny committee members are generally well-engaged and ask pertinent questions, a few members informed us that in their view scrutiny lacked impact and was ineffective. During our review, we asked members and officers to provide examples where scrutiny has had a positive impact, but they were only able to provide limited examples.
- 26 Like many other councils in Wales, the majority of scrutiny activity takes place at formal committee meetings where officer reports are considered. The Council has four main overview and scrutiny committees (not including the PSB scrutiny panel) each of which meets seven to eight times per year. Resources are required to

support the scrutiny meetings themselves and also for officers and members to prepare for these meetings.

- 27 The 2017 Association for Public Service Excellence (APSE) report **Accountability and Scrutiny – The issues for local government in a changing political environment**³ found that one of the main barriers to scrutiny adding value was a lack of creativity. Whilst the Council has changed its scrutiny arrangements, scrutiny activity continues to be undertaken largely through formal committee meetings. The Council should consider whether undertaking aspects of scrutiny activity outside of such formal committee meetings may help to increase the effectiveness of the scrutiny function. Scrutiny activity does not have to be confined to being done within a formal committee environment. There are a range of examples of organisations trying different approaches to scrutiny, from engaging third sector organisations to help plan and scope work, to scrutiny members getting out into communities to directly ask people for real time feedback on the topics they want put on the agenda. The Council should explore how other bodies, including those beyond Wales, have been carrying out scrutiny activity differently. This does not necessarily mean requiring additional support, but using member and officer skills and capacity differently. The Council intends to evaluate the effectiveness of its new scrutiny committee arrangements in April 2018.
- 28 The Council is facing significant financial pressures. Its Medium Term Financial Strategy 2018-19 to 2021-22⁴ states that the Council has to find £32 million savings. In light of this financial challenge and given the limited evidence of impact of the Council's scrutiny arrangements, the Council should consider whether there are different, more creative and innovative ways of carrying out scrutiny activity in order to make the most effective use of the resources available, and to enable scrutiny activity to have a greater impact.

³ Association for Public Service Excellence (APSE) report: **Accountability and Scrutiny – The issues for local government in a changing political environment**

⁴ Bridgend Council Medium Term Financial Strategy 2018-19 to 2021-22 and Council Tax 2018-19

Appendix 1

Outcomes and characteristics for effective local government overview and scrutiny

Exhibit 2: outcomes and characteristics for effective local government overview and scrutiny

Outcomes	Characteristics
<p>What does good scrutiny seek to achieve?</p>	<p>What would it look like? How could we recognise it?</p>
<p>1. Democratic accountability drives improvement in public services. 'Better Services'</p>	<p>Environment</p> <ul style="list-style-type: none"> i) Scrutiny has a clearly defined and valued role in the council's improvement arrangements. ii) Scrutiny has the dedicated officer support it needs from officers who are able to undertake independent research effectively, and provide Scrutiny members with high-quality analysis, advice and training. <p>Practice</p> <ul style="list-style-type: none"> iii) Overview and Scrutiny inquiries are non-political, methodologically sound and incorporate a wide range of evidence and perspectives. <p>Impact</p> <ul style="list-style-type: none"> iv) Overview and scrutiny regularly engages in evidence based challenge of decision makers and service providers. v) Scrutiny provides viable and well evidenced solutions to recognised problems.

Outcomes	Characteristics
<p>What does good scrutiny seek to achieve?</p>	<p>What would it look like? How could we recognise it?</p>
<p>2. Democratic decision making is accountable, inclusive and robust. 'Better decisions'</p>	<p>Environment</p> <ul style="list-style-type: none"> i) Scrutiny councillors have the training and development opportunities they need to undertake their role effectively. ii) The process receives effective support from the Council's Corporate Management Team which ensures that information provided to scrutiny is of high quality and is provided in a timely and consistent manner. <p>Practice</p> <ul style="list-style-type: none"> iii) Scrutiny is Member led and has 'ownership' of its work programme taking into account the views of the public, partners and regulators whilst balancing between prioritising community concerns against issues of strategic risk and importance. iv) Stakeholders have the ability to contribute to the development and delivery of scrutiny forward work programmes. v) Overview and scrutiny meetings and activities are well-planned, chaired effectively and make best use of the resources available to it. <p>Impact</p> <ul style="list-style-type: none"> vi) Non-executive Members provide an evidence based check and balance to Executive decision making. vii) Decision makers give public account for themselves at scrutiny committees for their portfolio responsibilities.
<p>3. The public is engaged in democratic debate about the current and future delivery of public services.</p>	<p>Environment</p> <ul style="list-style-type: none"> i) Scrutiny is recognised by the Executive and Corporate Management team as an important council mechanism for community engagement. <p>Practice</p> <ul style="list-style-type: none"> ii) Scrutiny is characterised by effective communication to raise awareness of, and encourage participation in democratic accountability. iii) Scrutiny operates non-politically and deals effectively with sensitive political issues, tension and conflict. iv) Scrutiny builds trust and good relationships with a wide variety of internal and external stakeholders. <p>Impact</p> <ul style="list-style-type: none"> v) Overview and scrutiny enables the 'voice' of local people and communities across the area to be heard as part of decision and policy-making processes.

Appendix 2

Recommendations from the report of the Auditor General's national improvement study 'Good Scrutiny? Good Question?' (May 2014)

Exhibit 3: recommendations from **Good Scrutiny? Good Question?** Scrutiny Improvement Study

Recommendation	Responsible Partners
R1 Clarify the role of executive members and senior officers in contributing to scrutiny.	Councils, Welsh Government, Welsh Local Government Association
R2 Ensure that scrutiny members, and specifically scrutiny chairs, receive training and support to fully equip them with the skills required to undertake effective scrutiny.	Councils, Welsh Government, Welsh Local Government Association
R3 Further develop scrutiny forward work programming to : <ul style="list-style-type: none"> • provide a clear rationale for topic selection; • be more outcome focussed; • ensure that the method of scrutiny is best suited to the topic area and the outcome desired; and • align scrutiny programmes with the council's performance management, self-evaluation and improvement arrangements. 	Councils
R4 Ensure that scrutiny draws effectively on the work of audit, inspection and regulation and that its activities are complementary with the work of external review bodies.	Councils, staff of the Wales Audit Office, CSSIW, Estyn
R5 Ensure that external review bodies take account of scrutiny work programmes and the outputs of scrutiny activity, where appropriate, in planning and delivering their work.	Staff of the Wales Audit Office, CSSIW, Estyn

Recommendation	Responsible Partners
R6 Ensure that the impact of scrutiny is properly evaluated and acted upon to improve the function's effectiveness; including following up on proposed actions and examining outcomes.	Councils, Welsh Government, Welsh Local Government Association
R7 Undertake regular self-evaluation of scrutiny utilising the 'outcomes and characteristics of effective local government overview and scrutiny' developed by the Wales Overview and Scrutiny Officers' Network.	Council
R8 Implement scrutiny improvement action plans developed from the Wales Audit Office improvement study.	Councils
R9 Adopt Participation Cymru's 10 Principles for Public Engagement in improving the way scrutiny engages with the public and stakeholders.	Councils

Wales Audit Office
24 Cathedral Road
Cardiff CF11 9LJ

Tel: 029 2032 0500

Fax: 029 2032 0600

Textphone.: 029 2032 0660

E-mail: info@audit.wales

Website: www.audit.wales

Swyddfa Archwilio Cymru
24 Heol y Gadeirlan
Caerdydd CF11 9LJ

Ffôn: 029 2032 0500

Ffacs: 029 2032 0600

Ffôn testun: 029 2032 0660

E-bost: post@archwilio.cymru

Gwefan: www.archwilio.cymru

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO AUDIT COMMITTEE

06 SEPTEMBER 2018

REPORT OF THE INTERIM HEAD OF FINANCE AND SECTION 151 OFFICER

STATEMENT OF ACCOUNTS 2017-18

1. Purpose of this report

- 1.1 The purpose of this report is to present the final Statement of Accounts for 2017-18, which is now due to be certified by our external auditors, Wales Audit Office (WAO) and the associated Letter of Representation of the Council.
- 1.2 WAO will update Members on their main findings from the audit, summarise the audit work carried out in respect of the 2017-18 financial year and present their Audit of Financial Statements Report, which requires the appointed auditor to report these key findings to those charged with governance.

2. Connections to Corporate Improvement Objectives / Other Corporate Priorities

- 2.1 This report assists in the achievement of the following corporate priority:
 - Smarter use of resources – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.
- 2.2 The Council's financial performance is an important element in determining the extent to which the Corporate Objectives can be delivered.

3. Background

- 3.1 The preparation of the Statement of Accounts is a requirement of the Accounts and Audit (Wales) Regulations 2014 (as amended 2018) and its content is defined by the Chartered Institute of Public Finance Accountants' (CIPFA) 'Code of Practice on Local Authority Accounting in the United Kingdom' (the Code).
- 3.2 The unaudited Statement of Accounts 2017-18 was signed by the responsible financial officer on 30 May 2018 and presented to Audit Committee on 28 June 2018 for noting. During the intervening period the external audit has taken place, resulting in a number of

amendments being made to the financial statements. However, none of these amendments have affected the financial position of the Council as at 31 March 2018 and are primarily re-classification amendments as discussed in paragraph 4.4 below.

- 3.3 The audited Statement of Accounts 2017-18 is attached at **Appendix A** and is required to be signed by the Chief Financial Officer and the Chair of the Committee that approves the Accounts by the 30 September as presenting a 'true and fair view' of the financial position of the Council as at 31 March 2018.

4. Current Situation / Proposal

- 4.1 The Wales Audit Office have substantially completed their audit work and the Statement of Accounts are due to be signed by the Auditor General for Wales on 10 September, subject to Audit Committee approval of the accounts. The Audit of Financial Statements Report notes: 'the Council has generally sound accounting and financial reporting practices. ...with the accounts being prepared to a mostly high standard for 2017-18.'
- 4.2 The Council Fund and Earmarked Reserves balances as at 31 March 2018 as presented to the Committee in June are summarised in the table below with further details available on pages 62 to 66 within the Statement of Accounts:

Opening Balance 2017-18 £'000	Reserve	Movement during 2017-18		Closing Balance 2017-18 £'000
		Additions/ Re- classification £'000	Drawdown by Directorates £'000	
7,960	Council Fund Balance	387	-	8,347
866	Delegated Schools Balance	-	(506)	360
3,949	Maesteg School PFI Equalisation	(3,949)	-	-
46,344	Earmarked Reserves	11,568	(10,197)	47,715
59,119	TOTAL INCLUDING COUNCIL FUND	8,006	(10,703)	56,422

- 4.3 There have been no audit adjustments that have impacted on these year-end figures.
- 4.4 Notwithstanding the above, whilst not impacting on the financial position of the Council, the WAO Audit of Financial Statements Report does identify a number of amendments were required to the draft accounts as follows:
- i. **Narrative Report** (page 5) – adjustments to correctly reflect amounts disclosed in the accounts.
 - ii. **Comprehensive Income and Expenditure Statement** (page 14) – a reclassification of income between 'Government Grants'

and 'Other Income'. The movement between the two headings was £2.960 million, although a £nil net adjustment overall. Prior year comparatives were similarly amended. This has been a presentational change in the current year to provide the reader with more information regarding income sources to the Council.

- iii. **Note 11 Grants** (page 42) – minor amendments to classification of a small number of grants totaling £0.706 million, although a net £Nil overall impact.
- iv. **Note 15 Officers' Remuneration** (page 44) – the median salary was amended by £88 which had the impact of reducing the remuneration ratio from 6.67 to 6.64, consistent with that reported in 2016-17.
- v. **Note 20 Adjustments between Accounting Basis and Funding Basis under Regulations** (page 52) – removal of an erroneous error which duplicated a number within the note of £6.486 million.
- vi. **Note 21 Non-current assets** (page 54 & 55) - an amendment of £2.264 million to correctly reflect the capital commitment for Pencoed Primary School and amalgamation of two narrative lines within the Summary of Property, Plant and Equipment table to correctly present the in-year asset revaluation movements.
- vii. **Note 23 Short Term Debtors** (page 59) – reclassification between the type of debtor at year end. The total adjustment was £4.007 million although net £Nil overall.
- viii. **Note 25 Short Term Creditors** (page 59) – similarly reclassification between the type of creditor at year end – adjustment between categories of £0.577 million although an overall net £Nil
- ix. **Note 30 Pensions Liabilities future expected employer's contribution to the Local Government Pension Scheme** (page 75) – correction of a typographical error of £3 million.

4.5 A Final Letter of Representation from the Council is required by the Appointed Auditor to complete the process and enable the accounts to be approved. This is included as **Appendix B**.

4.6 In line with the International Standard on Auditing (ISA) 260, the external auditor is required to communicate relevant matters relating to the audit of the financial statements to those 'charged with governance'. These matters are incorporated into the 'Audit of Financial Statements Report' at **Appendix C**. The appendix also contains the full list of all adjustments made to the accounts as a result of the audit as described in paragraph 4.4 together with management responses to the recommendations made.

4.7 The Statement of Accounts will be published on the Council's website no later than 30 September 2018.

5. Effect upon policy framework & procedural rules

5.1 There is a legal requirement for the Statement of Accounts to be signed by the responsible financial officer, approved by the relevant committee and published by 30 September following the end of the financial year.

6. Equality Impact Assessment

6.1 Whilst the production of the Statement of Accounts does not in itself raise any equality issues, it does summarise the financial consequences of the budget reductions and service reconfigurations identified in the Council's Medium Term Financial Strategy. When these proposals were being developed consideration was given to their potential impact on protected groups within the community.

7. Well-being of Future Generations (Wales) Act 2015 Implications

7.1 This report links to the Council's long-term well-being objectives. It presents a positive picture in respect of both the 2017-18 revenue position and the accumulated reserves position.

8. Financial implications

8.1 These are reflected in the body of the report.

9. Recommendation

9.1 It is recommended that Audit Committee:-

- Approve the audited Statement of Accounts 2017-18 (**Appendix A**)
- Note and agree the Final Letter of Representation to the Wales Audit Office (**Appendix B**)
- Note the appointed auditor's Audit of Financial Statements Report (**Appendix C**)

Gill Lewis CPFA
Interim Head of Finance and Section 151 Officer
06 September 2018

Contact Officer : Gill Lewis, Interim Head of Finance

Mary Williams, Group Manager – Chief
Accountant

Telephone : (01656) 643605

E-mail : Mary.Williams2@bridgend.gov.uk

Postal address: Raven's Court, Brewery Lane, Bridgend, CF314AP

Background Documents:
Statement of Accounts 2017-18

Statement of Accounts

Bridgend County Borough Council • 2017-18

**Bridgend County Borough Council
Civic Offices
Angel Street
BRIDGEND
CF31 4WB
(01656) 643643**

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Narrative Report

1. Bridgend as a place

Bridgend is conveniently situated between Wales’ Capital, Cardiff to the East and Swansea to the West, approximately 20 miles from each. Nestled just south of the M4 corridor, with easy access from both major cities, bounded by the Bristol Channel to the South, it is at the heart of the South Wales industrial and coastal belt. Bridgend as a County Borough is home to over 140,000 and continues to grow. The Borough’s towns are undergoing redevelopment and a number of historic buildings and the town centres have been rejuvenated over recent years. To the North is the residential town of Maesteg and to the South West is the coastal town of Porthcawl. Bridgend is one of 22 Councils in Wales, and accounts for approximately 9% of the Principality’s population.

- Welsh Government funding is falling year-on-year, and made up 54% of core funding in 2016-17, reducing to 52% in 2017-18
- The Council manages an asset base, excluding the road network, of £495 million to deliver its services
- The Council employs over 6,000 staff to deliver a wide range of services including education, social care, highways maintenance and economic development.
- An increasingly ageing population will continue to present challenges on the Council’s budget in years to come

The Council has identified three priorities that are intended to improve the quality of life of people in the county while significantly changing the nature of the Council:

Supporting a successful economy	Helping people to become more self-reliant	Smarter use of resources
A successful, sustainable and inclusive economy that will be supported by a skilful, ambitious workforce.	Individuals and families that will be more independent and less reliant on traditional Council services.	A Council that has lean, robust processes and a skilful workforce. A supported third/community sector with the opportunity to take on services that meet citizens’ needs.

Alongside this in April 2016, the Well-being of Future Generations (Wales) Act 2015 came into effect. The Act is about improving the economic, social, environmental and cultural well-being of Wales. It places a duty upon all public bodies to apply the principles of sustainable development to ensure that present needs are met without compromising the ability of future generations to meet their own needs. The Act sets out seven long-term national goals:

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture and thriving Welsh language
- A globally responsible Wales.

As a public body, we have a duty towards achieving the seven goals. The Act requires that we set our well-being objectives and take steps to realise them. The three priorities set out above are our well-being objectives and it is through these objectives that we will contribute most to the seven goals.

2. Governance

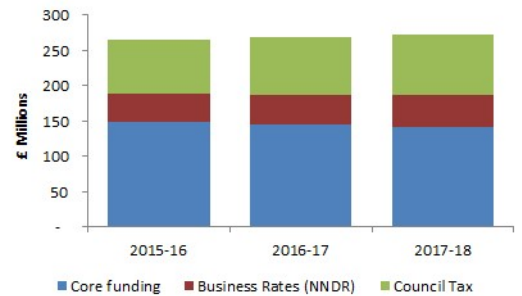
The Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards. This includes ensuring that public money is safeguarded, properly accounted for and used economically, efficiently and effectively. The Council also has a duty under the Local Government (Wales) Measure 2009 to make arrangements to secure continuous improvement in delivering its functions in terms of strategic effectiveness, service quality, service availability, fairness, sustainability, efficiency and innovation. The Annual Governance Statement included within these Statement of Accounts sets out in detail the Council’s governance arrangements.

3. Financial Performance

Financial context of the Council

The Council:

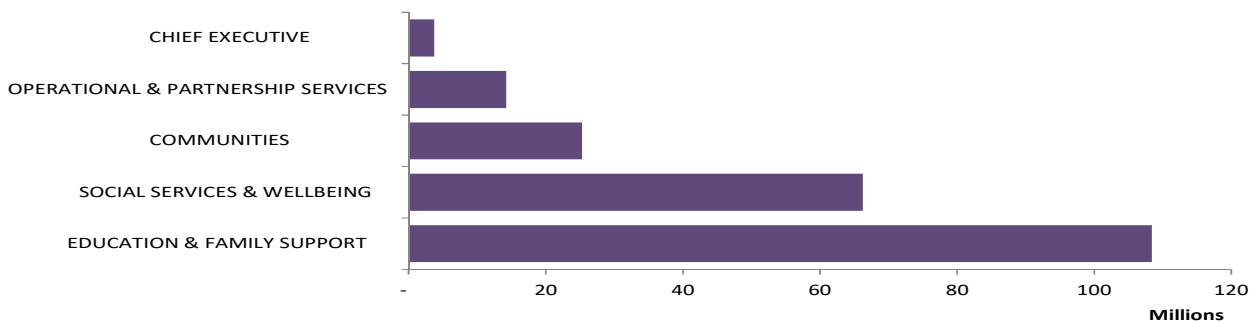
- Manages cash-flows and assets in excess of £687 million
- Holds £495 million of fixed assets, including £482 million of operational assets for delivering services, £9 million of long-term investments and £4 million intangible assets
- Generates £52 million of fees, internal and external charges and other service income used to deliver services



In common with the rest of local government, the Council has seen a real-terms reduction in its core funding but has been able to continue to deliver its services through achievement of efficiencies and innovative approaches to service delivery rather than through cuts to service delivery.

Council Spending

Council spending by Department was within 99.85% of budget for all departments reflecting sound financial management and budgetary control. The table below shows the net spend by Directorate.



The council achieved underspend in the year of £0.387 million, or 0.15% of its net budget. This demonstrates its sound financial management throughout the year and its commitment to ensuring it

does not spend beyond its means. The Council’s outturn report for the year can be found at: <https://democratic.bridgend.gov.uk/ieListDocuments.aspx?CId=141&MId=3207&Ver=4&LLL=0>

4. Addressing future challenges

The Council faces significant challenges moving forward. These include demographic pressures, such as an ageing population and an increasing number of young people with complex disabilities living into adulthood and adding progressively to the demand for care. In addition to this there are inflationary pressures arising from specific contractual commitments and significant increases in staffing costs arising not only from the increase in the national living wage but also the agreed two-year deal for local government workers. Whilst the Welsh Government settlement for Bridgend for 2018-19 is an increase of 0.1%, the impact of new responsibilities on the Council in respect of increased capital limits on residential care, targeted relief to support local businesses and homelessness prevention means that the true position for Bridgend is a reduction of 0.25% year-on-year. Indications for the Welsh Government Settlement for Council’s in 2019-20 suggests a funding reduction of 1% year-on-year, which again will not meet all of the pressures that the Council is facing. Whilst the Council continues to face increasing pressures on its budget, it has approved a balanced budget for 2018-19.

5. FINANCIAL POSITION

The Council maintains a strong balance sheet despite the financial challenges.



Borrowing

The council has long term borrowing outstanding as at 31 March 2018 of £97.421 million. This is a mixture of Public Works Loan Board (PWLB) of £77.617 million and Lender’s Option Borrower’s Option (LOBO’s) of £19.804 million, to finance capital expenditure. More detail in relation to borrowing is provided in note 31. The borrowing should be seen in the context of the total value of the Council’s long-term assets, which are shown in the Balance Sheet at £495 million. Borrowing is permitted in line with the Prudential Code for Capital Finance in Local Authorities regulations as long as, in the opinion of the Chief Finance Officer, the revenue costs are capable of being met and are in keeping with prudential indicators and guidelines. Given the strength of the Balance sheet, the Council’s borrowing levels are reasonable.

- A 'children's accommodation hub' through remodelling existing facilities to reduce the number of children who need to be accommodated in out of county provision.

Enable Smarter Use of resources:

- Continuing the significant investment in the Schools Modernisation Programme supported through 21st Century Schools funding.
- Energy efficiency schemes investing in street lighting and across Council buildings

Significant capital schemes during 2017-18 included the completion of Betws Primary School, and the commencement of a new primary school in Pencoed.



Phase 1 of the new Betws Primary school completed in 2017-18. Phase 2 to build the new Welsh primary school commenced during the year and is anticipated to be completed during October 2018. Both were supported by the Welsh Government's 21st Century Schools Programme.



Work commenced on a new primary at Pencoed jointly financed through the Welsh Government 21st Century Schools Programme.

7. ACCOUNTS PREPARATION

These Accounts have been produced in line with the Code of Practice on Local Authority Accounting in the United Kingdom (the Code) for 2017-18, which is underpinned by International Financial Reporting Standards (IFRS). There have been no significant changes since the prior year.

The accounts consist of the following financial statements:

a) Statement of Responsibilities for the Statement of Accounts

This sets out the respective responsibilities of the Council and the Section 151 officer for the preparation and approval of the Statement of Accounts.

b) The Financial Statements

i. The Comprehensive Income & Expenditure Statement (CIES)

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

The Comprehensive Income and Expenditure Statement is split into two parts.

The first part reflects the full economic cost of providing the services of the Council with the results summarised at the Surplus or Deficit on the Provision of Services line. It represents the operating costs of providing the services of the Council in the year. In the private sector this would be the equivalent to the profit or loss of a company.

The second part, other comprehensive income and expenditure, shows the gains or losses in the measurement of the assets and liabilities of the Council. Those gains or losses arise as a result of changes in market valuations, interest rates or changes in measurement assumptions relating to pensions assets and liabilities.

ii. Movement in Reserves Statement (MiRS)

The Movement in Reserves Statement shows the movement from the start of the year to the end on the different reserves held by the Council, analysed into 'usable reserves' (ie those that can currently be used to fund expenditure or reduce local taxation) and 'unusable' reserves, which must be set aside for specific purposes. It shows how the movements in year of the Council's reserves are broken down between gains and losses incurred in accordance with generally accepted accounting practices and the statutory adjustments required to return to the amounts chargeable to council tax for the year. The Net Increase/Decrease line shows the statutory Council Fund balance movements in the year following those adjustments.

iii. Balance Sheet

The Balance sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Council. The net assets of the Council (assets less liabilities) are matched by the reserves held by the Council. Reserves are reported in two categories. The first category of reserves are usable reserves, ie those reserves that the Council may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use (for example the Capital Receipts Reserve may only be used to fund capital expenditure or repay debt). The second category of reserves represents those that the Council is not able to use to provide services. This category of reserves includes reserves that hold unrealised gains and losses (for example the Revaluation Reserve), where amounts would only become available to provide services if the assets

are sold; and reserves that hold timing differences shown in the Movement in Reserves Statement in 'Adjustment between accounting basis and funding basis under regulations'.

iv. Cash Flow Statement

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

c) Notes to the Accounts

These set out the Accounting Policies adopted for the Statement of Accounts and disclosures relating to the financial statements and include pensions and financial instruments disclosures. These include the Expenditure and Funding Analysis which shows how annual expenditure is used and funded from resources (government grants, fees and charges, council tax and business rates) by the Council in comparison with those resources consumed or earned by the Council in accordance with generally accepted accounting practices. It also shows how this expenditure is allocated for decision making purposes between the Council's Directorates. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement.

d) Annual Governance Statement

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

The Statement of Responsibilities for the Statement of Accounts

The Council's responsibilities

The Council is required to:

- Make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Council that officer is the Head of Finance.
- Manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.
- Approve the Statement of Accounts.

Signed: _____ 06 September 2018

Chair of Audit Committee

Section 151 Officer's Responsibilities

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

In preparing this Statement of Accounts, the Section 151 Officer has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent
- complied with the Local Authority Code.

The Section 151 Officer has also:

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

Section 151 Officer's Certificate

I certify that the Statement of Accounts presents a true and fair view of the financial position of Bridgend County Borough Council as at 31 March 2018 and of its income and expenditure for the year ended 31 March 2018

Signed: _____ 06 September 2018



Financial Statements

Comprehensive Income and Expenditure Statement

2016-17 (restated)					2017-18				Notes
Gross Expenditure £'000	Govt Grants £'000	Other Income £'000	Net Expenditure £'000		Gross Expenditure £'000	Govt Grants £'000	Other Income £'000	Net Expenditure £'000	
156,831	(23,128)	(18,018)	115,685	Education and Family Support	158,109	(23,977)	(16,546)	117,586	
85,871	(4,444)	(16,689)	64,738	Social Services and Wellbeing	92,805	(6,199)	(16,792)	69,814	
63,758	(9,177)	(14,765)	39,816	Communities	62,946	(7,923)	(13,697)	41,326	
28,001	(9,624)	(3,258)	15,119	Operational and Partnership	28,167	(9,257)	(2,840)	16,070	
54,702	(49,917)	(1,256)	3,529	Services	54,513	(49,338)	(1,087)	4,088	
17,879	(4)	(5,713)	12,162	Chief Executives and Finance	18,366	-	(962)	17,404	
				Central Services					
407,042	(96,294)	(59,699)	251,049	Cost Of Services	414,906	(96,694)	(51,924)	266,288	
				Other Operating Expenditure					
12,700			12,700	Precepts payable	13,567			13,567	7
6,881			6,881	Levies payable	6,968			6,968	7
1,050			1,050	(Gain) / loss on disposal of non current assets	1,815			1,815	
20,631	-	-	20,631	Other Operating Expenditure	22,350	-	-	22,350	
				Financing and Investment Income and Expenditure					
4,576			4,576	Interest payable on debt	4,567			4,567	
65			65	Interest element of finance leases (lessee)	60			60	
1,395			1,395	Interest payable on PFI unitary payments	1,352			1,352	13
8,050			8,050	Net Interest on Net Defined Benefit Liability	6,350			6,350	30
		(942)	(942)	Investment Interest & Other Interest Receivable			(959)	(959)	
				Changes in fair value of investment properties			(350)	(350)	
14,086	-	(942)	13,144	Financing and Investment Income and Expenditure	12,329	-	(1,309)	11,020	
				Taxation and Non-Specific Grant Income					
	(145,233)		(145,233)	Revenue Support Grant		(141,610)		(141,610)	8
		(42,142)	(42,142)	National Non Domestic Rates			(45,888)	(45,888)	9
		(81,049)	(81,049)	Council Tax			(84,617)	(84,617)	10
	(6,486)		(6,486)	Recognised capital grants and contributions		(13,024)		(13,024)	11
-	(151,719)	(123,191)	(274,910)	Taxation and Non-Specific Grant Income	-	(154,634)	(130,505)	(285,139)	
				(Surplus) or Deficit on Provision of Services					
441,759	(248,013)	(183,832)	9,914	(Surplus) or deficit on revaluation of Property, Plant and Equipment			(10,830)	(10,830)	
		(8,705)	(8,705)	Impairment losses on non-current assets charged to the Revaluation reserve	4,580			4,580	
3,941		(1,960)	(1,960)	Actuarial (gains) / losses on pension liabilities	4,360			4,360	30
			(6,724)	Other Comprehensive (Income) and Expenditure				(1,890)	
			3,190	Total Comprehensive (Income) and Expenditure				12,629	

Movement in Reserves Statement

	Council Fund Balance £'000	Earmarked Reserves £'000	Capital Receipts Reserves £'000	Capital Grants Unapplied £'000	Total Usable Reserves £'000	Total Unusable Reserves £'000	Total Council Reserves £'000
Balance at 31 March 2016 brought forward	7,604	44,913	18,352	183	71,052	71,001	142,053
<u>Movement in Reserves during 2016-17</u>							
Total Comprehensive (Income) and Expenditure	(9,914)				(9,914)	6,724	(3,190)
Adjustments between accounting basis & funding basis under regulations (Note 20)	16,516		3,012	-	19,528	(19,528)	-
Transfers to Earmarked Reserves (Note 28)	(6,246)	6,246	-	-	-	-	-
Increase/(Decrease) in 2016-17	356	6,246	3,012	-	9,614	(12,804)	(3,190)
Balance at 31 March 2017 carried forward	7,960	51,159	21,364	183	80,666	58,197	138,863

	Council Fund Balance £'000	Earmarked Reserves £'000	Capital Receipts Reserves £'000	Capital Grants Unapplied £'000	Total Usable Reserves £'000	Total Unusable Reserves £'000	Total Council Reserves £'000
Balance at 31 March 2017 brought forward	7,960	51,159	21,364	183	80,666	58,197	138,863
<u>Movement in Reserves during 2017-18</u>							
Total Comprehensive (Income) and Expenditure	(14,519)				(14,519)	1,890	(12,629)
Adjustments between accounting basis & funding basis under regulations (Note 20)	11,822		(203)	105	11,724	(11,724)	-
Transfers to Earmarked Reserves (Note 28)	3,084	(3,084)			-		
Increase/(Decrease) in 2017-18	387	(3,084)	(203)	105	(2,795)	(9,834)	(12,629)
Balance at 31 March 2018 carried forward	8,347	48,075	21,161	288	77,871	48,363	126,234

Balance Sheet

31 March 2017 £'000		31 March 2018 £'000	Notes
	Property, Plant & Equipment		21c
379,014	Other Land and Buildings	381,032	
4,605	Vehicles, Plant, Furniture and Equipment	4,732	
70,047	Infrastructure	63,702	
5,015	Community Assets	4,914	
4,067	Assets under Construction	7,739	
8,237	Surplus Assets not Held for Sale	15,128	
73	Heritage Assets	220	
5,060	Investment Property	4,360	22
4,375	Intangible Assets	4,109	21d
4,003	Long Term Investments	9,010	31
8	Long Term Debtors	1	
484,504	Long Term Assets	494,947	
26,572	Short Term Investments	20,084	31
1,730	Assets Held for Sale	5,961	24
513	Inventories	583	
29,467	Short Term Debtors	31,058	23
1,664	Cash and Cash Equivalents	88	31
59,946	Current Assets	57,774	
(952)	Short Term Borrowing	(2,623)	31
(27,310)	Short Term Creditors	(32,254)	25
(1,214)	Provisions due in 1 year	(1,979)	
(29,476)	Current Liabilities	(36,856)	
(2,451)	Provisions due after 1 year	(2,222)	26
(97,432)	Long Term Borrowing	(97,421)	31
	Other Long Term Liabilities		
(21,064)	PFI & Other Long Term Liabilities	(20,267)	27
(252,450)	Net Pensions Liability	(268,620)	30
(2,714)	Capital Receipts in Advance	(1,101)	
(376,111)	Long Term Liabilities	(389,631)	
138,863	Net Assets	126,234	
	Usable reserves		28
7,960	Council Fund	8,347	
51,159	Earmarked reserves	48,075	28b
21,364	Capital Receipts Reserve	21,161	28a
183	Capital Grants Unapplied	288	
	Unusable Reserves		29
124,703	Revaluation Reserve	126,378	29a
(252,450)	Pensions Reserve	(268,620)	29b
189,468	Capital Adjustment Account	194,640	29c
(731)	Financial Instruments Adjustment Account	(723)	
	Short-term Accumulating Compensated		
(2,793)	Absences Account	(3,312)	
138,863	Total Reserves	126,234	

Cash Flow Statement

2016-17 £'000		2017-18 £'000	Notes
9,914	Net (surplus)/deficit on the Provision of Services	14,519	
(31,442)	Adjustments to net deficit on the provision of services for non-cash movements	(41,329)	34
11,778	Adjustments for Items included in the net deficit on the provision of services that are investing and financing activities	13,598	
(9,750)	Net Cash Flows from Operating Activities	(13,212)	35
22,614	Investing Activities	27,861	36
(7,346)	Financing Activities	(13,073)	37
5,518	Net (Increase) / Decrease in Cash & Cash Equivalents	1,576	
(7,182)	Cash & Cash Equivalent at the beginning of the Reporting Period	(1,664)	
(1,664)	Cash & Cash Equivalent at the end of the Reporting Period	(88)	

The Cash Flow Statement shows the changes in cash and cash equivalents of the Council during the reporting period. The statement shows how the Council generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities.



Notes to the Financial Statements

Notes to the Financial Statements

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1. Accounting Policies

1.1 General principles

The Statement of Accounts summarises the Council's transactions for the 2017-18 financial year and its position at the year end of 31 March 2018. The Council is required to prepare an annual Statement of Accounts by the Accounts and Audit (Wales) Regulations 2014 in accordance with proper accounting practices. These practices comprise the *Code of Practice on Local Authority Accounting in the United Kingdom* (the Code) 2017-18 and the *Service Reporting Code of Practice 2017-18* supported by International Financial Reporting Standards (IFRS).

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

1.2 Standards that have been issued but not yet adopted

The Code of Practice on Local Authority Accounting in the United Kingdom 2017-18 (the Code) requires that the Council discloses information relating to the anticipated impact of an accounting change that will be required by a new standard that has been issued but not yet adopted. This requirement applies to the adoption of the following new or amended standards within the 2017-18 Code:

Standard	Effective date	Further details
IFRS 9 Financial instruments	2018-19	IFRS 9 financial instruments will replace IAS 39 and includes a new principles-based approach for the classification and measurement of financial assets. It also introduces a new impairment methodology for financial assets based on expected losses rather than incurred losses. This will result in earlier and more timely recognition of expected credit losses. The accounting requirements for financial liabilities are almost all carried forward unchanged from IAS 39.
IFRS 15 Revenue from contracts with customers	2018-19	IFRS 15 revenue from contracts with customers introduces a principles-based five-step model for recognising revenue arising from contracts with customers. It is based on a core principle requiring revenue recognition to depict the transfer of promised goods or services to the customer in an amount that reflects the consideration the body expects to be entitled to, in exchange for those goods or services. It will also require more extensive disclosures than are currently required.
IFRS 16 Leases	2019-20	IFRS 16 will replace the current leases standard IAS 17. The key change is that it largely removes the distinction between operating and finance leases for lessees by introducing a single lessee accounting model that requires a lessee to recognise assets and liabilities for all leases with a term of more than 12 months, unless the underlying asset is of low value. It will lead to all leases being recognised on the balance sheet as an asset based on a 'right of use' principle with a corresponding liability for future rentals. This is a significant change in lessee accounting.

As their implementation is for financial years starting after from 1 April 2018 they would not have any impact on the 2017-18 Statements.

1.3 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:

- Revenue from the sale of goods is recognised when the Council transfers the significant risks and rewards of ownership to the purchaser and it is probable that economic benefits or service potential associated with the transaction will flow to the Council.
- Revenue from the provision of services is recognised when the Council can measure reliably the percentage of completion of the transaction and it is probable that economic benefits or service potential associated with the transaction will flow to the Council.
- Supplies are recorded as expenditure when they are consumed – where there is a gap between the date supplies are received and their consumption, they are carried as stocks on the Balance Sheet.
- Expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made.
- Interest receivable on investments and payable on borrowings is accounted for respectively as income and expenditure on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.
- Where revenue 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 debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

1.4 Provisions, Contingent Liabilities and Contingent Assets

Provisions

Provisions are made where an event has taken place that gives the Council a legal or constructive obligation that probably requires settlement by a transfer of economic benefits or service potential, and a reliable estimate can be made of the amount of the obligation. For example, the Council may be involved in a court case that could eventually result in the making of a settlement or the payment of compensation.

Provisions are charged as an expense to the appropriate service line in the Comprehensive Income and Expenditure Statement in the year that the Council becomes aware of the obligation, and are measured at the best estimate at the balance sheet date of the expenditure required to settle the obligation, taking into account relevant risks and uncertainties.

When payments are eventually made, they are charged to the provision carried in the Balance Sheet. Estimated settlements are reviewed at the end of each financial year and where it becomes less than probable that a transfer of economic benefits will now be required (or a lower settlement than anticipated is made), the provision is reversed and credited back to the relevant service.

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

Contingent Liabilities

A contingent liability arises where an event has taken place that gives the Council a possible obligation whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Council. Contingent liabilities also arise in circumstances

where a provision would otherwise be made but either it is not probable that an outflow of resources will be required or the amount of the obligation cannot be measured reliably.

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

Contingent Assets

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

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

1.5 Reserves

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

Certain reserves are kept to manage the accounting processes for non-current assets, financial instruments, employee and retirement benefits and are 'Unusable' reserves as set out in Note 29 to the accounts.

1.6 Government grants and contributions

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

- the Council will comply with the conditions attached to the payments, and
- the grant / contribution will be received.

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

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

Where capital grants are credited to the Comprehensive Income and Expenditure Statement, they are reversed out of the Council Fund Balance in the Movement in Reserves Statement. Where the grant has yet to be used to finance capital expenditure, it is posted to the Capital Grants Unapplied

Reserve. Amounts in the Capital Grants Unapplied Reserve are transferred to the Capital Adjustment Account once they have been applied to fund capital expenditure.

1.7 Employee benefits

Benefits Payable During Employment

Short-term employee benefits are those due to be settled within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave, paid sick leave and bonuses for current employees. These are recognised as an expense for services in the year in which employees render service to the Council. An accrual is made for the cost of holiday 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 relevant Service Cost line in the Comprehensive Income and Expenditure Statement, but then reversed out through the Movement in Reserves Statement so that holiday benefits are charged to revenue in the financial year in which the holiday absence occurs.

Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Council to terminate an Officer's employment before the normal retirement date or an Officer's decision to accept voluntary redundancy and are charged on an accruals basis to the relevant Service Cost line in the Comprehensive Income and Expenditure Statement, when the Council is demonstrably committed to the termination of the employment of an Officer or group of Officers or making an offer to encourage voluntary redundancy.

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

Post-Employment Benefits

Employees of the Council are members of two separate pension schemes. Both schemes provided defined benefits to members (retirement lump sums and pensions), earned as employees worked for the Council.

- The *Teachers' Pension Scheme*, administered by Teachers' Pensions on behalf of the Department for Education (DfE). The arrangements for this scheme mean that liabilities for benefits cannot ordinarily be identified specifically to the Council. The scheme is therefore accounted for as if it were a defined contributions scheme and no liability for future payment of benefits is recognised in the Balance Sheet. The Education and Family line in the Comprehensive Income and Expenditure Statement is charged with the employer's contributions payable to Teachers' Pensions in the year.
- The *Local Government Pension Scheme* - other employees are entitled to be members of the Rhondda Cynon Taf County Borough Council Pension Fund. The Local Government Scheme is accounted for as a defined benefit scheme:-
- The liabilities of the pension scheme attributable to the Council are included in the Balance Sheet on an actuarial basis using the projected unit method i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on

assumptions about mortality rates, employee turnover rates, and projections of projected earnings for current employees.

- Liabilities are discounted to their value at current prices, using a discount rate.
- The assets of the pension fund attributable to the Council are included in the Balance Sheet at their fair value:-
 - Quoted securities – current bid price
 - Unquoted securities – professional estimate
 - Property – market value
- The change in the net pensions liability is analysed into the following components:-
 - Current service cost – the increase in liabilities as result of years of service earned this year – allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked
 - Past service cost – the increase in liabilities as a result of a scheme amendment or curtailment whose effect relates to years of service earned in earlier years – debited to Central Services in the Comprehensive Income and Expenditure Statement
 - Net interest on the net defined benefit liability (asset), i.e. net interest expense for the Council – the change during the period in the net defined benefit liability (asset) that arises from the passage of time charged to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement – this is calculated by applying the discount rate used to measure the defined benefit obligation at the beginning of the period to the net defined benefit liability (asset) at the beginning of the period – taking into account any changes in the net defined benefit liability (asset) during the period as a result of contribution and benefit payments.
 - Re-measurements comprising:-
- The return on plan assets – excluding amounts included in the net interest on the net defined benefit liability (asset) – charged to the Pensions Reserve and Other Comprehensive Income and Expenditure
- Actuarial gains and losses – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – charged to the Pensions reserve as Other Comprehensive Income and expenditure:-
 - Contributions to the pension fund – cash paid as employer's contribution to the pension fund in settlement of liabilities; not accounted for as an expense.
- In relation to retirement benefits, statutory provisions require the Council Fund balance to be charged with the amount payable by the Council to the pension fund or directly to pensioners in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, this means that there are transfers to and from the Pensions Reserve to remove the notional debits and credits for retirement benefits and replace them with debits for the cash paid to the pension fund and pensioners any amounts payable to the fund but unpaid at the year end. The negative balance that arises on the Pensions Reserve thereby measures the beneficial impact to the Council Fund of being required to account for retirement benefits on the basis of cash flows rather than as benefits earned by employees.
- The Council also has restricted powers to make discretionary awards of retirement benefits in the event of early retirements. Any liabilities estimated to arise as a result of an award to any member

of staff (including teachers) are accrued in the year of the decision to make the award and accounted for using the same policies as are applied to the Local Government Pension Scheme.

1.8 VAT

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

1.9 Overheads and Support Services

In line with the Code of Practice on Local Authority Accounting (the Code) for 2017-18, overheads and support services are shown in the relevant service where they are incurred and are not recharged out to supported service areas. Any internal income as a result of transactions between departments is shown in the supplying service line with the corresponding charge being shown in the recipient service line.

1.10 Intangible Assets

The Council accounts for software as intangible assets to the extent that the software is not an integral part of a particular IT system and accounted for as part of the hardware item of Property, Plant and Equipment. The most significant intangible asset is the Wales Community Care Information System (WCCIS) software development costs and licence.

All software is given a finite useful life, based on assessments of the period that the software is expected to be of use to the Council. The useful life used by the Council of the WCCIS is 8 years. Amortisation of the intangible asset is charged on a straight line basis over the useful life and is charged to the Social Services and Wellbeing line in the Comprehensive Income and Expenditure Statement.

1.11 Property, Plant and Equipment

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

All expenditure on Property, Plant and Equipment is recognised irrespective of value. Expenditure below £40,000 is considered non-enhancing and is immediately impaired unless cumulatively over more than one year the expenditure would amount to more than this value.

Measurement

Assets are initially measured at cost, comprising its purchase price and all expenditure that is directly attributable to bringing the asset into working condition for its intended use. Assets are then carried in the balance sheet using the following measurement bases:

- **Land and buildings** – current value, determined as the amount that would be paid for the asset in its existing use (existing use value – EUV)
- **Non-specialised operational properties** – existing use value (EUV)
- **Specialised operational properties (such as schools)** – depreciated replacement cost (DRC)
- **Vehicles, plant and equipment** – depreciated historical cost

- **Community assets** – historical cost
- **Assets under construction** – historical cost (until they become operational)
- **Infrastructure assets** – depreciated historical cost
- **Surplus assets and investment properties** – fair value
- **Assets held for sale** – lower of carrying amount and fair value less costs of sale

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

The Council does not capitalise borrowing costs incurred whilst assets are under construction.

Revaluations

Assets included in the Balance Sheet at fair value or current value are revalued sufficiently regularly to ensure that their carrying amount is not materially different from their fair value or current value at the year-end. Revaluations of the Council's property assets are undertaken on a 3 year rolling programme basis. Revaluation gains since 1 April 2007 only are recognised in the Revaluation Reserve, the date of its inception. Previous revaluation gains have been consolidated into the Capital Adjustment Account.

Impairment

Assets are assessed at each year-end as to whether there is any indication that an asset may be impaired. Where indications exist and any possible differences are estimated to be material, the recoverable amount of the asset is estimated and, where this is less than the carrying amount of the asset, an impairment loss is recognised for the shortfall. Where there have been previous revaluation gains against the asset held in the Revaluation Reserve, any subsequent loss is firstly written out against the accumulated Revaluation Reserve with any balance being charged against the Comprehensive Income and Expenditure Statement.

Depreciation

Depreciation is provided for on Property, Plant and Equipment assets by the systematic allocation of their depreciable amounts over their useful lives. Exceptions are made for:

- Heritage assets
- Assets without a determinable finite useful life such as freehold land
- Assets that are not yet available for use i.e. assets under construction, and assets held for sale.

Depreciation is calculated on the value of the asset at the start of the year and on the following bases:

Asset	Policy	Life
Land	No depreciation charged	N/A
Buildings	Straight line depreciation on estimated remaining life	As advised by Valuer (between 1 - 79 years)
Vehicles, plant and equipment	Straight line depreciation on estimated remaining life	3 - 10 years
Infrastructure - Bridges	Straight line depreciation on estimated remaining life	30 years
Infrastructure - Roads	Straight line depreciation on estimated remaining life	15 years
Infrastructure - Other	Straight line depreciation on estimated remaining life	1 - 30 years

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

Componentisation

Assets purchased or revalued during the year are reviewed to confirm whether any part of the asset will have a significantly different useful life and a material impact on depreciation. Where this is the case the asset will be 'componentised' and the differing parts will be depreciated over their respective useful lives. Within the Council's asset portfolio there are a number of asset classes where componentisation is not considered, including:

- Equipment – as this is considered immaterial
- Asset classes which are not depreciated – such as land, investment property, heritage assets, community assets and assets held for sale.

Disposals and Non-current Assets Held for Sale

When it becomes probable that the carrying amount of an asset will be recovered principally through a sale transaction rather than through its continuing use, it is reclassified as an Asset Held for Sale. The criteria for recognising assets as being held for sale are:

- Available for immediate sale in present condition
- Sales highly probable
- Actively marketed
- Sales completion expected within 12 months.

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts.

1.12 Heritage Assets

Heritage Assets are those assets that are intended to be preserved in trust for future generations because of their cultural, environmental or historical worth. Heritage Assets are recognised and measured (including the treatment of revaluation gains and losses) in accordance with the Council's accounting policies on property, plant and equipment. The Council recognises its Civic Regalia and a number of paintings in the Balance Sheet at insurance value. The value of the paintings were added to the Balance Sheet during 2017-18 based on an insurance valuation carried out by professional valuers during the year. According to the Code there is no prescribed minimum period between valuations and the Council does not intend to revalue its Heritage Assets in the near future unless

there is evidence of impairment such as physical deterioration or damage, or doubts to their authenticity arise.

1.13 Charges to revenue for non-current assets

Services are debited with the following amounts to record the real cost of holding fixed assets during the year:

- Depreciation attributable to the assets used by the relevant service
- Revaluation and impairment losses on assets used by the service where there are no accumulated gains in the Revaluation Reserve against which the losses can be written off.

The Council is not required to raise council tax to fund depreciation, revaluation or impairment losses or amortisation. However, it is required to make an annual prudent provision from revenue to contribute towards the reduction in its overall borrowing requirement. This is detailed in the Council's Annual Minimum Revenue Provision Statement, and differentiates between supported capital expenditure, unsupported capital expenditure, and Finance Leases / PFI. Depreciation, revaluation and impairment losses and amortisations are therefore replaced by this *Minimum Revenue Provision* (MRP) by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two.

1.14 Revenue Expenditure Funded from Capital Resources under Statute (REFCUS)

Expenditure incurred during the year that may be capitalised under statutory provisions but does not result in the creation of non-current assets has been charged as expenditure to the relevant service in the Comprehensive Income and Expenditure Statement in the year. Examples of such expenditure include home improvement grants, town improvement grants and land feasibility studies. Where the Council has determined to meet the cost of these from existing capital resources or by borrowing, a transfer in the Movement in Reserves Statement from the Council Fund Balance to the Capital Adjustment Account then reverses out the amounts charged so there is no impact on the level of council tax. Where this expenditure is funded by grants or contributions, this is also taken to the relevant service area where the expenditure has been charged.

1.15 Leases

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

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

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

The Council as a Lessee

Operating Leases

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

The Council as a Lessor

Operating Leases

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

1.16 Financial Liabilities

Financial liabilities are initially measured at fair value and carried at their amortised cost. Annual charges to the Financing and Investment Income and Expenditure Section of the Comprehensive Income and Expenditure Statement for interest payable are based on the carrying amount of the liability, multiplied by the effective rate of interest for the instrument. For most of the borrowings that the Council has, this means that the amount presented in the Balance Sheet is the outstanding principal repayable together with any accrued interest and interest charged to the Comprehensive Income and Expenditure Statement for the year according to the loan agreement.

The Council has three Lender's Option Borrower's Option loans (LOBOs) with stepped interest rates. An effective interest rate has been used for these so that these are re-measured amounts for the LOBOs on the Balance Sheet.

1.17 Financial Assets

Loans and Receivables are assets that have fixed or determinable payments but are not quoted in an active market. They are initially measured at fair value and carried at their amortised cost. Annual credits to the Income and Expenditure Account for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument.

1.18 Inventories and Long Term Contracts

Inventories are included in the Balance Sheet at the lower of cost and net realisable value. Work in progress is subject to an interim valuation at the year end and recorded in the Balance Sheet at cost plus any profit reasonably attributable to the works.

Long term contracts are accounted for on the basis of charging the Surplus or Deficit on the Provision of Services with the value of works and services received under the contract during the financial year.

1.19 Private Finance Initiatives (PFI)

PFI contracts are agreements to receive services, where the responsibility for making available the property, plant and equipment needed to provide the services passes to the PFI contractor. As the Council is deemed to control the services that are provided under the PFI scheme and as ownership of the property, plant and equipment will pass to the Council at the end of the contracts for no additional charge, the Council carries the assets used under the contracts on its Balance Sheet as part of Property, Plant and Equipment.

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

Non-current Assets recognised on the Balance Sheet are revalued and depreciated in the same way as property, plant and equipment owned by the Council.

The amounts payable to the PFI operators each year are analysed as follows:-

- fair value of the services received during the year – debited to the relevant service in the Comprehensive Income and Expenditure Statement
- finance cost – an interest charge on the outstanding Balance Sheet liability, debited to Financing and Investment Income and Expenditure section of the Comprehensive Income and Expenditure Statement
- payment towards the liability – applied to write down the Balance Sheet liability towards the PFI operator

PFI assets are subject to MRP. The Annual MRP Policy for the Council has deemed this charge to be equivalent to the finance lease liability written down for the year.

1.20 Joint Arrangements

The Council is part of a number of joint arrangements including the Joint Committee for the Cardiff Capital Region City Deal (CCRCD) which consists of 10 Partner Authorities: Blaenau Gwent; Caerphilly; Cardiff; Merthyr Tydfil; Monmouthshire; Newport; Rhondda-Cynon-Taf; Torfaen and the Vale of Glamorgan. The Joint Committee has been established to oversee delivery of a range of programmes designed to increase connectivity and to improve physical and digital infrastructure. The contributions to the Joint Committee are classified as Revenue Expenditure Funded from Capital Under Statute (REFCUS). The Council has not consolidated the assets or liabilities of the Joint Committee.

The Council continues to have administrative responsibilities for Coychurch Crematorium and independent financial statements continue to be prepared and reviewed for this joint committee. The activities of these joint arrangements are excluded from the Council's single entity financial statements on the basis of materiality of both assets and population.

1.21 Council Tax Income

All Council Tax income is shown in the Comprehensive Income and Expenditure Statement of the Council with the major preceptors' precepts (principally Police and Crime Commissioner for South Wales) being included as expenditure.

1.22 Prior Period Adjustments, Changes in Accounting Policies and Estimates and Errors

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

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

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

1.23 Cash and Cash Equivalents

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

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

1.24 Events after the Balance Sheet date

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

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

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

1.25 Investment Property

Investment properties are those that are used solely to earn rentals and/or for capital appreciation. The definition is not met if the property is used in any way to facilitate the delivery of services or production of goods or is held for sale. Investment properties are measured initially at cost and subsequently at fair value, based on the amount at which the asset could be exchanged between knowledgeable parties at arm's-length. Properties are not depreciated but are revalued annually according to market conditions at the year-end. Gains and losses on revaluation are posted to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The same treatment is applied to gains and losses on disposal.

The Council instructed external valuers Cooke & Arkwright to provide valuations as at 31 December for all of the Council's investment portfolio in line with IFRS13. When the fair values of Investment Properties, Surplus Assets and Assets Held for Sale cannot be measured based on quoted prices in active markets (that is **Level 1 inputs**), their fair value is measured using the following valuation techniques:

Level 2 inputs: quoted prices for similar assets or liabilities in active markets at the valuation date

Level 3 inputs: valuations based on most recent valuations, adjusted to current valuation by the use of indexation and impairment review

The majority of the investment properties were valued at Level 2 inputs with a number valued at Level 3 inputs.

Rentals received in relation to investment properties are credited to the Financing and Investment Income line and result in a gain for the Council Fund Balance. However, revaluation and disposal

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

1.26 Carbon Reduction Commitment Allowances

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

1.27 Local Authority Schools

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

2. Critical Judgements in Applying Accounting Policies

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

There is a high degree of uncertainty about future levels of funding for local government. However, the Council has determined that this uncertainty is not yet sufficient to provide an indication that the assets of the Council might be impaired as a result of a need to close facilities and reduce levels of service provision.

The Council is deemed to control the services provided under the outsourcing agreement for the provision of a Comprehensive School in Maesteg and also to control the residual value of the school at the end of the agreement. The accounting policies for PFI schemes and similar contracts have been applied to the arrangement and the School (valued at £24.1 million) has been recognised as Property, Plant and Equipment on the Council's Balance Sheet.

The Council has a number of interests in other entities however the arrangements are not sufficiently material to warrant producing consolidated financial statements when reviewing both quantitative and qualitative information. In order to ensure compliance with the Code, a range of narrative disclosures have been made in other sections of the accounts.

3. Assumptions made about the future and other major sources of estimated uncertainty

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

The items in the Council's Balance Sheet at 31 March 2018 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

Plant, Property and Equipment

Revaluation of the Council's assets is undertaken on a 3-year rolling programme. The value of those assets is based upon calculations and estimation techniques following the Royal Institute of Chartered Surveyors (RICS) guidance, and in accordance with IFRS. Revaluation takes account of the value and condition of the asset, relevant components and also de-recognition where appropriate.

Depreciation of Property, Plant and Equipment

Assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance that will be incurred in relation to individual assets. The current economic climate may result in spending on repairs and maintenance having to be reduced thus, bringing into doubt the useful lives assigned to assets. If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets will fall.

Investment Properties, Surplus Assets and Assets Held for Sale

Fair Value estimations:

The Council instructed external valuers Cooke & Arkwright to provide valuations as at 31 December 2017 for all of the Council's investment portfolio and these were valued in line with IFRS13.

When the fair values of Investment Properties, Surplus Assets and Assets Held for Sale cannot be measured based on quoted prices in active markets (**Level 1 inputs**), their fair value is measured using the following valuation techniques:

Level 2 inputs: quoted prices for similar assets or liabilities in active markets at the balance sheet date;

Level 3 inputs: valuations based on the most recent valuations adjusted to current valuation by the use of indexation and impairment review.

Where possible, the inputs to these valuation techniques are based on observable data, but where this is not possible judgment is required in establishing fair values. These judgments typically include considerations such as uncertainty and risk. Changes in assumptions used could affect the fair value. The external valuers used the most appropriate valuation techniques to determine fair value.

Pensions Liability

Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Council with expert advice about the assumptions to be applied.

4. Expenditure and Funding Analysis

2016-17				2017-18		
Net Expenditure Chargeable to the Council Fund	Adjustments between the Funding and Accounting Basis & transfers to Earmarked Reserves (Note 5)	Net Expenditure in the Comprehensive Income and Expenditure Statement		Net Expenditure Chargeable to the Council Fund	Adjustments between the Funding and Accounting Basis & transfers to Earmarked Reserves (Note 5)	Net Expenditure in the Comprehensive Income and Expenditure Statement
£'000	£'000	£'000		£'000	£'000	£'000
107,653	(8,032)	115,685	Education and Family Support	108,387	(9,199)	117,586
62,560	(2,178)	64,738	Social Services & Wellbeing	66,281	(3,533)	69,814
24,517	(15,299)	39,816	Communities	25,271	(16,055)	41,326
13,238	(1,881)	15,119	Operational & Partnership Services	14,259	(1,811)	16,070
3,467	(62)	3,529	Chief Executives	3,746	(342)	4,088
33,428	21,266	12,162	Central Services	29,635	12,231	17,404
244,863	(6,186)	251,049	Cost Of Services	247,579	(18,709)	266,288
(245,219)	(4,084)	(241,135)	Other income and Expenditure	(247,966)	3,803	(251,769)
(356)	(10,270)	9,914	Surplus or Deficit	(387)	(14,906)	14,519
7,604			Opening Council Fund Balance	7,960		
356			Surplus or (Deficit) on Council Fund for year	387		
7,960			Closing Council Fund Balance as at 31 March	8,347		

5. Note to the Expenditure and Funding Analysis

Adjustments between Funding and Accounting Basis 2016-17 - restated				
Adjustments from Council Fund to arrive at the Comprehensive Income and Expenditure Statements amounts	Adjustments for Capital Purposes (Note 1)	Net change for the Pensions Adjustments (Note 2)	Other Differences (Note 3)	Total Adjustments
	£'000	£'000	£'000	£'000
Education and Family Support	(6,296)	(241)	(1,495)	(8,032)
Social Services & Wellbeing	(177)	(185)	(1,816)	(2,178)
Communities	(13,761)	(78)	(1,460)	(15,299)
Operational & Partnership Services	(925)	(62)	(894)	(1,881)
Chief Executives	-	(24)	(38)	(62)
Central Services	8,776	(500)	12,990	21,266
Net cost of services	(12,383)	(1,090)	7,287	(6,186)
Other income and expenditure from the Expenditure and Funding Analysis	5,425	(8,050)	(1,459)	(4,084)
Difference between Council Fund surplus or deficit and Comprehensive Income and Expenditure Statement Surplus or Deficit on the Provision of Services	(6,958)	(9,140)	5,828	(10,270)

Note: the above figures have been restated for adjustments between Capital and Other Differences.

Adjustments between Funding and Accounting Basis 2017-18				
Adjustments from Council Fund to arrive at the Comprehensive Income and Expenditure Statements amounts	Adjustments for Capital Purposes (Note 1)	Net change for the Pensions Adjustments (Note 2)	Other Differences (Note 3)	Total Adjustments
	£'000	£'000	£'000	£'000
Education and Family Support	(4,957)	(2,215)	(2,027)	(9,199)
Social Services & Wellbeing	(650)	(1,720)	(1,163)	(3,533)
Communities	(9,978)	(727)	(5,350)	(16,055)
Operational & Partnership Services	(816)	(572)	(423)	(1,811)
Chief Executives	-	(226)	(116)	(342)
Central Services	5,343	-	6,888	12,231
Net cost of services	(11,058)	(5,460)	(2,191)	(18,709)
Other income and expenditure from the Expenditure and Funding Analysis	11,558	(6,350)	(1,405)	3,803
Difference between Council Fund surplus or deficit and Comprehensive Income and Expenditure Statement Surplus or Deficit on the Provision of Services	500	(11,810)	(3,596)	(14,906)

Note 1 - Adjustments for Capital Purposes

The adjustments for capital purposes column adds in depreciation and impairment, revaluation gains and losses and Revenue Expenditure Funded by Capital under Statute (REFCUS) in the services line, and for:

- Other operating expenditure – adjusts for capital disposals with a transfer of income on disposal of assets and the amounts written off for those assets
- Financing and investment income and expenditure – the statutory charges for capital financing (i.e. the Minimum Revenue Provision) and other revenue contributions are deducted from other income and expenditure as these are not chargeable under generally accepted accounting practices
- Taxation and non-specific grant income and expenditure – capital grants are adjusted for income not chargeable under generally accepted accounting practices. Revenue grants are adjusted from those receivable in the year to those receivable without conditions or for which conditions were satisfied throughout the year. The Taxation and Non Specific Grant Income and Expenditure line is credited with capital grants receivable in the year without conditions or for which conditions were satisfied in the year.

Note 2 - Net Change for the Pensions Adjustments

The net change for the removal of pension contributions and the addition of IAS19 Employee Benefits pension related expenditure and income:

- For Services this represents the removal of the employer pension contributions made by the authority as allowed by statute and the replacement with current service costs and past service costs
- For Financing and Investment Income and Expenditure – the net interest on the defined benefit liability is charged to the CIES.

Note 3 - Other Differences

Other differences between amounts debited / credited to the Comprehensive Income and Expenditure Statement and amounts payable / receivable to be recognised under statute:

- For financing and investment income and expenditure the other differences column recognises adjustments to the Council Fund for the timing differences for premiums and discounts
- The charge under Taxation and Non-Specific Grant Income represents the difference between what is chargeable under statutory regulations for council tax and NNDR that was projected to be received at the start of the year and the income recognised under generally accepted accounting practices.

6. Expenditure and Income Analysed by Nature

This table sets out how the funding to the Council has been used in providing services in line with generally accepted accounting practices. This will include cash and non-cash transactions including accounting adjustments in line with International Financial Reporting Standards.

2016-17 £'000		2017-18 £'000
	Expenditure	
174,030	Employee expenses	180,687
209,003	Other services expenses	209,767
24,009	Depreciation, amortisation, impairment	24,451
14,086	Interest payments	12,329
19,581	Precepts and levies	20,535
1,050	Loss on disposal of assets	1,816
441,759	Total expenditure	449,585
	Income	
(59,699)	Fees, charges and other service income	(51,924)
(123,191)	Income from council tax, non-domestic rates	(130,505)
(248,013)	Government grants and contributions	(251,328)
(942)	Interest and investment income	(959)
-	Other income	(350)
(431,845)	Total income	(435,066)
9,914	(Surplus) or Deficit on the provision of services	14,519

Notes to the Comprehensive Income and Expenditure Statement

7. Precepts and levies

Precepts are the amounts paid to non-billing authorities (e.g. community councils) so that they can cover their expenses. Levies are the amounts payable when services are operated over areas covering more than one Council, either on a joint service basis, where one Council administers the service where other Councils contribute to the costs, or by external bodies who levy on the appropriate Councils. The amounts paid were as follows:

2016-17 £'000		2017-18 £'000
	Precepts	
10,791	Police and Crime Commissioner for South Wales	11,514
1,909	Community Councils	2,053
12,700	Total Precepts	13,567
	Levies	
6,542	South Wales Fire and Rescue Authority	6,603
226	Coroners Service	255
93	Archive Service	92
20	Swansea Bay Port Authority	18
6,881	Total Levies	6,968
19,581	Total Precepts and Levies	20,535

8. Revenue Support Grant (RSG)

This is the principal source of finance towards revenue expenditure from Welsh Government with the amount receivable fixed at the start of each financial year. The amount received in 2017-18 was £141.6 million (£145.2 million for 2016-17).

9. National Non-Domestic Rates (NNDR)

NNDR is organised on a national basis. The Welsh Government specifies the rate in the pound to be charged and, subject to the effects of transition arrangements, local businesses pay rates calculated by multiplying their rateable value by the rate in the pound. This was 49.9p in 2017-18 (48.6p in 2016-17). The Council is responsible for collecting rates due from ratepayers in its area but pays the proceeds into the NNDR pool administered by WG. WG then redistributes the sums payable back into local authorities on the basis of a fixed amount per head of population.

The Council receives a contribution from the NNDR pool direct. The income from this is reflected separately in the Comprehensive Income and Expenditure Statement. This amount was £45.888 million in 2017-18 (£42.142 million in 2016-17).

10. Council Tax

Council Tax Income derives from charges raised according to the value of residential properties, which have been classified into ten valuation bands estimating 1 April 2005 values for this specific purpose. Charges are calculated by taking the amount of income required for Bridgend County Borough Council, each Community Council and the Police and Crime Commissioner for South Wales

and dividing this by the Council Tax base. The Council Tax base is the total number of properties in each band adjusted by a proportion to convert the number to a Band D equivalent and adjusted for discounts – 52,759.01 dwellings for 2017-18 (51,916.19 in 2016-17). The average amount for a Band D property is £1,592.58 in 2017-18 (£1,542.40 in 2016-17 on average) and is multiplied by the proportion specified for the particular band to give the individual amount due.

Council Tax bills were based on the following multipliers for bands A* to I and the number of properties in each band were as follows:

Band	A*	A	B	C	D	E	F	G	H	I
Multiplier	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	21/9
Chargeable Dwellings	26	10,099	14,815	13,990	10,171	7,351	4,136	1,390	283	90

Analysis of the net proceeds from Council Tax is as follows:

2016-17 £'000		2017-18 £'000
(81,049)	Council Tax Collectable	(84,617)
	Less:	
1,909	Payable to Community Councils	2,053
10,791	Payable to Police and Crime Commissioner for South Wales	11,514
(1,084)	Provision for non-payment of Council Tax increase/(decrease)	403
(69,433)	Net Proceeds from Council Tax	(70,647)

11. Grants

In addition to the Revenue Support Grant, the Council credited the following grants and contributions to the Comprehensive Income and Expenditure Statement:

2016-17 £'000	Specific Grants credited to Services	2017-18 £'000
(48,571)	Housing Benefit Subsidy	(47,980)
(6,331)	DCELLS Post 16 Grant	(6,446)
(4,951)	Education Improvement Grant	(5,142)
(6,823)	Other Education & Family Support	(7,605)
(1,704)	Other Social Services & Wellbeing	(4,828)
(5,013)	Others	(3,592)
(5,816)	Supporting People	(5,816)
(405)	Sport Play & Active Wellbeing	(445)
(2,996)	Concessionary Fares Grant	(2,699)
(3,287)	Flying Start	(3,301)
(2,777)	Sustainable Waste Grant	(2,650)
(595)	Housing/Council Tax Benefit Administration	(545)
(1,550)	Communities First	(995)
(1,740)	Families First	(1,690)
(2,382)	General Capital Grant	(2,379)
(1,353)	Other Capital Grants	(581)
(96,294)	Total	(96,694)

2016-17 £'000	Other Government Grants credited to Taxation and Non-specific Grant Income	2017-18 £'000
(6,486)	Capital Grants and Contributions	(13,024)
(6,486)	Total	(13,024)

(102,780)	Total	(109,718)
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12. LeasesCouncil as a LesseeOperating Leases

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

2016-17 £'000		2017-18 £'000
(768)	Not later than one year	(692)
(1,943)	Later than one year but less than five years	(1,698)
(7,026)	Later than five years	(6,756)
(9,737)	Total	(9,146)

Expenditure charged in the year to the Service areas was £0.776 million made up of minimum lease payments of £0.232 million and £0.544 million for contingent rents (£0.843 million in 2016-17 made up of £0.299 million minimum lease payments and £0.545 million contingent rents).

Council as a LessorOperating Leases

The Council leases out property for economic purposes to provide affordable accommodation for local businesses. The future rentals receivable under operating leases are:-

2016-17 £'000		2017-18 £'000
88	Not later than one year	105
139	Later than one year but less than five years	139
875	Later than five years	849
1,102	Total	1,093

13. Private Finance Initiative (PFI)

During the 2008-09 financial year, the Council commenced payment under the Private Finance Initiative (PFI) arrangement for the provision of a Secondary School in Maesteg that was entered into in 2007-08 which will run until August 2033. There is a commitment of £30.5 million (Net Present Value) over the duration of the contract, which is to be funded by a combination of PFI Credits, agreed by the Welsh Government, and Council / Delegated School resources.

The total unitary payment is divided into the service charge element, the repayment of the liability element and the interest element. The charges are shown below:-

2016-17 £'000	Unitary Charge	2017-18 £'000
638	Service Charge Element	660
1,395	Interest Element	1,352
552	Finance Lease Liability	595
2,585	Total	2,607

These payments will be made over the life of the PFI contract and estimates for subsequent years are as detailed below at current prices:-

Unitary Charge	2018-19 £'000	2019-20 to 2023-24 £'000	2024-25 to 2028-29 £'000	2029-30 to 2033-34 £'000	TOTAL £'000
Service Charge Element	502	2,511	2,511	2,504	8,028
Interest Element	1,306	5,708	3,895	1,288	12,197
Finance Lease Liability	641	4,026	5,839	7,134	17,640
Total	2,449	12,245	12,245	10,926	37,865

The Council meets the costs of the Unitary Charge from its own resources and funding from the WG allocated through the revenue settlement. The profile of funding from WG reduces annually until the expiry of the contract term whereas the unitary charge payable by the Council increases annually over the same period however the Council has recognised this reduction as a revenue budget pressure to be funded via an earmarked reserve set aside for this purpose.

14. Pooled Fund Arrangements

There are some formal pooled budget arrangements between the Council and Abertawe Bro Morgannwg University Local Health Board under Section 33 NHS (Wales) Act 2006 and a pooled fund arrangement between 3 Councils for the delivery of an Integrated Family Support Service under s.166-169 Social Services Wellbeing (Wales) Act 2014.

2016-17			Partner	Purpose of Partnership	2017-18		
Gross Income Of Partnership £'000	Gross Expenditure of Partnership £'000	Council's Contribution £'000			Gross Income Of Partnership £'000	Gross Expenditure of Partnership £'000	Council's Contribution £'000
(596)	596	318	Abertawe Bro-Morgannwg University Health Board	Provision of day opportunities for people recovering from mental health problems.	(560)	560	280
(2,645)	2,574	629	Rhondda Cynon Taff CBC Merthyr Tydfil CBC Cwm Taf LHB Abertawe Bro Morgannwg University Health Board	Provision of specified community equipment for service users to enable them to continue to live in their own homes. Rhondda Cynon Taf are the lead partner	(2,646)	2,734	609
(4,595)	4,595	2,473	Abertawe Bro-Morgannwg University Health Board	Provision of integrated community support services	(4,730)	4,730	2,595
(825)	825	275	Neath Port Talbot CBC, City and County of Swansea Council	Provision of an Integrated Family Support Service	(657)	657	198

15. Officers' Remuneration

Four separate disclosures are required to ensure compliance with either the Accounts and Audit (Wales) Regulations 2014 or the CIPFA Code.

Disclosure 1 – Ratio of the Remuneration of the Chief Executive to the median remuneration of all the body's employees

The ratio for Bridgend is 6.64 (2016-17: 6.64) and median salary is £20,138 (2016-17: £19,939), i.e. the Remuneration of the Chief Executive is 6.64 times more than the median remuneration of the Council's employees.

Disclosure 2 : Table of Officers' Remuneration over £60,000

The number of employees (including teachers) whose remuneration, excluding pension contributions, was £60,000 or more for the year is as follows:

2016-17 including Redundancy Costs	Remuneration Band	Number of Employees				
		Movement in Bandings	2017-18 inc Redundancy Costs (Note 1)	2017-18 exc Redundancy Costs (Note 2)	Number of Teachers inc in Figures exc Redundancy (Note 2)	Number of Non-Teachers inc in Figures exc Redundancy (Note 2)
19	£60,000 - £64,999	3	22	21	19	2
13	£65,000 - £69,999	(2)	11	11	11	-
6	£70,000 - £74,999	(2)	4	4	4	-
8	£75,000 - £79,999	(1)	7	7	5	2
6	£80,000 - £84,999	3	9	6	1	5
1	£85,000 - £89,999	-	1	1	1	-
1	£90,000 - £94,999	1	2	1	1	-
2	£95,000 - £99,999	(2)	-	-	-	-
2	£100,000 - £104,999	-	2	2	1	1
6	£105,000 - £109,999	(4)	2	2	-	2
-	£110,000 - £114,999	1	1	-	-	-
1	£115,000 - £119,999	(1)	-	-	-	-
1	£120,000 - £124,999	(1)	-	-	-	-
-	£125,000 - £129,999	1	1	1	1	-
1	£130,000 - £134,999	-	1	1	-	1
1	£135,000 - £139,999	(1)	-	-	-	-
-	£335,000 - £339,999	2	2	-	-	-
68		(3)	65	57	44	13

Note 1: These costs include redundancy costs and payments in lieu of notice at time of departure as well as any applicable strain costs, which are the costs of the early payment of benefit payable by the Council to the Pension Fund when a member of staff over 55 is made redundant.

Note 2: There are 57 individuals with remuneration of £60,000 or more, including:-

- a) 44 Headteachers and Deputy Headteachers, and
- b) 13 Senior Managers of the Council, including the Senior Officers shown in Disclosure 3 below, and Heads of Service.

Disclosure 3 : Table of Senior Officer's Remuneration (including Pensions Contributions)

Job Title	Salary		Pension Contributions (note 2)		Total Remuneration including Pension Contributions	
	17-18	16-17	17-18	16-17	17-18	16-17
	£	£	£	£	£	£
Chief Executive Officer & Head of Paid Service (Note 1)	133,726	132,402	28,484	28,202	162,210	160,604
Corporate Director - Education and Family Support (Note 4)	81,618	105,109	17,385	22,388	99,003	127,497
Interim Corporate Director - Education and Family Support (Note 4)	102,602	3,238	21,854	690	124,456	3,928
Corporate Director - Communities	106,160	105,109	22,612	22,388	128,772	127,497
Corporate Director - Social Service & Wellbeing	106,160	105,109	22,612	22,388	128,772	127,497
Corporate Director - Resources & s151 Officer (Note 5)	-	2,650	-	862	-	3,512
Head of Finance - s151 Officer (Note 5)	61,562	78,700	13,113	16,763	74,675	95,463
Corporate Director - Operational and Partnership Services	103,682	100,227	22,084	21,348	125,766	121,575

Notes

Note 1: The Chief Executive Officer's salary excludes payment for Election Duties. These amounted to £18,824 for 2 Parliamentary, 39 County Borough and 49 Community Council Elections.

Note 2: Pension Contributions relate to actual payments made.

Note 3: No 'Expenses' or 'Benefits in Kind' were paid in the year.

Note 4: The Corporate Director – Education and Family Support was seconded to Welsh Government until leaving the Council on 7 January 2018. All costs of the secondment were recovered from the Welsh Government. An interim Director was appointed during 2016-17 to cover this role.

Note 5: The Corporate Director – Resources left the Council in April 2016 and the Head of Finance assumed the role of s.151 Officer and member of the Corporate Management Board. The Head of Finance left the Council on 2 January 2018 and an interim Head of Finance and s.151 Officer was appointed under a contractual arrangement with the Welsh Local Government Association. The costs incurred in this arrangement during the year were £26,355.

Disclosure 4: Table on Exit Packages

The number of exit packages approved in the year with total cost per band (£'s) and total cost of the compulsory and other redundancies are set out in the table below:

Exit Package Cost Band (including Special Payments)	Number of Compulsory Redundancies		Number of Other Departures Agreed		Total Number of Exit Packages by Cost Band		Total Cost of Exit Packages in Each Band	
	17-18	16-17	17-18	16-17	17-18	16-17	17-18	16-17
	£	£	£	£	£	£	£	£
£0 - £20,000	13	12	24	20	37	32	324,861	302,137
£20,001 - £40,000	4	4	18	4	22	8	576,770	247,684
£40,001 - £60,000	6	2	4	4	10	6	478,481	305,452
£60,001 - £80,000	1	3	1	-	2	3	125,264	198,796
£80,001 - £100,000	-	1	-	-	-	1	-	93,884
£100,001 - £120,000	-	-	-	2	-	2	-	217,963
£220,001 - £240,000	1	-	-	-	1	-	233,281	-
£240,001 - £260,000	1	-	-	-	1	-	254,462	-
	26	22	47	30	73	52	1,993,119	1,365,916

16. Members' allowances

As a result of the December 2011 Report of the Independent Remuneration Panel for Wales, a new system of 'salary' payments for Members came into effect in full from 16 May 2012. The Council now has in place a 'Basic Salary' for all members, a 'Senior Salary', and a Civic Salary.

2016-17 £'000		2017-18 £'000
526	Basic Salary (all Members)	573
521	Senior Salary	465
42	Civic Salary	25
1,089	Total	1,063

Full details of the 'salary' arrangements are available on the Council's website, and details of all Member earnings are also published annually on the Council's website.

17. External audit costs

In 2017-18 Bridgend County Borough Council incurred the following fees relating to external audit and inspection. Of the amount incurred, £5,083 (2016-17 - £15,030) was claimed against grants:

2016-17 £'000		2017-18 £'000
200	Financial Statement Audit	194
97	Performance Audit	97
297	External Audit Services	291
62	Grant Claims and Returns	78
359	Total	369

18. Associates, Subsidiaries, Joint Ventures and Joint Operations

Associates, Subsidiaries and Joint Ventures

The Council has no Subsidiary or Associate companies as defined by the CIPFA Code.

The main joint arrangements the Council has are set out below.

Cardiff Capital Region City Deal (CCRCD)

The Council is a partner of the Joint Committee for CCRCD which consists of 10 Partner Authorities: Blaenau Gwent; Caerphilly; Cardiff; Merthyr Tydfil; Monmouthshire; Newport; Rhondda-Cynon-Taf; Torfaen and the Vale of Glamorgan. All partner Councils ratified the City Deal on 1 March 2017. The Joint Committee has been established to oversee delivery of a range of programmes designed to increase connectivity and to improve physical and digital infrastructure over the course of 20 years. The City Deal includes funding of £734 million for the South Wales Metro, of which over £500 million is provided by the Welsh Government and £125 million from the UK Government. In addition, the UK Government has provided a £375 million contribution and the ten Councils have agreed a commitment to borrow a combined total of £120 million as part of the Wider Investment Fund, of which the Council's commitment is £11 million – 9.4% based on its proportion of the regional population. Bridgend made a capital contribution to the Joint Committee of £2,285,187 during the year (2016-17: £Nil) and a revenue contribution of £73,364 (2016-17 - £16,899). During the year the total expenditure of the partnership was £1,584,120 (2016-17 - £179,177).

Capita Glamorgan Consultancy Ltd

Capita Glamorgan Consultancy Ltd is a Joint Venture between Capita Symonds, the Council, Merthyr Tydfil and Rhondda Cynon Taf County Borough Councils. The Council owns 14.7% of the shares of the company, and holds voting rights to this value on the board. The Corporate Director –

Communities is a member of the Board. During 2017-18 the Council was charged £1,038,722 (2016-17: £1,178,601) in respect of goods, services and capital works.

Central South Consortium Joint Education Service

The Central South Consortium Joint Education Service (CSCJES) provides a range of school improvement services within the local authority areas of Bridgend, Cardiff, Merthyr Tydfil, Rhondda Cynon Taf and the Vale of Glamorgan. Bridgend CBC contribution to the joint arrangement for the year was £621,381 (2016-17 - £654,157).

Integrated Family Support Service (IFSS)

This is a joint arrangement between the Council (lead authority), Neath Port Talbot CBC and City and County of Swansea Council. During 2017-18 the contribution to the joint service by Bridgend CBC was £198,476 (2016-17 - £274,854).

Joint Adoption Service

The Joint Adoption Service is between the Council, Neath Port Talbot CBC and City and County of Swansea. Bridgend's contribution to the service in 2017-18 was £949,000 (2016-17 - £824,789)

Shared Regulatory Service

This is a joint arrangement with Cardiff City Council and the Vale of Glamorgan CBC for the provision of a joint regulatory service established in 2015-16. The Council's contribution to the joint service was £1,620,637 (2016-17 - £1,823,700)

Shared Internal Audit Service

The Council and the Vale of Glamorgan CBC operate a joint Internal Audit Service. The Council's contribution to this joint service was £250,692 (2016-17 - £305,107)

Western Bay Youth Justice and Early Intervention Service

This is a joint arrangement between the Council (lead authority), Neath Port Talbot CBC and City and County of Swansea Council for the provision of Youth Justice and early intervention services for children and young people. The contribution to the joint service by Bridgend CBC for the year was £274,668 (2016-17 - £286,942)

Civil Parking Enforcement

The Council provides Civil Parking Enforcement for both Bridgend and Vale of Glamorgan CBC. The cost of providing the service on behalf of the Vale of Glamorgan CBC are fully recharged to them, the total cost being £213,209 (2016-17 - £197,966).

Joint Committees

The Council participates in a number of Joint Committees, the amounts contributed and where to access further information is set out below.

Joint Committee	2016/17 contribution	2017/18 contribution	
Glamorgan Archives	£92,540	£91,560	www.cardiff.gov.uk
Coychurch Crematorium	£25,000	£Nil	www.bridgend.gov.uk
Margam Crematorium	£439	£441	www.npt.gov.uk

Joint arrangements under Section 33 NHS (Wales) Act 2006

The Council is in joint arrangements under Section 33 NHS (Wales) Act 2006 arrangements involving pooled funds. Further details of these are provided in note 14 to the accounts.

19. Related Party Transactions

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

Welsh Government

Welsh Government has significant influence over the general operations of the Council – it is responsible for providing the statutory framework, within which the Council operates, provides the majority of its funding in the form of grants and prescribes the terms of many of the transactions that the Council has with other parties (e.g. council tax bills). Grants received from government departments are set out in Notes 8 and 9 above.

Members

Members of the Council have direct control over the Council's financial and operating policies. Members' external interests are maintained in a register, which is available for inspection on the Council's website. The total of members' allowances paid in 2017-18 is shown in Note 16. Grants were made to organisations whose senior management included Members including Bridgend County Borough Citizens Advice Bureau £224,515 (£247,046 in 2016-17) and Bridgend Association of Voluntary Organisations £104,500 in 2017-18 (£95,370 in 2016-17). In all instances, the grants were made with proper consideration of declarations of interest. The relevant members did not take part in any discussion or decision relating to the grants. Other payments made to organisations where members declared interests totalled £426,230 (£179,345 in 2016-17).

Chief Officers

During 2017-18 the Corporate Director – Communities sat on the Board of Capita Glamorgan Consultancy Ltd. The Council owns 14.7% of the shares of the company and holds voting rights to this value on the Board. During 2017-18 the Council was charged £1,038,722 (2016-17: £1,178,601) in respect of goods, services and capital works. In addition the Corporate Director sat on the Board of CSC Foundry Ltd, a special purpose vehicle which is a wholly owned subsidiary of the City Deal Joint Committee. Details of the payments made to the Cardiff Capital Region City Deal are included in note 18 to the accounts. The Corporate Director – Social Services and Wellbeing was an Associate Board Member of Abertawe Bro-Morgannwg University Health Board. The Council and the Health Board have a range of formal pooled funding arrangements as set out in note 14 – Section 33 NHS (Wales) Act 2006.

The Head of Regeneration, Development and Property Services is a Board Member for Bridgend College and also a Director of the newly formed Bridgend Business Improvement District (BID). During 2017-18 the value of payments to the College totalled £295,640 (2016-17: £217,514 (restated)). The Council acts as the collector of Business Rates on behalf of the Business Improvement District and transfers those monies to the company. The Council has no business transactions with the BID Company. No Directors received any remuneration for these roles.

Other Joint Committees

Details of the amounts paid under Joint Committees is shown in Note 18.

Glamorgan Archives Joint Committee

The Glamorgan Record Office is managed and administered by the Glamorgan Archives Joint Committee under powers conferred by the Local Government (Wales) Act 1994.

Coychurch Crematorium

Coychurch Crematorium is subject to the control of a Joint Committee of Members from Bridgend CBC, Rhondda Cynon Taf CBC and the Vale of Glamorgan CBC. Financial statements for this Joint Committee are available on the Bridgend CBC website (www.bridgend.gov.uk).

Margam Crematorium

Margam Crematorium is subject to the control of a Joint Committee of Members from Neath Port Talbot County Borough Council, who manage the Crematorium. Financial Statements for this Joint Committee are available on the Neath Port Talbot CBC website (www.npt.gov.uk)

Other Public Bodies

The Council has a number of pooled budget arrangements with Abertawe Bro-Morgannwg University Health Board as detailed in Note 14. It also pays a management fee to the Awen Trust for cultural related services which is a not for profit organisation. The amount paid in 2017-18 was £3,226,540 (2016-17: £3,334,802). The Board of Awen Trust has a Member and a Member's family member as Directors.

Notes to the Movement in Reserves Statement

20. 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 Council in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Council to meet future capital and revenue expenditure.

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

Council Fund Balance

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

Capital Receipts Reserve

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

Capital Grants Unapplied

The Capital Grants Unapplied Account holds the grants and contributions received towards capital projects for which the Council has met the conditions that would otherwise require repayment of the monies, but which have yet to be applied to meet expenditure. The balance is restricted by grant terms as to the capital expenditure against which it can be applied and/or the financial year in which this can take place.

The tables below detail the adjustments for 2016-17 for comparative purposes and the adjustments for 2017-18.

Unusable Reserves

This includes the Revaluation Reserve which contains the gains made by the Council arising from increases in the value of its Property, Plant and Equipment; the Pensions Reserve which absorbs the timing differences arising from the different arrangements for accounting for post-employment benefits and for funding benefits in accordance with statutory provisions; the Capital Adjustment Account which absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing and acquisition, construction or enhancement of those assets under statutory provisions; the Financial Instruments Adjustment Account which absorbs the timing differences arising from the different arrangements for accounting for income and expenses relating to certain financial instruments and for bearing losses or benefitting from gains per statutory provisions; and the Short-term Accumulated Compensated Absences Account which absorbs the differences that would otherwise arise on the Council Fund Balance from accruing holiday entitlements earned but not taken in the year.

2016-17	Usable Reserves			Unusable Reserves
	Council Fund Balance	Capital Receipts Reserve	Capital Grants Unapplied	
	£'000	£'000	£'000	£'000
Adjustment to the Revenue Resources				
<i>Amounts by which income and expenditure included in the Comprehensive Income and Expenditure Statement are different from revenue for the year calculated in accordance with statutory requirements:</i>				
Pensions costs (transferred to (or from) the Pensions Reserve)	9,140			(9,140)
Financial Instruments (transferred to the Financial Instruments Adjustment Account)	(8)			8
Holiday Pay (transferred to the Accumulated Absences Reserve)	435			(435)
Reversal of entries included in the Surplus or Deficit on the Provision of Services in relation to capital expenditure (those items are charged to the Capital Adjustment Account)	31,134			(31,134)
Total Adjustments to Revenue Resources	40,701	-	-	(40,701)
Adjustments between Revenue and Capital Resources				
Transfer of non-current asset sale proceeds from revenue to the Capital Receipts Reserve	(5,293)	5,293		
Statutory provision for the repayment of debt (transfer from the Capital Adjustment Account)	(10,301)			10,301
Capital expenditure financed from revenue balances (transfer to the Capital Adjustment Account)	(2,105)			2,105
Total adjustments between Revenue and Capital Resource	(17,699)	5,293	-	12,406
Adjustments to Capital Resources				
Use of the Capital Receipts Reserve to finance capital expenditure		(2,285)		2,285
Application of capital grants to finance capital expenditure	(6,486)			6,486
Cash payments in relation to deferred capital receipts				
Other Amounts (including mortgage payments)		4		(4)
Total adjustments to Capital Reserves	(6,486)	(2,281)	-	8,767
Total Adjustments	16,516	3,012	-	(19,528)

2017-18	Usable Reserves			Unusable Reserves £'000
	Council Fund Balance £'000	Capital Receipts Reserve £'000	Capital Grants Unapplied £'000	
Adjustment to the Revenue Resources				
<i>Amounts by which income and expenditure included in the Comprehensive Income and Expenditure Statement are different from revenue for the year calculated in accordance with statutory requirements:</i>				
Pensions costs (transferred to (or from) the Pensions Reserve)	11,810			(11,810)
Financial Instruments (transferred to the Financial Instruments Adjustment Account)	(8)			8
Holiday Pay (transferred to the Accumulated Absences Reserve)	519			(519)
Reversal of entries included in the Surplus or Deficit on the Provision of Services in relation to capital expenditure (those items are charged to the Capital Adjustment Account)	30,199			(30,199)
Total Adjustments to Revenue Resources	42,520	-	-	(42,520)
Adjustments between Revenue and Capital Resources				
Transfer of non-current asset sale proceeds from revenue to the Capital Receipts Reserve	(573)	573		
Statutory provision for the repayment of debt (transfer from the Capital Adjustment Account)	(7,179)			7,179
Capital expenditure financed from revenue balances (transfer to the Capital Adjustment Account)	(9,922)			9,922
Total adjustments between Revenue and Capital Resource	(17,674)	573	-	17,101
Adjustments to Capital Resources				
Use of the Capital Receipts Reserve to finance capital expenditure		(783)		783
Application of capital grants to finance capital expenditure	(13,024)			13,024
Cash payments in relation to deferred capital receipts			105	(105)
Other Amounts (including mortgage payments)		7		(7)
Total adjustments to Capital Reserves	(13,024)	(776)	105	13,695
Total Adjustments	11,822	(203)	105	(11,724)

Notes to the Balance Sheet

21. Non-current Assets

a) Capital commitments

As at 31 March 2018 commitments of approximately £5.874 million existed on capital works contracts started before that date, details of which are shown in the table below.

Restated 2016-17 £'000		2017-18 £'000
8,363	Garw Valley South Primary Provision	3,890
5,834	Brynmenyn Primary School	-
-	Pencoed Primary School	4,248
14,197	Total	8,138

b) Notes on Non-current Assets

Voluntary-aided & Voluntary-controlled Schools

The Council recognises the only Voluntary-controlled School on its Balance Sheet. This is Pen-y-Fai Church in Wales Primary School. The four voluntary-aided primary schools and one voluntary-aided comprehensive school are not assets of the Council and therefore not included in the Balance Sheet.

c) Non-current Assets valuation

Non-current Assets are included in the Balance Sheet on the valuation basis set out in the Statement of Accounting Policies. All assets are valued on a rolling 3-year basis as at 31 December with a review to 31 March, which confirmed no significant changes in value during that period. These valuations were by Council Surveyors in accordance with the Statements of Asset Valuation, Practice and Guidance Notes of the Royal Institution of Chartered Surveyors for non-investment assets, investment assets being valued independently by Cooke & Arkwright.

Summary of Property, Plant & Equipment (PPE)	Other Land and Buildings £'000	Vehicle, Plant and Equipment £'000	Infrastructure £'000	Community Assets £'000	Surplus Assets £'000	Assets Under Construction £'000	Total PPE Assets £'000	PFI Assets Included in PPE £'000
Cost or Valuation								
At 1 April 2017	393,381	8,572	209,507	5,052	8,250	4,068	628,830	24,142
Additions	3,148	1,705	4,934	-	3,520	16,496	29,803	-
Accumulated Depreciation and Impairment written out to Gross Carrying Amount	(6,949)	-	-	-	(12)	-	(6,961)	-
Revaluation increases/(decreases) recognised in the Revaluation Reserve	5,153	-	-	2	946	-	6,101	-
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	(454)	-	-	(42)	174	-	(322)	-
Derecognition - Disposals	(2,601)	(503)	-	-	-	-	(3,104)	-
Assets reclassified (to)/from Held for Sale	(2,101)	-	-	-	(2,380)	-	(4,481)	-
Assets reclassified (to)/from Investment Property	850	-	-	-	200	-	1,050	-
Other Movements in Cost or Valuation	8,718	(410)	(264)	(61)	4,432	(12,825)	(410)	-
At 31 March 2018	399,145	9,364	214,177	4,951	15,130	7,739	650,506	24,142
Accumulated Depreciation and Impairments								
At 1 April 2017	(14,367)	(3,967)	(139,460)	(37)	(13)	(1)	(157,845)	(931)
Depreciation Charge for the year	(10,900)	(1,075)	(10,788)	-	(1)	-	(22,764)	(927)
Accumulated Depreciation and Impairment written out to Gross Carrying Amount	6,949	-	-	-	12	-	6,961	-
Impairment Losses/(Reversals) recognised in the Surplus/Deficit on the Provision of Services	(376)	(56)	(227)	-	-	-	(659)	-
Derecognition - other	-	-	-	-	-	-	-	-
Derecognition - disposals	581	384	-	-	-	-	965	-
Assets reclassified (to)/from Held for Sale	-	-	-	-	-	-	-	-
Other Movements	-	82	-	-	-	1	83	-
At 31 March 2018	(18,113)	(4,632)	(150,475)	(37)	(2)	-	(173,259)	(1,858)
NBV as at 1 April 2017	379,014	4,605	70,047	5,015	8,237	4,067	470,985	23,211
NBV as at 31 March 2018	381,032	4,732	63,702	4,914	15,128	7,739	477,247	22,284

Summary of Property, Plant & Equipment (PPE)	Other Land and Buildings £'000	Vehicle, Plant and Equipment £'000	Infrastructure £'000	Community Assets £'000	Surplus Assets £'000	Assets Under Construction £'000	Total PPE Assets £'000	PFI Assets Included In PPE £'000
Cost or Valuation								
At 1 April 2016	386,768	7,744	205,946	4,845	8,256	6,300	619,859	24,142
Additions	3,661	832	3,561	-	-	5,827	13,881	-
Accumulated Depreciation and Impairment written out to Gross Carrying Amount	(4,423)	-	-	-	-	-	(4,423)	-
Revaluation increases/(decreases) recognised in the Revaluation Reserve	4,152	-	-	-	766	-	4,918	-
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	462	-	-	7	(14)	-	455	-
Derecognition - Disposals	(3,739)	(4)	-	-	(70)	-	(3,813)	-
Assets reclassified (to)/from Held for Sale	(430)	-	-	200	(1,863)	-	(2,093)	-
Assets reclassified (to)/from Investment Property	-	-	-	-	45	-	45	-
Other Movements in Cost or Valuation	6,930	-	-	-	1,130	(8,059)	1	-
At 31 March 2017	393,381	8,572	209,507	5,052	8,250	4,068	628,830	24,142
Accumulated Depreciation and Impairments								
At 1 April 2016	(8,953)	(2,546)	(128,685)	(37)	-	(1)	(140,222)	(4)
Depreciation Charge for the year	(10,362)	(1,303)	(10,654)	-	(1)	-	(22,320)	(927)
Accumulated Depreciation and Impairment written out to the surplus/ deficit on the provision of services	4,423	-	-	-	-	-	4,423	-
Impairment Losses/(Reversals) recognised in the Revaluation Reserve	(154)	-	-	-	-	-	(154)	-
Impairment Losses/(Reversals) recognised in the Surplus/Deficit on the Provision of Services	(1,255)	(119)	(121)	-	-	-	(1,495)	-
Derecognition - other	-	-	-	-	-	-	-	-
Derecognition - disposals	1,922	1	-	-	-	-	1,923	-
Other Movements	12	-	-	-	(12)	-	-	-
At 31 March 2017	(14,367)	(3,967)	(139,460)	(37)	(13)	(1)	(157,845)	(931)
NBV as at 1 April 2016	377,815	5,198	77,261	4,808	8,256	6,299	479,637	24,138
NBV as at 31 March 2017	379,014	4,605	70,047	5,015	8,237	4,067	470,985	23,211

d) Intangible Assets.

The Intangible asset refers to the Wales Community Care Information System, WCCIS. As at 31 March 2018 the remaining life of the asset was 5 years.

Intangible Assets	£'000
Cost or Valuation	
At 1 April 2017	5,480
Additions	113
Other Movements in Cost or Valuation	410
At 31 March 2018	6,003
Accumulated Depreciation and Impairments	
At 1 April 2017	(1,105)
Depreciation Charge for the year	(707)
Other Movements	(82)
At 31 March 2018	(1,894)
NBV as at 1 April 2017	4,375
NBV as at 31 March 2018	4,109

Intangible Assets	£'000
Cost or Valuation	
At 1 April 2016	5,480
At 31 March 2017	5,480
Accumulated Depreciation and Impairments	
At 1 April 2016	(480)
Depreciation Charge for the year	(625)
At 31 March 2017	(1,105)
NBV as at 1 April 2016	5,000
NBV as at 31 March 2017	4,375

e) Sources of finance for Capital Expenditure

2016-17 £'000		2017-18 £'000
(3,914)	Loans	(9,853)
(9,568)	Government grants	(14,212)
(2,285)	Capital receipts	(180)
(2,105)	Revenue contribution	(9,922)
(527)	Other contributions	(2,417)
(18,399)	Total	(36,584)

f) Revenue Expenditure Funded from Capital under Statute

These relate to capital expenditure that does not result in a tangible non-current asset. They include renovation grants and contributions towards capital expenditure incurred by other parties. 2017-18 also included a contribution of £2.358 million by the Council to the Cardiff Capital Regional City Deal.

2016-17 £'000		2017-18 £'000
4,518	Revenue Expenditure Funded from Capital under Statute	6,669
(3,736)	Grants and Contributions	(2,960)
782	Total	3,709

g) Capital financing requirement and the financing of capital expenditure

2016-17 £'000	Capital Financing Requirement	2017-18 £'000
174,706	Opening Capital Financing Requirement	168,060
(259)	Adjustment to Capital Financing Requirement Reversal	750
13	Adjustment to Capital Financing Requirement MRP Reversal	(25)
	Innovation Centre Prior Year Adjustment	(603)
174,460	Amended Opening Capital Financing Requirement	168,182
	Capital Investment	
13,881	Property, Plant and Equipment	29,916
4,518	Revenue Expenditure Funded from Capital under Statute	6,669
	Sources of Finance	
(10,095)	Grants & Contributions	(16,631)
(2,285)	Capital receipts applied	(180)
(2,105)	Revenue Contributions	(9,922)
(5,123)	Minimum Revenue Provision	(5,056)
(4,534)	Unsupported Borrowing MRP	(1,364)
(55)	Innovation Centre MRP	(60)
(50)	Crematorium MRP	(79)
(552)	PFI School MRP	(595)
168,060	Closing Capital Financing Requirement	170,880
	Explanation for Movements in Year	
(1,259)	Increase/(Decrease) in Underlying Need to Borrow (supported by government financial assistance)	(1,830)
(4,534)	Increase/(Decrease) in Underlying Need to Borrow (unsupported by government financial assistance)	5,305
(55)	Assets acquired under finance leases	(60)
(552)	Assets acquired under PFI Contract	(595)
(6,400)	Increase/(Decrease) in Capital Financing Requirement	2,820

22. Investment Properties

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

2016-17 £'000		2017-18 £'000
5,185	Balance at 1 April	5,060
(45)	Transferred to Property, Plant and Equipment	(1,050)
(80)	Disposals	-
-	Net gain / (loss) from fair value adjustments	350
5,060	Balance as at 31 March	4,360

23. Short Term Debtors

This represents the monies owed to the Council after making provision for debts that might not be recovered and are analysed as follows:

2016-17 £'000		2017-18 £'000
9,844	Central Government Bodies	8,943
4,717	Other Local Authorities	5,477
246	NHS Bodies	3,577
14,660	Other Entities and Individuals	13,061
29,467	Balance as at 31 March	31,058

The Council collects NNDR payments on behalf of Welsh Government. As at the 31 March 2018, the Council had paid over more cash than it collected, this excess was included in the Balance Sheet as a debtor of £0.154 million. The equivalent for 2016-17 was a debtor of £1.414 million which represented monies not yet paid over by Welsh Government.

24. Assets Held for Sale

2016-17 £'000		2017-18 £'000
4,035	Balance at 1 April	1,730
2,293	Assets newly classified as held for sale: Property, Plant & Equipment	4,661
(200)	Assets declassified as held for resale: Property, Plant & Equipment	(180)
	Revaluation Gain/(Loss)	
(4,398)	Assets Sold	(250)
1,730	Balance as at 31 March	5,961

25. Short Term Creditors

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

2016-17 £'000		2017-18 £'000
(4,199)	Central Government Bodies	(4,649)
(4,491)	Other Local Authorities	(2,055)
(121)	NHS Bodies	(793)
(18,499)	Other Entities and Individuals	(24,758)
(27,310)	Balance as at 31 March	(32,255)

26. Provisions

The Council has provisions as detailed below:

2016-17 £'000		Expenditure £'000	Increase/ (Decrease) £'000	2017-18 £'000	< 1 yr £'000	> 1 yr £'000
3,100	Insurance (BCBC)	(707)	495	2,888	666	2,222
268	Carbon Reduction Commitment	(268)	253	253	253	-
297	Other provisions	-	763	1,060	1,060	-
3,665	Balance as at 31 March	(975)	1,511	4,201	1,979	2,222

Insurance Provision (Self-funding / MMI)Self-Fund

The Council has a self-insurance fund. This Insurance Provision has been set aside to meet the estimated cost to the Council of outstanding liability for policy years up to 2017-18 for Employer's Liability, Public Liability and Property. However the actual cost of individual claims and the timing of payments is uncertain. The Council also has an earmarked reserve for Insurance which acts as an additional buffer amount to the fund, over and above the total outstanding liability, to allow for unexpected events, worse than anticipated deterioration in the current reserves and higher than anticipated future losses both in frequency and cost.

Carbon Reduction Commitment Energy Efficiency Scheme

This provision represents the obligation to purchase Carbon Reduction Commitment (CRC) Allowances in relation to carbon dioxide emissions incurred during 2017-18. The payment will be made with the retrospective purchase of allowances in 2018.

Other Provisions

A new provision was created in the year to provide for the value of potential future compensation payments arising from on-going litigation.

27. PFI and Other Long Term Liabilities

2016-17 £'000		Additions in Year £'000	Reduction in year £'000	Moved to Short Term Creditors £'000	2017-18 £'000
17,640	Maesteg School PFI Lease Liability			(640)	17,000
604	Innovation Centre Financial Liability			(67)	537
350	Waste Contract			(50)	300
70	Escrow	10	(50)	-	30
2,400	Welsh Government Loan - Llynfi Valley			-	2,400
21,064	Balance as at 31 March	10	(50)	(757)	20,267

The PFI Finance Lease Liability matches the fair value of the fixed asset for the PFI School as at the date the asset came onto the Council's Balance Sheet being £21.898 million (July 2008). This will be written down over the life of the PFI contract by the value of the unitary payment deemed to be the finance lease element each year. For 2017-18, the amount written down was £595,000 and £640,000 has been transferred to Short Term Creditors leaving an outstanding long term liability of £17 million at year end.

The Innovation Centre Financial Liability of £0.917 million was recognised in 2009-10 as a loan in substance. This is being written down over the remaining fourteen years of the loan. The amount written down in 2017-18 was £61,000 and £67,000 was transferred to Short Term Creditors resulting in a long term financial liability of £0.537 million at 31 March 2018.

The Waste Contract liability is repayable at £50,000 per annum instalments.

The long term Escrow liability represents a fund that will be maintained and increased to allow for the future reinstatement to playing fields at Bridgend College – Pencoed.

28. Usable Reserves

The following notes detail the Usable Reserves of the Council:-

a) Useable Capital Receipts Reserve

This represents capital receipts available to finance capital expenditure in future years.

2016-17 £'000		2017-18 £'000
18,352	Balance at 1st April	21,364
5,293	Capital Receipts Received	573
4	Mortgage Repayments (Council Fund)	7
(2,285)	Receipts Used to Finance Capital Expenditure	(180)
	Innovation Centre Prior Year Adjustment	(603)
21,364	Balance as at 31 March	21,161

b) Earmarked Reserves

The Earmarked Reserves in the Balance Sheet as at 31 March 2018 are detailed below:

Opening Balance 2017-18 £'000	Reserve	Movement during 2017-18		Closing Balance 2017-18 £'000
		Additions/ Re- classification £'000	Drawdown by Directorates £'000	
7,960	Council Fund	387		8,347
	Corporate Reserves:			
1,262	Asset Management Plan	381	(281)	1,362
718	Building Maintenance Reserve	306	(1)	1,023
249	Capital feasibility fund	268	(163)	354
11,380	Capital Programme Contribution	6,016	(5,314)	12,082
1,588	Change Management	-	(405)	1,183
-	Corporate Pressures Contingency	1,000	-	1,000
182	DDA Emergency Works	1	(64)	119
1,936	Digital Transformation	(380)	(301)	1,255
1,268	ICT & Finance Systems	55	(118)	1,205
2,335	Insurance reserve	-	-	2,335
8,451	Major Claims Reserve	(429)	-	8,022
1,000	MTFS Budget Contingency	-	(200)	800
138	Property Disposal Strategy	13	(50)	101
146	Public Realm Reserve	0	(89)	57
8,103	Service Reconfiguration	1,130	(1,276)	7,957
4	Waste Management Contract	-	(4)	-
500	Welfare Reform Bill	(200)	-	300
39,260	Total Corporate Reserves	8,161	(8,266)	39,155
	Directorate Reserves:			
175	Car Parking Strategy	(175)	-	-
-	City Deal Reserve	1,088	-	1,088
31	Community Safety Reserve	66	-	97
651	Directorate Issues	1,438	(137)	1,952
50	Donations Reserves Account	3	-	53
25	Human Resources Reserve	(10)	(10)	5
20	Local Development Plan IT System	-	-	20
1,036	Looked After Children	(1)	(96)	939
66	Partnership Reserve	(66)	-	-
250	Porthcawl Regeneration	80	(18)	312
250	Property Reserve	-	(30)	220
171	Safe Routes to Schools	19	(112)	78
431	School Projects Reserve	(28)	(287)	116
250	Waste Awareness Reserve	-	(199)	51
6	Webcasting Reserve	-	(6)	-
880	Wellbeing Projects	-	(158)	722
4,292	Total Directorate Reserves	2,414	(1,053)	5,653
866	Delegated Schools Balance	-	(506)	360
44,418	Total Reserves excluding Equalisation Reserves	10,575	(9,825)	45,168
	Equalisation and Grant Reserves			
15	Building Control Reserve	7	-	22
174	Civil Parking Enforcement	12	-	186
201	Election costs	-	(173)	28
832	Highways Reserve	52	(125)	759
841	IFRS Grants	604	(470)	975
-	Legal Fees	119	(10)	109
196	Local Development Plan	17	-	213
3,949	Maesteg School PFI Equalisation	(3,949)	-	-
533	Special Regeneration Fund	182	(100)	615
6,741	Total Equalisation and Grant Reserves	(2,956)	(878)	2,907
51,159	TOTAL EXCLUDING COUNCIL FUND	7,619	(10,703)	48,075
59,119	TOTAL INCLUDING COUNCIL FUND	8,006	(10,703)	56,422

Council Fund

The transfer to the Council Fund for 2017-18 was £0.387 million. This increased the balance on the Fund to £8.347 million at the 31 March 2018 (£7.960 million at 31 March 2017).

Other Earmarked Reserves

The transfer to Earmarked Balances excluding the Council Fund Balance was a net reduction of £3.084 million in 2017-18 (transfer to Balances of £6.246 million in 2016-17). This was made up of additions to reserves of £7.619 million and £10.703 million transferred into the Comprehensive Income and Expenditure Statement to match expenditure within the year. An overview of each earmarked reserve is explained below:-

Corporate Reserves

Asset Management Plan

This has been established to meet the on-going costs of condition surveys and supports the demolition of asset programme.

Building Maintenance Reserve

This reserve is for planned maintenance expenditure on the Council's buildings.

Capital Feasibility Fund

This fund has been established to fund studies for proposed capital projects.

Capital Programme Contribution

This earmarked reserve has been set up as a revenue contribution to the capital programme, to enable schemes to be progressed more quickly to alleviate pressure on the revenue budget and accelerate the realisation of capital receipts.

Change Management

This reserve will meet potential costs associated with corporate capacity requirements to facilitate and progress planned developments linked to achieving budget reductions in the Medium Term Financial Strategy and the Bridgend Change Programme.

Corporate Pressures Contingency

The Corporate Pressures Contingency Reserve has been established to provide one off temporary relief in the event of unforeseen over-spends on corporate budgets, following significant reductions proposed in the 2018-19 budgets.

DDA Emergency/Prevention Works

This earmarked reserve is to cover the costs of emergency works within schools as well fund a temporary post for a 2 year period to ensure Fire Risk Assessments are updated and maintained within schools.

Digital Transformation & ICT Reserve

These two reserves will fund the Digital Transformation of the Council, supporting channel shift together with the costs of planned system developments over the Medium Term Financial Strategy period.

Insurance Reserve

This reserve is based on the assessment for potential future liabilities including any residual payments from claims relating to the Municipal Mutual Insurance Limited. The former authorities of Ogwr Borough Council and Mid Glamorgan County Council are creditors of MMI. It ceased to write new insurance business from 30 September 1992 and a Scheme of Arrangement was put in place in

January 1994. The scheme was set up to ensure an orderly run off of claims in the event of MMI not being solvent. As creditors of MMI, the Council is legally bound by the Scheme and in November 2012 the scheme was triggered. Future claim settlements by MMI will be made at a level of 75% with the funding of the remaining 25% being met from this reserve.

Major Claims Earmarked Reserve

This reserve has been created to mainly cover the deficit on the pension fund, major capital contractual claims and mitigate against potential other claims against the Council.

MTFS Budget Contingency

In accordance with the Medium Term Financial Strategy Principle 12, an earmarked reserve was established to provide additional capacity for discretionary use by the Chief Finance Officer to manage inescapable problems with delivery of Medium Term Financial Strategy savings.

Property Disposal Strategy

This reserve will cover legal, surveying and marketing costs associated with planned disposals to generate capital receipts for the Council.

Public Realm Reserve

This reserve will be used for works on highways and other public realm maintenance or renovations of playgrounds for example.

Service Reconfiguration / Severance Costs

This reserve has been established to meet potential costs relating to service remodelling and consequential severance costs, as well as service reconfiguration such as the Extra Care provision.

Welfare Reform Bill

This reserve has been established to fund the potential impact of increases in demand for services resulting from the Welfare Reform Bill.

Directorate Reserves

Community Safety Reserve

This reserve was created from funding received from partner organisations and will be used to cover expenditure on future Community Safety initiatives.

City Deal Reserve

This reserve is to provide the necessary funding for the Council's capital contribution to the Cardiff City Region City Deal programme.

Directorate Issues

This reserve relates to specific Directorate issues anticipated in 2018-19 together with some carried forward amounts from 2017-18. Examples include the ancillary costs associated with the transition of Autistic Spectrum Disorder provision, the carry forward of the Community Action Fund and support for various new apprentices within the Council.

Donations Reserves

This reserve has been established from various donations over a number of years and will be used on future expenditure in accordance with the original intentions.

Human Resources Reserve

This reserve is to cover the cost of the occupational health contract.

Local Development Plan IT System

This reserve is to purchase specialist software for use in compiling population statistics to inform housing provision and to allow improved public facing access in order to compile representations to the forthcoming Local Development Plan (LDP) review.

Looked After Children Reserve

This reserve has been established to provide for the continuing pressures over the Medium Term Financial Strategy on the Looked After Children budget within Education and Family Support Services.

Porthcawl Regeneration

This reserve has been established to fund up front revenue costs associated with the proposed regeneration of Porthcawl.

Property Reserve

This will be used as matched funding for developments around Enterprise Hubs within the Borough.

Safe Routes to Schools Reserve

This reserve has been created to ensure that there are safe routes to schools following Learner Transport changes.

School Projects Reserve

This reserve covers both school's future projects expenditure and also the associated financing costs of any capital borrowing.

Waste Awareness Reserve

This reserve is to provide funding to promote the changes to the waste management contract and support for the customer contact centre.

Wellbeing Projects

This has been established to allow one off injections of financial resources into service areas to facilitate change/development linked with the Health Service.

Delegated School Balances

These balances represent the cumulative effect of over and under-spending on school delegated budgets not available to the Council.

Analysis of Delegated Schools Balance

2016-17 Closing Balance £'000	School Types	Nos in Category	2017-18 Budget £'000	2017-18 Spend £'000	2017-18 Closing Balance £'000
466	Primary Schools	50	44,469	44,208	261
(151)	Secondary Schools	9	41,475	41,912	(437)
550	Special Schools	2	8,466	7,930	536
865	Total	61	94,410	94,050	360

The 2016-17 Closing Balance figure is included within the 2017-18 Budget. This accounting treatment of including the prior year's closing balance in the current year's budget applies solely to Schools and does not apply in any other area of the accounts.

Equalisation and Grant Reserves

IFRS Grant Accounting Reserves

Under proper accounting practice, all grants and contributions should be analysed to see whether there are specific conditions attached to them. When the conditions are actually satisfied the grant is credited to the Comprehensive Income and Expenditure Statement regardless of whether the actual expenditure has been incurred. In these cases the Council can decide to transfer the grant monies to an earmarked reserve to fund future expenditure. In 2017-18 there were £604,000 (2016-17 - £841,000) of new International Financial Reporting Standards (IFRS) Grants that have been transferred to earmarked reserves, to ensure the funding is protected in accordance with the original terms and conditions of the grant or contribution. Similarly, monies from commuted sums have been placed into a Highways Reserve and income from Civil Parking Enforcement is now also a specific earmarked reserve.

Equalisation of Spend Reserves

These reserves ensure that expenditure that is incurred in a particular future year is smoothed over the period of the MTFS. These include the costs of elections, the Special Regeneration Fund, the preparation of the Local Development Plan and the Building Control Earmarked Reserves.

Maesteg PFI Equalisation Reserve

This reserve has now been unwound due to changes in the way funding is provided by Welsh Government and the mechanism that the Council has allocated that funding. The unwound reserve has been set aside for the potential matched funding needed for Band B Schools within the Capital Programme Reserve.

29. Unusable Reserves

The following notes detail the Unusable Reserves of the Council:-

a) Revaluation Reserve (RR)

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

- Revalued downwards or impaired and the gains are lost;
- Used in the provision of services and the gains are consumed through depreciation; or
- Disposed of and the gains are realised.

The Revaluation Reserve contains only revaluation gains accumulated since 1 April 2007. The reserve was introduced in 2007-08. Accumulated gains arising before that date are consolidated into the balance on the Capital Adjustment Account.

2016-17			2017-18	
£'000	£'000		£'000	£'000
	127,291	Balance at 1 April		124,703
8,705		Upward Revaluation of Assets	10,830	
(3,942)		Downward Revaluation of Assets and Impairment Losses not charged to the Surplus/Deficit on the Provision of Services	(4,580)	
	4,763	Surplus or deficit on revaluation of non-current assets not posted to the Surplus or Deficit on the Provision of services		6,250
(3,341)		Difference between fair value depreciation and historical cost depreciation	(3,803)	
(4,010)		Accumulated gains on assets sold or scrapped	(772)	
	(7,351)	Amount written off to the Capital Adjustment Account		(4,575)
	124,703	Balance as at 31 March		126,378

b) Pensions Reserve

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

2016-17 £'000		2017-18 £'000
(245,270)	Balance at 1 April	(252,450)
1,960	Actuarial gains or losses on pensions assets and liabilities	(4,360)
(26,140)	Reversal of Items relating to Retirement Benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	(28,360)
17,000	Employer's Pensions Contributions and Direct Payments to Pensioners Payable in the Year	16,550
(252,450)	Balance as at 31 March	(268,620)

c) Capital Adjustment Account (CAA)

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

The Account contains accumulated gains and losses on Investment Properties.

The Account also contains revaluation gains accumulated on Property, Plant and Equipment before 1 April 2007, the date that the Revaluation Reserve was created to hold such gains.

2016-17			2017-18	
£'000	£'000		£'000	£'000
	192,078	Balance at 1 April		189,468
		Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement :		
(22,945)		Charges for depreciation and impairment of non-current assets	(23,470)	
(1,064)		Revaluation losses on Property, Plant and Equipment	(980)	
(782)		Revenue Expenditure funded from Capital Under Statute	(3,709)	
(4)		Other amounts including Mortgage Payments	(7)	
(2,333)		Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(1,618)	
	(27,128)			(29,784)
	3,341	Adjusting amounts written out to the Revaluation Reserve		3,803
	(23,787)	Net written out amount of the cost of non-current assets consumed in the year		(25,981)
		Capital financing applied in the year:		
2,285		Use of the Capital Receipts Reserve to finance capital expenditure	180	
		Innovation Centre Prior Year Adjustment	603	
6,486		Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that has been applied to capital financing	12,919	
10,301		Statutory provision for the financing of capital investment charged against the Council Fund	7,179	
2,105		Capital expenditure charged against the Council Fund	9,922	
	21,177			30,803
		Movement in the market value of Investment Properties credited to the Comprehensive Income and Expenditure Statement		350
	189,468	Balance as at 31 March		194,640

30. Pensions liabilities, IAS 19 disclosures

As part of the terms and conditions of employment of its officers, the Council makes contributions towards the cost of post-employment benefits. Although these benefits will not actually be payable until employees retire, the Council has a commitment to make the payments (for those benefits) and to disclose them at the time that employees earn their future entitlement.

This Council participates in the Rhondda Cynon Taf County Borough Council Pension Fund, which is administered under the Regulations governing the Local Government Pension Scheme. This is a defined benefit scheme, meaning that the Council and employees pay contributions into a fund, at a rate determined by the Fund's Actuary based on triennial actuarial valuations, which aims to balance 100% of pension liabilities with investment assets.

Further information can be found in Rhondda Cynon Taf CBC Pension Fund's Annual Report which is available upon request from the Director of Finance, Rhondda Cynon Taf County Borough Council, Bronwydd, Porth, Rhondda, Rhondda Cynon Taf.

<http://www.rctpensions.org.uk>

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

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

The disclosures required for 2017-18 include information provided by the pension administrators, Rhondda Cynon Taff CBC and Aon Hewitt Associates Limited as the pension's actuary.

Transactions Relating to Post-employment Benefits

The cost of retirement benefits is recognised in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge required to be made against Council Tax is based on the cash payable in the year, so the real cost of post-employment benefits is reversed out of the Council Fund via the Movement in Reserves Statement. The following transactions have been made in the Comprehensive Income and Expenditure Statement and the Council Fund balance via the Movement in Reserves Statement during the year:-

Local Govt Pension Scheme	LGPS Unfunded Benefits	Teachers' Unfunded Benefits	Total	Comprehensive Income & Expenditure Statement	Local Govt Pension Scheme	LGPS Unfunded Benefits	Teachers' Unfunded Benefits	Total
£m	£m	£m	£m		£m	£m	£m	£m
2016-17	2016-17	2016-17	2016-17	Cost of Services :	2017-18	2017-18	2017-18	2017-18
17.59	0.00	0.00	17.59	Service cost comprising:	21.84	0.00	0.00	21.84
0.50	0.00	0.00	0.50	current service cost	0.17	0.00	0.00	0.17
0.00	0.00	0.00	0.00	past service costs	0.00	0.00	0.00	0.00
				(gain)/loss from settlements				
7.65	0.25	0.15	8.05	Financing & Investment Income & Expenditure :-	6.04	0.20	0.11	6.35
				Net interest expense				
25.74	0.25	0.15	26.14	Total Post Employment Benefit Charged to the Surplus or Deficit on the Provision of Services	28.05	0.20	0.11	28.36
				Other Post Employment				
(62.39)	0.00	0.00	(62.39)	<i>Remeasurements of the net defined benefit liability comprising:</i>	(13.42)	0.00	0.00	(13.42)
138.41	0.67	0.38	139.46	Return on plan assets (excluding the amount included in the net interest expense)	13.85	0.07	0.03	13.95
(28.69)	(0.20)	(0.12)	(29.01)	Actuarial (gains) / losses due to changes in financial assumptions	0.00	0.00	0.00	0.00
(49.93)	(0.06)	(0.03)	(50.02)	Actuarial (gains) / losses due to changes in demographic assumptions	4.22	0.03	(0.42)	3.83
				Actuarial (gains) / losses due to liability experience				
(2.60)	0.41	0.23	(1.96)	Total Post-employment Benefits charged to the Comprehensive Income and Expenditure Statement	4.65	0.10	(0.39)	4.36
				Movement in Reserves Statement:-				
(25.74)	(0.25)	(0.15)	(26.14)	Reversal of net charges made for retirement benefits in accordance with IAS 19	(28.05)	(0.20)	(0.11)	(28.36)
				Actual amount charged against the Council Fund Balance for pensions in the year				
16.12	0.48	0.40	17.00	Employers' Contributions payable to the scheme	15.69	0.47	0.39	16.55
(22.03)	(0.48)	(0.40)	(22.91)	Retirement Benefits Paid Out	(22.44)	(0.47)	(0.39)	(23.30)

Pensions Assets and Liabilities Recognised in the Balance Sheet

The amounts included in the Balance sheet arising from the Council's obligation in respect of its defined benefit plan are as follows:-

Local Govt Pension Scheme	LGPS Unfunded Benefits	Teachers' Unfunded Benefits	Total		Local Govt Pension Scheme	LGPS Unfunded Benefits	Teachers' Unfunded Benefits	Total
£m	£m	£m	£m		£m	£m	£m	£m
2016-17	2016-17	2016-17	2016-17		2017-18	2017-18	2017-18	2017-18
772.59	7.81	4.54	784.94	Present value of defined benefit obligation	814.56	7.64	3.87	826.07
(532.49)	0.00	0.00	(532.49)	Fair Value of Plan Assets	(557.45)	0.00	0.00	(557.45)
240.10	7.81	4.54	252.45	Net liability arising from defined benefit obligation	257.11	7.64	3.87	268.62

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

£m		£m
2016-17		2017-18
456.08	Opening fair value of scheme assets at 1 April	532.49
15.49	Interest income on assets	13.82
	Remeasurement gain/(loss):	
	The return on plan assets, excluding the amount included in the net	
62.39	interest expense	13.42
16.12	Contributions by Employer	15.69
4.44	Contributions by Participants	4.47
(22.03)	Net Benefits Paid Out	(22.44)
532.49	Balance as at 31 March	557.45

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

Local Govt Pension Scheme	LGPS Unfunded Benefits	Teachers' Unfunded Benefits	Total		Local Govt Pension Scheme	LGPS Unfunded Benefits	Teachers' Unfunded Benefits	Total
£m	£m	£m	£m		£m	£m	£m	£m
2016-17	2016-17	2016-17	2016-17		2017-18	2017-18	2017-18	2017-18
689.16	7.63	4.56	701.35	Opening balance at 1 April	772.59	7.81	4.54	784.94
17.59	0.00	0.00	17.59	Current Service Cost	21.84	0.00	0.00	21.84
23.14	0.25	0.15	23.54	Interest Cost	19.86	0.20	0.11	20.17
4.44	0.00	0.00	4.44	Contributions from scheme participants	4.47	0.00	0.00	4.47
				Remeasurement (gains) and losses:				0.00
				Actuarial gains / losses arising from changes in financial assumptions	13.85	0.07	0.03	13.95
				Actuarial gains / losses arising from changes in demographic assumptions	0.00	0.00	0.00	0.00
				Actuarial gains / losses arising from changes in liability experience	4.22	0.03	(0.42)	3.83
0.50	0.00	0.00	0.50	Past Service Cost	0.17	0.00	0.00	0.17
(22.03)	(0.48)	(0.40)	(22.91)	Benefits Paid	(22.44)	(0.47)	(0.39)	(23.30)
0.00	0.00	0.00	0.00	Liabilities extinguished on settlements	0.00	0.00	0.00	0.00
772.59	7.81	4.54	784.94	Balance as at 31 March	814.56	7.64	3.87	826.07

Local Government Pension Scheme assets comprised:

Fair Value of Scheme Assets 2016-17 £m	Asset Split 2016-17 %		Fair Value of Scheme Assets 2017-18 £m	Asset Split 2017-18 %
11.036	2.07	Cash and cash equivalents	15.137	2.72
		Equity Instruments: <i>by industry type (FTSE Sector)</i>		
9.928	1.86	Oil & Gas	11.347	2.04
13.559	2.55	Basic Materials	12.715	2.28
49.307	9.26	Industrials	54.757	9.82
50.380	9.46	Consumer Goods	49.085	8.81
31.902	5.99	Health Care	32.321	5.80
49.669	9.33	Consumer Services	46.941	8.42
1.615	0.30	Telecommunications	1.465	0.26
2.916	0.55	Utilities	2.325	0.42
64.845	12.18	Financials	74.813	13.42
50.835	9.55	Technology	56.950	10.22
0.608	0.11	Real Estate	0.627	0.11
64.564	12.12	Pooled Equity Investment Vehicles	68.536	12.28
390.128	73.26	Sub-total equity	411.882	73.88
		Bonds: <i>By Sector</i>		
53.845	10.11	Corporate	52.106	9.35
47.223	8.87	Government	49.121	8.81
101.068	18.98	Sub-total bonds	101.227	18.16
		Property: <i>By Type</i>		
7.686	1.44	Retail	6.670	1.20
4.085	0.77	Office	4.036	0.72
6.959	1.31	Industrial	8.446	1.52
11.528	2.17	Other Commercial	10.052	1.80
30.258	5.69	Sub-total property	29.204	5.24
532.490	100.00	Total assets	557.450	100.00

Basis for Estimating Assets and Liabilities

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

Both the Local Government Pension Scheme (LGPS) and discretionary benefits liabilities have been estimated by Aon Hewitt, an independent firm of actuaries, in accordance with IAS 19.

The significant assumptions used by the Actuary were:

2016-17 % pa		2017-18 % pa
2.60	Discount rate	2.60
2.00	Rate of pension increases	2.10
3.25	Rate of salary increases	3.35
Years		Years
	<i>Mortality Assumptions:</i>	
	Longevity at 65 for current pensioners :-	
22.80		Men 22.90
24.90		Women 25.00
	Longevity at 65 for future pensioners :-	
25.00		Men 25.10
27.20		Women 27.30

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the table above. The sensitivity analysis below has been determined based on reasonably possible changes of the assumptions occurring at the end of the reporting period and assumes for each change that the assumption analysed changes while all the other assumptions remain constant. The assumptions in longevity for example, assume that life expectancy increases or decreases for men and women. In practice, this is unlikely to occur, and changes in some of the assumptions may be interrelated. The estimations in the sensitivity analysis have followed the accounting policies of the scheme, i.e. on an actuarial basis using the projected unit credit method. The methods and types of assumptions used in preparing the sensitivity analysis below did not change from those used in the previous period.

Increase in Assumption 2016-17 £m	Decrease in Assumption 2016-17 £m		Increase in Assumption 2017-18 £m	Decrease in Assumption 2017-18 £m
(14.08)	14.34	Rate for discounting scheme liabilities (increase or decrease by 0.1%)	(14.84)	15.12
2.81	(2.79)	Rate of increase in salaries (increase or decrease by 0.1%)	2.98	(2.95)
11.50	(11.31)	Rate of increase in pensions (increase or decrease by 0.1%)	12.12	(11.92)
22.98	(22.83)	Longevity (increase or decrease in 1 year)	24.53	(24.34)

Impact on the Council's Cash Flows

The funded nature of the LGPS requires the Employer and its employees to pay contributions into the fund, calculated at a level intended to balance the pension liabilities with investment assets. The Actuary will be carrying out the next Actuarial Valuation as at 31 March 2019. The current Employer's contribution rate to achieve a funding level of 100% of scheme liabilities will be reviewed at this point. Consequently, whilst there is a significant shortfall (liability) between the benefits earned by past and current employees and the resources the Council has set aside to meet them, the statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

The expected employer's contributions to the Local Government Pension Scheme for the accounting period ending 31 March 2019 are:-

	2018-19 £m
Local Government Pension Scheme	29.69
LGPS Unfunded	0.20
Teachers Unfunded	0.10
Total	29.99

The weighted average duration of the defined benefit obligation for the scheme members is 18.4 years, which is the same as for 2016-17.

Teachers

In 2017-18, the Council paid £8.15 million (£8.1 million for 2016-17) to the Teachers Pensions Agency in respect of teachers' pension costs. The increase was as a result of the continued impact of an increase in the employer's contribution rate in 2016-17. In addition, the Council is responsible for all pension payments relating to added years awarded, together with the related increases. In 2017-18, these amounted to £0.415 million (£0.451 million for 2016-17).

31. Financial Instruments Disclosures

A financial instrument is a contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity. Non-exchange transactions, such as those relating to taxes and government grants, do not give rise to financial instruments.

Financial Assets

A financial asset is a right to future economic benefits controlled by the Council that is represented by cash, equity instruments, or a contractual right to receive cash or other financial assets, or a right to exchange financial assets and liabilities with another entity that is potentially favourable to the Council. The financial assets held by the Council at 31 March 2018 are classed as loans and receivables - assets that have fixed or determinable payments but are not quoted in an active market and include cash in hand, bank current and deposit accounts, fixed term deposits with building societies and loans to other local authorities. They are carried in the Balance Sheet at amortised cost. Annual credits to the Comprehensive Income and Expenditure Statement for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument.

Short term Investments and Cash and Cash Equivalents (included in Current Assets) in the Balance Sheet are detailed below:

31 March 2017 Balance Sheet £'000	Short Term Investments and Cash and Cash Equivalents	31 March 2018 Balance Sheet £'000
26,572	Short Term Investments (< 1 year)*	20,084
26,572	Total Short Term Investments	20,084
3,250	Cash & Cash Equivalents (Deposits)	1,401
(1,586)	Cash in Hand/Overdrawn	(1,313)
1,664	Total Cash & Cash Equivalents	88
7,713	Short Term Trade Receivables (Debtors)	7,654
35,949	Total Current Financial Assets	27,826

*The total short term investments include £28,827 representing accrued interest in long term investments in addition to short term interest of £55,112. The £7.654 million Short Term Trade Receivables (Debtor) figure above is for goods and services delivered and an age debt analysis of these trade debtors is shown below in the Credit Risk section. This figure is included in the Short Term Debtors figure of £31.058 million in the Balance Sheet which also includes debtors that do not meet the definition of a financial liability, so not detailed here. Note 23 provides more detailed information of the total Short Term Debtors figure.

International Financial Reporting Standard (IFRS) 13 Fair Value defines the fair value of a financial asset as the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date. Fair values only need to be disclosed for the Council's long term financial assets as the fair value of our short-term instruments, including trade receivables, are assumed to approximate to the carrying amount, so fair values have not been disclosed above. There are 3 levels in the fair value hierarchy for calculations, however due to the type of financial assets the Council hold the only level applicable at 31 March 2018 is level 2, where the fair value is calculated from inputs other than quoted prices that are observable for the asset – this is interest rates or yields for similar instruments.

There were two new long term investments with other Local Authorities in 2017-18 both for 2 years totalling £5 million. The Fair Value (Level 2) has been calculated by discounting at the market rate for a similar instrument with an equivalent remaining term to maturity on 31 March 2018. The table below includes accrued interest on these long term investments.

31 March 2017			Fair Value Level	31 March 2018	
Balance Sheet £'000	Fair Value £'000			Balance Sheet £'000	Fair Value £'000
4,003	4,037	Long Term Investments	2	9,010	8,993

The fair value of financial assets held at amortised cost is lower than their Balance Sheet carrying amount because the interest rate on similar investments is now higher than that obtained when the investment was originally made due to changes in the Bank Rate.

Financial Liabilities

A financial liability is an obligation to transfer economic benefits controlled by the Council and can be represented by a contractual obligation to deliver cash or financial assets or an obligation to exchange financial assets and liabilities with another entity that is potentially unfavourable to the Council. The Council's financial liabilities are initially measured at fair value and carried at their amortised cost. Annual charges to the Financing and Investment Income and Expenditure Section of the Comprehensive Income and Expenditure Statement for interest payable are based on the carrying amount of the liability, multiplied by the effective rate of interest for the instrument. For most of the borrowing that the Council has the amount presented in the Balance Sheet is the outstanding principal repayable together with any accrued interest and interest charged to the Comprehensive Income and Expenditure Statement for the year according to the loan agreement.

The Council has three Lender's Option Borrower's Option loans (LOBOs) with stepped interest rates. An effective interest rate has been used for these so that these are re-measured amounts for the LOBOs on the Balance Sheet.

The Council's non-derivative financial liabilities are carried in the Balance Sheet at amortised cost split between short and long term. The Short Term Borrowing in the Balance Sheet is detailed below:

31 March 2017 £'000	Short Term Borrowing & Other Short Term Liabilities	31 March 2018 £'000
(272)	Accrued Interest Long Term Loans	(1,953)
(680)	Escrows/Trust Funds	(670)
(952)	Short Term Borrowing	(2,623)
(5,245)	Short Term Trade Payables (Creditors)	(3,704)
(404)	Other Short Term Financial Liabilities (Creditors)	(521)
(6,601)	Total Current Financial Liabilities	(6,848)

The Short Term Trade Payables (Creditors) figure £3.704 million relates to trade payables for goods and services received and is all due within 6 months. The Other Short Term Financial Liabilities (Creditors) figure of £0.521 million represents monies held by the Council on behalf of different third parties.

The value of the short term liability relating to Other Long Term Liabilities for 2017-18 is made up as follows:-

31 March 2017 £'000	Short Term Liability relating to Other Long Term Liabilities	31 March 2018 £'000
(595)	Maesteg School PFI Lease Liability	(640)
(60)	Innovation Centre Financial Liability	(66)
(50)	Waste Contract (MREC)	(50)
(705)	Total	(756)

The £3.704 million, £0.521 million and £0.756 million shown in the two tables above are all included in the Short Term Creditors Balance Sheet figure of £32.254 million which also includes creditors that do not meet the definition of a financial liability so is not detailed here. Note 25 provides more detailed information of the total short term creditors figure.

Under IFRS 13 the fair value of a financial liability is defined as the price that would be paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair values only need to be disclosed for the Council's long term financial liabilities as the fair value of our short-term instruments including trade payables are assumed to approximate to the carrying amount so fair values have not been disclosed above. There are 3 levels in the fair value hierarchy for calculations, however due to the type of financial liabilities the Council holds the only level applicable to the Council at 31 March 2018 is level 2 where the fair value is calculated from inputs other than quoted prices that are observable for the asset or liability – this is interest rates or yields for similar instruments.

The fair value of the long term financial instruments have been estimated by calculating the net present value of the remaining contractual cash flows at 31 March 2018, which provides an estimate of the value of payments in the future in today's terms, using the following methods and assumptions:

- The fair value of Public Works Loan Board (PWLB) have been discounted at the market rates for local authority loans of the same remaining term to maturity at the 31 March.
- The value of "Lender's Option Borrower's Option" (LOBO) loans have been increased by the value of the embedded options. Lender's options to propose an increase to the interest rate on the loan have been valued according to a proprietary model for Bermudan cancellable swaps. Borrower's contingent options to accept the increased rate or repay the loan have been valued at zero, on the assumption that lenders will only exercise their options when market rates have risen above the contractual loan rate.

- The fair value of other long term financial liabilities have been calculated by discounting the contractual cash flows (excluding service charge elements) at the appropriate AA rated corporate bond yield.

The long term borrowing figure in the balance sheet of is made up as follows:

31 March 2017			Fair Value Level	31 March 2018	
Balance Sheet £'000	Fair Value £'000			Balance Sheet £'000	Fair Value £'000
		Long Term Borrowing			
(77,617)	(115,604)	PWLB (long term)	2	(77,617)	(111,012)
(77,617)	(115,604)	Total PWLB debt		(77,617)	(111,012)
(19,815)	(33,208)	LOBO's	2	(19,804)	(31,843)
(19,815)	(33,208)	Total Market Loans		(19,804)	(31,843)
(97,432)	(148,812)	Total Long Term Borrowing		(97,421)	(142,855)

PFI and Other Long Term Liabilities figure in the balance sheet of £20.267 million are detailed below:

31 March 2017		Other Long Term Liabilities	Fair Value Level	31 March 2018	
Balance Sheet £'000	Fair Value £'000			Balance Sheet £'000	Fair Value £'000
(17,640)	(26,854)	Maesteg PFI Lease Liability	2	(16,999)	(24,976)
(604)	(887)	Innovation Centre Financial Liability	2	(537)	(766)
(350)	(378)	Waste Contract (MREC)	2	(300)	(327)
(70)	(70)	Escrow	Cost	(31)	(31)
(2,400)	(2,400)	Llynfi	Cost	(2,400)	(2,400)
(21,064)	(30,589)	Total Other Long Term Liabilities		(20,267)	(28,500)

The fair value of financial liabilities held at amortised cost is higher than their balance sheet carrying amount because the Council's portfolio of loans includes a number of loans where the interest rate payable is higher than the current rates available for similar loans as at the Balance Sheet date.

Offsetting Financial Assets and Liabilities

Financial assets and liabilities are set off against each other where the Council has a legally enforceable right to set off and it intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously. The table below shows those instruments that have been offset on the Balance Sheet. The Council had no other financial assets or liabilities subject to an enforceable master netting arrangement or similar agreement.

31 March 2017 Gross Assets (Liabilities) £000	Offsetting of Financial Assets and Liabilities	31 March 2018 Gross Assets (Liabilities) £000
1,920	Bank Accounts in Credit	1,871
1,920	Total Financial Assets	1,871
(2,012)	Bank Overdrafts	(1,980)
(2,012)	Total Financial Liabilities	(1,980)
(92)	Net Position on Balance Sheet	(109)

Financial Instruments – Gains and Losses

The gains and losses recognised in the Comprehensive Income and Expenditure Statement in relation to financial instruments consist of the following:

2016-17				2017-18		
Financial Liabilities	Financial Assets	Total		Financial Liabilities	Financial Assets	Total
Amortised Cost	Loans & Receivables			Amortised Cost	Loans & Receivables	
£'000	£'000	£'000	£'000	£'000	£'000	
6,036	-	6,036	Interest Expense	5,979		5,979
6,036	-	6,036	Interest Payable and similar charges	5,979	-	5,979
-	(942)	(942)	Interest Income		(959)	(959)
-	(942)	(942)	Interest and Investment Income	-	(959)	(959)
6,036	(942)	5,094	Net (gain)/loss for the year	5,979	(959)	5,020

Financial Instruments – Risk

The procedures for risk management are set out through a legal framework set out in the Local Government Act 2003 and the associated regulations. The Council has adopted CIPFA's Code of Practice on Treasury Management (and subsequent amendments) and complied with The Prudential Code for Capital Finance in Local Authorities (both revised in November 2011) during 2017-18.

In line with the Treasury Management Code, the Council approves a Treasury Management Strategy before the commencement of each financial year. The Strategy sets out the parameters for the management of risks associated with financial instruments. The Council also produces Treasury Management Practices specifying the practical arrangements to be followed to manage these risks. The Council meeting of the 1 March 2017 accepted the Treasury Management Strategy and Prudential Indicators.

The Treasury Management Strategy includes an Annual Investment Strategy in compliance with the Welsh Government's Guidance on Local Government Investments. This Guidance emphasises that priority is to be given to security and liquidity, rather than yield. The Strategy and Treasury Management Practices seek the highest rate of return consistent with the proper levels of security and liquidity so as to achieve a suitable balance between risk and return or cost. The Council also conducts a mid-year review of its treasury management policies, practices and activities and any revisions of the Investment Strategy to enable increased flexibility in an ever changing financial market and investment opportunities available will be approved by Council. Actual performance is also reported annually to Members in the form of the Annual Treasury Management Outturn Report which is reviewed by Audit Committee.

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

- **Credit risk** – the possibility that the counterparty to a financial asset might fail to pay amounts due to the Council;
- **Liquidity risk** – the possibility that the Council might not have cash available to meet its commitments to make payments;
- **Market risk** - the possibility that unplanned financial loss might arise for the Council as a result of changes in such measures as interest rates movements.

Credit Risk

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Council's customers. Deposits are not made with banks and financial institutions unless they meet the minimum requirements of the investment criteria outlined in the Investment Strategy contained within the Treasury Management Strategy.

The Council manages credit risk by ensuring that investments are only placed with organisations of high credit quality. These include entities with a minimum long-term credit rating of A- that are domiciled in the UK or a foreign country with a minimum sovereign rating of AA+, the UK government, other local authorities, and organisations without credit ratings upon which the Council has received independent investment advice.

Credit ratings are obtained and monitored by the Council's treasury advisers who notify changes in ratings as they occur. They use long-term credit ratings from the three main rating agencies Fitch Ratings Ltd., Moody's Investors Service and Standard & Poor's Financial Services to assess the risk of investment default. The lowest available counterparty credit rating will be used to determine credit quality, unless an investment specific rating is available. The Council understands that credit ratings are good, but not perfect, predictors of investment default. Full regard is therefore given to other available information on the credit quality of the organisations in which it invests, including credit default swap prices, financial statements, information on potential government support and reports in the quality financial press.

Unsecured investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank is failing or likely to fail, whereas secured investments are secured on the bank's assets, which limits the potential losses in the unlikely event of insolvency and means they are exempt from bail-in. The combined secured and unsecured investments in any one bank will not exceed the cash limit for secured investments. The Annual Investment Strategy states which investments the Council may use for the prudent management of its treasury balances during the financial year under the heads of Specified Investments and non-Specified Investments.

The Council's primary objective for the management of its investments is to give priority to the security and liquidity of its funds before seeking the best rate of return. The counterparty limits were constantly reviewed and where market conditions dictated, the limit was dropped. No breaches of the Council's counterparty criteria occurred during 2017-18 and the Council does not expect any losses from non-performance by any of its counterparties in relation to deposits.

The Council's investments at 31 March 2018 totalled £30.400 million as detailed below and shown in the Balance Sheet as Long Term Investments (£9.010 million), Short Term Investments (£20.084 million) and included within Cash and Cash Equivalents (£1.401 million). The maximum exposure to credit risk in relation to its investments in banks and building societies cannot be assessed generally as the risk of any institution failing to make interest payments or repay the principal sum will be specific to each individual institution. Recent experience has shown that it is rare for such entities to be unable to meet their commitments. A risk of irrecoverability applies to all of the Council's deposits, but there was no evidence at the 31 March 2018 that this was likely to crystallise. The table below summarises the credit risk exposures of the Council's investment portfolio by credit rating (based on the lowest long term rating) and the remaining time to maturity:

As at 31 March the credit risk exposures were:

31 March 2018	Credit Rating	Instant	Notice	Deposits	Deposits	Deposits	Deposits	Deposits	Deposits	Total
Counterparty Category		Access Deposit Accounts £'000	Period Deposit Account £'000	Maturing Within 1 Month £'000	Maturing Within 2 to 3 Months £'000	Maturing Within 4 to 6 Months £'000	Maturing Within 7 Months to 1 Year £'000	Maturing After 1 Year to 2 Years £'000	Maturing After 2 Years to 3 Years £'000	£'000
Bank	AA-					2,000				2,000
Bank	A	1,400	1,000	2,000	1,000					5,400
Local Authorities	AA-							3,000		3,000
Local Authorities unrated				2,000	5,000	4,000	1,000	2,000	4,000	18,000
Building Societies	A				2,000					2,000
Total		1,400	1,000	4,000	8,000	6,000	1,000	5,000	4,000	30,400
31 March 2017	Credit Rating	Instant	Notice	Deposits	Deposits	Deposits	Deposits	Deposits	Deposits	Total
Counterparty Category		Access Deposit Accounts £'000	Period Deposit Account £'000	Maturing Within 1 Month £'000	Maturing Within 2 to 3 Months £'000	Maturing Within 4 to 6 Months £'000	Maturing Within 7 Months to 1 Year £'000	Maturing After 1 to 2 Years £'000	Maturing After 3 to 4 Years £'000	£'000
Bank	AA-	2,250								2,250
Bank	A	1,000	2,000		2,000	1,000				6,000
Local Authorities	AA				5,000		2,000			7,000
Local Authorities unrated					2,000	4,500	2,000		4,000	12,500
Building Societies	A			4,000						4,000
Building Societies unrated				1,000	1,000					2,000
Total		3,250	2,000	5,000	10,000	5,500	4,000	-	4,000	33,750

The Council does not generally allow credit for its customers (trade debtors) such that all the trade debtors are recognised as short term, however, £3.591 million of the £7.654 million balance (shown above in financial assets) is past its due date for payment. The past due but not impaired amount can be analysed by age as shown in the table below:

31 March 2017 £'000	Trade Debtors Past Due but not impaired	31 March 2018 £'000
3,169	Less than 3 months	2,154
679	3 to 6 months	457
279	6 months to 1 year	406
756	More than 1 year	574
4,883	Total	3,591

Liquidity risk

The Council manages its liquidity risk through its cash-flow management to ensure that cash is available when required. It has ready access to instant access deposit accounts, overdraft facilities and borrowing from the Money Markets or other local authorities to cover any day to day cash flow need. In addition the Public Works Loan Board (PWLb) provides access to borrowing at favourable rates. The Council arranges fixed term loans and investments with a range of maturity dates within the framework and indicators approved each year. There is no perceived risk that the Council will be unable to raise finance to meet its commitments, instead the risk relates to replenishing a significant proportion of its borrowings at a time of unfavourable interest rates.

The tables above in credit risk details the maturity analysis of financial assets, however a key parameter used to address liquidity risk is the Treasury Management Indicator which limits the maturity structure of fixed rate borrowing as shown in the table below. This is the amount of projected borrowing that is fixed rate, maturing in each period as a percentage of total projected fixed rate borrowing. This indicator is set to control the Council's exposure to refinancing risk and has been set to allow for the possible restructuring of long term debt where this is expected to lead to an overall saving or reduction in risk.

Maturity structure of fixed rate borrowing	Upper Limit % 2017-18	Lower Limit 2017-18	Actual % 31 March 2018	Principal Outstanding £'000 31 March 2018
Less than one year	50	-	-	-
Between 1 and 2 years	25	-	-	-
Between 2 and 5 years	25	-	-	-
Between 5 and 10 years	50	-	13.91	13,474
Between 10 and 20 years	60	-	23.49	22,754
More than 20 years	100	40	42.73	41,389
Uncertain date *	-	-	19.87	19,250
Total			100.00	96,867

Whilst the cash flow procedures above are considered against the refinancing risk procedures, longer term risk to the Council relates to managing the exposure to replacing all financial instruments therefore including longer term financial liabilities as they mature. The following table details the maturity of all the Council's financial liabilities based on the Balance Sheet value and includes all trade creditors and other creditors classed as financial liabilities which are due to be paid in less than a year.

31 March 2017 £'000	Maturity Analysis Financial Liabilities	31 March 2018 £'000
(7,310)	Less than 1 year	(7,605)
(756)	Between 1 and 2 years	(830)
(5,078)	Between 2 and 5 years	(5,277)
(17,575)	Between 5 and 10 years	(19,152)
(33,882)	Between 10 and 20 years	(31,236)
(41,389)	More than 20 years	(41,389)
(19,815)	Uncertain date*	(19,804)
(125,805)	Total Financial Liabilities	(125,293)

* The £19.250 million (19.87%) and £19.804 million in the two tables above showing an uncertain date relates to Lender's Option Borrower's Option (LOBO) loans which may be re-scheduled in advance of their maturity date of 2054. The LOBO rate and term may vary in the future depending upon the prevailing market rates, the lender exercising their option to increase rates at one of the bi-annual trigger points (the next trigger date being 23 July 2018) and therefore, the Council being given the option to accept the increase or to repay the loan without incurring a penalty. Due to current low interest rates, the Council is not anticipating that this will occur during 2018-19 however in the unlikely event that the lender exercises its option the Council is likely to repay these loans. The maturity date is therefore uncertain.

Market Risk

The Council is exposed to the risk that financial loss could potentially occur as a result of changes in such measures as interest rate movements, market prices or foreign currency exchange rates. The Council is not exposed to foreign exchange risk (loss arising from movements in exchange rates) as borrowing and investments are only carried out in sterling. Price risk (financial gains or losses arising from movement in the prices of financial instruments) is also not applicable to the Council as, whilst the Council's Annual Investment Strategy allows investments in instruments such as bank certificates of deposit and Government Bonds, the Council currently invests in instruments where the sum returned on maturity is the same as the initial amount invested. Therefore only interest rate risk is applicable which is detailed below.

Interest rate risk

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

- borrowings at variable rates – the interest charged to revenue within the Comprehensive Income and Expenditure Statement will rise;
- borrowings at fixed rates – the fixed rate protects the Council from increased interest charges as an equivalent loan would now cost more. The fair value of the borrowing (liability) will fall;
- investments at variable rates – the interest income credited to the Comprehensive Income and Expenditure Statement will rise; and
- investments at fixed rates – the fixed rate prevents the Council from receiving higher investment income from the same principal invested. The fair value of the investment (asset) will fall

The Council has a number of strategies for managing interest rate risk. The Treasury Management Strategy draws together the Council's Treasury Management and Prudential indicators and its expected treasury operations, including an expectation of interest rate movements. From this, an indicator is set which provides maximum limits for fixed and variable interest rate exposure as shown in the table below.

	Upper Limit TMS 2017-18 £m	Revised Projection 2017-18 2018-19 TMS £m	Actual Principal Outstanding 31 March 2018 £m
Total Projected Principal Outstanding on Borrowing	96.87	96.87	96.87
Total Projected Principal Outstanding on Investments (including cash/cash equivalents deposits)	24.00	30.00	30.40
Net Principal Outstanding	72.87	66.87	66.47
Fixed interest rates (net principal) exposure	130.00	68.62	68.62
Variable interest rates (net principal) exposure	50.00	1.25	(2.15)

Fixed rate investments and borrowings are those where the rate of interest is fixed for at least 12 months, measured from the start of the financial year or transaction date if later. All other instruments are classed as variable. The majority of the Council's investments are less than 12 months and even though interest rates may be fixed for the investment duration, these would be classed as variable. LOBO loans are variable interest rate loans, therefore, as the investments were in excess of total variable rate loans, the net principal is shown as negative in the table above.

The Council's investments classed as 'loans and receivables' and loans borrowed are not carried at fair value on the balance sheet, so changes in their fair value will not impact on the Comprehensive Income and Expenditure Statement, however, changes in interest payable and receivable on variable rate borrowings and investments does and will be posted to the Surplus or Deficit on the Provision of Services. The Council monitors market and forecast interest rates within the year to adjust exposures appropriately, to allow any adverse changes to be accommodated. For instance during periods of falling interest rates, and where economic circumstances make it favourable, fixed rate loans may be repaid early to limit exposure to losses. According to this strategy, at 31 March 2018, if there had been a 1% change in interest rates with all other variables held constant, the financial effect would be approximately:

	Estimated £'000 + 1%	Estimated £'000 -1%
Interest payable on variable rate borrowings	132	0
Interest receivable on variable rate investments	(174)	174
Impact on Surplus or Deficit on Provision of Services	(42)	174

The figures for an approximate impact of a 1% fall in interest rates for borrowing are not the same figures as the 1% increase (but reversed) as the variable rate borrowing relates to our LOBO loans where it is assumed that the lender would not exercise their option if there was a fall in interest rates.

32. Post Balance Sheet Events

There are no Post Balance Sheet Events.

33. Contingent Liabilities

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

The Health and Safety Executive (HSE) is prosecuting the Council under section 3 of the Health and Safety at Work Act following an incident in December 2014. No provision has been made in the accounts due to the uncertainty of the outcome of any investigation.

Notes to the Cash Flow Statement

34. Adjustments for Non-Cash Movements

2016-17 £'000		2017-18 £'000
(24,009)	Depreciation & Impairment of Assets	(24,451)
8,234	Movement in Stock, Debtors & Creditors	(2,493)
(9,140)	Pension Fund Adjustments	(11,810)
(185)	Provisions	(536)
(6,342)	Disposal of Non Current Asset	(2,389)
	- Changes in Fair Value of Investment Property	350
(31,442)	Adjustments to net deficit on the provision of services for non-cash movements	(41,329)

35. Operating Activities

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

2016-17 £'000		2017-18 £'000
(14,859)	Cash Flow on Revenue Activities	(16,564)
4,578	Interest Paid	2,889
1,460	Interest element of finance lease and PFI rental payments	1,412
(929)	Interest Received	(949)
(9,750)	Net Cash Flows from Operating Activities	(13,212)

36. Investing Activities

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

2016-17 £'000		2017-18 £'000
13,881	Purchase of Property, Plant and Equipment and Investment Property	29,916
14,025	Purchase / (Proceeds) from Short Term Investments	(1,482)
(5,292)	Proceeds from sale of Property, Plant and Equipment and Investment Property	(573)
22,614	Net Cash Flows from Investing Activities	27,861

37. Financing Activities

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

2016-17 £'000		2017-18 £'000
(10,200)	Cash Receipts of short and long term borrowing	(5,660)
(7,356)	Other Receipts from financing activities	(11,413)
10,210	Repayments of short and long term borrowing	4,000
(7,346)	Net Cash Flows from Financing Activities	(13,073)

The independent auditor's report of the Auditor General for Wales to the Members of Bridgend County Borough Council

Report on the audit of the financial statements

I have audited the financial statements of Bridgend County Borough Council for the year ended 31 March 2018 under the Public Audit (Wales) Act 2004.

Bridgend County Borough Council's financial statements comprise the Movement in Reserves Statement, the Comprehensive Income and Expenditure Statement, the Balance Sheet, the Cash Flow Statement and the related notes, including a summary of significant accounting policies.

The financial reporting framework that has been applied in their preparation is applicable law and the Code of Practice on Local Authority Accounting in the United Kingdom 2017-18 based on International Financial Reporting Standards (IFRSs).

In my opinion the financial statements:

- give a true and fair view of the financial position of Bridgend County Borough Council as at 31 March 2018 and of its income and expenditure for the year then ended; and
- have been properly prepared in accordance with legislative requirements and the Code of Practice on Local Authority Accounting in the United Kingdom 2017-18.

Basis for opinion

I conducted my audit in accordance with applicable law and International Standards on Auditing in the UK (ISAs (UK)). My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of my report. I am independent of Bridgend County Borough Council in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Conclusions relating to going concern

I have nothing to report in respect of the following matters in relation to which the ISAs (UK) require me to report to you where:

- the use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the responsible financial officer has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about Bridgend County Borough Council's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The responsible financial officer is responsible for the other information in the annual report and accounts. The other information comprises the information included in the annual report other than the financial statements and my auditor's report thereon. My opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated later in my report, I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial statements, my responsibility is to read the other information to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by me in the course of performing the audit. If I become aware of any apparent material misstatements or inconsistencies I consider the implications for my report.

Report on other requirements

Opinion on other matters

In my opinion, based on the work undertaken in the course of my audit:

- the information contained in the Narrative Report for the financial year for which the financial statements are prepared is consistent with the financial statements and the Narrative Report has been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2017-18.
- The information given in the Governance Statement for the financial year for which the financial statements are prepared is consistent with the financial statements and the Governance Statement has been prepared in accordance with guidance.

Matters on which I report by exception

In the light of the knowledge and understanding of Bridgend County Borough Council and its environment obtained in the course of the audit, I have not identified material misstatements in the Narrative Report or the Governance Statement.

I have nothing to report in respect of the following matters, which I report to you, if, in my opinion:

- adequate accounting records have not been kept;
- the financial statements are not in agreement with the accounting records and returns; or
- I have not received all the information and explanations I require for my audit.

Certificate of completion of audit

I certify that I have completed the audit of the accounts of Bridgend County Borough Council in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Auditor General for Wales' Code of Audit Practice.

Responsibilities

Responsibilities of the responsible financial officer for the financial statements

As explained more fully in the Statement of Responsibilities for the Statement of Accounts set out on page 11, the responsible financial officer is responsible for the preparation of the statement of accounts, which gives a true and fair view, and for such internal control as the responsible financial officer determines is necessary to enable the preparation of statements of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the statements of accounts, the responsible financial officer is responsible for assessing Bridgend County Borough Council's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless deemed inappropriate.

Auditor's responsibilities for the audit of the financial statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of the auditor's responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website www.frc.org.uk/auditorsresponsibilities. This description forms part of my auditor's report.

Anthony J Barrett
For and on behalf of the Auditor General for Wales
10 September 2018

24 Cathedral Road
Cardiff
CF11 9LJ

The maintenance and integrity of Bridgend County Borough Council's website is the responsibility of the Council. The work carried out by auditors does not involve consideration of these matters and accordingly auditors accept no responsibility for any changes that may have occurred to the financial statements since they were initially presented on the Council's website.



Annual Governance Statement

Annual Governance Statement 2017-18

1. Scope of Responsibility

- 1.1 Bridgend County Borough Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for and used economically, efficiently and effectively.
- 1.2 The Council 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.
- 1.3 The Council also has a duty under the Well-being of Future Generations (Wales) Act (WFGA) 2015 to carry out sustainable development, including setting and publishing well-being objectives that are designed to maximise its contribution to achieve each of the well-being goals and take all reasonable steps to meet those objectives.
- 1.4 In discharging its overall responsibilities, the Council is 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 The Council reviewed its Code of Corporate Governance and adopted the Delivering Good Governance in Local Government Framework, developed by the Chartered Institute of Public Finance and Accountancy (CIPFA, 2016) and the Society of Local Authority Chief Executives (SOLACE). This statement explains how the Council has complied with the Governance Framework and meets the requirements of the Accounts and audit (Wales) Regulations 2014.

2. The Purpose of the Governance Framework

- 2.1 The governance framework comprises the systems, processes and values by which the Council is directed and controlled and the means by which it accounts to, engages with and leads the local community. It enables the Council to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.
- 2.2 The system of internal control is a significant part of that framework and is designed to make appropriate use and prevent 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 manage their impact.
- 2.3 The following paragraphs summarise the governance framework and the system of internal control, which has been in place within the Council for the year ended 31 March 2018. The description of the arrangements in place is built around the core principles set out in the Council's Code of Corporate Governance.

2.4. The Governance Framework



3. Review of Effectiveness

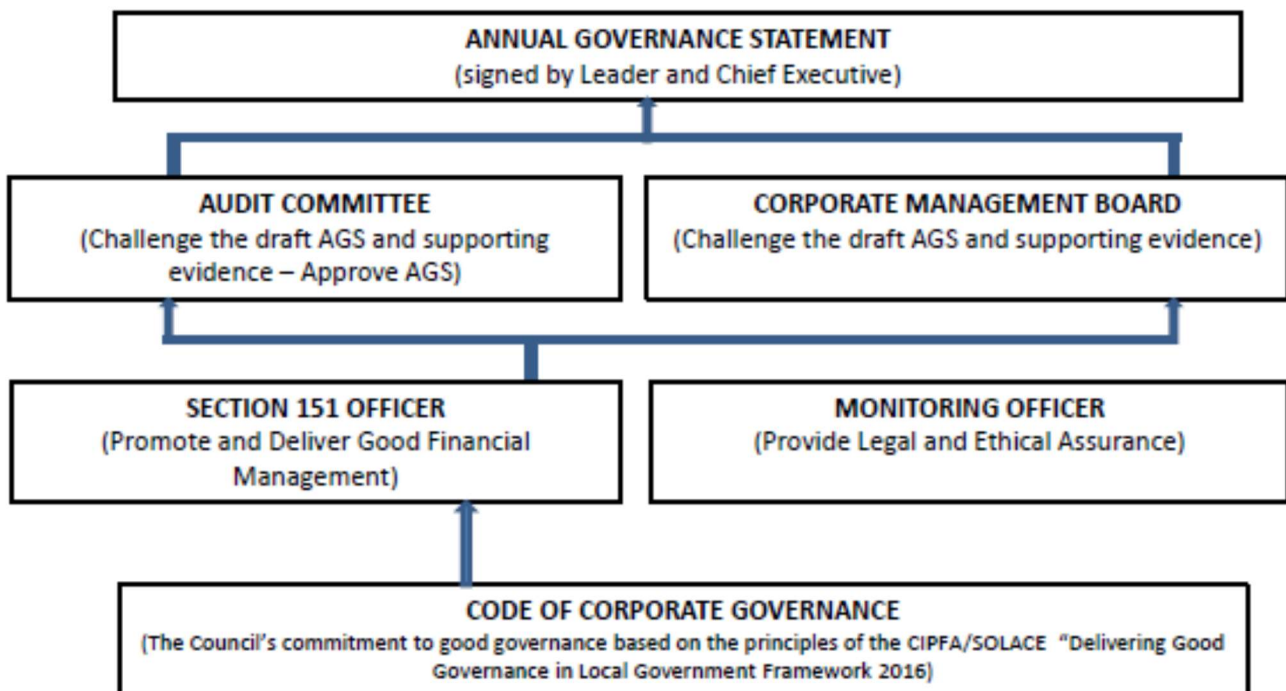
3.1 The control environment comprises the Council's policies, procedures and operational systems and processes in place to:

- Establish and monitor the achievement of the Council's objectives;
- Facilitate policy and decision making;
- Ensure the economical, effective and efficient use of resources;
- Ensure compliance with established policies, procedures, laws and regulations;
- Safeguard the Council's assets and interests from losses of all kinds, including those arising from fraud, irregularity or corruption.

During 2017-18, core financial and administrative systems were reviewed by Internal Audit either through specific reviews (e.g. Debtors, Council Tax, Housing Benefit, Treasury Management etc.) or generally in the reviews undertaken in respect of Directorate systems. In addition, during the year the South West Audit Partnership on behalf of the Bridgend & Vale Internal Audit Shared Service, carried out an audit of the Council's governance framework as part of the Healthy Organisation Review. On the basis of the audit work undertaken during the year and taking into account all available evidence, the Head of Internal Audit has concluded that a reasonable assurance level can be applied to standards of internal control at Bridgend CBC for the period stated. The Annual Opinion Report of the Head of Internal Audit for the period April 2017 to March 2018 is available here:

<https://democratic.bridgend.gov.uk/ieListDocuments.aspx?CId=132&MId=2981&Ver=4>

3.2 The Council has responsibility for annually reviewing the effectiveness of its governance framework, including the system of internal control. This is informed by the work of Internal Audit and chief officers within the Council who have responsibility for the development and maintenance of the internal control environment. The Council also draws assurance on its governance arrangements from independent sources and in particular Internal Audit, External Audit and other external regulators. Roles within the Corporate Governance Framework are set out below:



3.3 The following elements are key to the Council in monitoring and reviewing its governance:

- The Constitution, is kept under continual review 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 includes the Codes of Conduct for both members and employees. 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.
- The Cabinet (as Executive) who are responsible for considering overall financial and performance management. The Cabinet is also responsible for key decisions based on the information provided to them through comprehensive officer reports.
- The Scrutiny function which holds the Cabinet to account. In total there are four Scrutiny Committees. The Corporate Overview and Scrutiny Committee is responsible for maintaining an overview of the Authority's financial performance including value for money. This Committee also co-ordinates the Scrutiny Forward Work Programme and prioritises the work of the three Subject Overview and Scrutiny Committees. The Subject Overview and Scrutiny Committees do not have any specific remits which enable each committee to deal with any topic that is allocated. Scrutiny Committees establish Research and Evaluation panels (including the review of budget proposals); they undertake reviews of specific areas of Council operations and make recommendations to Cabinet for improvement.
- The Audit Committee which provides the focus for reviewing the effectiveness of the system of internal control. Much of this work is primarily based upon reviewing the work of Internal Audit and receiving reports from the Council's external auditors. The Committee met regularly throughout the year and provided independent assurance to the Council in relation to the effectiveness of the risk management framework, internal control environment and governance matters.

- Regulatory Committees (e.g. Licencing, Development Control) are in place to determine matters as defined within the Council's Constitution;

3.4 Requirements of the Local Government (Wales) Measure 2011 included:

- the election of the Chairperson of the Audit Committee by the Audit Committee itself rather than by an appointment by Council;
- the requirement that Audit Committee must have at least one lay-member, a professional representative with no connections to the Council that is able to assist in the role of the Audit Committee. The number of lay-members required to support the committee is being kept under review;
- the appointment of a Head of Democratic Services

4.0 Principle A – Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law

4.1 The Council has a clear vision, that is, always to act as “One Council working together to improve lives” and is available here: <https://www.bridgend.gov.uk/media/2267/1-corporate-plan-2016-2020-reviewed-for-2017-2018.pdf>

4.2 The Council is committed to the sustainable development principle and the five ways of working provided by the Well-being of Future Generations (Wales) Act 2015. The Council has appointed a Cabinet Member for Well-being and Future Generations. The Council has integrated well-being planning into its corporate and business planning process, as well as incorporated it into the Performance Management Framework.

4.3 Elected members are provided with training in accordance with the Elected Member Learning and Development Strategy which is approved by Council. Topics include code of conduct, declarations of interest and other subjects which clarify the behaviours of elected members. Some training particularly relating to regulatory functions has been identified as “essential” to ensure that Elected Members have a full understanding of their role before they make key decisions.

4.4 During 2017/18 an Ethics Review was undertaken as part of the 2017/18 Internal Audit Risk Based Plan. The work undertaken provided reasonable assurance on the control environment as the Council have key aspects in place to enable them to operate in an ethical manner. However there are areas which could be improved further.

4.5 Conduct of Members is governed by the Members Code of Conduct. The Public Services Ombudsman for Wales monitors complaints and the standards reflect Welsh Government Public Service Values. The Council's Standards Committee can consider alleged breaches of the Code of Conduct. There has not been a referral to the Standards Committee in Bridgend for a number of years. The Monitoring Officer utilises the local resolution protocol approved by the Public Services Ombudsman for Wales.

4.6 All Committees have clear terms of reference that set out their roles and responsibilities and work programmes. The Audit Committee, through its work programme, provides assurance to the Council on the effectiveness of the governance arrangements, risk management framework and internal control environment.

4.7 The Audit Committee helps raise the profile of internal control and risk management within the Council. This enhances public trust and confidence in the financial governance of the Council.

4.8 The Council takes fraud, corruption and maladministration very seriously and has the following procedures and policies in place, which aim to prevent or deal with such occurrences;

- Anti-Fraud and Bribery Policy
- Whistleblowing Policy
- Anti-Money Laundering Policy
- HR policies regarding the disciplining of staff involved in such incidents
- Corporate Complaints Policy
- Social Services Representations & Complaints Procedure
- Financial Procedure Rules
- Contract Procedure Rules

7.9 The Code of Conduct and Secondary Employment Policy for Officers requires employees to disclose any personal interest which may conflict with their duties and seek approval for secondary employment.

5. Principle B – Ensuring openness and comprehensive stakeholder engagement

- 5.1 The Council makes a large amount of information available to its citizens in an open way. Information can be obtained through the Council website and many other publications. The Freedom of Information Act requires the provision of a Publication Scheme. The Scheme has been approved by the Information Commissioner's Office who is responsible for ensuring compliance with the legislation. The Scheme provides a guide to the information routinely made available to the public. Not all the information the Council publishes is detailed in the Publication Scheme. Information that is not published can be requested by making a FOI request. The Council considers all requests under the provisions of the legislation.
- 5.2 All Council meetings are open to the public except where exempt items are discussed. The criteria for exempt information is set out in legislation. All public agendas, reports and minutes are available on the Council's website. Work Programmes with agreed timescales for report, submission, approval by Legal and Finance, publication and distribution aid decision making at a strategic level. This ensures a corporate check on the impact of decisions and also probity both in legal and financial authorisations. The Council implemented a webcasting facility in 2016 which provides live streaming and an archive facility. The number of webcast viewers is monitored and the results are reported to the Democratic Services Committee. Meetings are identified which are considered to be of key public interest and suitable for webcasting. Members of the public and "expert" witnesses can participate by speaking at Overview and Scrutiny Committees similar to arrangements already in place for Development Control Committee.
- 5.3 The Council is committed to understanding and learning from the views of the public and using their feedback to help shape services and policies. There is a consultation and engagement toolkit in place to help managers to ensure consultation activities are robust as well as following legal guidance (Gunning's principles) and Participation Cymru's National Principles for Public Engagement in Wales that have been adopted by the Council. The planning and decision-making processes are designed to include consultation with stakeholders.
- 5.4 The Council has a protocol for the use of Social Media and is available here <https://www.bridgend.gov.uk/my-council/customer-services/our-social-media-policy> The aim of this is to be clear about how the Council will engage with users and manage expectations.
- 5.5 The Authority has made significant steps in its use of the Welsh Language and has implemented the majority of the standards. The Council is negotiating with the Welsh Language Commissioner in relation to implementing the few remaining standards.
- 5.6 The Council has a Citizens' Panel made up of over 1,700 residents aged 16 or over from across the county borough. The panel members agree to take part in several surveys a year on a range

of issues relating to Council services and policies. The Citizens' Panel has helped the Council to understand residents' opinions about the services it provides so as to help improve things in the future. The panel is currently representative of residents aged 25 and over. The consultation team has key performance indicators in place to increase representation of 16-24 year olds, Welsh speakers and disabled residents, as well as indicators to increase representation across each ward to a minimum 1 per cent.

- 5.7 Social media is used to promote services and engage with the public. Targeted paid advertising and Q&A sessions/debates are undertaken to raise awareness of and drive responses to consultation exercises, and to capture citizens' feedback. The use of social media has been successfully used as part of the "Shaping Bridgend's Future" consultation. In line with its commitment to the Welsh Language Standards, the Council introduced bilingual social media accounts in December 2017.
- 5.8 Increasingly, surveys are being made available on desktop, tablet and mobile formats to increase the likelihood of residents responding. The Council has a database of over 1,650 residents who are interested in receiving HTML emails regarding key consultations within the Borough.
- 5.9 Citizens' Panel members and residents who opt to receive key consultation updates are sent engagement details on projects that may be of interest to them. Bridgend Business Forum members, the Youth Council and the Bridgend Equality Forum are all invited to share their views (when relevant) to improve representation.
- 5.10 There is regular communication with staff through managerial arrangements which is supplemented by Bridgend's, Bridgend's emails and staff newsletter as well as updates by the Chief Executive.
- 5.11 HR officers have a monthly timetable of meetings on organisational restructures as well as ad hoc issues to which local and regional trade union officers are invited. Cabinet members are invited on a bi-monthly basis. The model is successful in maintaining good relationships with both trade unions and employees respectively.
- 5.12 The Council operates both a Corporate Complaints Procedure and a Social Services Representations & Complaints Procedure which helps to identify areas where service quality is not satisfactory, and to take action to improve where relevant. Complaints can be made electronically, in writing and, for Social Services, can also be made verbally. The Council has set target times for responding to all complaints received to ensure that the complaint is dealt with in a timely manner and to ensure accountability. Both the operation of the Corporate Complaints Policy and report on Social Services Representations are reported annually to Cabinet.
- 5.13 The Public Services Ombudsman for Wales reports on each Council in Wales on the number of complaints received and investigated. In July 2017 the Council received its Annual Letter for 2016-17. The letter noted an increase in the number of complaints received, 44 in 2016-17 compared to 38 in 2015-16. The comparative figure for the local authority average was 39 for 2016-17 (41 for 2015-16). Two investigations were commenced by the Ombudsman in 2016-17. The Annual Letter noted that Children's Social Services was the biggest single area of complaints, followed by Housing. One S16 report was issued upholding the complaint, 4 complaints were settled by early resolution, 10 were closed after initial consideration, 18 were premature and 9 out of jurisdiction.
- 5.14 The Council is one of four statutory members of Bridgend Public Services Board (PSB), whose role is to sustain and improve the economic, social, environmental and cultural well-being of Bridgend County by engaging and working collaboratively and strengthening joint working across the county's public services. The Board also includes "Invited Participants". The work of

the PSB can be found at Public Services Board - Bridgend County Borough Council: <https://www.bridgend.gov.uk/my-council/council-priorities-and-performance/bridgend-public-services-board/>

- 5.15 In 2017 to 2018 the PSB used the Wellbeing Assessment published in April 2017 to develop four wellbeing objectives which are included in the Wellbeing Plan for Bridgend County. The Plan will be published in May 2018. During the year the PSB has developed a partnership structure comprising of 5 sub boards. The boards are responsible for ensuring wellbeing objectives are met. Each board will report progress to PSB at least twice a year.

6 Principle C – Defining outcomes in terms of sustainable economic, social, and environmental benefits

- 6.1 The Council's Corporate Plan sets out three corporate priorities - the long term outcomes that the Council wants to achieve. These priorities, reviewed each year, are the Council's improvement objectives under the Local government (Wales) Measure 2009 and wellbeing objectives under the Well-being of Future Generations (Wales) Act 2015. The Plan has also embedded the Council's wellbeing statement, required by the Act, into the document, and sets out how our priorities link to the seven national wellbeing goals.
- 6.2 The vision, principles and improvement priorities set out in the Corporate Plan give the direction for the development of Directorate Business Plans. The Corporate Plan identifies a number of indicators, which are aimed at measuring the success of our outcomes and evidence our joined up working with citizens and partners, as well as providing a measure of performance. These are reported to the Corporate Performance Assessment (CPA) panel on a regular basis and subject to scrutiny on a bi-annual basis. An annual report on the Council's performance is also produced for the general public.
- 6.3 Alongside the Corporate Plan, the Council approved a Medium Term Financial Strategy (MTFS) for the period 2017-18 to 2020-21 available here: <https://www.bridgend.gov.uk/media/2233/budget-book-2017-to-18-and-medium-term-financial-strategy.pdf>. The MTFS provides an integrated planning and financial framework for the next four years, including the detailed budget strategy for the next financial year. This enables the Council to align its financial resources with its new priorities. Quarterly budget monitoring reports are submitted to Cabinet and to the Corporate Overview Scrutiny Committee.
- 6.4 The Council works collaboratively with a number of partners providing joint services to maximise efficiencies and improve outcomes for our citizens. Key collaborations include: Shared Regulatory Service, Central South Consortium, HALO, Awen, Coychurch Crematorium and Western Bay. Connections are now being made with colleagues in the Cwm Taff region in light of the consultation on the potential health board boundary change which could result in Bridgend County moving to Cwm Taf University Health Board. These partnerships are initially monitored by those elected members appointed by Cabinet / Council to represent the Council's interests on the outside body.
- 6.5 The Corporate Overview and Scrutiny Committee also receive reports from Council partners which enable Elected Members to monitor the governance arrangements and the outcomes being delivered. The Council is leading on the joint scrutiny of the Cardiff Capital Region City Deal, with terms of reference for the Committee yet to be agreed. The Council is also working with the Centre for Public Scrutiny (CfPS) to develop the effectiveness of its scrutiny of the Public Services Board.
- 6.6 During 2017-18 the Council consulted on a range of issues engaging with the public on the goal of delivering sustainable services which included Shaping Bridgend's Future, Public Service

Board and Remodelling Childrens Services. The Shaping Bridgend's Future consultation included a presence at community events and an online survey among other activities which captured the views of the public on how the Council aims to change particular areas of service delivery and the financial consequences of doing so.

7.0 Principle D – Determining the interventions necessary to optimise the achievement of the intended outcomes

- 7.1 In the Medium Term Financial Strategy 2017-18 to 2020-21, 7% of budget reductions identified over the 4 year period were identified as coming from collaboration and service transformation. Council agreed that collaboration should focus on projects which have the potential to generate the greatest benefit, make a clear contribution to the Council's corporate priorities and result in a clear service benefit. In the recently published consultation Green Paper "Strengthening Local Government, Delivery for People", the Welsh Government sets out its ambitions for local government. It presents options which could lead to larger and more sustainable local authorities in Wales which could deliver effective and sustainable public services going forward. Whilst the authority is already operating collaboratively in a number of these service areas, the Council continues to explore areas where joint working can be progressed and awaits the outcome of the consultation, which could lead to mergers between authorities and lead to the creation of fewer local authorities which are larger, stronger and more powerful.
- 7.2 The budget approved for 2017-18 included savings proposals of £5.852 million (2.71% of net service budgets). However, at year end, £1.840 million of these proposals were still not realised, but the expenditure associated with them had in some instances been offset by vacancy management and other savings elsewhere within the budget. The impact of this is that there is still a recurrent pressure on 2018-19 budgets which will need to be addressed by implementing the proposals or identifying and delivering alternatives. Future monitoring reports will review achievement against these targets in addition to current year budget reductions.
- 7.3 The Council operates a category management approach to procurement. This strategic approach enables the authority to focus and organise procurement resources on specific areas of spend. Category specialists are able to focus their time and conduct in depth market analysis to fully leverage procurement decisions on behalf of the Council. The results can be significantly greater than traditional transactional-based purchasing methods. The corporate procurement unit also utilises and promotes collaborative frameworks.
- 7.4 The Committee Administrative system is used to automate many of the administrative duties in respect of elected members and the formal decision making process. The system aids decision making, enables the tracking of actions and monitoring of decisions and provides a web-based decision register.
- 7.5 The asset management plan and capital strategy plan ensures investment is linked to strategic objectives and outcomes. The capital strategy demonstrates that the Council takes capital expenditure and investment decisions in line with service objectives and properly takes account of stewardship, value for money, prudence, sustainability and affordability. It also sets out the long term context in which capital expenditure and investment decisions are made and gives due consideration to both risk and reward and impact on the achievement of priority outcomes. Strong links exist between the capital planning process, regeneration and asset management planning. The capital planning process is an integral part of the MTFs and links with the revenue budget planning process to ensure that options for the most cost effective service provision are properly considered. The Council will revise its capital strategy during 2018-19 to

reflect the requirements of CIPFA's recently revised Prudential Code for Capital Finance in Local Authorities.

- 7.6 The Council has a range of projects and programmes in progress to support the delivery of the improvement priorities to support changes throughout the Council. The Corporate Programme Management Board (PMB) oversees the implementation of those programmes and projects, including the School modernisation programme, remodelling of Adult and Children's services, Digital Transformation and strategic collaboration projects such as the City Deal to deliver change. Projects and programmes have their own governance arrangements and these are documented in a project initiation document or terms of reference.
- 7.7 The Remodelling Social Care Programme Boards remain. Work has been completed in both Children's and Adult Social Care to make sure that there is one point of contact for people who require our help in line with the new way of working laid down by the Social Services and Wellbeing (Wales) Act to provide information, advice and assistance.
- 7.8 In Adult Social Care the assessment framework, has been changed in line with the Act, in order to improve the outcomes for people who need care and support, whilst also reducing the numbers of people who require long term support.
- 7.9 The new Multi-Agency Safeguarding Hub (MASH) will see staff from adult and children's social care, South Wales Police, education, housing, substance misuse, probation, health, early help services and the Wales Community Rehabilitation Company working together in partnership to provide effective safeguarding services for children, young people and adults. Coinciding with the implementation of the Social Services and Well Being (Wales) Act 2014, the Bridgend MASH will enable earlier, higher-quality information sharing, analysis and decision-making to take place.
- 7.10 Outcome / performance measures are set and used to assess intended outcomes as per the Corporate Plan and in line with available resources. These are monitored throughout the year via CPA and Scrutiny. Quarterly financial monitoring is reported to Cabinet and Scrutiny.

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

- 8.1 The Council aims to ensure that the roles and responsibilities for governance are defined and allocated so that accountability for decisions made and actions taken are clear. It operates a Leader and Cabinet system which:
- The Council sets the overall budget and appoints the Leader of the Council. The Leader appoints members of the Cabinet and announces the Deputy Leader and the portfolio of Cabinet Members, details of which are published on the website;
 - In the case of executive functions which are not exercised by Cabinet as a whole, functions may be discharged by: -
 - a committee of the Cabinet;
 - an individual member of the Cabinet;
 - an officer;
 - an area committee;
 - joint arrangements; or
 - another local authority

Clear arrangements are in place to record decisions made by Cabinet Members and officers under delegated powers.

- 8.2 There is a Standards Committee to promote and maintain high standards of conduct by Town and Community Councillors and County Borough Councillors, lay members, co-opted members and Church and Parent Governor Representatives.
- 8.3 The Council aims to ensure that members and officers of the Council have the skills, knowledge and capacity they need to discharge their responsibilities as outlined in their job/role descriptions. New members and staff are provided with an induction to familiarise them with protocols, procedures, values and aims of the Council.
- 8.4 The Council's Chief Executive (as Head of Paid Service) leads the Council's officers and chairs the Corporate Management Board (CMB). The Corporate Director, Operational and Partnership Services is also the Monitoring Officer appointed under Section 5 of the Local Government and Housing Act 1989. This Director's post has been deleted under the Senior Management restructuring and the Deputy Monitoring Officer is now the Monitoring Officer and Senior solicitors to the Council. The Head of Finance post, currently occupied by an interim, has been nominated as the Council's Section 151 Officer, as required by the 1972 Local Government Act, and carries overall responsibility for ensuring that the Council's financial management arrangements conform with the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2010). The Corporate Director, Social Services and Wellbeing is statutory Director for Social Services, as defined by the Local Authority Social Services Act 1970, which outlines the six core responsibilities across all the Social Services functions, including ensuring that the Council has proper safeguards to protect vulnerable children and adults. The Corporate Director – Social Services and Wellbeing holds line management responsibility for the social care functions for children and adults which enables the new ways of working laid down by the Social Services and Wellbeing (Wales) Act 2014 to continue to be embedded within the service. The Corporate Director – Education and Family Support is the Chief Education Officer, as prescribed by the Education Act 1996 and statutory Director for Children and Young People, as defined by the Children Act 2004.
- 8.5 Organisational structures in respect of Member responsibility and Directorate portfolios are contained within the constitution and are available on the BCBC website. The Council has adopted the WLGA model of role descriptions for all committee Member and Chairpersons, including the Audit Committee. These have been adapted to reflect the specific roles undertaken in the Council, which enables members to better understand their role and identify any further support or training that they may require to carry out their duties effectively. This will increase the ability of Audit Committee members to analyse, monitor and challenge the effective performance of the Council.
- 8.6 There is an Elected Member Learning & Development Strategy 2017-22, which provides a framework for supporting elected members in the roles that they are required to undertake. The Strategy helps members to develop and strengthen their ability to be confident and effective political and community leaders and can be found here: <https://democratic.bridgend.gov.uk/documents/s13931/171129%203%20Elected%20Member%20Learning%20Development%20Strategy%20Appendix%201.pdf?LLL=0>: Council has agreed to work towards achieving the WLGA Charter for Member Support in September 2018.
- 8.7 The Member Development Programme is regularly reviewed to ensure that any training activities are appropriate, relevant and timely. In 2017-18, training was provided for Elected Members on the WFG Act 2015, enabling Members to consider the WFG Act in the scrutiny and making of decisions. Elected Members also received training on performance management to help them take a whole systems approach in accordance with the Council's performance management framework when discharging their scrutiny duties. In addition, the Council encouraged attendance at the WAO event "The role of scrutiny in relation to the WFG Act". All

Elected Members were offered training on Treasury Management to assist them in scrutinising the Annual Treasury Management Strategy of the Council. The effectiveness of member training in relation to school performance data has been recognised by Estyn, which noted that training provided to elected members increased their understanding. Members have a key role to play in safeguarding children and adults at risk. Members have been able to access training to further their understanding of their responsibilities in relation to safeguarding children and adults. The training considered safeguarding within the context of the Social Services & Wellbeing (Wales) Act 2014.

- 8.8 The Council takes a pragmatic approach to delegation of powers for decision making, enabling lower level decisions to be subject to “calling to account” but not “call in” by scrutiny. The scheme is reviewed in detail regularly, updated to reflect any changes in legislation and to the corporate structure and is published to the intranet. The Authority is informed of any changes that have been made using Bridgenders messages. Delegated powers and limits are clearly set out as are the use of sub delegations enabling effective and timely decision making. The Councils Scheme of Delegation has now been published on the BCBC website to provide greater transparency of the Council’s decision making processes.
- 8.9 The Corporate Plan and the Medium Term Financial Strategy (MTFS) set out a significant change agenda that will have an impact on how the Council’s priorities are taken forward, and the way in which services will be delivered in the future. The Workforce Plan recognises that the Council’s ability to meet these challenges will depend on strong leadership, management of change and effective planning and deployment of employees’ skills and expertise against the backdrop of a reducing workforce.
- 8.10 The following workforce priority areas have been identified within the Plan and actions are set and monitored on an annual basis to progress these:
- Implementing new organisational structures and change to affect new ways of working
 - Maximising skills and performance of the existing workforce to allow greater flexibility
 - Developing responses to recruitment and retention issues
 - Supporting the Council in reducing levels of sickness absence and supporting the health and wellbeing of employees
- 8.11 Officer performance is reviewed through the Council’s Employee Appraisal process, which provides a framework for employees and managers to discuss work performance and behavior, as well as learning and development needs
- 8.12 The corporate learning and development provision comprises targeted face to face training and a range of learning resources available on the Corporate Learning and Development Website. Training for managers to assist them fulfil their line management responsibilities has been prioritised. This commitment is further evidenced through the provision of externally funded accredited training (at level 4 and 5) which has been made available to all managers.
- 8.13 The Corporate Health and Safety policy, protocols and guidance are developed in consultation with stakeholders and regularly reviewed to ensure they remain in line with statutory duty, current best practice and reflect the needs of the organisation. The Health and Safety policy is approved by Cabinet.

9.0 Principle F – Managing risks and performance through robust internal control and strong public financial management

- 9.1 All decisions made by the Cabinet are taken on the basis of written reports, including assessments of the legal, financial, and equalities implications. Consultation (including with ward members when appropriate) is a routine part of the process.
- 9.2 The decision-making process is monitored by four Overview and Scrutiny Committees, which support the work of the Council as a whole. The Council's constitution provides for the Chairs of these committees to be appointed based on the political balance of the elected members forming the Council. The members of a Scrutiny Committee can "call in" a decision that has been made by the Cabinet but not yet implemented. They may recommend that the Cabinet reconsider the decision. They may also be consulted by the Cabinet or the Council on forthcoming decisions and on the development of policy.
- 9.3 Other decisions are made by Cabinet Members individually or by officers under delegated powers. The authority to make day-to-day operational decisions is detailed within the Schemes of Delegation.
- 9.4 Policies and procedures that assist the governance of Council's operations include those set out under the Governance Framework. All managers have responsibility to ensure compliance with these policies.
- 9.5 The Council has developed a robust approach to the management of risk. The Corporate 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.
- 9.6 Risks are viewed from both a Service and Council-wide perspective which allow the key risks to be distilled in the Corporate Risk Register. Key corporate risks are monitored at the highest level within the Council, including Cabinet, Senior Management Team, Programme Management Board, CPA Overview and Scrutiny Committees and Audit Committee. The Council's approach ensures that key risks are considered when determining Council priorities, targets and objectives and are incorporated in Directorates' Business Plans. The main risks facing the Council that were identified during 2017-18 are set out in the Council's Corporate Risk Register which can be accessed here:
<https://democratic.bridgend.gov.uk/documents/s14781/Schedule%20B%20-%20Corporate%20Risk%20Assessment.pdf>
- 9.7 In 2017, the Council reviewed and simplified its Performance Management Framework to reflect the Council's current practice, in particular, the "one council" approach, and make it more meaningful for the users. The reviewed Performance Management Framework is accessible here: <https://www.bridgend.gov.uk/media/2281/bcbc-performance-management-framework-2017-version.pdf>.
- 9.8 The Corporate Performance Assessment (CPA) is undertaken on a quarterly basis and is attended by Cabinet Members, CMB, and Heads of Service. The purpose of the CPA is to oversee the Council's performance as defined by the Corporate Plan, challenging areas of poor performance and risks to delivery, whilst also identifying service improvement opportunities and associated resource implications. When necessary, the CPA may monitor progress against relevant national and collaborative initiatives.
- 9.9 The Council has a Corporate Health and Safety Steering group comprising elected members, directorate health and safety champions and trade unions. Health and safety objectives are incorporated into all corporate and directorate business plans and linked to the Corporate

objectives. Directorates are required to maintain risk registers of current significant risks within their services.

- 9.10 The Council is committed to demonstrating due regard to the Equality Act 2010 and the Public Sector Equality Duty. It published its Strategic Equality Plan 2016-2020 on 1 April 2016. The plan outlines the Council's approach to ensuring equality of opportunity for customers, citizens, residents and visitors and seeks to ensure that Bridgend County Borough is a fair and welcoming place to be. The plan has been written based on what we know about our services and on the views and needs of Bridgend County Borough citizens and the people who use them. The Council has a duty to publish Strategic Equality Plan annual reports with the most recent going to Cabinet Equalities Committee in March 2018. The annual reports review and reflect on previous work and outline progress made by the Council on each of its equality objectives and themes. Heads of Service and Senior Service Managers are responsible for ensuring the actions in the Strategic Equality Action Plan are achieved. Updates are provided to the Cabinet Equalities Committee and to the Bridgend Equality Forum. Committee and Council reports requiring a policy decision are supported by equality impact assessments.

10.0 Principle G – Implementing good practices in transparency, reporting, and audit, to deliver effective accountability

- 10.1 Annual council meet in May of each year to establish Committees, their size and allocation of seats based on political balance. Terms of reference and each committees decision making powers are set out in the Councils Constitution.
- 10.2 The Corporate Plan and Annual Report is published annually on the Council's website, is approved by Members through the normal democratic process, is communicated to staff and is available in key public buildings for citizens to read. Performance data is also published on the Web, to support the Council's achievements in delivering its improvements for the year. Notifications for the Corporate Plan and the Annual Report are published on the website and the local gazette annually.
- 10.3 The financial management of the Council is conducted in accordance with all relevant legislation and the Constitution. In particular, the Financial Procedure Rules, Contract Procedure Rules and the scheme of delegation provide the framework for financial control. The Section 151 Officer has responsibility for establishing a clear framework for the management of the Council's financial affairs and for ensuring that arrangements are made for their proper administration. As part of its performance management framework, the Council links the strategic planning process with the budget process and ensures alignment between them, facilitating the allocation of resources to corporate priorities. This work informs the production of the statutory annual Statement of Accounts.
- 10.4 The Council's Performance Management Framework continues to guide the Council's integrated Corporate, business and financial planning and performance management processes and practice. The Framework is structured around the "Plan, Do, Review, Revise" model. In 2017-18, Cabinet and CMB led the development of the Council's new Corporate Plan 2018-2022, the MTFs for the next four years, and directorate business plans to implement the Corporate Plan and the MTFs. Members and officers were part of that process. While holding Cabinet and CMB to account, the Council's Scrutiny Committees provided challenge, scrutiny and recommendations.
- 10.5 The Council continues to improve and strengthen its performance management arrangements to make them fit for purpose, including further development of the Corporate Performance Assessment (CPA), which has been recognised by the WAO Corporate Assessment as

“positive practice Service specific challenges (sort of “mini CPA”), championed by the Chief Executive, were introduced during the year. Those “mini CPAs”, focusing on service specific performance and issues, have proved to be effective in driving service improvement. Chairpersons of the Council’s Scrutiny Committees joined the CPA panel, adding a new dimension to the self-assessment process.

- 10.6 Social Services is a regulated service area and there is an annual programme of inspection carried out by the Care Inspectorate Wales (CIW). In addition, regular performance review meetings are held with CIW which ensure regulatory requirements are met and that significant service developments, challenges, workforce, performance and consultation activity is discussed.
- 10.7 There was an inspection of children’s social care during January/February 2017, which focused on how children and families are empowered to access help and care and support services and on the quality of outcomes achieved. The inspection also evaluated the quality of leadership, management and governance arrangements in place to develop and support service delivery. A report to Cabinet in July 2017 included the findings and an action plan to progress the recommendations and is available here:
<https://democratic.bridgend.gov.uk/documents/s12385/1a%20CSSIW%20Inspection%20of%20Childrens%20Services%203%203.pdf>
- 10.8 The Statutory Director of Social Services annual report 2016-17 was submitted to CIW, who confirmed that the annual report was people friendly, balanced and thorough and that BCBC was reaping the benefits of transformation and remodelling social care. CIW recognised the challenges of the MTFs and the potential boundary change.
- 10.9 Internal Audit completed a programme of reviews in accordance with the Annual Audit Plan for 2017-18. As part of the normal audit reporting process, recommendations to address any issues that could impact upon the system of internal control were made and agreed with the relevant chief officers. The internal audit arrangement enables the Chief Internal Auditor to provide an opinion on the internal control, risk management and governance arrangements. In addition, Internal Audit undertakes fraud investigation and is proactive in fraud detection work. This includes reviewing the control environment in areas where fraud or irregularity has occurred. Any significant weaknesses in the control environment identified are reported to senior management, the Audit Committee and Cabinet as appropriate.
- 10.10 Internal Audit also provides independent and objective assurance. It undertakes a continuous audit of Council services that are assessed and prioritised according to relative risk. This risk assessment draws upon the corporate and service risks identified as part of the Service planning process. During 2017-18, in carrying out its duties, Internal Audit worked to the Public Sector Internal Audit Standards (PSIAS). The PSIAS is applicable to all areas of the United Kingdom public sector and is based on the Chartered Institute of Internal Auditor’s (CIIA’s) International Professional Practices Framework. In accordance with the Public Sector Internal Standards the Internal Audit Shared Service underwent an external assessment, which was agreed by the Council’s Audit Committee. Following a procurement exercise, CIPFA were commissioned to undertake the assessment which commenced at the end of January 2017 and concluded in February 2017. The outcome of the assessment was reported to the Council’s Audit Committee on 27 April. It indicated that the assessment had identified no areas of non-compliance with the standards that would affect the overall scope or operation of the internal audit activity. A number of recommendations were made and all have now been actioned.
- 10.11 The Head of Internal Audit has found that Bridgend County Borough Council is committed to the principles of good governance and as a result has adopted a formal Code of Corporate Governance (COCG) for the last seven years. In 2017-18, the Council’s financial management

arrangements were found to be conforming to the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2010).

- 10.12 For 2016-17, the Auditor General undertook improvement assessment work at all councils under three themes: governance, use of resources, and improvement planning and reporting. For some Councils, local risk-based audits were also carried out. (The Auditor General's audit work for 2017-18 is yet to be completed.)
- 10.13 The Wales Audit Office undertook the following individual projects under the above mentioned themes for Bridgend County Borough Council during 2016-17:
- Good governance when determining service changes
 - Annual audit letter 2015-16, under the Public Audit (Wales) Act 2014
 - Savings planning
 - Corporate assessment follow up
 - Annual improvement plan audit
 - Annual assessment of performance audit
- 10.14 The Auditor General's overall conclusion is that the Council is meeting its statutory requirements in relation to continuous improvement, and that based on the work carried out by the WAO and relevant regulators the Council is likely to comply with the requirements of the Local Government Measure (2009) during 2017-18.
- 10.15 The Auditor General's **Annual audit letter**, which formed part of his Annual Improvement Report 2016-17 about the Council confirmed that "the Council complied with its responsibilities relating to financial reporting and use of resources".
- 10.16 Headline findings of the Auditor General's Annual Improvement Report about the Council is accessible here: <http://www1.bridgend.gov.uk/media/484852/bridgend-annual-improvement-report-2016-eng.pdf>. The Action Plan for any identified improvement issues is set out in Appendix A. In addition the 2018 Audit Plan considered by Audit Committee in April 2018 is available here: <https://democratic.bridgend.gov.uk/documents/s15237/457A2018-19%20CBC%202018%20Audit%20Plan%20Final.pdf> and sets out a number of identified areas of risk which have been considered by WAO as significant and therefore require special audit consideration.

12. Significant Future Challenges

- 12.1 Across the whole of the United Kingdom, local councils are facing unprecedented challenges following reduced Government funding and increased demands on essential services. Between 2017-18 and 2020-21, the Council is expecting to have to make budget reductions of £32.8 million. Budget cuts of this scale present a significant challenge that will require the Council to make many difficult decisions about which services can be maintained and which cannot. It will mean that "business as usual", however well managed, will not be enough. The challenge will be to consider alternative delivery models for services across the Council and this will be essential to mitigate the impact of cuts and assist in continuing to provide priority services. It is necessary to ensure that the control environment, including governance and risk management, remains robust, proportionate and as efficient and effective as possible.
- 12.2 The Council remains unwavering in its commitment towards improving and finding ways of delivering local services, providing better outcomes for residents and achieving savings that will ensure they can deliver a succession of balanced budgets. One of the key savings relates to its non-recycled waste disposal, where Bridgend are paying significantly higher costs than the

Welsh average. The Council, through its 'host' Authority, Neath Port Talbot Borough Council, are trying to secure better arrangements and reduced costs. One of the challenges during the year was presented in an audit report regarding Housing Benefit payments. Whilst relatively small in value, there were nonetheless a number of errors relating to some payments. The Council has taken swift and decisive action to correct any errors and to eliminate future issues arising.

- 12.3 During the year, either specific reviews (e.g. Debtors, Council Tax, Housing Benefit, Treasury Management etc.) or general reviews were undertaken in respect of Directorate systems. Due to resourcing issues within Internal Audit, the number of audit days delivered fell short of those proposed. In order to partly address this, audit work was commissioned from the South West Audit Partnership who undertook an Ethics Review and a Healthy Organisation Review focusing on five of the eight corporate themes (Governance, Risk Management, Commissioning & Procurement, Programme & Project Management and Information Management). This review indicates an overall High Assurance opinion, although SWAP were unable to form a conclusion on Information Management as they were not provided with the evidence needed to complete their work at the time of the Audit. Based on the internal audit work carried out for the year 2017-18, the Head of Internal Audit concluded that the Council's framework of governance, risk management and control is considered to be reasonable and that there are no significant cross cutting internal control weaknesses identified which would have an impact on the Council's Annual Governance Statement. Whilst it is recognised that the number of days planned for were not all delivered, it did not prevent the Head of Internal Audit from providing an overall opinion.

13. Certification of Annual Governance Statement

Steps to address and mitigate the matters referred to the Action Plan below will be taken to further enhance our governance arrangements.

Signed:

Chief Executive Officer _____

06 September 2018

Leader of the Council _____

06 September 2018

Action Plan for any Identified improvement issues identified from 2016-17

Identified from	Issue and Description	Progress
2016-17 – Corporate Performance	The Performance Management Framework was to be reviewed to incorporate the requirements of the WFG(Wales) Act 2015	The revised Performance Management Framework which incorporated the requirements of the WFG (Wales) Act 2015 was approved and adopted by Cabinet in October 2017
2016-17 – Corporate Performance	It was identified there was a need to promote the new Code of Corporate Governance and WFG (Wales) Act 2015 to ensure they underpin everything the Council does	The new Code was approved and adopted by Cabinet. Training on the Act to Members was provided. Training to Officers has been planned and an e-learning module is being developed.
2016-17 – Democratic Services	To improve transparency and access to Council information, an exercise was to be undertaken to update and publish the Cabinet Forward Work Programme on the website. The scheme of delegation was also to be published	The Council has published its Forward Work Programme for Cabinet, Council and Scrutiny on its website for the period 1 Jan 2018 – 30 April 2018. The programmes are scheduled for review on a quarterly basis to cover those topics being considered by Cabinet and Council during the subsequent 4 month period. Further work is being undertaken to harmonise procedures for the Scrutiny work programmes.
2016-17 – CIPFA Delivering Good Governance in Local Government Framework 2016	The working group producing the Annual Governance Statement would work together to review the Council's Code of Corporate Governance to reflect the CIPFA new principles 2016	A review of the Code of Corporate Governance and its Governance Framework was undertaken and approved and adopted by Cabinet in June 2017.
2016-17 – WAO Financial Resilience Report	Council recognised that it needed to put measures in place to respond to the recommendations within the Financial Resilience Report and ensure that financial planning arrangements were strengthened with more robust savings, delivery plans and implementation timescales.	Budget Reduction Proposals are reviewed by Directors and the S151 Officer prior to the start of the financial year to ensure they are still deliverable within the timescales agreed. Directors provide information on any issues or risks preventing achievement, and any action that can be taken to mitigate potential non-achievement. These proposals are then monitored as part of the formal budget monitoring process and reported accordingly, with action taken where necessary to prevent overspend.

Audit Committee – April 2018	The 2016-17 Housing Benefit subsidy audit identified a number of processing issues which affected the accuracy of the subsidy claim. The main issues were in relation to the recording of rent (increases/services charges) and the treatment of earned income and occupational pensions.	Identified errors were immediately corrected with overpayments recovered where permitted by the Housing Benefit regulations, and underpayments paid accordingly. Further actions are planned for 2018-19, in order to improve accuracy.
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Action Plan for any recommended or identified areas for improvement for 2017-18

Identified from	Issue and description	Progress within the year
May 2017 – WAO Good Governance when determining Significant Service Changes Report	The Council should resolve how it will embed the sustainable development principle into decision-making	Elected Members have been offered training for the WFG (Wales) Act 2015 to ensure that sustainable development is included in all aspects of decision making. An e-learning package is being finalised, which will enable officers to undertake a sustainable development assessment to support the decision making process.
May 2017 – WAO as above	The Council should clearly set out how the impact of service changes will be monitored at the point of decision, with a clear set of criteria and a detailed options appraisal process considered when producing Council's decision reports	The Well-being of Future Generations Assessment Form ensures that the five ways of working and the seven Wellbeing Goals are considered as part of the decision making process. Use of the revised template will enable any potential impacts of service changes to be identified and proposals to maximise any positive impacts or minimise any negative impacts to be provided as necessary.
May 2017 – WAO as above	That the Scrutiny Forward Work Programme is not easily accessible on the website and that the website search function for officer and member decisions was not working properly There were no links to items pre 2014. This limits transparency and access arrangements.	A scrutiny mini-site has been created which includes its Forward Work Programme and can be accessed here: https://www.bridgend.gov.uk/my-council/democracy-and-elections/overview-and-scrutiny-committees/forward-work-programme/ The Corporate website is being redesigned and will be relaunched. As part of this process improvements will be made to the search facilities which will increase transparency and access.

Audit Committee April 2017 (Committee resolution)	Committee considered the Internal Audit Outturn Report, including the Head of Audit's annual opinion and in doing so, expressed its concern at the vacancy rate of 50% and that it wished to consider the review of resources in internal audit at a future meeting as part of setting the Internal Audit Plan.	This action was completed in November 2017 with a report presented to the Audit Committee.
Audit Committee April 2017 (Committee resolution)	Committee considered it needed to exercise caution in approving the Audit Plan and expressed concern at the lack of staff resources in Internal Audit could have on achieving the set targets. The seriousness of the situation had been recognised by the Service and an amended draft Internal Audit Strategy and draft Annual Risk Based Audit Plan for 2017/18 was to be brought to the next meeting of the Committee taking account of the concerns raised.	With the exception of the IASS Charter which is scheduled for the Audit Committee meeting to be held in April 2018 the actions have been completed.
WAO Corporate Assessment	The Corporate website has received a 1 star rating, with work needed to upgrade and redesign and website.	The Corporate website is being redesigned The new website is planned to be launched to the public in the late spring of 2018.
2017-18 Chief Executive	Identified the need to ensure that key policies and procedures are subject to a regular review process and / or in line with statutory timescales	

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.

Actuary

An actuary is a person who works out insurance and pension premiums, taking into account factors such as life expectancy.

Amortisation

Reduction in value of capital expenditure which has not created an asset, through charges to revenue.

Audit

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

Balance Sheet

This is a statement of our assets, liabilities and other balances at the date of the end of the financial year, 31 March.

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.

Capital expenditure

Capital expenditure is spending on fixed assets. These are assets that will be used for several years in the provision of services and are items such as buildings, equipment and vehicles.

Capital Adjustment Account

This is money set aside in the Council's accounts for capital spending and to repay loans.

Capital receipt

Capital receipts are proceeds from the sale of fixed assets such as land or buildings.

Cash flow Statement

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

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.

Contingent liabilities

A Contingent Liability is a possible obligation that arises from past events and whose existence will be confirmed by the occurrence of uncertain future events.

Corporate and Democratic Core (CDC)

CDC is a service defined by the Best Value Accounting Code of Practice representing costs relating to Member activity (Democratic Representation and Management) and costs that provide the infrastructure to ensure that services can be provided (Corporate Management).

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.

Delegated schools balances

Under the Local Management of Schools provisions, any balances accrued at year end are delegated to individual schools. These funds are held outside of the Council's Council Fund balances.

Depreciation

Depreciation is the estimated loss in value of fixed assets that are presented in the Balance Sheet.

Earmarked reserves

These are reserves set aside for a specific purpose.

Escrow account

Escrow is a legal arrangement whereby money is delivered to a third party (called an escrow agent) to be held in trust pending a contingency or the fulfillment of a condition or conditions in a contract.

Expenditure and Funding Statement

This statement brings together local authority performance reported on the basis of expenditure measured under proper accounting practices with statutorily defined charges to the Council Fund.

Financial Year

This is the accounting period. For local authorities it starts on 1 April and finishes on 31 March of the following year.

Finance leases

Finance leases are used to finance purchases where the Council takes on most of the risks associated with owning the asset.

Government grants

Assistance by government and inter-government agencies and similar bodies, whether local, national or international, in form of cash or transfers of assets to a Council in return for past or future compliance with certain conditions relating to the activities of the Council.

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.

Leasing

This is a method of financing capital expenditure by paying the owner to use property or equipment for a number of years.

Liability

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

Minimum Revenue Provision (MRP)

This is an amount that has been set aside to repay loans. This should be a prudent amount.

Movement in Reserves Statement (MIRS)

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

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.

Net Realisable Value

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

Non Distributable Costs (NDC)

NDC is a category of costs defined by the Best Value Accounting Code of Practice. It represents:

- costs of unused I.T. facilities,
- costs of long term unused, unrealisable assets,
- certain pension fund costs

Open Market Value in Existing Use (OMVEU)

OMVEU is a basis for valuation of fixed assets.

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.

Precepts

This is the amount paid to a non-billing Council (for example a community council) so that it can cover its expenses (after allowing for its income).

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.

Private finance initiative (PFI) – a central government initiative which aims to increase the levels of funding available for public services by attracting private sources of finance. The PFI is supported by a number of incentives to encourage authorities' participation.

Public Works Loan Board (PWLB)

This is a Government agency which provides longer term loans to local authorities. It charges interest rates only slightly higher than those at which the Government can borrow.

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.

Revaluation Reserve

This represents the non-distributable increase/decrease in the valuation of fixed assets.

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.

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

Temporary borrowing or investment

This is money borrowed or invested for an initial period of less than one year.

Trust fund

Trust funds hold money on behalf of an individual or organisation. Trustees administer the funds for the owners.

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.



Direct line / Deialu uniongyrchol: (01656) 643302
Ask for / Gofynnwch am: Gill Lewis

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

Date / Dyddiad: 06 September 2018

Auditor General for Wales
Wales Audit Office
24 Cathedral Road
Cardiff
CF11 9LJ

Representations regarding the 2017-18 financial statements

This letter is provided in connection with your audit of the financial statements of the Bridgend County Borough Council (the Council) for the year ended 31 March 2018 for the purpose of expressing an opinion on their truth and fairness and their proper preparation.

We confirm that to the best of our knowledge and belief, having made enquiries as we consider sufficient, we can make the following representations to you.

Management representations

Responsibilities

We have fulfilled our responsibilities for:

- the preparation of the financial statements in accordance with legislative requirements and the Code of Practice on Local Authority Accounting in the United Kingdom 2017-18; in particular the financial statements give a true and fair view in accordance therewith; and
- the design, implementation, maintenance and review of internal control to prevent and detect fraud and error.

Information provided

We have provided you with:

- Full access to:
 - all information of which we are aware that is relevant to the preparation of the financial statements such as books of account and supporting documentation, minutes of meetings and other matters;
 - additional information that you have requested from us for the purpose of the audit; and
 - unrestricted access to staff from whom you determined it necessary to obtain audit evidence.
- The results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud;

-
- Our knowledge of fraud or suspected fraud that we are aware of and that affects the Council and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements.
 - Our knowledge of any allegations of fraud, or suspected fraud, affecting the financial statements communicated by employees, former employees, regulators or others;
 - Our knowledge of all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements;
 - The identity of all related parties and all the related party relationships and transactions of which we are aware;

Financial statement representations

All transactions, assets and liabilities have been recorded in the accounting records and are reflected in the financial statements.

Significant assumptions used in making accounting estimates, including those measured at fair value, are reasonable.

Related party relationships and transactions have been appropriately accounted for and disclosed.

All events occurring subsequent to the reporting date which require adjustment or disclosure have been adjusted for or disclosed.

All known actual or possible litigation and claims whose effects should be considered when preparing the financial statements have been disclosed to the auditor and accounted for and disclosed in accordance with the applicable financial reporting framework.

The financial statements are free of material misstatements, including omissions.

Representations by the Council

We acknowledge that the representations made by management, above, have been discussed with us.

We acknowledge our responsibility for the preparation of true and fair financial statements in accordance with the applicable financial reporting framework. The financial statements were approved by the Council's Audit Committee on 06 September 2018.

We confirm that we have taken all steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that it has been communicated to you. We confirm that, as far as we are aware, there is no relevant audit information of which you are unaware.

Signed by:

Signed by:

Section 151 Officer
Date: 06 September 2018

Chair of Audit Committee
Date: 06 September 2018



WALES AUDIT OFFICE
SWYDDFA ARCHWILIO CYMRU

Archwilydd Cyffredinol Cymru
Auditor General for Wales

Audit of Financial Statements Report – **Bridgend County Borough Council**

Audit year: 2017-18

Date issued: August 2018

Document reference: 740A2018-19

This document has been prepared as part of work performed in accordance with statutory functions.

In the event of receiving a request for information to which this document may be relevant, attention is drawn to the Code of Practice issued under section 45 of the Freedom of Information Act 2000.

The section 45 code sets out the practice in the handling of requests that is expected of public authorities, including consultation with relevant third parties. In relation to this document, the Auditor General for Wales and the Wales Audit Office are relevant third parties. Any enquiries regarding disclosure or re-use of this document should be sent to the Wales Audit Office at

infoofficer@audit.wales.

We welcome correspondence and telephone calls in Welsh and English. Corresponding in Welsh will not lead to delay. Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

Contents

The Auditor General intends to issue an unqualified audit report on your financial statements. There are some issues to report to you prior to their approval.

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Summary report

Introduction

- 1 The Auditor General is responsible for providing an opinion on whether the financial statements give a true and fair view of the financial position of Bridgend County Borough Council (the Council) at 31 March 2018 and its income and expenditure for the year then ended.
- 2 We do not try to obtain absolute assurance that the financial statements are correctly stated, but adopt the concept of materiality. In planning and conducting the audit, we seek to identify material misstatements in your financial statements, namely, those that might result in a reader of the accounts being misled.
- 3 The quantitative levels at which we judge such misstatements to be material for the Council are £4.5 million. Whether an item is judged to be material can also be affected by certain qualitative issues such as legal and regulatory requirements, or areas of the financial statements that we consider to be of particular interest to the reader that we therefore judge to be sensitive. Examples of such areas are the remuneration report and related party disclosures, which we consider to be material by nature and hence set lower levels of materiality.
- 4 International Standard on Auditing (ISA) 260 requires us to report certain matters arising from the audit of the financial statements to those charged with governance of a body in sufficient time to enable appropriate action. To meet this requirement this report sets out for your consideration the matters arising from the audit of the Council's 2017-18 financial statements.

Status of the audit

- 5 The Section 151 Officer signed the draft 2017-18 financial statements on 30 May 2018 and provided them to us by the agreed date of 31 May. As planned, their receipt was one month ahead of the current statutory deadline 30 June (see [Exhibit 1](#)).
- 6 We have now substantially completed the audit work. We are reporting to you the more significant issues arising from the audit, which we believe you must consider prior to approval of the financial statements. The audit team has already discussed these issues with the relevant officers.

Proposed audit report

- 7 It is the Auditor General's intention to issue an unqualified audit report on the financial statements once you have provided us with a Letter of Representation based on that set out in [Appendix 1](#).
- 8 The proposed audit report is set out in [Appendix 2](#).

Significant issues arising from the audit

Uncorrected misstatements

- 9 The Council's finance officers corrected all misstatements identified in the draft financial statements. Therefore, there are no uncorrected misstatements to report. None of the corrections impacted on the 'bottom line' of any of the primary statements, such as the Comprehensive Income and Expenditure Account and the Balance Sheet.

Corrected misstatements

- 10 The more important misstatements that were corrected are set out with brief explanations in [Appendix 3](#). We consider that these reported corrections should be drawn to your attention due to their relevance to your responsibilities over the financial reporting process.

There were no other significant issues arising from the audit

- 11 During the audit we consider a number of matters both qualitative and quantitative relating to the financial statements and we report any significant issues to you. We comment below on significant matters that arose, and also on aspects of our audit that we are required to report to you:

- **The Council has generally sound accounting and financial reporting practices.** We found that the overall quality of the draft financial statements presented for audit has continued to improve, with officers having prepared them to a mostly high standard for 2017-18. These ongoing improvements are particularly important given the challenges of 'earlier closure' that we cover at paragraphs 12 to 15.

Generally, we found the information provided to be relevant, reliable, comparable, material and easy to understand. We concluded that the accounting policies, and the accounting estimates, are appropriate and financial statement disclosures unbiased, fair and clear.
- **We did not encounter any significant difficulties during the audit.** We are grateful for the help and assistance provided to us by the staff of the finance and other departments throughout the audit. We generally received information in a timely and helpful manner and were not restricted in our work.
- **There were no significant matters discussed and corresponded upon with management which we currently need to report to you.**
- **There are no other matters significant to the oversight of the financial reporting process that we need to report to you.**
- **We did not identify any material weaknesses in your internal controls.**

- **There are no other matters specifically required by auditing standards to be communicated to those charged with governance.**

The accounts and audit deadlines going forward

- 12 Under the Accounts and Audit (Wales) (Amendments) Regulations 2018¹, in the future the Council and the Auditor General are required to meet earlier statutory deadlines. Under the amended regulations the new deadlines are due to change in stages, with the final change taking effect from 2020-21. **Exhibit 1** sets out the new dates.

Exhibit 1: changes introduced by the amended regulations

Annual financial statements	Financial statements signed by the responsible finance officer (Section 151 Officer)	Financial statements approved by the Council and published (with the signed audit certificate or an explanation for its absence)
2017-18	30 June 2018	30 September 2018
2018-19	15 June 2019	15 September 2019
2019-20	15 June 2020	15 September 2020
2020-21 and thereafter	31 May 2021	31 July 2021

- 13 In terms of the 2017-18 financial statements, Council officers have made strong progress in producing its draft financial statements one month earlier, without sacrificing their quality. After submitting the statements for audit, Council officers were present and available, and they engaged with us responsively and knowledgeably. These attributes were crucial in enabling us to conclude our main testing by the end of July.
- 14 This year the Audit Committee (to consider and approve the audited financial statements) has been brought forward to early September 2018 to work towards the earlier closing deadlines. Given this year's successful outcome, for next year officers intend to provide us again with draft financial statements by 31 May, and to also bring the Audit Committee forward to early August 2019.
- 15 This coming autumn we will continue to work closely with officers to ensure that further improvements are made to the preparation and audit of the 2018-19 financial statements. A key aspect of these improvements will be to bring more of our audit work forward, so that wherever possible it is completed before we receive the draft financial statements.

¹ <http://www.legislation.gov.uk/wsi/2018/91/contents/made>

Recommendations arising from our 2017-18 financial audit work

- 16 The recommendations arising from our financial audit work are set out in [Appendix 4](#). Management has responded to them and we will follow up progress on them during next year's audit. Where any actions are outstanding, we will continue to monitor progress and report it to you in next year's report.

Update on last year's recommendations

- 17 [Appendix 5](#) provides an update on the Council's progress with last year's audit recommendations, which has been generally good.

Independence and objectivity

- 18 As part of the finalisation process, we are required to provide you with representations concerning our independence.
- 19 We have complied with ethical standards and in our professional judgment, we are independent and our objectivity is not compromised. There are no relationships between the Wales Audit Office and the Council that we consider to bear on our objectivity and independence.

Appendix 1

Final Letter of Representation

[The Council's letterhead]

Auditor General for Wales
Wales Audit Office
24 Cathedral Road
Cardiff
CF11 9LJ

6 September 2018

Representations regarding the 2017-18 financial statements

This letter is provided in connection with your audit of the financial statements of Bridgend County Borough Council (the Council) for the year ended 31 March 2018 for the purpose of expressing an opinion on their truth and fairness and their proper preparation.

We confirm that to the best of our knowledge and belief, having made enquiries as we consider sufficient, we can make the following representations to you.

Management representations

Responsibilities

We have fulfilled our responsibilities for:

- the preparation of the financial statements in accordance with legislative requirements and Code of Practice on Local Authority Accounting in the United Kingdom; in particular the financial statements give a true and fair view in accordance therewith; and
- the design, implementation, maintenance and review of internal control to prevent and detect fraud and error.

Information provided

We have provided you with:

- Full access to:
 - all information of which we are aware that is relevant to the preparation of the financial statements such as books of account and supporting documentation, minutes of meetings and other matters;
 - additional information that you have requested from us for the purpose of the audit; and

- unrestricted access to staff from whom you determined it necessary to obtain audit evidence.
- The results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- Our knowledge of fraud or suspected fraud that we are aware of and that affects the Council and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements.
- Our knowledge of any allegations of fraud, or suspected fraud, affecting the financial statements communicated by employees, former employees, regulators or others.
- Our knowledge of all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
- The identity of all related parties and all the related party relationships and transactions of which we are aware.

Financial statement representations

All transactions, assets and liabilities have been recorded in the accounting records and are reflected in the financial statements.

Significant assumptions used in making accounting estimates, including those measured at fair value, are reasonable.

Related party relationships and transactions have been appropriately accounted for and disclosed.

All events occurring subsequent to the reporting date which require adjustment or disclosure have been adjusted for or disclosed.

All known actual or possible litigation and claims whose effects should be considered when preparing the financial statements have been disclosed to the auditor and accounted for and disclosed in accordance with the applicable financial reporting framework.

The financial statements are free of material misstatements, including omissions.

Representations by the Council

We acknowledge that the representations made by management, above, have been discussed with us.

We acknowledge our responsibility for the preparation of true and fair financial statements in accordance with the applicable financial reporting framework. The financial statements were approved by the Council's Audit Committee on 6 September 2018.

We confirm that we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that it has been communicated to you. We confirm that, as far as we are aware, there is no relevant audit information of which you are unaware.

Signed by:

Section 151 Officer

Date: 6 September 2018

Signed by:

Chair of the Audit Committee

Date: 6 September 2018

Appendix 2

The independent auditor's report of the Auditor General for Wales to the Members of Bridgend County Borough Council

Report on the audit of the financial statements

Opinion

I have audited the financial statements of Bridgend County Borough Council for the year ended 31 March 2018 under the Public Audit (Wales) Act 2004.

Bridgend County Borough Council's financial statements comprise the Movement in Reserves Statement, the Comprehensive Income and Expenditure Statement, the Balance Sheet, the Cash Flow Statement and the related notes, including a summary of significant accounting policies.

The financial reporting framework that has been applied in their preparation is applicable law and the Code of Practice on Local Authority Accounting in the United Kingdom 2017/18 based on International Financial Reporting Standards (IFRSs).

In my opinion the financial statements:

- give a true and fair view of the financial position of Bridgend County Borough Council as at 31 March 2018 and of its income and expenditure for the year then ended; and
- have been properly prepared in accordance with legislative requirements and the Code of Practice on Local Authority Accounting in the United Kingdom 2017/18.

Basis for opinion

I conducted my audit in accordance with applicable law and International Standards on Auditing in the UK (ISAs (UK)). My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of my report. I am independent of Bridgend County Borough Council in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Conclusions relating to going concern

I have nothing to report in respect of the following matters in relation to which the ISAs (UK) require me to report to you where:

- the use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or

- the responsible financial officer has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about Bridgend County Borough Council's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The responsible financial officer is responsible for the other information in the annual report and accounts. The other information comprises the information included in the annual report other than the financial statements and my auditor's report thereon. My opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated later in my report, I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial statements, my responsibility is to read the other information to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by me in the course of performing the audit. If I become aware of any apparent material misstatements or inconsistencies I consider the implications for my report.

Report on other requirements

Opinion on other matters

In my opinion, based on the work undertaken in the course of my audit:

- the information contained in the Narrative Report for the financial year for which the financial statements are prepared is consistent with the financial statements and the Narrative Report has been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2017/18; and
- the information given in the Governance Statement for the financial year for which the financial statements are prepared is consistent with the financial statements and the Governance Statement has been prepared in accordance with guidance.

Matters on which I report by exception

In the light of the knowledge and understanding of Bridgend County Borough Council and its environment obtained in the course of the audit, I have not identified material misstatements in the Narrative Report or the Governance Statement.

I have nothing to report in respect of the following matters, which I report to you, if, in my opinion:

- adequate accounting records have not been kept;

- the financial statements are not in agreement with the accounting records and returns; or
- I have not received all the information and explanations I require for my audit.

Certificate of completion of audit

I certify that I have completed the audit of the accounts of Bridgend County Borough Council in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Auditor General for Wales' Code of Audit Practice.

Responsibilities

Responsibilities of the responsible financial officer for the financial statements

As explained more fully in the Statement of Responsibilities for the Statement of Accounts set out on page 11, the responsible financial officer is responsible for the preparation of the statement of accounts, which give a true and fair view, and for such internal control as the responsible financial officer determines is necessary to enable the preparation of statements of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the statement of accounts, the responsible financial officer is responsible for assessing Bridgend County Borough Council's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless deemed inappropriate.

Auditor's responsibilities for the audit of the financial statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of the auditor's responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website www.frc.org.uk/auditorsresponsibilities. This description forms part of my auditor's report.

Anthony J Barrett
For and on behalf of the Auditor General for Wales
10 September 2018

24 Cathedral Road
Cardiff
CF11 9LJ

Appendix 3

Summary of corrections made to the draft financial statements which should be drawn to the attention of Members of the Audit Committee

We consider that the following misstatements, which management have corrected, should be drawn to your attention due to their relevance to your responsibilities over the financial reporting process. The majority of amendments are in relation to reclassification and presentation of figures in the notes, rather than to the primary statements which are largely unchanged.

Exhibit 2: summary of corrections made to the draft financial statements

	Value of correction	Nature of correction	Reason for correction
1	Various adjustments	<p>Comprehensive income and expenditure statement (CIES)</p> <p>Amendments to the 'Cost of Services' section of the CIES, which do not affect the net Cost of Services but are reclassifications within income:</p> <ul style="list-style-type: none"> • 'Communities' ('GOVT Grants' column) increase of £411,000 to £7,923,000; • 'Communities' ('Other Income' column) decrease of £411,000 to £13,697,000; • 'Operational and Partnership Services' ('GOVT Grants' column) increase of £2,549,000 to £9,257,000; and • 'Operational and Partnership Services' ('Other Income' column) decrease of £2,549,000 to £2,840,000. <p>In addition, amendments were made to the 2016-17 comparative 'Cost of Services' figures, which do not affect the net Cost of Services but are reclassifications within income:</p> <ul style="list-style-type: none"> • 'Social Services and Wellbeing' ('GOVT Grants' column) increase of £29,000 to £4,444,000; • 'Social Services and Wellbeing' ('Other Income' column) decrease of £29,000 to £16,689,000; • 'Communities' ('GOVT Grants' column) increase of £830,000 to £9,177,000; • 'Communities' ('Other Income' column) decrease of £830,000 to £14,765,000; • 'Operational and Partnership Services' ('GOVT Grants' column) increase of £2,876,000 to £9,624,000; and • 'Operational and Partnership Services' ('Other Income' column) decrease of £2,876,000 to £3,258,000. 	<p>To correctly classify revenue expenditure funded from capital under statute (REFCUS) grant income as 'government grants' and not 'other income'.</p> <p>At the start of our audit the Council's finance officers told us about these misstatements in the draft financial statements presented for audit. We reviewed them and agreed the adjustments necessary. These adjustments do not have any impact on the financial position of the Council.</p>

	Value of correction	Nature of correction	Reason for correction
2	£2,264,000	Note 21a Increase in a capital commitment in respect of Pencoed Primary School.	To disclose the correct value of the capital commitment.
3	£4,007,000	Note 23 Short-term debtors Adjustments: <ul style="list-style-type: none"> • increase 'Central Government Bodies' by £63,000; • increase 'Other Local Authorities' by £919,000; • increase 'NHS Bodies' by £3,025,000; and • decrease 'Other Entities and individuals' by £4,007,000. 	To correctly analyse the categorised debtor balances within Note 23.
4	£25,000	Note 19 Related party transactions Decrease of £25,232 resulting in a revised figure in the statement 'Other payments made to organisations where members declared interests totalled £426,230'.	To remove two duplicated amounts and include one omitted amount from the total value.
5	£6,486,000	Note 20 Adjustments between Accounting Basis and Funding Basis under Regulations Removal of a duplicated figure of £6,486,000 from the 2016-17 comparative note against the classification 'Cash payments in relation to deferred capital receipts'.	To remove an erroneous entry within the comparative figures.
6	£706,000	Note 11 Grants Adjustments: <ul style="list-style-type: none"> • 'Housing Benefit Subsidy' reduced by £632,000 to £47,980,000; • 'Others' increased by £632,000 to £3,592,000; • 'Supporting People' reduced by £74,000 to £5,816,000; and • 'Other Social Services & Wellbeing' increased by £74,000 to £4,828,000. 	To analyse grant income amounts against the correct classifications.
7	Various	Note 15 Officers' Remuneration – Disclosure 1 Adjustments: <ul style="list-style-type: none"> • remuneration ratio amended from 6.67 to 6.64; and • median salary amended from £20,055 to £20,138. 	To disclose the correct remuneration ratio and median salary.
8	£470,000	Note 21c Non-current assets valuation Adjustments: <ul style="list-style-type: none"> • 'Impairment losses/(reversals) recognised in the Revaluation Reserve' reduced by £470,000 to £nil; (and the classification line removed); and • 'Accumulated Depreciation and Impairment written out to the surplus/deficit on the provision of services' increased by £470,000 to £6,949,000 and renamed 'Accumulated Depreciation and Impairment written out to Gross Carrying Amount'. 	To correctly analyse the in-year revaluation movements.

	Value of correction	Nature of correction	Reason for correction
9	£3,226,540	Note 19 Related party transactions The 'Other Public Bodies' disclosure correctly included Awen Trust but had omitted the value of payments made to the Trust of £3,226,540.	To disclose the related-party amounts paid to Awen Trust.
10	£577,000	Note 25 Short-term creditors Adjustments: <ul style="list-style-type: none"> • increase 'Other Local Authorities' by £577,000; and • decrease 'Other Entities and Individuals' by £577,000. 	To correctly analyse the categorised creditor balances within Note 25.
11	£3,000,000	Note 30 Pensions liabilities, IAS19 disclosures – section headed 'Impact on the Council's Cash Flows' Increase of £3,000,000 in the amount disclosed for 'Local Government Pension Scheme' to £29,690,000.	To correctly disclose the amount reported by the actuary.
12	£14,000,000 £1,000,000	Narrative Report Section 3 Financial Performance – Financial context of the Council Adjustments: <ul style="list-style-type: none"> • intangible assets figure reduced by £1,000,000 to £4,000,000; and • amount disclosed for 'generates fees, internal and external changes and other service income used to deliver services' reduced by £14,000,000 to £52,000,000. 	To disclose the correct figures.

Appendix 4

Recommendations arising from our 2017-18 financial audit work

We set out all the recommendations arising from our audit with management's response to them. We will follow up these next year and include any outstanding issues in next year's audit report:

Exhibit 3: Matter arising 1

Matter arising 1 – council tax creditor balances	
Findings	<p>Last year we reported that the Council had been unable to produce a system-based report to provide a breakdown of its council-tax creditor (of some £1.5 million) as at 31 March 2017. The creditor includes amounts owed to council-tax payers at the financial year-end or amounts paid by council tax payers in advance of the new financial year's liability. Appendix 5 provides an update on last year's recommendation, which confirms that this year the Council has produced a breakdown of the creditor.</p> <p>The Council's creditors as at 31 March 2018 includes a balance of £1,589,398, in respect of historic balances that have not been cleared from the Council Tax system, payments made in advance of the liability being due, and a balance that officers are reviewing that is due to some of its council-tax payers, which officers are acting on to resolve. The Council's system-based reports indicate that some amounts owed cover the period from 1998-99 to date.</p> <p>We understand that this balance relates to:</p> <ul style="list-style-type: none">• Council-tax payers who have paid their council tax before it was due. For example, a council-tax payer would pay their 2018-19 council tax in March 2018. These amounts would not be repayable as the payer had sought to pay upfront.• Council-tax payers who had unintentionally made overpayments or where there have been other changes that have affected their council tax bill. <p>At the time of audit there is no final analysis available that confirms the value of unintentional overpayments that will need to be repaid.</p>

Matter arising 1 – council tax creditor balances	
Recommendation	<p>The Council should identify, and make every effort to repay, all amounts overpaid by council-tax payers for the years to 31 March 2018.</p> <p>The Council should strengthen its identification and routine repayment of any overpayments by council-tax payers after 31 March 2018.</p>
Accepted in full by management	<p>Whilst the Council does have processes in place in relation to identification and reimbursement of overpayments management accept that improvements can be made.</p>
Management response	<p>The Council has in place processes to ensure that overpayments are credited against future Council Tax bills or refunded at the earliest opportunity. Difficulties arise where residents move property either within or outside of the Borough and do not provide the relevant details in order to issue refunds, change or close bank account or the account holder is deceased. Whilst processes are in place to enable residents to reclaim overpaid amounts, not all do so. Officers will continue to advise residents to seek reimbursement of such monies.</p>
Implementation date	31 March 2019

Exhibit 4: Matter arising 2

Matter arising 2 – asset componentisation	
Findings	<p>The accounting guidance for local government accounts states: 'Each part of an item of property, plant and equipment with a cost that is significant in relation to the total cost of the item shall be depreciated separately', 'components of an item of property, plant or equipment that make up a significant part of the cost of the item would only need to be separated where the item itself is material individually or when aggregated with like items'.</p> <p>Since the introduction of this requirement the Council has valued and depreciated its property assets (for property with a value over £4 million) on a component-basis. In doing so the valuer has separately valued component parts (such as lifts, plumbing, wiring and lighting) and assigned them a shorter asset life in comparison to the rest of a building.</p> <p>As at 31 March 2017, the Council's componentised assets had a total mechanical and electrical value of some £28 million, being material in aggregate and material in respect of certain individual assets.</p> <p>However, for 2017-18 the Council has not applied component accounting to any new assets during the year. Both we and officers have estimated that, for 2017-18, the impact of not component accounting is that depreciation is understated by some £210,000. While this amount is immaterial to the 2017-18 financial statements, the continue practice of not component accounting would result in the estimated misstatement accumulating over the years and potentially becoming material.</p>
Recommendation	<p>The Council should reintroduce component accounting in its 2018-19 financial statements and thereafter.</p>
Accepted in full by management	<p>The recommendation is noted and, where the impact is material, component accounting will be applied.</p>
Management response	<p>The Council has applied componentisation to assets where it would have a material effect on the Financial Statements.</p>
Implementation date	<p>Component Accounting has been in place for a number of years, but the Council will review this on an ongoing basis.</p>

Exhibit 5: Matter arising 3

Matter arising 3 – use of incorrect land valuations	
Findings	<p>Our testing of land and buildings found that, for ten plots of land, Council officers had used 2016 land values (per acre) in their calculations rather than the correct 2017 land values.</p> <p>We established that, for the ten cases, the land values had not changed between 2016 and 2017 and the calculation error therefore had no impact on the Council's overall asset valuation as at 31 March 2018.</p> <p>In future years, similar calculation errors would result in misstatement in the financial statements if the land acreage values do change.</p>
Recommendation	The Council should consider strengthening its checks to ensure that the asset valuations are calculated using the correct base data.
Accepted in full by management	Yes
Management response	Whilst there has been no impact on the 2017-18 Accounts the recommendation is accepted.
Implementation date	31 March 2019

Exhibit 6: Matter arising 4

Matter arising 4 – Accuracy and integrity of fixed asset register	
Findings	<p>Our testing of property, plant and equipment identified a number of minor errors by the Council, which did not merit amendment in the 2017-18 financial statements. The errors are:</p> <ul style="list-style-type: none"> • two community assets, which should be held at historic cost, had been revalued in error. The error resulted in a net downward movement of £40,000 (asset references 10051 and 20020). • two property disposals with a total gross and net book value of £127,000 had not been processed in the register (asset references 60176, 50016-B10). • one surplus asset with a gross book value of £34,000 had not been depreciated (asset reference 40022-B1). Further testing identified a further three land and building assets that had not been depreciated. The accumulated depreciation for these assets should have been £34,000 (asset references 40005-B7, 50004-C1A, 30058-B1).

Matter arising 4 – Accuracy and integrity of fixed asset register	
Recommendation	The Council should review the errors identified, correct the asset register, and strengthen its processes to help avoid any repetition of these type of errors.
Accepted in full by management	Yes
Management response	It is noted that there were a number of minor errors, none of which impacted on the Financial Statements. Management is committed to maintaining the accuracy of the asset register, which is monitored and updated on an ongoing basis and, as part of this, the above amendments will be actioned during the 2018-19 financial year.
Implementation date	31 March 2019

Appendix 5

Update on last year's recommendations

Exhibit 7: commentary on last year's recommendations

Recommendation	Follow-up comments
<p>The Council should strengthen the arrangements in place, which should include:</p> <ul style="list-style-type: none"> • ensuring that adequate induction and ongoing training is provided to all housing benefit staff; and • ensuring that management review and oversight is satisfactory, with particular regard to the input of data into the housing benefit system. <p>The Council should also seek to repay claimants who have been underpaid (for the whole period affected by processing errors); and determine whether to recover or write-off the overpayments.</p>	<p>The Council has made good progress with its strengthening of the housing benefit arrangements.</p> <p>Based on our audit examinations we are satisfied that the Council has been taking appropriate action in addressing over and under payments.</p>
<p>The Council should:</p> <ul style="list-style-type: none"> • formally remind all councillors of the importance of completing and submitting their annual related-party return by the deadline set by the Finance Department; and • ensure that any outstanding related-party returns are always pursued promptly. 	<p>The Council has strengthened its arrangements.</p>
<p>The Council should review its process for the recording and control of the disposals of its assets, which should include a review of:</p> <ul style="list-style-type: none"> • the instructions sent to all departments; and • of the adequacy of the monitoring arrangements over departmental compliance. 	<p>The Council improved its processes for 2017-18 and is undertaking further work that we expect to result in continued improvement.</p>

Recommendation	Follow-up comments
<p>The Council should ensure that, going forward, infrastructure assets are recorded in the fixed asset register at an appropriate level, and with sufficient detail for each specific asset. The Council should avoid the use of general groupings.</p> <p>Looking back, the Council should review the infrastructure assets currently in the asset register to ensure that all of them are adequately supported by the relevant documentation, and thus valid. Historic balances that cannot be supported should be written out of the asset register, and thereby written off the Council's balance sheet.</p>	<p>The Council has made good progress. The Council is taking steps to introduce processes to improve the audit trail for general groupings of expenditure such as highways' works.</p> <p>The Council has flagged a small number of asset balances for further investigation in 2018-19.</p>
<p>The Council should generate the necessary council-tax reports on the final day of each financial year, so that all year-end creditor and debtor balances are fully supported by all of the underlying transactions, for audit purposes.</p>	<p>The Council has addressed the recommendation. However, our 2017-18 audit work established that reports could be generated to provide a breakdown of the year-end creditor and debtor council-tax balances. Our review of these reports identified a significant number of creditor balances relating to prior year overpayments of council tax, for which we have raised a separate recommendation at Exhibit 3.</p>
<p>The Council should review why the one error arose in the calculation of an exit package in order to determine whether any changes are necessary to strengthen controls.</p> <p>Also, the Council should look to either recover the money or seek approval to write it off.</p>	<p>The Council has addressed the recommendation.</p>

Recommendation	Follow-up comments
<p>The Council should:</p> <ul style="list-style-type: none"> • update its SLA with CIPFA. • ensure that when resetting user passwords on the E5 main accounting system, and cash receipting system, appropriate security checks should be undertaken when resetting passwords via the telephone to confirm the user is who they say they are. This control may also be strengthened by the potential addition of an appropriate password reset tool. • ensure that the Northgate SX3 and CIPFA Asset Register systems both make use of the available 'password complexity function', in order to strengthen password security control. 	<p>The Council has obtained an updated SLA from CIPFA, which confirms that appropriate systems are in place and are supported.</p> <p>Council officers told us that:</p> <ul style="list-style-type: none"> • resetting of E5 accounting system passwords requires confirmation with the user. The self-service functionality will be considered during the forthcoming Financial System Upgrade. • the CIPFA Asset Register complexity is in place. Such a facility does not exist in the Northgate system, although the Council seeks to replicate its own security requirements for password complexity.

Wales Audit Office
24 Cathedral Road
Cardiff CF11 9LJ

Tel: 029 2032 0500

Fax: 029 2032 0600

Textphone.: 029 2032 0660

E-mail: info@audit.wales

Website: www.audit.wales

Swyddfa Archwilio Cymru
24 Heol y Gadeirlan
Caerdydd CF11 9LJ

Ffôn: 029 2032 0500

Ffacs: 029 2032 0600

Ffôn testun: 029 2032 0660

E-bost: post@archwilio.cymru

Gwefan: www.archwilio.cymru

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO AUDIT COMMITTEE

6 SEPTEMBER 2018

REPORT OF THE CHIEF EXECUTIVE

AUDIT REPORT – HEALTHY ORGANISATION REVIEW – ACTION PLAN

1. Purpose of report

1.1 The purpose of this report is to present to Members the completed Action Plan in respect of the Healthy Organisation Review which was presented to Audit Committee at their meeting held on 28th June 2018.

2. Connection to corporate improvement objectives/other corporate priorities

2.1 This report assists in the achievement of the following corporate priority/priorities:

- Smarter use of resources – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

3. Background

3.1 As a consequence of resourcing issues within the Internal Audit Shared Service (IASS) during 2017/18, it was necessary to commission a number of reviews to be undertaken by an external provider. The South West Audit Partnership was therefore contracted to undertake a Healthy Organisation Review on five of the eight core functions of the Council.

3.2 The review was part of the 2017/18 Internal Audit Risk Based Plan and was undertaken on behalf of the Internal Audit Shared Service.

4. Current situation/proposal

4.1 The outcome of the Healthy Organisation Review was presented to Audit Committee at their meeting held on the 28th June 2018. Members were notified by the Interim Head of Finance that the Council's Corporate Management Board would focus on the high risk areas of the review and that these would be incorporated into an Action Plan.

4.2 Corporate Management Board have subsequently met and attached at **Appendix A** is the Action Plan for Members information and consideration.

5. Effect upon policy framework and procedure rules

5.1 There is no effect upon the policy framework and procedure rules.

6. Equality Impact Assessment

6.1 There are no equality implications arising from this report.

7. Well-being of Future Generations (Wales) Act 2015 implications

7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of well-being goals/objectives as a result of this report.

8. Financial implications

8.1 Effective Audit planning and monitoring are key contributors in ensuring that the Council's assets and interests are properly accounted for and safeguarded.

9. Recommendation

9.1 That Members give due consideration to the content of the Action Plan to ensure it addresses those key areas requiring attention.

Darren Mepham
Chief Executive
6th September 2018

Contact Officer: Helen Smith – Chief Internal Auditor

Telephone: (01656) 754901

E-mail: internalaudit@bridgend.gov.uk

Postal Address

Bridgend County Borough Council
Internal Audit
Innovation Centre
Bridgend Science Park
Bridgend
CF31 3NA

Background Documents

None

Healthy Organisations Audit

ACTION PLAN

Theme	Area for Attention	Action	Owner	Due date /Completed
Governance – Effective Working Relationships	Feedback mechanisms should be put in place to measure the effectiveness of member/ officer relations.	There is standing provision for feedback and early warning any issues with officer / member relationships through the regular meetings of all group leaders with the chief executive	Chief Executive	completed
	The Corporate Induction Framework should be updated to refer to the Constitution and its associated Codes of Conduct.	The following will be updated to reflect the Constitution and its associated Codes of Conduct: <ul style="list-style-type: none"> • Corporate Induction Framework • Corporate Induction E-Learning Module • Corporate Induction Workbook 	Nikki Flower, L&D Manager	28 September '18
Governance – Code of Conduct	There is a Whistleblowing policy, but it requires updating as well as broader communication to all Council staff and for the update to be published publicly.	Completed?	Monitoring Officer	Completed
Governance – Transparency	The Council should regularly publish Freedom of Information requests and responses on their website.	This is under consideration but currently is not considered a priority. Publication requires translation into Welsh and the council is therefore prioritising	Monitoring Officer	No date set

		the most important information for publication (via the website)		
Governance – Induction and Development	The mandatory training list for members should be updated to include GDPR.	Completed	Monitoring Officer	Completed
Governance - Communication/ Stakeholder Consultation Governance - Communication	The Communications, Marketing and Engagement Team Plan should be updated to include the following: <ul style="list-style-type: none"> • how officers (or members) should handle a situation if they are approached for comment on a major issue, which could impact on the reputation of the Council. • how officers (or members) should engage and communicate with various stakeholders. 	Agreed	Communications Manager	End Nov 18
	The Communications, Marketing and Engagement Team Plan should be separated from an overarching Communication Strategy.	Agreed	Communications Manager	End of Nov 18
Risk Management - Strategy	Steps should be taken to ensure the Risk Management Strategy is understood at all levels of the Council, and not just at Senior levels.	The Council has reviewed arrangements for incident reporting and communication and publicity on those arrangements is to be combined with general awareness raising of the council's approach to Risk	Section 151 Officer	ongoing
Risk Management – Appetite/ Transparency	To improve the guidance to staff further, the Council should consider setting a numerical risk appetite value, which could be included within the risk management policy's	We agree with this recommendation. CMB have also asked that the numerical assessment of risks to be standardised around a 5x5 grid	Section 151 Officer	End Jan 18

	risk matrix to act as a visual aid to staff when considering risks. This numerical risk appetite value should be taken to Audit Committee as part of the current corporate risk register review schedule.	– this is more intuitive and in line with industry norms		
Risk Management – Decision Making	The standard report to members pro- forma should be updated to include a section regarding the assessment of risk. Current and residual risk scores should be provided within the risk section.	There are practical concerns about doing this. However the audit report notes that the council already identifies risk assessment at business case stage. Business cases are presented to members where they are asked to make a decision and this is a more practical way to address the issue identified	n/a	n/a
Risk Management - Transparency	The corporate risk assessment should be shared with other local authorities and bodies.	The corporate risk register is published on the council website (though we have deferred the latest iteration in order to reduce translation costs and the next revision will be translated)	Section 151 Officer	
Commissioning and Procurement – Strategy/ Transparency/ Policies and Procedures.	Although we understand there are plans to update them, the current Adult Social Care Commissioning Plan and Procurement Strategy include no reference to the present Priorities of the Council or the Public Contract Regulations 2015, which has an impact on transparency.	Both Plans have been updated	Director of Social Services and Wellbeing Monitoring Officer	Completed
Commissioning and Procurement	Arrangements should be made to ensure there is sufficient corporate	Following the directorate level restructure and creation of a	Monitoring Officer	March 2019

– Strategy	oversight of Commissioning across the Council.	New Chief Executives Directorate, a series of reviews are under way. Procurement / Commissioning is scheduled for the 4 th quarter of 2018/19		
Commissioning and Procurement – Commissioning Intentions	Commissioning Intentions should be publicly available for all areas of the council where commissioning takes place, and not just Adult Social Care.	As above although largely this has already been addressed by the publication of the contracts register	Monitoring Officer	March 2019
Commissioning and Procurement – Value for Money	Ensure that there are adequate performance monitoring, supplier support and management arrangements in place to address potential issues of the Waste Management Services supplier being able to fully meet their contract requirements.	Such arrangements are in place and in use.	Director of Communities	Completed
Commissioning and Procurement – Supplier Management	The authority can identify their 'Key suppliers' via the Corporate Contracts Register, but should consider creating either a central document, or separate Directorate documents, identifying key suppliers in their areas in terms of value, risk and business criticality.	Directorates dynamically assess risk associated with main contractors or suppliers. However more detailed assessments of a response to failure will be identified in the next refresh of business continuity plans	Emergency planning Officer (coordination only)	Jan – Mar 2018
	Consider inclusion within Directorate Business plans of a Key Suppliers List in terms of criticality and risk, with clear steps (or 'action cards') to follow in the event that a supplier becomes unavailable.	As above		

	The Business Continuity Plans for the Communities Directorate and for the ICT Service Group require update.	The ICT Business Continuity Plan was due for update by June this year. However this was deferred due to the relocation of the primary datacentre from Sunnyside House to Raven's Court as this will require a major rewrite of a large section of the ICT BCP. The relocation is due mid December 2018	Group manager ICT	Jan 2019
Project Management – Lessons Learned	Information on the success of projects should be collated centrally so that corporate oversight can be maintained over the outcome of completed projects.	Following the creation of the Chief executives Directorate the corporate arrangements for project management have been reviewed. A number of time consuming and low value added processes have been removed however a quarterly digest of projects is reported to CMB and the projects team have clear escalation routes to alert CMB to any major problems with projects – either individually or as a programme	Chief Executive	Completed
Project Management – Supporting Change	The project initiation documentation templates could require additional information in relation to cultural change and the likely impact upon staff.	The template has been updated to include this prompt – however we adopt a proportionate and scalable approach to project management and don't require rigid completion of all possible considerations for every business case	Chief Executive	Completed

Project Management – Supporting Change	Providing additional feedback mechanisms to staff may make proposals to change be better received, as recommended within the 2017/18 Ethics audit.	A number of additional feedback mechanisms have been implemented such as the staff survey and staff briefings by the Leader and Chief Executive	Chief Executive	Completed
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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO AUDIT COMMITTEE

6 SEPTEMBER 2018

REPORT OF THE CHIEF INTERNAL AUDITOR

INTERNAL AUDIT – OUTTURN REPORT – APRIL TO JULY 2018

1. Purpose of report

- 1.1 The purpose of this report is to inform the Audit Committee of actual Internal Audit performance against the period April to July 2018 of the Audit Plan year.

2. Connection to corporate improvement objectives/other corporate priorities

- 2.1 This report assists in the achievement of the following corporate priority/priorities:

- Smarter use of resources – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

3. Background

- 3.1 The 2018/19 Internal Audit Plan was submitted to the Audit Committee for consideration and approval on the 26th April 2018. The Plan outlined the assignments to be carried out and their respective priorities.
- 3.2 The Plan provided for a total of 1,000 productive days to cover the period April 2018 to March 2019. These days were split into those reviews considered to be Priority One and those considered to be Priority Two with the aim of completing the whole plan by the end of the financial year.

4. Current situation/proposal

- 4.1 Actual progress against the 2018/19 Risk Based Plan is attached at **Appendix A** and further information is attached at **Appendix B** which details those reviews which have not yet been allocated in the respective quarters and those reviews which have been brought forward from future quarters.
- 4.2 At present the overall structure of the Section continues to be based on 14 Full Time Equivalent (FTE) employees. As previously reported, the Section continues to carry vacant posts, however the recent recruitment campaign proved to be extremely successful in so much as the Section has managed to fill all the vacant auditors posts and one of the Senior posts, these new members of staff commenced their employment with the Service on 13th August. The Section has once again commissioned the services of the South West Audit Partnership in order to address in part some of the shortfall in days necessary to complete the plan; this is likely to continue during the first half of this Financial Year.

4.3 In order to assist with the effective monitoring of the annual risk based plan, further information is attached at **Appendix C** which details all those reviews which have been completed during the period and performance.

4.4 During the period only one review has identified significant weaknesses in the system of internal control so far to date and further information is provided within Appendix C.

5. Effect upon policy framework and procedure rules

5.1 There is no effect upon the policy framework and procedure rules.

6. Equality Impact Assessment

6.1 There are no equality implications arising from this report.

7. Well-being of Future Generations (Wales) Act 2015 implications

7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of well-being goals/objectives as a result of this report.

8. Financial implications

8.1 Effective Audit planning and monitoring are key contributors in ensuring that the Council's assets and interests are properly accounted for and safeguarded.

9. Recommendation

9.1 That Members give due consideration to the Internal Audit Outturn Report covering the period April to July 2018 to ensure that all aspects of their core functions are being adequately reported.

Helen Smith
Chief Internal Auditor
6th September 2018

Contact Officer: Helen Smith – Chief Internal Auditor

Telephone: (01656) 754901

E-mail: internalaudit@bridgend.gov.uk

Postal Address

Bridgend County Borough Council
Internal Audit
Innovation Centre
Bridgend Science Park
Bridgend
CF31 3NA

Background Documents

None

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Area	Directorate	Type	Audit Scope	Qtr. 1	Qtr. 2	Update on Progress Audit Committee 6 th September 2018
Carry Forward from 2017/18	Cross Cutting	Assurance	Provision for those assignments which are still ongoing at the end of 2017/18.	20		7 C/F jobs raised. 7 completed and issued. 3 Substantial, 3 Reasonable and 1 Limited assurance. PLAN ITEM COMPLETE
2017/18 Closure of Reports	Cross Cutting	Assurance	To finalise all draft reports outstanding at the end of 2017/18.	10		All jobs have been closed and issued. PLAN ITEM COMPLETE
Follow up of recommendations for 2017/18 Recommendation Monitoring	Cross Cutting	Assurance	To ensure that all outstanding recommendations made during 2017/18 have been actioned. Monitoring the implementation of Internal Audit recommendations in consultation with service areas which have received these recommendations. During the year, Internal Audit will review the process to ensure recommendations are followed up and reported upon to Audit Committee in a timely, efficient and effective manner.	10	5	Three jobs have been raised to undertake follow up work on previously limited reports. All three are ongoing – PLAN ITEM COMPLETE Recommendation monitoring is ongoing.
Annual Opinion Report 2017/18	Cross Cutting	Governance	To prepare and issue the Head of Audit's Annual Opinion Report for 2017/18.	10		Completed and presented to Audit Committee 26 th April 2018 – PLAN ITEM COMPLETE
Annual Opinion Report 2018/19			Preparation for the production of the 2018/19 Annual Opinion Report.			

Area	Directorate	Type	Audit Scope	Qtr. 1	Qtr. 2	Update on Progress Audit Committee 6 th September 2018
Audit Planning – 2018/19	Cross Cutting	Governance / Assurance / Risk	To prepare and present the annual risk based audit plan for 2018/19.	20		Completed and presented to Audit Committee 26th April 2018 – PLAN ITEM COMPLETE
Annual Planning – 2019/20			Preparation for the production of the annual risk based plan 2019/20.			
Good Governance	Cross Cutting	Governance	To provide assurance that key Corporate Governance processes are in place within the Council and that these are operating effectively to enable the Council to be provided with sufficient information to enable them to discharge their responsibilities. To assist the Council in the production of the Annual Governance Statement.	10		Completed and issued. PLAN ITEM COMPLETE
Safeguarding	Cross Cutting	Governance / Assurance / Risk	Case management of safeguarding incidents are dealt with in accordance with the Council's safeguarding policies and procedures. This review will also include an annual assessment of the Council's overall operating model for safeguarding; including reviewing the adequacy of assurances obtained by the Council in respect of safeguarding arrangements in place for vulnerable adults and children. Preparatory work for the 2018/19 review.	10		Allocated and work well underway nearing completion.
CRSA	Education & Family Support	Assurance	To undertake the annual controlled risk self-assessment for schools. The aim of the process is to enable Head Teachers to review their internal controls and to ensure that they undertake and comply with the requirements of current legislation and the Financial Procedure rules. The objectives of	10		Not yet allocated. This will be allocated in September for the start of the new academic year.

Area	Directorate	Type	Audit Scope	Qtr. 1	Qtr. 2	Update on Progress Audit Committee 6 th September 2018
			the Control Risk Self-Assessment (CRSA) questionnaires are to provide a tool for the Internal Audit Service to evaluate the financial and other related controls in operation, help to provide a basis upon which the scope and frequency of audits can be determined and allow Head Teachers to self-assess themselves against potential risks. CRSAs is a widely used technique in both the public and private sectors			
Audit Committee /Members and CMB Reporting	Cross Cutting	Governance / Risk / Assurance	This allocation covers Member reporting procedures, mainly to the Audit Committee. Regular reporting to, and meeting with, the Section 151 Officer, Corporate Management Board and the IASS Board.	10	10	Prepared reports and attended Audit Committee 26th April 2018 and 28th June 2018. – PLAN ITEM COMPLETE Completed reports prepared and attended Audit Committee in September 2018 – PLAN ITEM COMPLETE
Advice & Guidance Provision of Internal control / General advice.	Cross Cutting	Assurance	To allow auditors to facilitate the provision of risk and control advice which is regularly requested by officers within the authority, including maintained school based staff.	5	5	Ongoing – advice & guidance is provided when requested and this is monitored under job reference 762.
Grant Certification Work	Cross Cutting	Assurance	Under the conditions of the specific grant determination, the Head of Audit must certify that the conditions of the grant have been complied with.	10	5	Four grants allocated so far – three have been completed and one is nearing completion.
Financial Systems	Chief Executive /	Assurance	To provide assurances that the financial systems in operation are efficient and		25	Not yet allocated.

Area	Directorate	Type	Audit Scope	Qtr. 1	Qtr. 2	Update on Progress Audit Committee 6 th September 2018
	Finance		effective and that the internal control environment is robust.			
Quality Assurance & Improvement Programme / Review of the Effectiveness of Internal Audit	Cross Cutting	Assurance	To undertake a series of internal audits to ensure compliance with PSIAS. To review / ensure compliance with the Accounts and Audit (Wales) Regulations 2014 / Public Sector Internal Audit Standards (PSIAS).	5		Ongoing.
Emerging Risks / unplanned	Cross Cutting	Contingency	To enable Audit Services to respond to provide assurance activity as required.	10	10	One unplanned piece of work had been raised during the period. This has been completed and issued (Job no 780).
External Audit Liaison	Cross Cutting	Governance	To ensure that a “managed audit” approach is followed in relation to the provision of internal and external audit services.		5	Ongoing liaison with WAO
Health & Safety	Cross Cutting	Assurance / Risk	Deferred from 2017/18 - To review procedures in operation by the Council to ensure compliance with policies and procedures, Health & Safety training, Risk Assessments, records maintenance and incident reporting.	10		Allocated in Quarter 2 work ongoing.
Members	Cross Cutting	Governance	Partly deferred from 2017/18 - Following the May elections, reviews will be undertaken to ensure that Members comply with the Council’s Gifts and Hospitality Policy, Declaration of Interests and Code of Conduct.	10		Allocated in quarter 2 work nearing completion.
Performance Indicators	Cross Cutting	Assurance	Deferred from 2017/18 – To review the performance management arrangements paying particular attention to the accuracy of the performance information collected.	10		Complete – PLAN ITEM COMPLETE

Area	Directorate	Type	Audit Scope	Qtr. 1	Qtr. 2	Update on Progress Audit Committee 6 th September 2018
Transformational Change	Cross Cutting	Governance / Assurance	To gain assurance that high risk projects are being managed under the Transformational Change Agenda and delivering the savings required.	10	10	Allocated in quarter 2 preparatory work being undertaken.
Direct Payments	Social Services & Wellbeing	Governance / Risk / Assurance	Review the effectiveness of the procedures and processes in place for Direct Payments to ensure compliance particularly in light of the increase in numbers as a result of the SS&WB Act.			Allocated to SWAP. The Terms of Reference has been agreed and the work is nearing completion.
Domiciliary Care	Social Services & Wellbeing	Assurance	Review of Commissioning, Contracts / Framework / Agreements, monitoring and invoicing. Provider performance and complaints linked to safeguarding.			
Property Compliance	Cross - cutting	Governance / Risk / Assurance	This review had been rolled forward from 2017/18. This will be undertaken as a cross-cutting review due to the diversity of responsibility i.e. schools.		5	Allocated in quarter 2 work ongoing.
Healthy Organisation Review – follow up	Cross Cutting	Governance / Risk / Assurance	To follow up on the areas for attention as outlined in the Healthy Organisation Review 2017/18 – particularly focusing on Risk Management and Information Management		25	Follow up on the Information Management function is being undertaken by SWAP Work Completed – awaiting sign off of final report.

Area	Directorate	Type	Audit Scope	Qtr. 1	Qtr. 2	Update on Progress Audit Committee 6 th September 2018
Fraud / Error / Irregularity	Cross Cutting	Contingency	<p>Irregularity Investigations - Reactive work where suspected irregularity has been detected.</p> <p>Anti-Fraud & Corruption – Proactive - Proactive counter-fraud work that includes targeted testing of processes with inherent risk of fraud.</p> <p>Developing fraud risk assessment in inform further areas for detailed focus (Fraud Risk Tools).</p>	10	10	<p>Two investigations have been commenced under the Council’s Disciplinary Policy. One has been referred to the Police.</p>
		Fraud & Error	<p>National Fraud Initiative - Collection of data and analysis of matches for the NFI exercise, acting as first point of contact and providing advice and guidance to key contact officers.</p>			<p>Two reviews have been undertaken under the Council’s Grievance procedure, both are ongoing.</p>
Total – Priority One				190	115	
HIGH RISK – PRIORITY TWO						
Procurement	Operational & Partnership Services	Assurance	This audit will review the procurement framework and a sample of individual procurement activities across the Council in order to evaluate the level of compliance with legislation and the Council’s Constitution.	15		Not Allocated. A significant amount of procurement activity was included in Job no. 765 – Flying Start.
Additional Learning Needs Bill	Education & Family Support	Assurance	To review the adequacy and effectiveness of early interventions in line with the proposed Additional Learning Needs Bill and to examine the effectiveness of collaboration.		15	Allocated to SWAP; Terms of Reference has been agreed and work is nearing completion
Risk Management	Cross Cutting	Risk	Review of evidenced to ensure that the Council has a fully embedded risk			

Area	Directorate	Type	Audit Scope	Qtr. 1	Qtr. 2	Update on Progress Audit Committee 6 th September 2018
			management system in place that identifies and treats risks to key strategic and operational objectives			
Highways	Communities	Assurance	To review the procedures and processes in operation within Highways – specifically relating to potholes to determine if the control environment is robust.	15		Not Allocated – This has been deferred to Quarter 3 / 4 due to resources.
Schools	Education & Family Support	Assurance	To undertake a number of school based reviews in accordance with the Internal Audit risk based assessment.	10	10	Not Allocated. Work will commence when the Schools return in September 2018.
			To undertake cross cutting projects to ensure compliance across all schools.	10	10	
Safer Recruitment	Operational & Partnership Services	Assurance	To provide assurances that safer recruitment is operating effectively across the Council.	10		Allocated in quarter 2 work ongoing.
DOLS	Social Services & Wellbeing	Governance	Significant increase in number of DoLS cases impacting on resources. Included in corporate risk register. No previous Internal Audit coverage.		15	Allocated to SWAP – Preparatory work is being undertaken to formulate the Terms of Reference.
YOS	Social Services & Wellbeing	Governance / Risk / Assurance	Statutory Service – new Funding streams; early intervention and prevention schemes, young people transferred to secure estate. No audit coverage since 2011/12.		15	Allocated to SWAP – Preparatory work is being undertaken to formulate the Terms of Reference.
Business Continuity Planning	Operational & Partnership Services	Assurance / Risk	To evaluate the Council's Business Continuity Plan to provide assurances that it sets out how the Council will operate following an incident and how it expects to return to 'business as usual' in the quickest possible time afterwards, that roles and responsibilities are clearly defined and understood and that all relevant stakeholders	10		Allocated and work is nearing completion.

Area	Directorate	Type	Audit Scope	Qtr. 1	Qtr. 2	Update on Progress Audit Committee 6 th September 2018
			are fully aware of the plan and its content.			
Use of mobile communications	Cross Cutting	Risk	The Council has recognised the growth of mobile communications which can be demonstrated in a number of ways including integrated self-service opportunities via the Council website. The review will evaluate the effectiveness of the Council’s use of Mobile Communications for its community having regards to any appropriate legislation, guidance and internal policies.			
Supplier Management	Cross Cutting	Assurance	To undertake a trend analysis identifying the spend profile of the council to ensure that policies and procedures are being adhered to.			
Project / Contract Management	Communities	Governance / Risk / Assurance	To undertake a review of the procedures and processes associated with a number of Projects / Programmes. Particular emphasis will be placed on compliance.	10	10	Allocated in quarter 2 – work ongoing.
Access to Records - GDPR	Cross Cutting	Governance / Risk / Assurance	To ensure that the GDPR are being implemented and embedded throughout the Council			
Asset Management	CEX Finance	Risk / Assurance	To ensure that the disposal of assets is in accordance with Council policy, rules and regulations.			
POVA	Social Services & Wellbeing		To review the processes and procedures in place for the administration for the Protection of Vulnerable Adults.			
ICT Audit	Cross Cutting	Governance / Risk / Assurance	In consultation with ICT, systems reviews will be undertaken across Directorates to ensure robust controls are evident and operating effectively.		20	Not yet allocated but will be undertaken both internally and by SWAP as part of a joint review.
Complaints / Representations & Advocacy	Social Services & Wellbeing	Governance / Risk / Assurance	Review complaints processes within Social Services to provide assurance as to their effectiveness and compliance with set	10		Allocated to SWAP – Terms of Reference has been agreed and work is

Area	Directorate	Type	Audit Scope	Qtr. 1	Qtr. 2	Update on Progress Audit Committee 6 th September 2018
			<p>targets.</p> <p>To provide assurances that the Council's policies and procedures are aligned to the National Approach to Statutory Advocacy for Children & Young People being introduced.</p> <p>Provide assurance that procedures and processes are in accordance with the Golden Thread Advocacy programme for Adults.</p>		10	progressing.
Looked After Accommodated Children	Social Services & Wellbeing	Governance / Risk / Assurance	Limited Internal Audit report in 2017/18 for Fostering that requires follow up. Placements, Out of County, Leaving Care.			
			Total – Priority Two	90	105	
			Grand Total	280	220	

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Table 1: Unallocated Work in Quarter 1 and 2.

Progress Against Plan – Priority One – Not Yet Allocated		
Audit Area	Budget Days	Comments
CRSA (Schools)	10	Deferred to Quarter 3 for the new School year.
Financial systems	25	Deferred to Quarters 3 and 4 in order to ensure financial testing data relevant.
Total Priority One	35	
Progress Against Plan – Priority Two – Not Yet Allocated		
Highways	15	This will need to be picked up in a future quarter
Schools	40	This will be incorporated in the new School Year. In quarter 2 some school cross cutting work will be scheduled.
ICT Audit	20	Deferred to Quarter 3 and will be undertaken Internally and by SWAP
Total Priority Two	75	
Overall Total of un allocated days – Priority One & Two	110	

Table 2: Brought Forward Work from Future Quarters.

Progress Against Plan – Priority One – Brought Forward from Future Quarters		
Audit Area	Budget Days	Comments
Healthy Organisation Review Follow Up – allocated in Quarter 3	10	This has been allocated to SWAP to focus on the Information Management function. Work completed in quarter 1 awaiting sign off of final report.
Direct Payments – allocated in Quarter 4	15	This has been allocated to SWAP, Terms of Reference have been agreed and work is underway.
National Fraud Initiative – allocated in quarter 3	15	Preparation for the 2018/19 is underway for submission of data sets by the deadline.
Total Priority One	40	
Progress Against Plan – Priority Two – Brought Forward from Future Quarters		
Business Continuity – allocated in quarter 3	15	This work is nearing completion in quarter 2.
Deprivation of Liberty (DOLS) – allocated I Quarters 4	5	Allocated to SWAP – Terms of Reference agreed and work is underway.
Complaints / Representations & Advocacy – allocated in quarter 4.	10	Allocated to SWAP – work in progress
Total Priority Two	30	
Overall Total of brought forward allocations Priority One & Two	70	

**Bridgend and Vale Internal Audit Service:
Head of Internal Audit's Performance Report April 2018 to July 2018
Bridgend County Borough Council.**

Section 1 - Introduction

The 2018/19 Internal Audit Plan was submitted to the Audit Committee for consideration and approval on the 26th April 2018. The Plan outlined the assignments to be carried out and their respective priorities. The information summarised below; provides an update on the work undertaken by Internal Audit for the period April to July 2018, together with an update on performance.

Section 2 – Core Financial Systems – C/F from 2017/18

The following reviews of core financial systems were carried forward from 2017/18 and concluded during the first quarter of the 2018/19 Financial Year. It should be noted that all testing undertaken was based on transactions in 2017/18.

Table 1.

Core Financial System Description	Assurance Opinion			Recommendations Raised	
	Substantial	Reasonable	Limited	Fundamental High	Significant Medium
Creditors	√				1
Debtors	√				2
Automated Processes	√				0
Banking		√			2
Total Audits (4)	3	1	0	0	5

Recommendations have been agreed and Management Implementation Plans have been received.

Section 3 – Other Reviews

The following other reviews have been undertaken and completed during the period April to July 2018:-

Table 2.

Other Reviews	Assurance Opinion			Recommendations Raised	
	Substantial	Reasonable	Limited	Fundamental High	Significant Medium
C/F Overtime & Excessive Hours		√			3
C/F Energy Management Carbon Reduction Certificate		√			2
Porthcawl Harbour Annual Return certification		√			
C/F Flying Start			√		12
Audit Committee - TOR's - Unplanned		√			
Coychurch Crematorium Annual Return certification		√			
Bus Services Support Grant Claim certification	√				
Total Audits (7)	1	5	1		17

Flying Start operates from various settings located across the County and is a grant funded scheme, therefore it is imperative that the control environment is robust and source documents can fully support grant claims. Value for money must be a consideration when procuring goods and/or services. Due to the type of purchases which includes food items, the Corporate Procurement Card is the most frequently used method of purchasing and it is this area that has been the focus of the Internal Audit review. The review resulted in a limited assurance report being issued and the following key issues were identified during the Audit:

- The format of Resource Request Forms were not fit for purpose;
- Not all purchases could be supported by invoices/receipts due to loss of documents; and
- Significant weaknesses in controls surrounding recording and approval mechanisms were identified.

The Management Implementation Plan has been completed and returned and Management have confirmed that all 12 recommendations have been implemented. As this is a limited assurance report, a follow up review will be undertaken by Internal Audit within the next three months.

All 17 recommendations made to improve the overall control environment are followed up in accordance with the Internal Audit Shared Service Strategy.

Section 4 – Counter Fraud Work

The following counter fraud work including irregularity reviews have been carried out during the period.

Table 3

Counter Fraud & Corruption Work	Assurance Opinion			Recommendations Raised	
	Substantial	Reasonable	Limited	Fundamental High	Significant Medium
National Fraud Initiative	No opinion – user administration only – report to follow. New data sets are being collated in order to meet the deadline for submission for the new exercise in October 2018			n/a	n/a
Potential Misuse of PCard	Limited Assurance – matter referred to the Police			n/a	n/a
Total Audits (2)					

National Fraud Initiative is included in our audit plan; however, we only facilitate the upload of data and user account management. A separate report will be presented to the Audit Committee in accordance with their Forward Work Programme.

Section 5 – Work in Progress as at 31st July 2018

Table 4

Work In Progress	Update
School Agency Follow Up	This report has been issued in draft and we are awaiting the response from Senior Management on our proposal to undertake an in-depth review at the end of the Autumn Term 2018 when a full term's data will be available for testing of the recommendations made.

Section 117 Follow Up	The purpose of this review is to follow up on a Limited Assurance report issued in October 2017 to ensure that the recommendations agreed by management have been implemented in an attempt to reduce the risk. The audit field work is ongoing.
Fostering Follow Up	The objective of the audit was to ensure that adequate steps have been taken by the department to implement the agreed recommendations made in the Limited assurance Audit Report. This audit work is ongoing.
Business Continuity	To evaluate the Council's ICT Business Continuity Plan to determine how the Council will operate following an incident and how it expects to return to 'business as usual' in the quickest possible time afterwards. To provide assurance that roles and responsibilities are clearly defined and understood and that all relevant stakeholders are fully aware of the Plan and its content.
Corporate Safeguarding	To undertake an assessment of the Council's overall operating model for safeguarding to evaluate the Council's safeguarding performance. The review will include the safeguarding arrangements in place for vulnerable adults as well as children.
Community Action Fund	<p>The Community Action Fund was approved by Cabinet on 05/09/2017. Its aim being to create opportunities for localised intervention by Members within their own ward to the benefit of the community.</p> <p>The objectives of the audit are to ensure that the Community Action Fund's financial controls are efficient and effective and decisions are transparent and made in accordance with the published guidance.</p>
Health and Safety	To ensure there are suitable systems and controls in place across the Authority for managing Health & Safety, in particular training, risk assessments, record maintenance and incident and accident reporting, and that these are operating effectively.
Transformational Change	To identify the current position in regard to the Transformational Change Agenda with a view to identifying a further programme of audit work during 2018-19.

Section 6 – Key Performance Measures - Benchmarking

The Internal Audit Section participates annually in the Welsh Chief Auditors Group benchmarking exercise. The results for 2017/18 have recently been received and are as shown in Table 4 below:

Table 5

Performance Indicator 2016/2017	IASS Performance BCBC 2017/18	WCAG Average Performance 2017/18	IASS Performance for BCBC 2016/17	Overall WCAG Average Performance 2016/17
Percentage of Planned Audits Completed	79%	86%	91%	84%
Percentage of Audits Completed in Planned Time	59%	73%	63%	63%
Percentage of directly chargeable time, actual versus planned	58%	86%	97.8	92%
Average number of days from audit closing meeting to issue of draft report.	9.5 days	6 days	9.5 days	8 days
% of staff leaving during the Financial Year	35%*	12%	30.6*	10%

*combined figure for the shared service

It should be noted that 15 of the 22 Councils returned their performance figures this year representing a return rate of 68%. It is clear from the figures provided that the Section's performance has dipped when compared with that of 2016/17 and therefore there is room for improvement particular in respect of audits completed within planned time.

Section 7 – Key Performance Measures – Client Satisfaction Questionnaires

At the completion of each audit, all recipients of reports are asked to comment on their satisfaction with the audit process, by way of a survey questionnaire ranging from a score of 1 for very satisfied to a score of 5 very unsatisfied. The results for the period April to July 2018 are summarised in Table 5 below.

Table 6

No.	Question	Average Score of Responses to July 2018	Average Score of Responses to March 2018
1	Where appropriate, briefing of client and usefulness of initial discussion.	1.440	1.290
2	Appropriateness of scope and objectives of the audit.	1.560	1.380
3	Timelines of audit.	1.890	1.450
4	Response of Officer to any requests for advice and assistance.	1.440	1.100
5	General helpfulness and conduct of Auditor (s)	1.330	1.100
6	Discussion of findings / recommendations during or at the conclusion of the audit.	1.000	1.000
7	Fairness and accuracy of report.	1.440	1.190
8	Practicality and usefulness of recommendations	1.560	1.190
9	Standard of report.	1.440	1.100
10	Client agreement with overall audit opinion.	1.440	1.190

In addition to the above, the client also has an opportunity to make their own comments on the Client Satisfaction Survey. Set out below are two examples we have received during the period.



Section 8 – Key Performance Measures – Staff Training

We continue to invest in the development of staff; we have recognised that, whilst the overall audit budget continues to reduce, the need for high quality assurance services does not. Indeed, with the increasing challenges and complexity facing local government and other public sector services, the need for well trained, motivated and versatile audit staff has never been higher.

In terms of professional training, we have 1 member of staff who is currently studying for the Chartered Institute of Public Finance and Accountancy qualification. The member of staff has successfully completed the Professional Certificate stage of the qualification and has now moved on to the Professional Diploma stage.

Staff are encouraged to attend courses and seminars that develop their skills, develop skills for the shared service and also further develop network opportunities. Listed below are a number of training courses that staff have either attended or are scheduled to attend during the coming months:-

- COA Financials refresher training;
- IT Governance Principles
- Best Practices in threat intelligence for threat containment.
- Use of IDEA software;
- Safeguarding,
- General Data Protection Regulations training;
- Wales Audit Office – Finance for the future;
- Institute of Internal Auditors (IIA) Wales Conference and;
- CIPFA Procurement and Contract Audit Summit.
- Domestic Abuse and Sexual Violence

Section 9 – Matters of Note

With the exception of the limited report outlined in Section 3 above, there are no other matters that need to be highlighted from the work undertaken by Internal Audit during the period.

For information:- South West Audit Partnership are continuing to help to support the completion of reviews as outlined in the 2018/19 Risk Based Audit Plan. Three new members of staff have joined the Internal Audit Shared Service on 13th August and have been provided with the necessary induction training together with their work allocation for the relevant quarter.

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO AUDIT COMMITTEE

6 SEPTEMBER 2018

REPORT OF THE CHIEF INTERNAL AUDITOR

UPDATED FORWARD WORK PROGRAMME 2018/19

1. Purpose of report

1.1 The purpose of this report is to present to Members the updated Forward Work Programme for 2018/19 for Audit Committee.

2. Connection to corporate improvement objectives/other corporate priorities

2.1 This report assists in the achievement of the following corporate priority/priorities:

- Smarter use of resources – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

3. Background

3.1 The Core functions of an effective Audit Committee are:-

- To consider the effectiveness of the Council's Risk Management arrangements, the control environment and associated anti-fraud and corruption arrangements.
- Seek assurances that action is being taken on risk-related issues identified by auditors and inspectors.
- Be satisfied that the Council's assurance statements properly reflect the risk environment and any actions required to improve it.
- Oversee the work of internal audit (including the annual plan and strategy) and monitor performance.
- Review summary internal audit reports and the main issues arising, and seek assurance that action has been taken where necessary.
- Receive the annual report of the Chief Internal Auditor as Head of Audit.
- Consider the reports of external audit and inspection agencies, where applicable.
- Ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted.
- Review and approve the financial statements, external auditor's opinion and reports to Members, and monitor management action in response to the issues raised by external audit.

3.2 Effective Audit Committees help raise the profile of internal control, risk management and financial reporting issues within an organisation, as well as providing a forum for the discussion of issues raised by internal and external

auditors. They enhance public trust and confidence in the financial governance of an authority.

4. Current situation/proposal

- 4.1 In order to assist the Audit Committee in ensuring that due consideration is given by the Committee to all aspects of their core functions the updated Forward Work Programme for 2018/19 is attached **at Appendix A.**

5. Effect upon policy framework and procedure rules

- 5.1 There is no effect upon the policy framework and procedure rules.

6. Equality Impact Assessment

- 6.1 There are no equality implications arising from this report.

7. Well-being of Future Generations (Wales) Act 2015 implications

- 7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of well-being goals/objectives as a result of this report.

8. Financial implications

- 8.1 There are no financial implications arising from this report.

9. Recommendation

- 9.1 That Members consider and note the updated Forward Work Programme for 2018/19.

Helen Smith
Chief Internal Auditor
6th September 2018

Contact Officer: Helen Smith – Chief Internal Auditor

Telephone: (01656) 754901

E-mail: internalaudit@bridgend.gov.uk

Postal Address

Bridgend County Borough Council
Internal Audit
Innovation Centre
Bridgend Science Park
Bridgend
CF31 3NA

Background Documents

None

**AUDIT COMMITTEE
SCHEDULE OF MEETINGS AND FORWARD WORK PROGRAMME
2018 - 2019**

PROVISIONAL DATE OF MEETING	FORWARD WORK PROGRAMME	OFFICER RESPONSIBLE	UPDATE
2018			
28th June	Information and Action Requests (if applicable).	Chief Internal Auditor (CIA)	N/A
	Updated Forward Work Programme 2018/19.	CIA	Completed
	Pre-audited Statement of Accounts 2017/18.	Head of Finance	Completed
	Draft Annual Governance Statement 2017-18	Head of Finance	Completed
	Treasury Management Outturn 2017/18	Head of Finance	Completed
	Proposal to Incorporate the Shared Internal Audit Service (RIASS) into a Larger Service Hosted by the Vale of Glamorgan Council to Include Two Additional Councils	Head of Finance	Completed
	Incident and Near Miss Reporting Procedure (Excluding Health and Safety)	Head of Finance	Completed
	Community Action Fund 2017-18 Update	Head of Finance	Completed
	Audit Committee's Term of Reference	Head of Finance	Completed
	External Auditors / Inspection Reports (where applicable).	Head of Finance / WAO	
	IASS Outturn Report April and May 2018. Together with progress against Plan.	CIA	Completed
	Healthy Organisational Review	CIA	Completed
6th September	Information and Action Requests	CIA	N/A
	Updated Forward Work Programme	CIA	Submitted
	Statement of Audited Accounts and Final Annual Governance Statement 2017/18	Head of Finance / WAO	Submitted
	Internal Audit 4 months Outturn Report April to July 2018, progress against plan	CIA	Submitted
	External Auditors / Inspection Reports (where applicable).	Head of Finance / WAO	
15th November	Up dated Forward Work Programme	CIA	
	Information and Action Requests (where applicable)	CIA	
	Fraud update	Head of Finance / Benefits Manager	
	Risk Management	Head of Finance / Risk & Insurance Officer	
	Treasury Management Half Year monitoring report 2018-19	Head of Finance	
	Internal Audit Outturn Report – April 2017 to October 2018.	CIA	
	Healthy Organisation Review – Information Management follow up	CIA	
	Incident & Near Miss Procedure	Head of Finance	
	Regional Internal Audit Shared Service progress	Head of Finance	
	External Auditors / Inspection Reports (where applicable).	Head of Finance / WAO	

APPENDIX A

2019			
17th January	Up dated Forward Work Programme	CIA	
	Internal Audit 8 months Outturn Report April – November 2018	CIA	
	External Auditors / Inspection Reports (where applicable)	Head of Finance / WAO	
	Corporate Risk Assessment 2018-19	Head of Finance	
	Treasury Management Strategy 2019-20	Head of Finance	
	External Auditors / Inspection Reports (where applicable).	Head of Finance / WAO	
18th April	Updated Forward Work Programme	CIA	
	Proposed Forward Work Programme 2019-20.	CIA	
	Internal Audit proposed Annual Strategy and Audit Plan 2019-2020.	CIA	
	Internal Audit Shared Service Charter 2019/20	CIA	
	Draft Head of Audit’s Annual Opinion Report and outturn for the Year 2018/19	CIA	
	External Auditors / Inspection Reports (if applicable): -	Head of Finance / WAO	