

# CITY AND COUNTY OF SWANSEA

## NOTICE OF MEETING

You are invited to attend a Meeting of the

## AUDIT COMMITTEE

**At:** Committee Room 6, Guildhall, Swansea

**On:** Tuesday, 18 August 2015

**Time:** 2.00 pm

## AGENDA

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<b>14 Date of Next Meeting - 2 p.m. on Tuesday, 20 October 2015.</b>	



**Patrick Arran**  
**Head of Legal, Democratic Services & Procurement**  
**Monday, 10 August 2015**

**Contact: Democratic Services - 01792 636923**

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**AUDIT COMMITTEE (12)**

**Lay Member:**

**Name:**

**Term of Office:**

Mr Alan M Thomas	27.11.12 – 04.05.2017
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**Councillors:**

**Labour Councillors: 8**

Cyril Anderson	Robert V Smith
Bob A Clay	Des W W Thomas
Geraint Owens	Lesley V Walton
David Phillips	T Mike White

**Liberal Democrat Councillors: 2**

Jeff W Jones	Paul M Meara
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**Independent Councillor: 1**

Lynda James	
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**Conservative Councillor: 1**

Paxton R Hood-Williams	
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**Officers:**

Jack Straw	Chief Executive
Dean Taylor	Director of Corporate Services
Mike Hawes	Head of Financial Services
Paul Beynon	Chief Auditor
Debbie Smith	Directorate Lawyer
Sharon Heys	Principal Lawyer
PricewaterhouseCoopers	External Auditors
Councillor M H Jones	Chair of Scrutiny Programme Committee
Archives	
Democratic Services	
Spares	

**Email Only:**

Dave Mckenna	Overview & Scrutiny Manager
Richard Rowlands	Business Performance Manager
Patrick Fletcher	Communications

**Total Copies Needed:**

26
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## Disclosures of Interest

To receive Disclosures of Interest from Councillors and Officers

### Councillors

**Councillors Interests are made** in accordance with the provisions of the Code of Conduct adopted by the City and County of Swansea. You must disclose orally to the meeting the existence and nature of that interest.

**NOTE:** You are requested to identify the Agenda Item / Minute No. / Planning Application No. and Subject Matter to which that interest relates and to enter all declared interests on the sheet provided for that purpose at the meeting.

1. If you have a **Personal Interest** as set out in **Paragraph 10** of the Code, you **MAY STAY, SPEAK AND VOTE** unless it is also a Prejudicial Interest.
2. If you have a Personal Interest which is also a **Prejudicial Interest** as set out in **Paragraph 12** of the Code, then subject to point 3 below, you **MUST WITHDRAW** from the meeting (unless you have obtained a dispensation from the Authority's Standards Committee)
3. Where you have a Prejudicial Interest you may attend the meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, **provided** that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. In such a case, you **must withdraw from the meeting immediately after the period for making representations, answering questions, or giving evidence relating to the business has ended**, and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration (**Paragraph 14** of the Code).
4. Where you have agreement from the Monitoring Officer that the information relating to your Personal Interest is **sensitive information**, as set out in **Paragraph 16** of the Code of Conduct, your obligation to disclose such information is replaced with an obligation to disclose the existence of a personal interest and to confirm that the Monitoring Officer has agreed that the nature of such personal interest is sensitive information.
5. If you are relying on a **grant of a dispensation** by the Standards Committee, you must, before the matter is under consideration:
  - i) Disclose orally both the interest concerned and the existence of the dispensation; and
  - ii) Before or immediately after the close of the meeting give written notification to the Authority containing:

- a) Details of the prejudicial interest;
- b) Details of the business to which the prejudicial interest relates;
- c) Details of, and the date on which, the dispensation was granted; and
- d) Your signature

## **Officers**

### **Financial Interests**

1. If an Officer has a financial interest in any matter which arises for decision at any meeting to which the Officer is reporting or at which the Officer is in attendance involving any member of the Council and /or any third party the Officer shall declare an interest in that matter and take no part in the consideration or determination of the matter and shall withdraw from the meeting while that matter is considered. Any such declaration made in a meeting of a constitutional body shall be recorded in the minutes of that meeting. No Officer shall make a report to a meeting for a decision to be made on any matter in which s/he has a financial interest.
2. A "financial interest" is defined as any interest affecting the financial position of the Officer, either to his/her benefit or to his/her detriment. It also includes an interest on the same basis for any member of the Officers family or a close friend and any company firm or business from which an Officer or a member of his/her family receives any remuneration. There is no financial interest for an Officer where a decision on a report affects all of the Officers of the Council or all of the officers in a Department or Service.

## CITY AND COUNTY OF SWANSEA

### MINUTES OF THE MEETING OF THE AUDIT COMMITTEE

HELD AT COMMITTEE ROOM 5, GUILDHALL, SWANSEA ON  
TUESDAY 16 JUNE 2015 AT 2.00 P.M.

#### **PRESENT:**

##### **Councillor(s):**

C Anderson  
R A Clay  
P R Hood-Williams

##### **Councillor(s):**

L James  
J W Jones  
P M Meara

##### **Councillor(s):**

R V Smith  
D W W Thomas

#### **Lay Member:**

Mr A M Thomas

#### **Officers:**

P Beynon - Chief Auditor  
S Heys - Principal Lawyer  
S Caulkin - Head of Information and Business  
J Harley - ICT Strategic Performance Manager  
S Topliss - Project Manager - Business and ISIS Management  
P Holmes - Head of Economic Regeneration and Planning  
I Davies - Planning Team Leader  
J Parkhouse - Democratic Services

#### **ALSO PRESENT:**

K Williams - PricewaterhouseCoopers  
D Hanley-Crofts - PricewaterhouseCoopers  
I Llewellyn - Wales Audit Office  
D Rees - Wales Audit Office  
S Barry - Wales Audit Office

#### 1. **ELECTION OF CHAIR FOR THE 2015-2016 MUNICIPAL YEAR**

**RESOLVED** that Mr A M Thomas be elected Chair for the 2015-2016 Municipal Year.

**(MR A M THOMAS PRESIDED)**

2. **ELECTION OF VICE-CHAIR FOR THE 2015-2016 MUNICIPAL YEAR**

**RESOLVED** that Councillor J W Jones be elected Vice-Chair for the 2015-2016 Municipal Year.

3. **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor L V Walton.

4. **DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS**

In accordance with the Code of Conduct adopted by the City and County of Swansea, no interests were declared.

5. **MINUTES**

**RESOLVED** that the Minutes of the meeting of the Audit Committee held on 9 April 2015 be approved as a correct record subject to the following amendment:

Add Councillor P M Meara to the list of attendees.

6. **WALES AUDIT OFFICE BRIEFING - KEY ISSUES FOR AUDIT COMMITTEES**

I Llewellyn and D Rees, Wales Audit Office provided the Committee with a detailed and informative presentation briefing regarding the key issues for Audit Committees.

The presentation discussed:

- What is the remit and what does that mean in practice?;
- What is the problem(s)?;
- If it's going to work;
- Some issues to resolve?;
- The future vision - the White Paper;
- Delivering the remit;
- General approach.

A number of questions were asked of the Wales Audit Office representatives who responded accordingly.

The Chair thanked the Wales Audit Office representatives for providing the presentation.

7. **BRIEFING - ICT CONTRACT TRANSFER**

S Caulkin, J Harley and S Topliss provided a detailed and informative presentation regarding "Everyone's IT: The Move to an In-House Managed ICT Service".

It was outlined that the current ICT contract ended on 31 December 2015 and Cabinet had agreed to proceed with the development of an ICT operating model and proposed delivery of the ICT in-house managed service. Details of the reporting process, project progress and the exit transition were provided. The Committee were also informed regarding the Oracle support, service desk, assurance, risks and associated costs. It was added that the indicative budget was showing a £1.5m saving. However, final costs could not be confirmed until it was known which staff would transfer back to the Authority and scenario planning was completed as part of budgeting.

The Committee asked a number of questions of the Officers who responded accordingly.

The Chair thanked the Officers for providing their presentation.

8. **WALES AUDIT OFFICE - 2015 AUDIT PLAN - CITY AND COUNTY OF SWANSEA**

Steve Barry, Wales Audit Office presented the 2015 Audit Plan - City and County of Swansea. It was explained that this work was delivered under the Public Audit (Wales) Act 2004, the Local Government (Wales) Measure 2009, the Local Government Act 1999 and the Code of Audit Practice.

It was explained that the purpose of the plan was to set out the proposed work by the Wales Audit Office, when it will be undertaken, how much it will cost and who will undertake it. There had been no limitations imposed upon the Auditor General in planning the scope of this audit. The responsibilities of the Auditor General, along with those of management and those charged with governance were set out at Appendix 1.

It was added that it was the responsibility of the Auditor General to issue a certificate and report on the financial statements which included an opinion on their "truth and fairness". The Auditor General would also consider whether or not the City and County of Swansea had

made proper arrangements for securing economy, efficiency and effectiveness in its use of resources and report by exception if the Annual Governance Statement did not comply with requirements. Appendix 1 set out the responsibilities of the Auditor General in full.

The audit work undertaken by the Auditor General to fulfil his responsibilities responds to his assessment of risks. This understanding allowed the Auditor General to develop an audit approach which focused on addressing specific risks while providing assurance for the financial statements as a whole. The audit approach consisted of three phases which were set out in Exhibit 1. The financial audit risks were provided at Exhibit 2. Exhibit 4 provided the components of the performance audit work, Exhibit 5 provided the contents of the 2015-2016 Performance Audit Work Programme and Exhibit 6 provided the estimated audit fee for the work. The timetable for the work for the Audit Plan was provided at Exhibit 8.

The Committee asked questions of the Wales Audit Office representative who responded accordingly.

**RESOLVED** that the contents of the report be noted.

9. **INTERNAL AUDIT PLAN 2014/15 - MONITORING REPORT FOR THE PERIOD 1 JANUARY 2015 TO 31 MARCH 2015**

The Chief Auditor presented the Internal Audit Plan 2014/15 - Monitoring Report for the period 1 January 2015 to 31 March 2015. The report detailed the audits finalised and any other work undertaken by the Internal Audit Section. It was added that 17 audits were finalised during quarter 4.

The audits finalised were provided at Appendix 1 which also showed the level of assurance given at the end of the audit and the number of recommendations made and agreed. An analysis of the audits finalised during the fourth quarter was provided and it was pleasing to note that the number of audits that achieved a high level of assurance was increasing. A total of 81 audit recommendations were made and management agreed to implement all recommendations made, i.e. 100% against a target of 98%.

The significant issues which led to the Section 106 Agreements audit receiving a limited level of assurance were provided as follows:



## Minutes of the Meeting of the Audit Committee (16.06.2015) Cont'd

- One file selected for testing could not be located and it was found that no system was in place to record the movement and transfer of files. An electronic document management system was in place but at the time of the audit not all files were held on the electronic system;
- The Section 106 Agreements database was not up to date, from a sample of 5 agreements tested, 2 had not been entered onto the database;
- There was no management check in place to ensure that the Section 106 Agreements database was updated on a prompt basis;
- There was no reconciliation between Section 106 Agreements and the income and expenditure details recorded on the general ledger;
- There was no system in place to ensure compliance with the terms and conditions of the Section 106 Agreements including the collection of contributions and their subsequent use.

A management action plan had been agreed with the Planning Control Manager which included a series of recommendations to address the issues outlined. A follow-up audit would be arranged within six months of the final report being issued in order to confirm that the agreed recommendations had been implemented.

Phil Holmes, Head of Economic Regeneration and Planning and Ian Davies, Planning Team Leader attended the Committee in order to provide assurance to Members that the issues identified in the report were being addressed.

The Committee expressed concern that there was no system or reconciliation in place in relation to Section 106 Agreements and highlighted the large amount of financial savings to the Authority that could be made if Section 106 Agreements were being properly recorded, monitored and reconciled.

The Committee asked a number of follow-up questions to the Officers who responded accordingly.

The Committee were assured that a monitoring system was in place and was currently being updated. Officers also made reference to the proposed changes to planning laws being introduced by the Welsh

Minutes of the Meeting of the Audit Committee (16.06.2015) Cont'd

Government whereby developers must inform Planning Services when developments commence which would provide Planning Services with the opportunity to monitor developments more closely.

**RESOLVED** that:

- (1) the contents of the report be noted;
- (2) an update report regarding Section 106 Agreements be provided at the next scheduled meeting.

10. **COASTAL PROJECT CORRESPONDENCE**

The Committee were provided with for information details of correspondence between the Chair and the Leader of the Council following the review of the final evaluation report into the Coastal Project produced by Wavehill Consulting.

11. **AUDIT COMMITTEE WORK PLAN**

The Audit Committee Work Plan to May 2016 was provided for information.

12. **DATE OF NEXT MEETING - 2.00 P.M. ON TUESDAY 18 AUGUST 2015**

**NOTED** that the next meeting of the Audit Committee be held at 2.00 p.m. on Tuesday 18 August 2015.

The meeting ended at 4.35 p.m.

**CHAIR**

## Report of the Head of Economic Regeneration & Planning

Audit Committee – 18 August 2015

### S106 AGREEMENTS AUDIT - ACTION PLAN

<b>Purpose:</b>	To provide an update on the implementation of the recommendations of the Section 106 Agreements Audit – March 2015
<b>Policy Framework:</b>	City and County of Swansea Unitary Development Plan (November 2008)
<b>Reason for Decision:</b>	For information.
<b>Consultation:</b>	Legal, Finance and Access to Services
<b>Recommendation(s):</b>	It is recommended that: 1) The content of the report be noted.
<b>Report Author:</b>	Ryan Thomas
<b>Finance Officer:</b>	Paul Beynon
<b>Legal Officer:</b>	Tracey Meredith
<b>Access to Services Officer:</b>	Sherill Hopkins

#### 1. Introduction

- 1.1 An internal audit of the Planning Control Section was carried out in 2014/15 to assess the procedures and controls associated with Section 106 Agreements (Planning Obligations) within the Authority.
- 1.2 The final report published by the Internal Audit Section in March 2015 identified a “Limited” level of assurance mainly due to the absence of a robust monitoring system to ensure that all income due from Section 106 Agreements is collected and is spent in accordance with the terms of the Agreement.
- 1.3 The issue was highlighted at Audit Committee on 16<sup>th</sup> June 2015 and subsequently the Chair of Audit Committee wrote to the Cabinet Member for Enterprise, Development and Regeneration requesting an update at this meeting on the implementation of the recommendations of the Internal Audit Section.

- 1.4 This report, therefore, provides further background for Members together with an update on current progress in this respect with specific reference to the action plan which is reproduced as Appendix 1.

## **2. Background**

- 2.1 A mechanism for the receipt and payment of Section 106 contributions has been in place for many years and there is no evidence to indicate that this system has failed or that contributions have not been collected or spent in accordance with the terms of the relevant Agreements or otherwise accounted for.
- 2.2 Since May 2008 a total of 51 S106 agreements have been signed, 29 of which involve financial contributions to the sum of £4,835,136. To-date £2,877,558 has been paid to the Authority with £1,957,578 outstanding as trigger points have not been met or there are outstanding issues to be addressed.
- 2.3 This process, however, involves action at various stages from Planning Services, Legal Services, Finance and the relevant service area in receipt of the contribution be it Housing, Highways, Parks etc. At the time of the audit and in recognition of the need to secure a more robust monitoring process a central Housing Land Availability/Section106 (HLA/S106) Database had already been procured by Planning Services and was in the process of being populated.
- 2.4 This database has now been populated with data relating to all S106 Agreements secured since May 2008 and is in the process of being verified and tested. Moving forward this database includes robust mechanisms to monitor relevant S106 Agreements via completion rates agreed as part of the Joint Housing Land Availability Studies (JHLAS) carried out in accordance with the requirements of Welsh Government guidance provided in TAN1.

## **3. General Issues**

- 3.1 An action plan has been agreed with the Internal Audit Section and is reproduced at Appendix A detailing action to-date in terms of addressing the recommendations of the audit report. Commentary on each recommendation is provided below:

### **Section 106 Register**

- 3.2 The action plan recommended that a public register of Section 106 Agreements should be made available as soon as possible.
- 3.3 In this respect it should be recognised that all S106 Agreements are registered as local land charges and are already available for public inspection in accordance with the requirements of Welsh Office Circular 13/97.

- 3.4 Whilst there does not appear to be a statutory requirement to maintain a separate register, in line with best practice at a number of Local Planning Authorities in Wales a register of Section 106 Agreements signed since 2008 has been placed on the Planning Services element of the Council's public web site. It is recommended that this is updated on a quarterly basis.

### **Case Files**

- 3.5 At the time of the audit inspection it was not possible to locate one manual paper file and it was noted that there appeared to be no mechanism in place to record the movement of files.
- 3.6 Since the introduction of the Idox Documents Management System in September 2013 all documents associated with new applications have been held electronically. Planning applications received since 2008 together with decision notices are also held electronically with all associated documents also held in paper format. Approximately 50,000 historic paper files are held in archived storage with a combination of paper and microfiche for applications received between 1987 and 1948.
- 3.7 Whilst historic files are in the process of being back scanned this is resource intensive and will require a significant commitment to complete given the volume held.
- 3.8 All files are, however, currently retrieved from and returned to archive by staff in the Business Support Team and held by the relevant case officer. An Excel based system has, however, been set up and is in the process of being trialed to ensure that the location of historic archive files is recorded.

### **Database Records**

- 3.9 As detailed above the HLA/S106 data base has been populated for applications dating back to May 2008. A procedure has been drafted and the system is being trialed to ensure details are entered onto the database upon issue of the relevant planning permission following completion of the S106 Agreement and notification by Legal Services.
- 3.10 As part of the proposed procedure an independent check of the details will also be carried out on a quarterly basis when the online S106 Register is updated.

### **Financial Contributions and Trigger Points**

- 3.11 Many financial contributions are made at different stages in the course of a development with trigger points identified in the relevant S106 Agreement. These are recorded within the HLA/S106 Database and in this respect the auditor found that all contributions in the sample tested could be satisfactorily traced.

- 3.12 It was noted, however, that there was no unique reference number to link the HLA/S106 Database to the General Ledger. This issue has been discussed with finance colleagues and a mechanism to include the planning application number within the General Ledger identified. This will be trialed upon receipt of the next S106 payment.
- 3.13 An independent reconciliation will also be carried out on a quarterly basis when the online S106 Register is updated in line with the recommendations of the Internal Audit Section.

### **Monitoring of Agreements**

- 3.14 As stated above a mechanism for the receipt and payment of S106 contributions has been in place for many years, however, in recognition of the need to secure a more robust monitoring process a central HLA/S106 Database has been procured by Planning Services and has been populated with data relating to all S106 Agreement signed since 2008.
- 3.15 Against this background a process for the receipt and payment of contributions has been drafted and will be trialed upon receipt of the next S106 payment to monitor agreements. On this basis S106 contributions will be received by Planning Services, entered onto the S106 database with finance, legal and the relevant Service Area being notified. All requests for payment to Service Areas will be authorised by Planning Services, and entered onto the database and finance and legal notified.
- 3.16 Whilst Finance have previously operated a system to record the receipt and payment of S106 contributions the above process will, it is considered, provide a robust mechanism to monitor this process via the HLA/S106 Database.

### **Completion Reports**

- 3.17 The HLA/S106 Database has the capacity to facilitate the generation of completion report, which will be produced on a quarterly basis when the S106 Register is updated. In addition annual reports on the performance of the Planning Service are already presented to Planning Committee and will in future include an update for members on S106 issues.

### **IT Controls**

- 3.18 Whilst there is no mechanism to prevent amendments to the system the HLA/S106 Database is backed up as part of the Authority's corporate backup routines and is password protected, restricting access to authorised personnel only.

## **Community Infrastructure Levy (CIL)**

- 3.19 The introduction of the CIL will likely follow the adoption of the Local Development Plan post 2017. The Authority does not (under current legislation) have to produce a CIL Schedule although work is ongoing in this respect by the Authority's LDP Team. The HLA/S106 database does, however, have the capacity to monitor S106 Agreements and the CIL. It is anticipated, however, that additional resources will be required to monitor CIL contributions and S106 Agreements should a CIL Schedule be adopted by the Authority.

## **4.0 Equality and Engagement Implications**

- 4.1 There are no direct equality implications arising from this report.

## **5. Financial Implications**

- 5.1 There are no financial implications associated with this report.

## **6. Legal Implications**

- 6.1 There are no legal implications associated with this report.

## **Background Papers:**

City & County of Swansea Final Audit Report – Economic Regeneration & Planning: Section 106 Agreements 2014/15.

## **Appendices:**

Appendix A – Section 106 Agreements Management Action Plan 2014/15.

**FINANCE DEPARTMENT – INTERNAL AUDIT SECTION**  
**SECTION 106 AGREEMENTS**  
**MANAGEMENT ACTION PLAN 2014/15**

REPORT REF	RECOMMENDATION	CLASS (HR, MR,LR, GP)	AGREED ACTION/ COMMENTS	RESPONSIBILITY FOR IMPLEMENTATION	ACTION
2.1	<p><u>Policies and Procedures</u></p> <p>c) In line with planning obligations a public register of Section 106 Agreements should be made available as soon as possible.</p>	LR	Agreed – web based approach to be considered.	Ryan Thomas/Richard Jones	All S106 Agreements are registered as local land charges and are available for public inspection in accordance with the requirements of Welsh Office Circular 13/97. A register of Section 106 Agreements signed since May 2008 has been placed on the Planning Web Site. This will be updated quarterly.



REPORT REF	RECOMMENDATION	CLASS (HR, MR,LR, GP)	AGREED ACTION/ COMMENTS	RESPONSIBILITY FOR IMPLEMENTATION	ACTION
2.2  2.2.1	<p data-bbox="459 300 629 327"><u>Applications</u></p> <p data-bbox="459 368 607 395">Case Files</p> <p data-bbox="459 408 483 435">c)</p> <p data-bbox="555 443 907 1118">All files and records should be efficiently stored on the system. All details of the location of files should be adequately recorded by the system with records detailing who has had access to files and when. The records should also detail when a file has been returned to the main storage. Alternatively due to the efficiency of the IDOX system consideration should be given to the storage of all records and files on the system.</p>	HR	Agreed – all files are now stored electronically on IDOX. The section is also in the process of back-scanning documents going back 5 years.	Ryan Thomas/Richard Jones	c) Since the introduction of the Idox Documents Management System in August 2013 all documents associated with new applications have been held electronically. Planning applications received since 2007, and decision notices, are held electronically with all associated documents also held in paper format. Approximately 50,000 historic paper files are held in achieve storage with a combination of paper and microfiche for applications received between 1989 and 1948.

					<p>Historic files are in the process of being back scanned as resources allow.</p> <p>All files are retrieved and returned by staff in the Business Support Team. An Excel based system is being trialed to record the location of historic archive files.</p>
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REPORT REF	RECOMMENDATION	CLASS (HR, MR,LR, GP)	AGREED ACTION/ COMMENTS	RESPONSIBILITY FOR IMPLEMENTATION	INTENDED IMPLEMENTATION DATE
2.2 cont'd					
2.2.2	<p>Database Records</p> <p>b) In order to use the database to its full potential all details of Section 106 Agreements should be entered onto the database in good time.</p> <p>c) An independent check should be made periodically to confirm that the Section 106 database is up to date</p>	<p>MR</p> <p>MR</p>	<p>Agreed – internal procedures to be finalised.</p> <p>Agreed – as above</p>	<p>Richard Jones/Nathan Evans</p> <p>Richard Jones/Nathan Evans</p>	<p>b) The S106 data base has been populated for applications dating back to May 2008. A procedure has been drafted and the system is being trialed to ensure details are entered onto the database when the decision notice is issued following notification by Legal that S106 Agreement has been signed.</p> <p>c) An independent check of the details will be carried out on a quarterly basis when the online S106 Register is updated.</p>

REPORT REF	RECOMMENDATION	CLASS (HR, MR,LR, GP)	AGREED ACTION/ COMMENTS	RESPONSIBILITY FOR IMPLEMENTATION	INTENDED IMPLEMENTATION DATE
2.3 cont'd					
2.3.2	Financial Contributions and Trigger Points				
	b)				
	iii. In order to enable the efficient cross checking of details between the Section 106 database and the General Ledger, a common reference should be used across both systems.	GP	Agreed – a process involving all relevant bodies i.e. Legal, Finance and Planning to be agreed.	Ryan Thomas/Richard Jones	b) The application number will be referenced in the “optional description” field upon receipt of payment and will appear in the Ledger. This will be trialed upon receipt of the next S106 payment.
	c) In order to ensure compliance with Section 106 Agreement i.e. income contributions are received and expenditure is made in accordance with the agreements, a periodic reconciliation between the details held on the database and the Agreements should be carried out by the Planning Control Section. In order to ensure a segregation of duties the reconciliation should be carried out independently of the person inputting the information onto the database.	MR	Agreed	Ryan Thomas/Richard Jones	c) An independent check of the details will be carried out on a quarterly basis when the online S106 Register is updated.

REPORT REF	RECOMMENDATION	CLASS (HR, MR,LR, GP)	AGREED ACTION/ COMMENTS	RESPONSIBILITY FOR IMPLEMENTATION	INTENDED IMPLEMENTATION DATE
2.4	<p><u>Monitoring of Agreements</u></p> <p>A system should be put into place to ensure that the terms and conditions of Section 106 Agreements are complied with including the payment of contributions and any subsequent expenditure made. Ideally any monitoring of contributions and work carried out should be carried out by the Planning Control Section due to their familiarity with such Agreements. However, if this is not possible it should be ensured that the system provides for relevant and up to date information to be reported to the Planning Control Section in order for the information to be promptly recorded on the Section 106 database.</p>	HR	Agreed – internal procedures to be defined.	Ryan Thomas/Richard Jones	A process has been drafted and will be trialed upon receipt of the next S106 payment. S106 contributions will be received by Planning Services, entered onto the S106 database legal, finance and the relevant Service Area notified. All requests for payment to Service Areas will be authorised by Planning Services, entered onto the database, legal and finance notified.

REPORT REF	RECOMMENDATION	CLASS (HR, MR,LR, GP)	AGREED ACTION/ COMMENTS	RESPONSIBILITY FOR IMPLEMENTATION	INTENDED IMPLEMENTATION DATE
2.5	<p><u>Completion Reports</u></p> <p>In line with best practice post completion reports and an annual report for Planning Committee should be produced to gauge the effectiveness of the system.</p>	LR	Agreed – report format to be defined and agreed.	Ryan Thomas/Richard Jones	<p>The HLA/S106 database has the capacity to facilitate the production of post completion reports which will be completed on a quarterly basis when the online S106 Register is updated. Annual reports on the performance of the Planning Service are presented to Planning Committee and will include S106 issues.</p> <p>The database is password protected and backed up as part of the Authority's corporate backup routine.</p>
2.7	<p><u>I.T. Controls</u></p> <p>b) The database should be held in a mode which prevents any amendments to the system either intentional or otherwise.</p>	LR	Agreed – to approach the software supplier for further guidance.	Ryan Thomas/Richard Jones	

REPORT REF	RECOMMENDATION	CLASS (HR, MR,LR, GP)	AGREED ACTION/ COMMENTS	RESPONSIBILITY FOR IMPLEMENTATION	INTENDED IMPLEMENTATION DATE
2.8	<p><u>Community Infrastructure Levy</u></p> <p>a) In line with 2.4 above, any system introduced as part of the monitoring process for Section 106 Agreements should also take into account the forthcoming CIL levy to ensure that all contributions are collected and spent correctly.</p>	LR	Agreed	Ryan Thomas/Richard Jones	The S106 database has the capacity to monitor S106 Agreements and CIL. CIL cannot be introduced until after the adoption of the LDP in 2017.

# Agenda Item 6



WALES AUDIT OFFICE  
SWYDDFA ARCHWILIO CYMRU

## Annual Improvement Report

Incorporating the Corporate Assessment Report 2014

## City and County of Swansea

Issued: June 2015

Document reference: 220A2015





This Annual Improvement Report incorporating the Corporate Assessment has been prepared on behalf of the Auditor General for Wales by Steve Barry and Samantha Spruce together with staff of PricewaterhouseCoopers under the direction of Jane Holownia.

**Huw Vaughan Thomas**  
**Auditor General for Wales**  
**Wales Audit Office**  
**24 Cathedral Road**  
**Cardiff**  
**CF11 9LJ**

The Auditor General is independent of government, and is appointed by Her Majesty the Queen. The Auditor General undertakes his work using staff and other resources provided by the Wales Audit Office Board, which is a statutory board established for that purpose and to monitor and advise the Auditor General. The Wales Audit Office is held to account by the National Assembly.

The Auditor General audits local government bodies in Wales, including unitary authorities, police, probation, fire and rescue authorities, national parks and community councils. He also conducts local government value for money studies and assesses compliance with the requirements of the Local Government (Wales) Measure 2009.

Beyond local government, the Auditor General is the external auditor of the Welsh Government and its sponsored and related public bodies, the Assembly Commission and National Health Service bodies in Wales.

The Auditor General and staff of the Wales Audit Office aim to provide public-focused and proportionate reporting on the stewardship of public resources and in the process provide insight and promote improvement.

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# Summary report

## Summary

- 1 In 2013-14, staff of the Wales Audit Office began a four-year cycle of corporate assessments of improvement authorities in Wales. This means that, in addition to an annual programme of improvement studies and audits of councils' approaches to improvement planning and reporting, each authority will receive an in-depth corporate assessment once during a four-year period. In the intervening years, we will keep track of developments through progress updates.
- 2 Our fieldwork for the corporate assessment focused on the extent to which arrangements are contributing to delivering improved service performance and outcomes for citizens. The corporate assessment sought to answer the following question: **'Is the Council capable of delivering its priorities and improved outcomes for citizens?'**
- 3 The Auditor General has concluded that: **the Council can demonstrate improvement across a range of key services and has developed a clear framework for managing future challenges.** He came to this conclusion because the Council:
  - a has a clear vision of what it wishes to achieve;
  - b has generally robust governance arrangements and is improving access to information about its scrutiny activity;
  - c can demonstrate improvements in a range of key services and recognises the need to accelerate the pace of improvement of its performance monitoring and management arrangements;
  - d has a strong track record of managing its budget and has established comprehensive arrangements for managing the financial challenges it faces in the future;
  - e has a Human Resource Strategy that provides a framework for people management but is inconsistently applied at service level; and
  - f has Asset management arrangements that are aligned with the delivery of the Council's change strategy but service business plans are not consistently incorporating property asset commitments and requirements.

## Proposals for improvement

Proposals for Improvement	
<b>P1</b>	Implement planned changes to the reporting arrangements for the key corporate priorities and identify a smaller number of outcomes intended to ensure delivery of the Council's new priorities.
<b>P2</b>	Ensure records of delegated decisions made by officers are accurately recorded.
<b>P3</b>	Increase the pace of implementation of improvements to performance reporting arrangements to provide a balanced range of readily accessible information that assists decision making.
<b>P4</b>	Ensure service business plans consistently incorporate workforce and asset management requirements as expected in corporate guidance.

## Introduction

- 4 Under the Local Government (Wales) Measure 2009 (the Measure), the Auditor General must report each year on how well Welsh councils, fire and rescue authorities, and national parks are planning for improvement in delivering their services. **Appendix 1** provides more information about the Auditor General's powers and duties under the Measure. With help from Welsh inspectorates, Estyn (for education), the Care and Social Services Inspectorate Wales (CSSIW), and the Welsh Language Commissioner we have brought together a picture of what each council or authority in Wales is trying to achieve, how it is going about it, and the progress the City and County of Swansea (the Council) has made since the Auditor General published his last annual improvement report. The report also draws on the Council own self-assessment. Finally, taking all this into account, the report concludes whether the Auditor General believes that the Council is likely to make arrangements to secure continuous improvement for 2014-15.
- 5 We do not undertake a comprehensive annual review of all Council arrangements or services. The conclusions in this report are based on our cumulative and shared knowledge and the findings of prioritised work undertaken this year.
- 6 Given the wide range of services provided and the challenges facing the Council, it would be unusual if we did not find things that can be improved. The Auditor General is able to:
  - a make proposals for improvement – we make such proposals in this report and we will follow up what happens;
  - b make formal recommendations for improvement – if a formal recommendation is made the Council must prepare a response to that recommendation within 30 working days. We find no reason to make such recommendations;
  - c conduct a special inspection and publish a report and make recommendations. We find no reason to conduct such an inspection; and
  - d recommend to Ministers of the Welsh Government that they intervene in some way. We find no reason to make such a recommendation.
- 7 We want to find out if this report gives you the information you need and whether it is easy to understand. You can let us know your views by e-mailing us at [info@audit.wales](mailto:info@audit.wales) or writing to us at 24 Cathedral Road, Cardiff, CF11 9LJ.

## Detailed Report

The Council can demonstrate improvement across a range of key services and has developed a clear framework for managing future challenges



## The Council has a clear vision of what it wishes to achieve

- 8 Cabinet members and senior managers we spoke to were clear about what they wished to achieve and referred to the 'top five' priorities of the Council as the drivers for the achievement of that vision. The following priorities were adopted by the Cabinet in January 2015:
  - a Safeguarding vulnerable people
  - b Improving pupil attainment
  - c Creating a vibrant and viable city and economy
  - d Tackling Poverty
  - e Build sustainable communities
- 9 Our survey of senior managers and focus groups indicated that most were aware of the move to five key priorities.
- 10 In recent years a range of different documents have been produced, each setting out specific objectives and each having had an influence over service activity:
  - a The **One Swansea Plan** published in 2013. The Single Integrated Plan setting out the priorities of the Local Service Board (LSB) expressed as six 'population outcomes'. This is updated annually and in 2014 a delivery statement was produced identifying 21 activities across a wide range of services provided by the Council and its partners.
  - b **Standing up for a Better Swansea**, the Council's previous Corporate Improvement Plan 2013-17 included nine improvement objectives. There are clear connections between most of these objectives and those in One Swansea and the majority of measures used to assess performance are shared.
  - c The 10 Policy Commitments of the Labour administration adopted by the Council in July 2012. Most are reflected in the nine improvement objectives in the Corporate Plan but by July 2014 officer reports were describing and reporting against 106 activities as 'policy commitments'.
  - d **Sustainable Swansea – Fit for the Future** (Sustainable Swansea) adopted as a strategy in October 2013 with the delivery programme being adopted in July 2014. The response of the Council to ensuring that it is able to effectively manage a future when the resources it has available to meet local needs will be severely reduced. This strategy is supported by a clear governance framework and includes four work-streams with 14 delivery strands.
  - e The Council is amongst the first in Wales in seeking to embed sustainable development principles into its decision making and activity and was one of the first councils in Wales to report publicly about the topic. The Sustainable Development Policy has 10 aims and seven priority areas and the Council has identified four key challenges it needs to resolve to drive its policy objectives. The majority of these can be linked with the work-streams within the 'Sustainable Swansea' programme.



- 11 Taken together Sustainable Swansea and the Corporate Plan provide a vision of what the Council wishes to achieve in terms of its internal operations and for its citizens and the means by which it intends to manage the challenges it faces now and in the future. The declaration of the ten policy commitments and publicly reporting progress against these commitments represents good practice – but instead of focussing on the intended outcomes of these policy commitments review arrangements have become too focussed on activity tracking.
- 12 The issue facing the Council is that, over time, additional activities have been included in reports which are not only diverting attention from its key priorities but have also resulted in time consuming reporting against a plethora of activities – rather than the results being achieved. This does however offer the Council the opportunity to end time consuming reporting arrangements in favour of the more succinct reporting processes being developed.
- 13 The Council has recently adopted its Corporate Plan for 2015-2017 and has included the measures of progress by which it intends to establish whether its priorities are being met. These measures do not yet consistently meet the intentions proposed in the ‘scorecard’ system being introduced.

**Exhibit 1 – Positive Practice – Sustainable Development**

Swansea was one of the first Welsh local authorities to publicly report on sustainable development performance, initially focusing on energy consumption and carbon emissions.

The Council’s Sustainable Development Policy was first adopted in 2006 and amended in 2012. It sets out the vision for a sustainable Swansea, defining sustainable development as ‘Development that meets the needs of the present without compromising the ability of future generations to meet their own needs.’ The approach aims to ensure all Council actions and policies are sustainable, by integrating economic, social and environmental goals, whilst pursuing the Community Strategy’s objectives. The Policy sets out 10 aims and seven priority areas.

The Policy is supported by the Sustainable Development Framework which provides information on sustainable development and what it means to the Council in the context of national and local drivers. It sets out a five year action plan for improvements to achieve the Sustainable Development Policy’s vision and aims.

The establishment of a specific focus on integrating the principles into decision making and implementation has enabled the Council to identify the gaps it needs to address in order to discharge its policy. Addressing these gaps is integrated within the Council’s planning framework.

**Proposals for improvement**

Proposals for Improvement	
<b>P1</b>	Implement planned changes to the reporting arrangements for the key corporate priorities and identify a smaller number of outcomes intended to ensure delivery of the Council’s new priorities.



## The Council has generally robust governance arrangements and is improving access to information about its scrutiny activity

- 14 Good governance should result in good management, good performance, good stewardship of public money, good public engagement and ultimately, good outcomes (The Good Governance Standard for Public Services, OPM & CIPFA, 2005). Good governance provides a framework of accountability to users, stakeholders and the wider community, within which organisations take decisions and achieve set objectives.

### Cabinet Members are held to account through a number of mechanisms

- 15 The Council has clear mechanisms for holding Cabinet Members to account, this includes the agreement of, and monitoring achievement against, portfolio objectives of each Cabinet member by the Leader of the Council. These portfolio objectives are also fed through to those of senior officers and integrated into service planning. Individual Cabinet Members also attend the Scrutiny Programme Committee on a rolling programme to present their own reports and respond to questions, and, on request may attend scrutiny panels.

### Exhibit 2 – Positive Practice – Question Time

The Council provides formal opportunities for members of the public and councillors to pose questions at Cabinet meetings, and for the public to pose questions at Council meetings.

### Roles and responsibilities in decision-making processes are clear but records of delegated decisions made by officers are not as transparent as intended

- 16 The Council's constitution sets out responsibilities and roles in relation to decision-making and governance and has been recently updated. Whilst officers and members were content with the levels of delegation in the constitution, a number felt that there was potential to further streamline decision-making by increasing the number of decisions that could be taken through delegated powers.
- 17 The Council publishes forward work programmes for Council, Cabinet and Scrutiny and the scrutiny function employs a number of methods to raise awareness of its work through social media and the preparation of the Scrutiny Dispatches publication. The Council also commits where possible to publish agendas/papers for Cabinet and Council meetings seven days in advance of meetings which is better than the statutory minimum requirement. At formal committee meetings the agenda also includes a clear explanation of why it is necessary to exclude the press and public from part of a meeting.

- 18 The Council does not have a corporate record or publish records of executive decisions delegated to officers. There is a section on the Council's website that indicates it includes a list of such decisions taken by officers, however this has not been populated, a search of the 'decisions taken' shows no results, and could lead to a conclusion that no decisions have been taken. This arrangement thus lacks the intended transparency and should the Council decide to increase levels of delegation the recording and publication of decisions will have greater importance.

**The Council's scrutiny structure enables a flexible and focussed approach and access to information about scrutiny activity has improved in recent months**

- 19 The Council's scrutiny structure consists of a formal Scrutiny Programme Committee, performance panels and time limited inquiry panels. The structure is intended to enable a more flexible response to issues through the establishment of time limited inquiry panels and affords members the opportunity to participate in the scrutiny of topics that matches their areas of interest.
- 20 However, because the performance panels and inquiry panels are not regarded as 'formal' parts of the Council business at the time of this assessment details of their meetings were not publicised on the Council's website in the same way as other formal meetings. This meant there was a lack of access to information about proceedings and to the information provided to panel members. This meant that the way in which councillors dealt with that information and the results being achieved could not be readily assessed. Whilst some information about activity was subsequently recorded in the Scrutiny Programme Committee minutes, access to specific information was difficult unless the date that an item had been considered was already known – this included difficulty in identifying the programme of proposed activity.
- 21 In recent months the Council has been taking steps to improve access to the information about its scrutiny work. Scrutiny Dispatches are being published explaining current inquiries and a Scrutiny Reports Library provides better access to the reports produced by inquiry panels. Social media is also being used to raise awareness of scrutiny activity.
- 22 The Scrutiny Programme Committee has also approved an action plan that has the potential to improve communication and engagement with scrutiny. There are also clear processes in place for reporting the outputs of scrutiny work and for following up and monitoring the implementation of recommendations, as well as the responsibilities of the Cabinet in responding to recommendations. The Scrutiny Programme Board has also approved proposals to improve the impact of scrutiny including for example by establishing measurable outcomes at the start inquiries.

- 23 Cabinet Advisory Committees were being introduced at the time of this assessment. The constitution refers to functions of the Cabinet Advisory Committees as being:
- a to advise the relevant Cabinet Member as appropriate on matters relating to the Policy Commitments adopted by Council within any portfolio; and
  - b to advise and support the work of the Cabinet and the Council as a whole advising the relevant Cabinet Member on potential changes to Policy and the delivery of major service change and alignment with the direction in **Sustainable Swansea - Fit for the Future**.
- 24 The constitution also includes detailed terms of reference for the Scrutiny functions. Both members and officers recognised the need for effective coordination and operational clarity regarding these arrangements because of the potential for duplication in their work both in terms of the subject matter they examine and the methods they employ to undertake the work. For example the scrutiny programme committee amongst other roles has a role in contributing to corporate and partnership policy and strategy, conducting in depth inquiries into service and policy areas, involving the public in service improvement and policy development and as a 'critical friend' in undertaking pre-decision scrutiny.
- 25 Cabinet Advisory Committees have a role in 'advising the relevant Cabinet Member on potential changes to Policy.' In undertaking their role Cabinet Advisory Committees ways of working described in the constitution are similar to the methods employed by scrutiny functions and can include 'holding enquiries, going on site visits, conducting public surveys, holding public meetings, commissioning research, hearing from witnesses and appointing advisors and assessors.'

### The Council has a clear strategy for the development of skills of councillors

- 26 The Council has adopted a learning and development strategy for councillors that sets out a detailed and phased approach to learning and development including a description of how learning needs will be identified and how learning activities will be evaluated. As expected councillors sitting on certain committees such as the Licensing Panel or the Appointments Committee are required to undergo specific training before taking part in proceedings. An annual programme of training and development activities for councillors is in place that gathers views about the quality of training and development.
- 27 Members were generally positive about the support they received. The Standards Committee has also been pro-active in meeting with group leaders and reports annually to council on the work it has undertaken. It also intends to report shortly on the outcomes of its recent meetings with group leaders.

- 28 Members held mixed views on the extent to which the Council had provided support and training to assist them to discharge their roles on outside bodies. Some members felt they had received support from the Council whilst others felt they had not received sufficient support/training on their role.
- 29 Child Protection training is provided for all school staff, governors and school volunteers on a rolling programme. Corporate Safeguarding Training has also been supplied to staff in Social Services and partner organisations and school staff and to some elected members. However, the levels of attendance by some elected members who are school governors has been relatively low.
- 30 We included a survey questionnaire as part of our study of safeguarding arrangements at all Councils in 2014. At that time the Council was below the survey average for the number of people who had received training on safeguarding in the previous six months – 23 per cent at the Council compared with our survey average of 32 per cent. The Council also had proportionally more people who responded indicating they had never received safeguarding training, 15 per cent compared with our all-Wales average of 10 per cent. The Council intends to make safeguarding training mandatory for all. Consequently, a new schedule of safeguarding training sessions started in the summer of 2014 for elected members, executive managers, third-tier managers, fourth-tier managers and all front-line employees.

#### **Whistleblowing arrangements are adequate and the Council's policy has recently been updated**

- 31 The Council does not currently have any reported whistleblowing cases, however it has adequate internal arrangements to administer and record cases as and when they do arise. In April 2015 the Whistleblowing Policy document was up-dated to include more information about the role and contact details of external regulators.
- 32 It is positive that the Council has established clear internal responsibility for whistleblowing within the HR function and that whilst limited, some publicity and briefings have been carried out internally on the importance of this and other HR policies.

#### **Governance arrangements for safeguarding are adequate and the Council is undertaking further improvements to the checks it makes to ensure policies are being put into practice**

- 33 A Corporate Safeguarding Policy is in place and a Corporate Safeguarding Operational Group monitors its application, which reports quarterly to the Corporate Executive Board and the Public Protection Executive Board. There is a well established Local Authority Designated Officer (LADO) post within children's Services in Social Services and in Education. The Council's emphasis on improving childcare practice standards, coupled with its adoption of the UN Charter on the Rights of the Child, has ensured that safeguarding has a very high profile in the Council.

- 34 Safeguarding is identified as a key corporate risk. The annual review of the Corporate Risk Register in December 2013 identified a series of actions to manage risk which are being co-ordinated by the Corporate Safeguarding Operational Group. In addition, each service area has a risk register which is reviewed on a monthly basis.
- 35 Monitoring and reporting on safeguarding is mainly undertaken through the Children’s Services monthly performance report. The Council recognised that performance reporting arrangements were not comprehensive because they focussed too much on social services and education and is acting to ensure evaluation of performance in other Council services is undertaken and that the Internal Audit service considers assessment of the application of policy when developing its work programme priorities.
- 36 We have provided the Council with a separate report about its safeguarding arrangements that includes proposals for improvement. We will be following up progress during 2015-16.

### Proposals for improvement

#### Proposals for Improvement

**P2** Ensure records of delegated decisions made by officers are recorded.

## The Council can demonstrate improvements in a range of key services and recognises the need to accelerate the pace of improvement of its performance monitoring and management arrangements

The adoption of the 'scorecard' system of performance reporting will provide the Council with a more effective means of evaluating and managing performance but the pace and quality of implementation at service level is variable

- 37 Last year we said that the Council, in recognition of weaknesses in its performance reporting arrangements, was "reviewing and changing its corporate performance management arrangements". A process of briefing managers on a revised approach that had the potential to provide clearer information about results being achieved and the resources deployed began with Results Based Activity (RBA) workshops for managers in November 2012. This was further refined during November 2013 by senior managers into an intention to produce balanced scorecards.
- 38 The Council informs us that it intends to introduce improved corporate quarterly reporting for 2015-16. The Council recognises that Members have been receiving reports that contain a high volume of data with insufficient information to judge the quality or effectiveness of service. The timing of reporting to members (usually some 10 weeks after the end of the period covered by the data) and limitations in the information (absence of clear, intended standards and the resources deployed) means it is too late to inform significant decision making by members.
- 39 In recent years the Council has dedicated significant time to developing service managers' knowledge of balanced scorecard methods as well as developing an associated structure and guidance for service business plans. Since the completion of the RBA workshops in early 2013 service business plans have been expected to be structured around RBA principles and to identify the outcomes intended from activity described within the plans. Plans that we reviewed show there to have been mixed success. Some showed clear application of expectations but in others there remained a focus on activity rather than outcomes. The Council proposes to review all service business plans for 2015-16 in June 2015 and use an internal "peer review" process as a means of securing consistency in the quality of plans for the future.
- 40 The intended development of the performance reporting arrangements has the potential to provide better, more accessible information that will assist decision making by providing a clearer picture of the results achieved against expectations with the resources deployed. Greater urgency needs to be given to the establishment of a consistent and robust arrangement throughout key activities to support the decisions the Council will be making in the future.

### Proposals for improvement

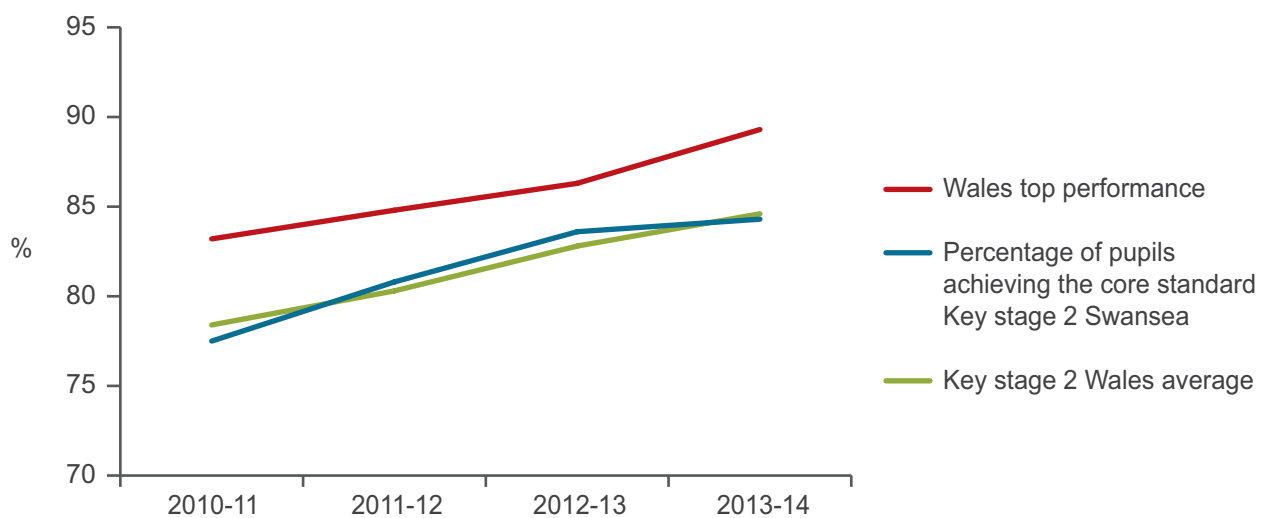
#### Proposals for Improvement

- P3** Increase the pace of implementation of improvements to performance reporting arrangements to provide a balanced range of readily accessible information that assists decision making.

**Whilst real terms expenditure has reduced in recent years, education results have been generally improving and the Council is managing surplus school places effectively**

- 41 Reflecting its priorities the Council has sought to provide a degree of protection to education budgets as part of its overall savings strategy. However taking account of inflation real terms outturn expenditure on education fell by £1,767,000<sup>1</sup> in 2013-14 compared to outturn expenditure in 2011-12 .
- 42 The Council has reduced the level of surplus spaces in its schools, in 2010, there were 103 primary and secondary schools in Swansea, with 17.8 per cent of places unfilled. By 2014, the number of schools had reduced to 94, and net surplus places had fallen to 12.5 per cent.
- 43 Pupils in Swansea’s secondary schools consistently achieve GCSE results that are well above that which might be expected when compared with other schools across Wales with similar levels of deprivation. In 2014 (the most recent year for which comparative data is available), 59.1 per cent of 16 year old pupils achieved five or more good GCSE passes that included English or Welsh (first language) and mathematics, above the average for Wales of 55.4 per cent. Eight out of 14 secondary schools were in the top quartile and one in the bottom quartile for this indicator when compared with schools elsewhere in Wales with similar levels of deprivation. Also proportionally fewer pupils are leaving Swansea schools without a qualification than the Welsh average.
- 44 Key stage 2 results have been improving steadily since 2010 and exceeded the Welsh average in 2014. This performance is better than can be expected when compared with other schools across Wales with similar levels of deprivation.

**Exhibit 3 – Key stage 2 results have been improving**

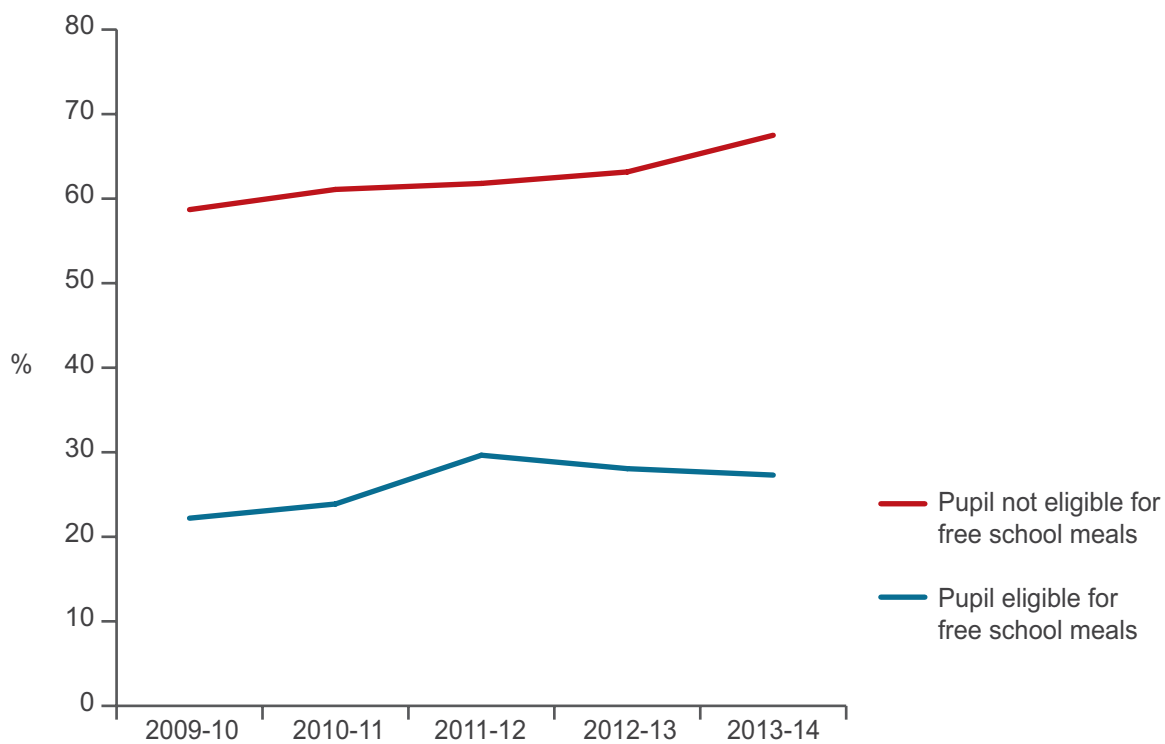


Source: Local Government Data Unit InfoBaseCymru

<sup>1</sup> As measured by Treasury GDP deflators April 2015

45 The Council aims to improve pupil attainment. When considering results in schools a pupils' eligibility for free school meals is used as a means of identifying those pupils relatively more deprived than others. In Swansea the difference between levels of performance for those pupils who are eligible for free school meals and those who are not has been widening in recent years and is currently greater than the average for Wales.

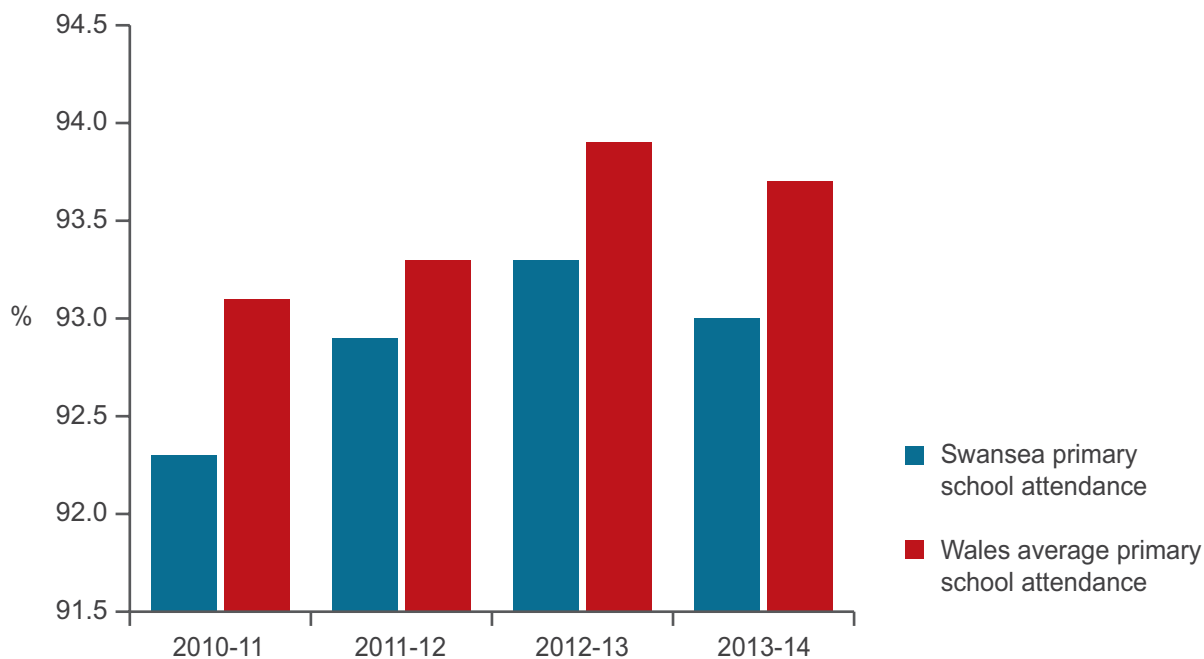
Exhibit 4 – The gap between pupils in receipt of free school meals who achieved five or more good GCSE passes and those who are not is beginning to widen



Source: Local Government Data Unit InfoBaseCymru

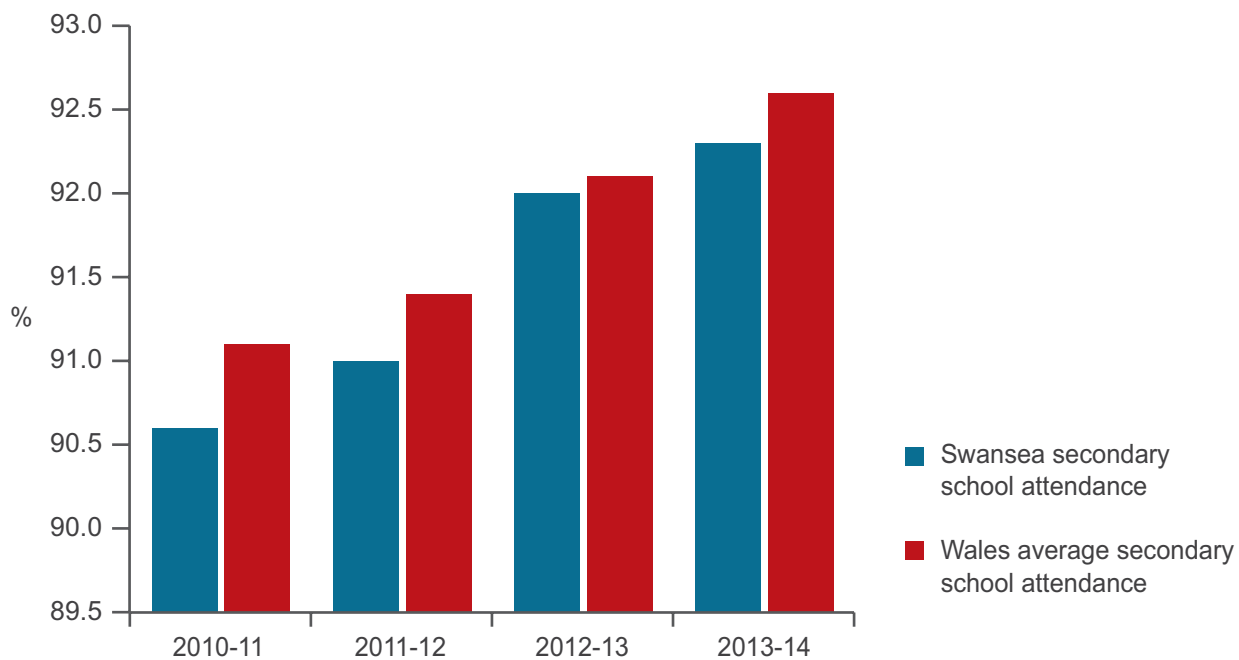


Exhibit 5 – Primary school attendance has not improved consistently and remains below the Wales average



Source: Local Government Data Unit InfoBaseCymru

Exhibit 6 – Secondary school attendance is improving but remains below the Wales average



Source: Local Government Data Unit InfoBaseCymru

## The Care and Social Services Inspectorate Wales found that the Council was improving performance whilst taking steps to improve culture and self-evaluation

- 46 The CSSIW regulates social care and social services in Wales. CSSIW provides independent assurance about the quality and availability of social care in Wales. The CSSIW Performance Evaluation Report 2013-14 for the Council was published in October 2014 a copy can be obtained via the CSSIW website [www.cssiw.org.uk](http://www.cssiw.org.uk).
- 47 The CSSIW considered that the Council was improving performance whilst taking steps to improve culture and self-evaluation. It identified that social services had a clear direction which was supported by corporate plans and a strategic framework.
- 48 CSSIW also found that the Council was making significant progress with its plans for transformational change within adult and children's services and had gained strong political and corporate support for the changes being undertaken.
- 49 Worthy of note is that whilst some NSIs identified comparative weaknesses in performance in Childrens' Services the CSSIW highlighted positive practice in this area. This was because the Council had placed greater emphasis upon early intervention and prevention to ensure children and families were able to gain access to timely help and support and reduce the need for more complex statutory services.
- 50 In adult services CSSIW considered that in terms of delivery, the transformation of adult social services had realised positive results in that the balance of care had moved from the longer stay residential care model to one that was community based and focussed on re-ablement. The Council had invested its resources in a model of social care which was outcome focussed and was promoting prevention and early intervention in order to support and optimise independence for people. Services were working to identify and support strengths rather than focusing solely on need, building individual resilience and that of the local community. CSSIW considered this to be a refreshing and positive approach which empowered people to maintain their independence, their voice and control.
- 51 Reflecting its priority to safeguard vulnerable people, the Council has protected social services when seeking budget savings and whilst savings have been expected, in real terms, revenue expenditure increased by £5.8 million<sup>2</sup> between 2011-12 and 2013-14.

<sup>2</sup> As measured by Treasury GDP deflators April 2015

## Despite real terms budget reductions the Council has been achieving improvements against key environmental indicators

52 'Local environmental services' include environmental health; waste collection and disposal; street cleansing, and cemeteries, cremation and mortuary services. Generally local environmental services have not been protected when setting budget savings targets in the past and it is anticipated that, along with other non-prioritised service areas, savings in the region of 50 per cent of controllable budget will be required in the future. In real terms, revenue outturn expenditure on local environmental services reduced by £1.46 million<sup>3</sup> (5.4 per cent) over the period 2011-12 to 2013-14.

## The Council has sustained improvement against key environment indicators in recent years

- 53 National Strategic Indicators (NSIs) and PAMs have been established that cover the Welsh Government's strategic priorities or because they reflect issues of importance. The Council can demonstrate sustained improvement in:
- a the reduction in the amount of waste going to landfill and an increase in the proportion of waste re-cycled (Wales ranking being 18<sup>th</sup> and 16<sup>th</sup> of 22 Councils in 2013-14);
  - b the proportion of food establishments inspected that are broadly compliant with food hygiene standards (Wales ranking being 14<sup>th</sup> of 22 Councils); and
  - c the percentage of fly tipping incidents cleared within five working days (Wales ranking being 18<sup>th</sup> of 22 Councils).

## Despite reduced budgets and staff numbers the Council is generally delivering environmental health services at the highest levels

54 The Chartered Institute of Environmental Health and the all Wales Heads of Environmental Health Group has, through its Best Practice Standards, sought to further define the range of statutory and discretionary environmental health services delivered by councils in Wales<sup>4</sup>. The standards are subject to regular review and update to take account of changes in statutory guidance; the impact of new legislation or case law; and to reflect new ways of delivering services. The standards define activity in each of the service areas and set out the characteristics that constitute: a minimum standard service; a good standard of service; and best practice in each of the areas. These broadly reflect the statutory obligations for all environmental health services covering 11 areas of activity.

<sup>3</sup> As measured by Treasury GDP deflators April 2015

<sup>4</sup> Chartered Institute of Environmental Health Wales and all Wales Heads of Environmental Health Group, Best Practice Standards, October 2013.

- 55 Council expenditure on these specific elements of the environmental health service has fallen by 2.8 per cent over the period 2011-12 to 2013-14. This was not as much as the Wales average of 4.18 per cent. The budget falling from £2,804,798 in 2011-12 to £2,726,300 in 2013-14. In addition, the Council underspent against its environmental health budget in 2011-12 by 17.9 per cent and by 4.88 per cent in 2012 13.
- 56 The number of staff employed by the Council to deliver environmental health services fell from 57 full time equivalents in 2011-12, to 55.3 in 2013-14. The Council has seen a fall of 25 per cent in the number of Managers/Team leaders, whilst the number of qualified Environmental Health Officers has increased by almost 10 per cent.
- 57 In most environmental health areas the Council is delivering services that are above minimum standard. Overall, the Council is delivering:
- a 47.5 per cent of environmental health services to the highest standard compared to an Wales average of 37 per cent;
  - b 34.2 per cent assessed as being delivered to a good standard compared to an all Wales average of 30 per cent;
  - c 13.3 per cent at the minimum standard of service set compared to an all Wales average of 22 per cent; and
  - d five per cent below the minimum standard (or the standard is not measured by the Council) compared to an all Wales average of 11 per cent.

**The Council has reinforced its commitment to respond positively to the needs of Welsh speakers by strengthening the Welsh language service provided**

- 58 The role of the Welsh Language Commissioner (WLC) was created by the Welsh Language (Wales) Measure 2011. It is expected that new powers to impose standards on organisations will come into force through subordinate legislation by at the end of 2014. Until that time, the WLC will continue to review Welsh language schemes by virtue of powers inherited under the Welsh Language Act 1993, and will enforce standards by investigating statutory complaints, making decisions on statutory investigations, maintaining a register of enforcement action, and imposing civil penalties when appropriate.
- 59 The WLC works with all councils in Wales to inspect and advise on the implementation of language schemes. It is the responsibility of councils to provide services to the public in Welsh in accordance with the commitments in their language schemes. Every council is committed to providing an annual monitoring report to the Welsh Language Commissioner outlining its performance in implementing the language scheme. The Welsh Language Commissioner analyses every monitoring report, provides a formal response and collects further information as required.

60 A partial profile of the language skills of the workforce was created as a consequence of conducting staff equality survey. A draft Linguistic Skills Framework has been agreed, however, the Authority decided to delay its adoption until the Welsh Language Standards have been introduced. The Equality Committee visited frontline workplaces, and noted that steps should be taken in order to strengthen the Welsh language service provided. This highlighted the need to provide basic language training for front-line staff, but little progress was made during the year. The Authority intends to introduce a new bilingual version of its public website by the autumn of 2014. The Council reinforced its commitment to respond positively to the needs of Welsh speakers with the launch of Swansea Standard, a list of the values adopted by the organisation to ensure that customers receive the best possible service possible.

## The Council has a strong track record of managing its budget and has established comprehensive arrangements for managing the financial challenges it faces in the future

### The Council has robust strategic financial planning arrangements but early scrutiny involvement has been limited

- 61 In 2013-14 the Council's gross revenue expenditure was £558,283,000. The Council is implementing a range of actions across all services to achieve a target of £26.2 million savings in 2014-15. Our survey of senior managers and members found that over 95 per cent of respondents strongly agreed or agreed that they were clear about the overall financial position of the Council. The Council is planning to achieve further savings of £21 million in 2015-16.
- 62 The financial challenges facing the Council are set to continue. In February 2015 the up-dated medium term financial plan (MTFP) estimated that future financial reductions, combined with increasing service pressures and demand, will require further savings totalling £86 million over the three financial years ending in 2018-19.
- 63 The MTFP provides the Council with a context for future decision making when it sets its annual budget and council tax. Sustainable Swansea provides the strategy and framework by which the Council intends to achieve the necessary savings and improve the means by which the Council is able to evaluate current delivery and explore options for alternatives in the future.
- 64 The MTFP also highlights the need for a clear focus on the remaining total budget of £737 million to ensure that expenditure is clearly directed towards achievement of the Councils' priorities and that expectations of services and relative priorities are clearly stated. This need is reflected in the MTFP by the inclusion of budget principles and service budget priorities.
- 65 The Council's **Corporate Improvement Plan 2013-2017** provides its overall vision and aims. The link between this and **Sustainable Swansea** is somewhat unclear, which the Council intends to strengthen with the development of the 2015-16 Corporate Plan. It acknowledges that further improvements should be made to strengthen links between key strategies.
- 66 Financial planning is led by the Budget Review Steering Group and formalised departmental meetings. This structure supports the 'Sustainable Swansea' programme. A Strategic Finance team is now also in place to focus on financial planning and to work with directorates to develop work programmes to achieve the level of savings needed. A more collaborative approach to financial planning is developing whereby finance officers are working with services rather than it being purely a central finance function. However, the involvement of scrutiny in financial planning has been limited to date and the Council recognises this as a function to be improved for 2015-16.

### The Council has a track record of balancing its budget and is refining its arrangements for reviewing delivery of planned savings

- 67 Since 2011-12 the Council achieved its savings targets. This has been through arrangements that identified the overall sum required and managed delivery of savings within its overall budget. In each of these years, service budgets were supported if necessary, by using a contingency fund to manage service overspends. This use of the contingency fund was planned and predicted in order to address volatility of spend in certain service areas, such as in Looked After Children (LAC). For 2014-15 the Council allocated an increased budget to those services that had 'overspent' in the past in order to emphasise the responsibility of individual services for the management of their expenditure. This service based increase was made available by reallocating the amount that had been previously held in the contingency fund.
- 68 Further improvements to ensure savings are secured in relation to specific proposals have been made through the introduction of a savings 'tracking' tool for 2014-15. This focuses on implementation of specific savings decisions (rather than simply identifying if a sum of money has been saved) and aims to record both the level of savings that have been realised during the year, and to help forecast the level of savings that are expected to be achieved in the remainder of the year.

### The Council has a savings strategy based upon realistic assumptions of what can be achieved in the short, medium and longer term

- 69 Through Sustainable Swansea, the Council is committed to changing the design and delivery of services and to a fundamentally different approach to demand management and early intervention. The Council recognises that achieving savings as a result of this approach will take time and significant savings from some of these work streams will not be realised until later years. Consequently, the majority of the savings in the current year 2014-15 and next year 2015-16 will continue to be from efficiency savings.
- 70 The Sustainable Swansea delivery programme has four work streams:
- a Efficiency; aiming to ensure services are as efficient as they can be before services are cut. With a timeline for implementation over the next one to three years.
  - b New models of delivery; moving to other models of delivery which can provide better outcomes and/or cheaper costs. With a timeline for implementation over the next two to five years.

- c Prevention; investing in early intervention and demand management to reduce costs and achieve better outcomes. With a timeline for implementation over the next three to 10 years.
  - d Stopping services; Ending the provision of services that are not core purpose or do not deliver worthwhile outcomes. With a timeline for implementation over the next one to three years.
- 71 The work streams are supported by 14 'delivery strands' and planned savings arising from these activities are estimated over a three year period having regard to the relative ease or difficulty in implementing change.
- 72 The Council is investing in service transformation and has set up a fund of £1.7 million to support service redesign and change costs. The Executive Board has agreed a number of proposals to support the change process by funding work stream secondments, temporarily filling posts of people re-deployed and providing short term additional capacity.

**The introduction of revised financial monitoring tools has improved risk management by highlighting threats to the achievement of savings plans**

- 73 The Council has clear proposals in place to meet the majority of its savings targets 2014-15 and is taking appropriate steps to deliver them. The implementation of the savings 'tracking tool' has identified those elements of the savings plan that will not be achieved in 2014-15. Compensating plans have been put in place and the application of this new monitoring arrangement has highlighted the level of risk associated with the overall achievement of specific savings plans which will assist future risk management.
- 74 During 2014-15, the Council undertook a review of other savings options. Heads of Service were required to identify additional options which could potentially reduce budgets by 20 per cent, in order to achieve an overall target of £75 million in savings over the next three years. All services were involved, including 'protected' services in Schools and Education (15 per cent savings) and both Children's and Adults Social Care Services (15 per cent savings). Reducing the level of savings required from these other budgets means that Corporate Services and the Place Directorate will need to save around 50 per cent of their controllable budgets to meet the overall target.



**A new ICT strategy has been adopted which provides a framework for the future and an assessment of the resource required to drive implementation is underway**

- 75 The Council recognises that ICT is a key element for supporting the delivery of 'Sustainable Swansea' and at the time of our assessment was in the process of establishing new 'in-house' arrangements for the support and development of ICT functions.
- 76 An ICT strategy for 2014-2019 was adopted in September 2014 which together with a business operating model for 2016-2018 provides a framework for the future. The strategy has the potential to support improvement and an implementation plan is being developed to support delivery.
- 77 Savings at service level to date have involved 20 per cent reduction of the IT revenue budget from £10.05 million in 2012-13 to £7.8 million in 2014-15. Savings have been achieved through rationalising IT contracts, replacing an ageing IT infrastructure and through voluntary severance of employment. The number of staff involved in the service has reduced from 68 staff in 2012-13 to 53 in 2014-15. Further staff reductions are scheduled during 2015-16 to meet savings targets.

## The Human Resource Strategy provides a framework for people management but is inconsistently applied at service level

The Human Resource and Workforce Strategy recognises the need for effective workforce management but workforce planning is not yet consistently integrated into service business plans

- 78 The Council's **Human Resource and Workforce Strategy** (the Strategy) 2013–2017 was updated in October 2014. The Strategy intends 'to transform people performance in Swansea and enable the organisation to manage change effectively and align its Strategies and Plans to workforce management and planning activities'.
- 79 A key aim of the Strategy is to ensure that the Council 'has the right people, in the right place at the right time'. The intent is to enable managers to establish 'effective workforce and succession planning' and to develop managers who are 'confident and capable ... who enable and support their teams through effective, safe and healthy workforce management practices'. The strategy also aims to support and motivate employees by ensuring they understand 'where they fit in the wider organisation and delivering improved services'.
- 80 Since 2008 the Council has been developing arrangements to support managers to improve workforce and succession planning. However, progress has been slow and workforce planning activities are not yet integrated in all service plans. Activity to date has focused on the provision of guidance, a tool kit, a template and data to enable managers to analyse the gender and age profile of the workforce within a service area and integrate with annual business planning. Service Business Planning Guidance for 2015-16 expects all services to include workforce planning as one of four key principles although current Plans show inconsistency in adhering to guidance.

A new appraisal process based on appropriate competencies has been adopted but the Council lacks efficient means to readily determine if appraisals are being carried out effectively

- 81 A new competency based appraisal system came into force in April 2013 and is currently being implemented within the Council. Appropriate key competencies have been adopted that are related to jobs, pay and reward and promote the behaviours required from staff and managers. The Council is also integrating 'change competencies' into appraisal framework.
- 82 A **Managing Employee Performance** policy was developed in October 2013 and at the time of this assessment training was being provided to managers. This policy has features of good practice and has the potential to support managers to more effectively identify and manage poor or under performance.

- 83 The Council lacks a corporate ICT system that enables it to take an overview of the effectiveness of appraisal activity. Systems vary across services and the Council is dependent upon manual systems to bring together management information. The Council does not undertake monitoring or quality sampling of completed appraisals and is unable to readily undertake any quality control or identify those managers who may have development needs in this area.
- 84 Generally the transition from manual to electronic transactional activity for human resources functions has been slow, with online payslips and expenses being implemented but timesheets and annual leave recording still being dependent upon manual systems.

#### Overall levels of sickness absence have been reducing since 2011-12

- 85 The Council has developed a **Corporate Health, Safety and Well Being Action plan 2013-2016**, which contains advice and support designed to manage sickness absence and improve staff well-being. The Council has set a target to reduce long term sickness absence by 10 per cent against 2013-14 levels and Heads of Service are expected to incorporate sickness absence into their business plans 2014-2016.
- 86 Since 2011-12 the number of working days lost due to sickness absence has fallen from 11.55 days to 8.79 days per full time equivalent staff.

## Asset management arrangements are aligned with the delivery of the Council's change strategy but service business plans are not consistently incorporating property asset commitments and requirements

- 87 The Council has an Asset Management Plan covering the period 2013–2017 (the Plan) which shows the Council owns major land and buildings valued at approximately £600 million. The Plan stresses the need to dispose of property, generate capital receipts and provide suitable accommodation but it does not reflect upon the costs of maintaining such a large property portfolio and whether this aligns with new Council priorities and represents value for money.
- 88 Assets form one of the delivery strands within the 'Efficiency' work stream of Sustainable Swansea. Activities of the Corporate Building and Property Service are integrated within Sustainable Swansea, for example considering the impact of agile working on the Council's property needs, and Area Reviews including the Community Transfer of assets.
- 89 Services are expected to identify their asset requirements as part of their service business planning process. Good practice would expect inclusion of key land and buildings details currently used by each service; future land and buildings requirements; and other issues such as maintenance costs and access. The service business plans we reviewed had little if any reference to property assets.
- 90 Property performance is reported in different formats at different times of the year such as:
- a progress reports on asset strands of Sustainable Swansea to the Efficiency Board;
  - b provision of a high level balanced score card on service performance to the Place, Performance and Financial Monitoring Panel;
  - c high level performance information on capital programme and land and property disposal target achievements to Budget Review Steering Group;
  - d information reports to the Accommodation and Asset Management Working groups; and
  - e for the Council's Executive when a decision regarding the Property Portfolio is required.
- 91 The estimated total backlog maintenance costs now stands at £268 million and has reduced from over £360 million. The Council has achieved a 35 per cent reduction over and above inflationary increases. This positive impact of the Council's Property Strategy on property condition has not been reported to Cabinet in the last year and is not reflected in standard quarterly reporting.

### Proposals for improvement

#### Proposals for Improvement

- P4** Ensure service business plans consistently incorporate workforce and asset management requirements as expected in corporate guidance.

# Appendices

## Appendix 1 – Status of this report

The Local Government (Wales) Measure 2009 (the Measure) requires the Auditor General to undertake an annual improvement assessment, and to publish an annual improvement report, for each improvement authority in Wales. This requirement covers local councils, national parks, and fire and rescue authorities.

This report has been produced by staff of the Wales Audit Office on behalf of the Auditor General to discharge his duties under section 24 of the Measure. The report also discharges his duties under section 19 to issue a report certifying that he has carried out an improvement assessment under section 18 and stating whether, as a result of his improvement plan audit under section 17, he believes that the authority has discharged its improvement planning duties under section 15.

Improvement authorities are under a general duty to ‘make arrangements to secure continuous improvement in the exercise of [their] functions’. Improvement authorities are defined as local councils, national parks, and fire and rescue authorities.

The annual improvement assessment is the main piece of work that enables the Auditor General to fulfil his duties. The improvement assessment is a forward-looking assessment of an authority’s likelihood to comply with its duty to make arrangements to secure continuous improvement. It also includes a retrospective assessment of whether an authority has achieved its planned improvements in order to inform a view as to the authority’s track record of improvement. The Auditor General will summarise his audit and assessment work in a published Annual Improvement Report for each authority (under section 24).

The Auditor General may also in some circumstances carry out special inspections (under section 21), which will be reported to the authority and Ministers, and which he may publish (under section 22). An important ancillary activity for the Auditor General is the co-ordination of assessment and regulatory work (required by section 23), which takes into consideration the overall programme of work of all relevant regulators at an improvement authority. The Auditor General may also take account of information shared by relevant regulators (under section 33) in his assessments.

## Appendix 2 – Certificate of compliance

### Audit of City and County of Swansea's 2014-15 Improvement Plan

#### Certificate

I certify that I have audited the City and County of Swansea's (the Council) Improvement Plan in accordance with section 17 of the Local Government (Wales) Measure 2009 (the Measure) and my Code of Audit Practice.

As a result of my audit, I believe that the Council has discharged its duties under section 15(6) to (9) of the Measure and has acted in accordance with Welsh Government guidance sufficiently to discharge its duties.

#### Respective responsibilities of the Council and the Auditor General

Under the Measure, the Council is required to prepare and publish an Improvement Plan describing its plans to discharge its duties to:

- a make arrangements to secure continuous improvement in the exercise of its functions;
- b make arrangements to secure achievement of its improvement objectives; and
- c make arrangements to exercise its functions so that any performance standard specified by Welsh Ministers is met.

The Measure requires the Council to publish its Improvement Plan as soon as is reasonably practicable after the start of the financial year to which it relates, or after such other date as Welsh Ministers may specify by order.

The Council is responsible for preparing the Improvement Plan and for the information set out within it. The Measure requires that the Council has regard to guidance issued by Welsh Ministers in preparing and publishing its plan.

As the Council's auditor, I am required under sections 17 and 19 of the Measure to carry out an audit of the Improvement Plan, to certify that I have done so, and to report whether I believe that the Council has discharged its duties to prepare and publish an Improvement Plan in accordance with statutory requirements set out in section 15 and statutory guidance.

## Scope of the Improvement Plan audit

For the purposes of my audit work I will accept that, provided an authority meets its statutory requirements, it will also have complied with Welsh Government statutory guidance sufficiently to discharge its duties.

For this audit I am not required to form a view on the completeness or accuracy of information, or whether the Improvement Plan published by the Council can be achieved. Other assessment work that I will undertake under section 18 of the Measure will examine these issues. My audit of the Council's Improvement Plan, therefore, comprised a review of the plan to ascertain whether it included elements prescribed in legislation. I also assessed whether the arrangements for publishing the plan complied with the requirements of the legislation, and that the Council had regard to statutory guidance in preparing and publishing its plan.

The work I have carried out in order to report and make recommendations in accordance with sections 17 and 19 of the Measure cannot solely be relied upon to identify all weaknesses or opportunities for improvement.

**Huw Vaughan Thomas**  
**Auditor General For Wales**

CC: Lesley Griffiths, Minister for Local Government and Government Business  
Huw Lloyd Jones, Manager  
Helen Keatley, Performance Audit Lead

## Audit of the City and County of Swansea's assessment of 2013-14 performance

### Certificate

I certify that I have audited City and County of Swansea's (the Council) assessment of its performance in 2013-14 in accordance with section 17 of the Local Government (Wales) Measure 2009 (the Measure) and my Code of Audit Practice.

As a result of my audit, I believe that the Council has discharged its duties under sections 15(2), (3), (8) and (9) of the Measure and has acted in accordance with Welsh Government guidance sufficiently to discharge its duties.

### Respective responsibilities of the Council and the Auditor General

Under the Measure, the Council is required to annually publish an assessment which describes its performance:

- a in discharging its duty to make arrangements to secure continuous improvement in the exercise of its functions;
- b in meeting the improvement objectives it has set itself;
- c by reference to performance indicators specified by Welsh Ministers, and self-imposed performance indicators; and
- d in meeting any performance standards specified by Welsh Ministers, and self-imposed performance standards.

The Measure requires the Council to publish its assessment before 31 October in the financial year following that to which the information relates, or by any other such date as Welsh Ministers may specify by order.

The Measure requires that the Council has regard to guidance issued by Welsh Ministers in publishing its assessment.

As the Council's auditor, I am required under sections 17 and 19 of the Measure to carry out an audit to determine whether the Council has discharged its duty to publish an assessment of performance, to certify that I have done so, and to report whether I believe that the Council has discharged its duties in accordance with statutory requirements set out in section 15 and statutory guidance.



## Scope of the audit

For the purposes of my audit work I will accept that, provided an authority meets its statutory requirements, it will also have complied with Welsh Government statutory guidance sufficiently to discharge its duties.

For this audit I am not required to form a view on the completeness or accuracy of information. Other assessment work that I will undertake under section 18 of the Measure may examine these issues. My audit of the Council's assessment of performance, therefore, comprised a review of the Council's publication to ascertain whether it included elements prescribed in legislation. I also assessed whether the arrangements for publishing the assessment complied with the requirements of the legislation, and that the Council had regard to statutory guidance in preparing and publishing it.

The work I have carried out in order to report and make recommendations in accordance with sections 17 and 19 of the Measure cannot solely be relied upon to identify all weaknesses or opportunities for improvement.

**Huw Vaughan Thomas**  
**Auditor General for Wales**

CC: Leighton Andrews, Minister for Public Services

Steve Barry, Manager

Samantha Spruce, Performance Audit Lead

## Appendix 3 – Annual Audit Letter

Councillor Rob Stewart – Leader

City and County of Swansea  
Civic Centre  
Oystermouth Road  
Swansea  
SA1 3SN

Dear Councillor Stewart

### **Annual Audit Letter – City and County of Swansea 2013-14**

This letter summarises the key messages arising from my statutory responsibilities under the Public Audit (Wales) Act 2004 as the Appointed Auditor and my reporting responsibilities under the Code of Audit Practice.

The Council complied with its responsibilities relating to financial reporting and use of resources

It is the Council's responsibility to:

- put systems of internal control in place to ensure the regularity and lawfulness of transactions and to ensure that its assets are secure;
- maintain proper accounting records;
- prepare a Statement of Accounts in accordance with relevant requirements; and
- establish and keep under review appropriate arrangements to secure economy, efficiency and effectiveness in its use of resources.

The Public Audit (Wales) Act 2004 requires me to:

- provide an audit opinion on the accounting statements;
- review the Council's arrangements to secure economy, efficiency and effectiveness in its use of resources; and
- issue a certificate confirming that I have completed the audit of the accounts.

Local authorities in Wales prepare their accounting statements in accordance with the requirements of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom. This code is based on International Financial Reporting Standards. On 30 September 2014, I issued an unqualified audit opinion on the accounting statements confirming that they present a true and fair view of the Council's and the Pension Fund's financial position and transactions. My report is contained within the Statement of Accounts. The key matters arising from the accounts audit were reported to members of the Audit Committee in my Audit of Financial Statements report on 17 September 2014, and a more detailed report will follow in due course.

**I am satisfied that the Council has appropriate arrangements in place to secure economy, efficiency and effectiveness in its use of resources**

My consideration of the Council's arrangements to secure economy, efficiency and effectiveness has been based on the audit work undertaken on the accounts as well as placing reliance on the work completed as part of the Improvement Assessment under the Local Government (Wales) Measure 2009. The Auditor General will highlight areas where the effectiveness of these arrangements has yet to be demonstrated or where improvements could be made when he publishes his Annual Improvement Report.

The Council is continuing to improve its financial management arrangements so that it is able to address the financial challenges ahead.

The Auditor General is currently conducting a Corporate Assessment of the Council and our findings will be shared with management in due course.

**I have not yet issued a certificate confirming that the audit of the accounts has been completed**

When I issued my audit opinion, on 30 September 2014, I was not able to issue a certificate confirming that the audit of the accounts had been completed because the Pension Fund's Annual Report had not been finalised. On 26 November 2014, I issued an unqualified opinion with regard to the consistency of the accounting statements with the Pension Fund's Annual Report.

A certificate confirming that the audit of accounts has been completed is to be issued following the Council's approval of the accounting statements, in accordance with regulation 11 of the Accounts and Audit (Wales) regulations.

**My work to date on certification of grant claims and returns has not identified significant issues that would impact on the 2014-15 accounts or key financial systems**

My annual grant report for 2012-13 confirmed that 44 grant claims were certified by PwC. Of those 16 were unqualified without amendment, 15 claims were amended following our audit, seven claims were certified with a qualification and six claims were amended and qualified. A detailed report on my grant certification work for 2013-14 will follow in March 2015 once this year's programme of certification work is complete.

The financial audit fee for 2013-14 is currently expected to be in line with the agreed fee set out in our report to Cabinet on 23 September 2014.

Yours sincerely

**Kevin Williams (PwC)**

For and on behalf of the Appointed Auditor  
Cc Mr Jack Straw – Chief Executive



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# Agenda Item 7

## Report of the Section 151 Officer

Audit Committee – 18 August 2015

### DRAFT STATEMENT OF ACCOUNTS 2014/15

Purpose: The report presents the Draft Statement of Accounts for 2014/15 and is presented to the Audit Committee for Information and Review.

Report Author: Mike Hawes

Finance Officer: Mike Hawes

Legal Officer: Tracey Meredith

Access to Services Officer: Sherill Hopkins

#### FOR INFORMATION

## 1. Background

1.1 Legislation requires the Council to produce an annual Statement of Accounts in respect of each Financial year as follows:-

- **By 30<sup>th</sup> June** following the year to which the Accounts relate – Accounts to be drafted and signed by the Section 151 Officer
- **By 30<sup>th</sup> September** following the year to which the Accounts relate the Accounts are required to be audited and approved by Council

1.2 The Draft Accounts for 2014/15 have been prepared and were signed by the Section 151 Officer on 29<sup>th</sup> June 2015. A copy is appended at Appendix 'A' to this report

1.3 The Accounts have been formally presented to the Council's auditors – PWC – who have commenced the audit of the Accounts.

1.4 As part of the audit process the Accounts will be made available for inspection by the public for a four week period during August/early September 2015.

## 2. Form and content of the Statement

2.1 The form and content of the report is largely set out in the CIPFA code of practice which forms the basis of best practice in accordance with legislation.

### **3. Equality and Engagement Implications**

- 3.1 There are no equality and engagement issues associated with this report; any relevant items within the budget for the past two years have been subject to the Equality Impact Assessment process and all resulting reports are available at [www.swansea.gov.uk/eia](http://www.swansea.gov.uk/eia).

### **4. Legal Implications**

- 4.1 There are no legal implications.

### **5. Financial Implications**

- 5.1 There are no financial implications.

## **FOR INFORMATION**

**Background papers:** *Accounts and Audit Regulations*  
*Cipfa Accounting Code of Practice*

**Appendices:** Appendix 'A' – Draft Statement of Accounts 2014/15.

# Statement of Accounts 2014/15



City and County of Swansea ● Dinas a Sir Abertawe



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# INTRODUCTION



The City and County of Swansea is located on the South Wales Coast and is one of twenty two current unitary local authorities providing local government services in Wales.

The area of the Authority includes the Gower peninsula, designated as Britain's first area of outstanding natural beauty.

Approximately 240,300 people live within the boundaries of the Authority of which:

- 41,500 are aged under 16
- 52,400 are of pensionable age
- 21,300 are aged 75 years and over



The County has a mixed agricultural and industrial economy. The City sits at the mouth of the River Tawe, from which its Welsh name, Abertawe, derives.

This Statement of Accounts is one of a number of publications, which include the revenue and capital budgets, produced to comply with the law and designed to provide information about the Authority's financial affairs.

Copies of these accounts can be obtained from:

The Head of Finance and Delivery  
City and County of Swansea  
Civic Centre  
Swansea  
SA1 3SN

## **EXPLANATORY FOREWORD**

The main elements of this Statement of Accounts comprise:-

- \* The Movement in Reserves Statement which shows the movement in the year on the different reserves held by the Authority, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and other reserves.
- \* The Comprehensive Income and Expenditure Statement, which shows the income from, and spending on, Authority services for the year. It also shows how much money we get from the Welsh Government, business ratepayers and Council taxpayers together with the net deficit / surplus for the year.
- \* The Balance Sheet, showing a snapshot of the Authority's financial position at the 31st March 2015.
- \* The Cash Flow Statement, which shows transactions for the year on a cash basis rather than on an accruals basis.
- \* The notes to the accounts, incorporating the main accounting policies which show the basis on which we have prepared the accounts and the accounting principles the Authority has adopted. The notes also offer further analysis of items appearing in the main financial statements.
- \* The Housing Revenue Account (HRA) Income and Expenditure Statement, which shows income from, and spending on, Council housing for the year. This account is stated separately as required by statute although the overall results are incorporated into the Authority's Comprehensive Income and Expenditure Statement.
- \* The Group Accounts, which show the consolidated accounts of the Authority and its group companies.
- \* The Pension Fund accounts, which show all contributions received and benefits paid for the year together with a snapshot of the financial position of the fund at the year end.
- \* The Certificate and Statement of Responsibilities of the Head of Finance and Delivery who is the responsible officer for the production of the statement.
- \* The Annual Governance Statement, which gives an indication of the arrangements for and effectiveness of internal control procedures within the Authority.
- \* The auditor's opinion and certificate relating to the Statement of Accounts.

## ***EXPLANATORY FOREWORD***

**We incur two main types of expenditure – revenue expenditure and capital expenditure.**

**Revenue expenditure** covers spending on the day to day costs of our services such as staff salaries and wages, maintenance of buildings and general supplies and equipment. This expenditure is paid for by the income we receive from Council taxpayers, business ratepayers, the fees and charges made for certain services, and by the grants we receive from Government.

**Capital expenditure** covers spending on assets such as roads, redevelopment and the major renovation of buildings. These assets will provide benefits to the community for several years and the expenditure is largely financed by borrowing, capital grants and the sale of fixed assets. Amounts borrowed for capital purposes are repaid in part each year as part of our revenue expenditure.

During 2014/15 the Authority made use of a capitalisation directive totalling £10.1 million which allows the Authority to treat as capital expenditure sums incurred in setting equal pay claims which would otherwise been charged directly to revenue.

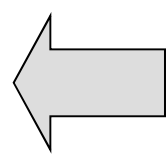
Sources of borrowing utilised include the Public Works Loan Board (PWLB) and capital markets. The PWLB is a Government agency which provides longer-term loans to local authorities.

# EXPLANATORY FOREWORD

## Revenue spending in 2014/2015

	£'m	%
Revenue support grant	241.8	33
Non domestic rates	76.4	10
Council tax (including Reduction Scheme)	95.0	13
Other income (rents, fees and charges, specific grants)	324.3	44
	<u>737.5</u>	<u>100</u>

**Where our money comes from**



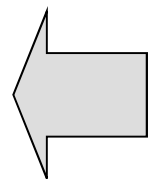
**What we spend it on**



	£'m	%
Employees	319.0	44
Capital charges	33.0	4
Running costs	351.3	48
Precepts/Levies	29.3	4
Reserve transfers	4.9	0
	<u>737.5</u>	<u>100</u>

	£'m	%
Education & Children's Services	285.9	39
Adult Social Services	101.1	14
Highways/transport	43.1	6
Culture & related services	42.6	6
Environmental and regulatory services	34.7	5
Planning services	20.4	3
Housing	169.7	23
Precepts/levies	29.3	4
Reserve transfers	4.9	0
Other	5.8	0
	<u>737.5</u>	<u>100</u>

**And the services it provides**



# **EXPLANATORY FOREWORD**

## **Authority services**

The revenue outturn position of the Authority for 2014/15 resulted in an increase in expenditure on services of £1.6m compared to adjusted budget. In addition, the revenue outturn position reflects a further £4.073m of one off expenditure on an invest to save basis, that was met from the Authority's contingency fund primarily to fund early retirement and voluntary redundancy costs as the Authority seeks to reduce its operating costs and adjust to reducing grant levels.

The net underspend on Services reflects forecast and known pressures within both Social Services and Education budgets which have been reflected in 2015/16 budget proposals.

## **Other budget variations**

Other budget savings during the year arose from reductions in capital repayments and interest charges (£0.340m) and increased income from Council Tax (£1.192m), together with income derived from interest on tax refunds previously granted totalling £1.7m.

The above resulted in a higher overall use of the Contingency Fund than was forecast in the third quarter financial monitoring report.

## **Housing Revenue Account**

The Housing Revenue Account of the Authority is a ring fenced account dealing exclusively with income and expenditure arising from the Authority's housing stock. For 2014/15 there was a net increase in HRA reserves at year end of £3.168m (2013/14 net increase £0.009m).

Details of the annual Revenue, Capital and HRA outturn reports can be found on the agenda of the Council's Cabinet for the meeting on 16th July 2015.

# EXPLANATORY FOREWORD

## Capital spending in 2014/15

	£'000
External borrowing	32,266
Government grants	29,545
European grants	6,521
Other grants/contributions	1,728
Capital receipts	2,123
Revenue and reserves	18,084
Financing of previous years	1,484
	<u>91,751</u>

*Where our money comes from*

*What services we spend it on*

*Some of the assets it provided*

	£'000
Corporate Services	11,209
Place Services	64,490
People Services	16,052
	<u>91,751</u>

Corporate Services	£'000	Place Services	£'000
IT hardware and services	1,109	<b>Highways and Transportation</b>	
	10,100	Street Lighting	3,485
<b>People Services</b>		Highways Carriageways	4,607
<b>Education</b>		Morfa Road	1,238
Morrison Comprehensive	4,271	Road Safety Traffic	1,009
Burlais school rebuild	5,941	Townhill SRIC	515
Gowerton school rebuild	2,193	Bridges & Retaining Walls	819
Primary school extensions (Newton, Glyncollen, Penllergaer)	1,395		
Flying Start schemes	646	<b>Economic Development</b>	
Schools capital maintenance	3,151	Boulevard road works	3,859
		Felindre infrastructure works	861
<b>Place Services</b>		Swansea Market Roof works	1,149
<b>Housing</b>		Vibrant & Viable Places Schemes	3,256
HRA BISF Houses	2,200		
HRA Door/window renewals	1,732	<b>Other Services</b>	
HRA Adaptation works	3,007	Glyn Vivian refurbishment	2,647
HRA Boiler replacements	2,645	Guildhall refurbishment	2,374
HRA Weatherproofing	7,649	Dylan Thomas Exhibition	747
HRA Security works	821	Other Buildings Capital Maintenance	1,401
HRA Kitchens & Bathrooms	4,046		
Housing Disabled Facilities Grants	3,983		
Sandfields Renewal Area	110		
Housing other grants/loans	1,355		

## **EXPLANATORY FOREWORD**

The Authority maintains a number of provisions and reserves. Provisions are disclosed in Note 20 on pages 82 and 83. The information regarding reserves are disclosed in the Movement in Reserves Statement on pages 11 to 13 and Note 7 on page 61.

Provisions are amounts included in the accounts as liabilities where there has been a past event which is likely to result in a financial liability but where there is uncertainty over timing and the precise value of the liability that has been incurred. It is therefore the Authority's best estimate of the financial liability as at 31st March 2015.

The Council holds Earmarked Reserves for specific purposes, together with a level of General Reserves which are available to support overall Council expenditure. However, due to the nature, size and complexity of the Council's operations, and in particular the potential for short term volatility in terms of elements of income and expenditure, it is prudent to maintain a level of General Reserves sufficient to meet anticipated and known financial risks.

At the end of the year, the Authority's revenue reserve balances amounted to £86.181m (2013/14 £82.108m), reflecting an increased level of schools delegated reserves (+ £2.479m) plus increases in other minor areas.

### **International Accounting Standard 19 Employee Benefits (IAS 19)**

The Accounts comply with the requirements of the above standard in that they reflect in the revenue accounts the current year cost of pension provision to employees as advised by the Authority's actuary. The Statements also contain, within the Balance Sheet, the actuary's assessment of the Authority's share of the Pension Fund liability as at 31st March 2015 and the reserve needed to fund that liability.

The pension fund liability that is disclosed within the Balance Sheet is the total projected deficit that exists over the expected life of the fund. This deficit will change on an annual basis dependent on the performance of investments and the actuarial assumptions that are made in terms of current pensioners, deferred pensioners and current employees.

The fund is subject to a 3 yearly actuarial valuation which assesses the then state of the pension fund and advises the various admitted bodies on the appropriate rate of employers contributions that needs to be made in order to restore the fund to a balanced position over a period of time. The contribution rate used in 2014/15 relates to the valuation undertaken on 31st March 2013.

The Local Government Pension Scheme is a statutory scheme and, as such, benefits accruing under the scheme can only be changed by legislation. The Department for Communities and Local Government legislated for a new scheme which commenced in April 2014 which was designed to have a material and beneficial effect on the projected cost of the scheme over future years.

### **Group Accounts**

The 2014/15 Statement contains Group Accounts which show the consolidated position of the City & County of Swansea and its subsidiary/related companies.



# **EXPLANATORY FOREWORD**

## **Changes in the form and content of the Statement**

The Statement has been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2014/15. The code is published by the Chartered Institute of Public Finance and Accountancy (CIPFA).

The 2014/15 Code of Practice on Local Authority Accounting did not introduce significant changes therefore there is no restatement or additional disclosures.

The Authority has removed the Group Accounts section from the Statement of Accounts. The Authority still prepares Group Accounts so the main statements for the Group companies now follow each of the Authority's main statements. The majority of the disclosures in relation to Group Accounts are in Note 31 Related Parties and Note 32 Group Accounts.

## **Financial outlook for the Authority.**

On 24th February 2015 the Authority approved a medium term financial plan which highlighted potential revenue shortfalls rising from £35.094m in 2016/17 to £85.090m in 2018/19.

That report also contained a range of potential service specific savings options including cumulative reductions in management, supervision and administrative employee costs, assets, third party spend, income and charging together with the potential remodelling of service delivery across some areas of the Authority's activities.

Notwithstanding the information contained within the medium term financial plan, it is clear that the financial outlook for the Authority in terms of Central Government funding and support for both Revenue and Capital expenditure is likely to significantly reduce in the short/medium term in line with the UK Government austerity measures.

Whilst the precise details of funding available for 2016/17 and beyond have not been announced current indications are that an overall reduction in support of circa 30% is quite feasible. The Authority is already undertaking initial work to plan for such reductions.

The Authority continues to face a challenging agenda following the introduction of an equal pay compliant pay and grading structure from 1st April 2014 (which has yet to be fully embedded), development of regional partnership arrangements in line with Welsh Government policy, and compliance with any legislative and other changes including planned Local Authority reorganisation.

On 17th June 2015 the Minister for Public Services announced the Welsh Government's preference for the future configuration of Local Government in Wales. In Swansea's case, this would be a ministerial preference for a combined Swansea and Neath Port Talbot.

At this stage it is too early to form any view as to the potential impact of these proposals, nor what any final outcome may eventually be, but is clearly of significance for the Authority as a whole.

## **Further information**

You can get more information about the accounts from the Head of Finance and Delivery, City and County of Swansea, Civic Centre, Swansea, SA1 3SN.

## ***MOVEMENT IN RESERVES STATEMENT***

This Statement shows the movement in the year on the different reserves held by the Authority, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and unusable reserves.

The Surplus or (Deficit) on the Provision of Services line shows the true economic cost of providing the Authority's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund Balance and the Housing Revenue Account for council tax setting and dwellings rent setting purposes.

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

## MOVEMENT IN RESERVES STATEMENT

2013/14	General Fund Balance £'000	Earmarked General Fund Reserves £'000	Housing Revenue Account £'000	Capital Receipts Reserve £'000	Capital Grants Unapplied £'000	Total Usable Reserves £'000	Unusable Reserves £'000	Total Authority Reserves £'000
<b>Balance at 31 March 2013</b>	<b>13,155</b>	<b>52,022</b>	<b>13,958</b>	<b>10,763</b>	<b>25,163</b>	<b>115,061</b>	<b>45,102</b>	<b>160,163</b>
<b>Movement in reserves during 2013/14</b>								
(Deficit) on the provision of services	-23,625	0	-730	0	0	-24,355	0	-24,355
Other Comprehensive Income and Expenditure	0	0	0	0	0	0	240,665	240,665
<b>Total Comprehensive Income and Expenditure</b>	<b>-23,625</b>	<b>0</b>	<b>-730</b>	<b>0</b>	<b>0</b>	<b>-24,355</b>	<b>240,665</b>	<b>216,310</b>
Adjustments between accounting basis & funding basis under regulations (Note 6)	26,942	0	1,088	1,044	-3,182	25,892	-25,892	0
<b>Net Decrease/Increase before Transfers to Earmarked Reserves</b>	<b>3,317</b>	<b>0</b>	<b>358</b>	<b>1,044</b>	<b>-3,182</b>	<b>1,537</b>	<b>214,773</b>	<b>216,310</b>
Transfers from / to Earmarked Reserves (Note 7)	-3,317	2,964	-349	702	0	0	0	0
<b>Increase/Decrease in 2013/14</b>	<b>0</b>	<b>2,964</b>	<b>9</b>	<b>1,746</b>	<b>-3,182</b>	<b>1,537</b>	<b>214,773</b>	<b>216,310</b>
<b>Balance at 31 March 2014 carried forward</b>	<b>13,155</b>	<b>54,986</b>	<b>13,967</b>	<b>12,509</b>	<b>21,981</b>	<b>116,598</b>	<b>259,875</b>	<b>376,473</b>

## MOVEMENT IN RESERVES STATEMENT

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2014/15	General Fund Balance £'000	Earmarked General Fund Reserves £'000	Housing Revenue Account £'000	Capital Receipts Reserve £'000	Capital Grants Unapplied £'000	Total Usable Reserves £'000	Unusable Reserves £'000	Total Authority Reserves £'000
<b>Balance at 31 March 2014 brought forward</b>	<b>13,155</b>	<b>54,986</b>	<b>13,967</b>	<b>12,509</b>	<b>21,981</b>	<b>116,598</b>	<b>259,875</b>	<b>376,473</b>
<b>Movement in reserves during 2014/15</b>								
(Deficit) on the provision of services	-39,425	0	-339	0	0	-39,764	0	-39,764
Other Comprehensive Income and Expenditure	0	0	0	0	0	0	66,740	66,740
<b>Total Comprehensive Income and Expenditure</b>	<b>-39,425</b>	<b>0</b>	<b>-339</b>	<b>0</b>	<b>0</b>	<b>-39,764</b>	<b>66,740</b>	<b>26,976</b>
Adjustments between accounting basis & funding basis under regulations (Note 6)	40,330	0	3,443	490	-1,016	43,247	-43,247	0
<b>Net Decrease/Increase before Transfers to Earmarked Reserves</b>	<b>905</b>	<b>0</b>	<b>3,104</b>	<b>490</b>	<b>-1,016</b>	<b>3,483</b>	<b>23,493</b>	<b>26,976</b>
Transfers to/from Earmarked Reserves (Note 7)	-1,700	1,700	64	-64	0	0	0	0
<b>Decrease/Increase in Year</b>	<b>-795</b>	<b>1,700</b>	<b>3,168</b>	<b>426</b>	<b>-1,016</b>	<b>3,483</b>	<b>23,493</b>	<b>26,976</b>
<b>Balance at 31 March 2015 carried forward</b>	<b>12,360</b>	<b>56,686</b>	<b>17,135</b>	<b>12,935</b>	<b>20,965</b>	<b>120,081</b>	<b>283,368</b>	<b>403,449</b>

## GROUP MOVEMENT IN RESERVES STATEMENT

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2013/14

	General Fund Balance £'000	Earmarked General Fund Reserves £'000	Housing Revenue Account £'000	Capital Receipts Reserve £'000	Capital Grants Unapplied £'000	Total Usable Reserves £'000	Unusable Reserves £'000	Total Authority Reserves £'000	Authority's Share of Subsidiaries, Associates and Joint Ventures £'000	Total Group Reserves £'000
<b>Balance at 31 March 2013 carried forward</b>	<b>13,155</b>	<b>52,022</b>	<b>13,958</b>	<b>10,763</b>	<b>25,163</b>	<b>115,061</b>	<b>45,102</b>	<b>160,163</b>	<b>5,330</b>	<b>165,493</b>
<b>Movement in reserves during 2013/14</b>										
Surplus or (deficit) on the provision of services	-23,625	0	-730	0	0	-24,355	0	-24,355	4,244	-20,111
Other Comprehensive Income and Expenditure	0	0	0	0	0	0	240,665	240,665	0	240,665
<b>Total Comprehensive Income and Expenditure</b>	<b>-23,625</b>	<b>0</b>	<b>-730</b>	<b>0</b>	<b>0</b>	<b>-24,355</b>	<b>240,665</b>	<b>216,310</b>	<b>4,244</b>	<b>220,554</b>
Adjustments between accounting basis & funding basis under regulations	26,942	0	1,088	1,044	-3,182	25,892	-25,892	0	0	0
<b>Net Increase/Decrease before Transfers to Earmarked Reserves</b>	<b>3,317</b>	<b>0</b>	<b>358</b>	<b>1,044</b>	<b>-3,182</b>	<b>1,537</b>	<b>214,773</b>	<b>216,310</b>	<b>4,244</b>	<b>220,554</b>
Transfers to Earmarked Reserves	-3,317	2,964	-349	702	0	0	0	0	0	0
<b>Decrease/Increase in 2013/14</b>	<b>0</b>	<b>2,964</b>	<b>9</b>	<b>1,746</b>	<b>-3,182</b>	<b>1,537</b>	<b>214,773</b>	<b>216,310</b>	<b>4,244</b>	<b>220,554</b>
<b>Balance at 31 March 2014 carried forward</b>	<b>13,155</b>	<b>54,986</b>	<b>13,967</b>	<b>12,509</b>	<b>21,981</b>	<b>116,598</b>	<b>259,875</b>	<b>376,473</b>	<b>9,574</b>	<b>386,047</b>

## GROUP MOVEMENT IN RESERVES STATEMENT

2014/15	General Fund Balance £'000	Earmarked General Fund Reserves £'000	Housing Revenue Account £'000	Capital Receipts Reserve £'000	Capital Grants Unapplied £'000	Total Usable Reserves £'000	Unusable Reserves £'000	Total Authority Reserves £'000	Authority's Share of Subsidiaries, Associates and Joint Ventures £'000	Total Group Reserves £'000
<b>Balance at 31 March 2014 brought forward</b>	<b>13,155</b>	<b>54,986</b>	<b>13,967</b>	<b>12,509</b>	<b>21,981</b>	<b>116,598</b>	<b>259,875</b>	<b>376,473</b>	<b>9,574</b>	<b>386,047</b>
Movement in reserves during 2014/15										
Deficit on the provision of services	-39,425	0	-339	0	0	-39,764	0	-39,764	-34	-39,798
Other Comprehensive Income and Expenditure	0	0	0	0	0	0	66,740	66,740	0	66,740
<b>Total Comprehensive Income and Expenditure</b>	<b>-39,425</b>	<b>0</b>	<b>-339</b>	<b>0</b>	<b>0</b>	<b>-39,764</b>	<b>66,740</b>	<b>26,976</b>	<b>-34</b>	<b>26,942</b>
Adjustments between group accounts & authority accounts	0	0	0	0	0	0	0	0	-23	-23
Adjustments between accounting basis & funding basis under regulations	40,330	0	3,443	490	-1,016	43,247	-43,247	0	0	0
<b>Net Decrease/Increase before Transfers to Earmarked Reserves</b>	<b>905</b>	<b>0</b>	<b>3,104</b>	<b>490</b>	<b>-1,016</b>	<b>3,483</b>	<b>23,493</b>	<b>26,976</b>	<b>-57</b>	<b>26,919</b>
Transfers from/to Earmarked Reserves	-1,700	1,700	64	-64	0	0	0	0	0	0
<b>Decrease/Increase in Year</b>	<b>-795</b>	<b>1,700</b>	<b>3,168</b>	<b>426</b>	<b>-1,016</b>	<b>3,483</b>	<b>23,493</b>	<b>26,976</b>	<b>-57</b>	<b>26,919</b>
<b>Balance at 31 March 2015 carried forward</b>	<b>12,360</b>	<b>56,686</b>	<b>17,135</b>	<b>12,935</b>	<b>20,965</b>	<b>120,081</b>	<b>283,368</b>	<b>403,449</b>	<b>9,517</b>	<b>412,966</b>

## **COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT**

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

2013/14			2014/15			
Gross Expenditure	Gross Income	Net Expenditure		Gross Expenditure	Gross Income	Net Expenditure
£'000	£'000	£'000		£'000	£'000	£'000
7,659	-3,867	3,792	Central services to the public	7,972	-3,348	4,624
39,580	-13,701	25,879	Cultural and related services	42,588	-13,718	28,870
280,751	-52,790	227,961	Education and children's services	285,886	-54,547	231,339
49,624	-28,794	20,830	Highways and transport services	43,133	-25,095	18,038
57,643	-51,930	5,713	Local authority housing (HRA)	58,324	-53,922	4,402
111,845	-103,569	8,276	Other housing services	111,424	-103,727	7,697
98,651	-25,344	73,307	Adult social care	101,144	-26,966	74,178
35,279	-13,299	21,980	Environmental and regulatory services	34,726	-13,337	21,389
23,853	-11,735	12,118	Planning services	20,433	-11,813	8,620
23,129	-7,170	15,959	Corporate and democratic core	35,179	-13,887	21,292
11,822	-2,243	9,579	Non distributed costs - other	18,296	-2,497	15,799
<b>739,836</b>	<b>-314,442</b>	<b>425,394</b>	<b>Cost of Services</b>	<b>759,105</b>	<b>-322,857</b>	<b>436,248</b>

## **COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT**

2013/14			2014/15			
Gross Expenditure	Gross Income	Net Expenditure		Gross Expenditure	Gross Income	Net Expenditure
£'000	£'000	£'000		£'000	£'000	£'000
25,105	0	25,105	Other operating expenditure (Note 8)	28,122	0	28,122
78,095	-47,104	30,991	Financing and investment income and expenditure (Note 9)	63,569	-39,417	24,152
0	-457,135	-457,135	Taxation and non-specific grant income (Note 10)	0	-448,758	-448,758
		<b>24,355</b>	<b>(Surplus) or Deficit on Provision of Services</b>			<b>39,764</b>
		-67,305	(Surplus) or deficit on revaluation of Property, Plant and Equipment assets (Note 21)			-138,630
		-173,360	Remeasurement of the net defined benefit liability / (asset) (Note 21)			71,890
		<b>-240,665</b>	<b>Other Comprehensive Income and Expenditure</b>			<b>-66,740</b>
		<b>-216,310</b>	<b>Total Comprehensive Income and Expenditure</b>			<b>-26,976</b>



## **GROUP INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31ST MARCH 2015**

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

<b>2013/14</b>			<b>2014/15</b>		
<b>Gross</b>	<b>Gross</b>	<b>Net</b>	<b>Gross</b>	<b>Gross</b>	<b>Net</b>
<b>Expenditure</b>	<b>Income</b>	<b>Expenditure</b>	<b>Expenditure</b>	<b>Income</b>	<b>Expenditure</b>
<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
7,659	-3,867	3,792	7,972	-3,348	4,624
					Central services to the public
39,580	-13,701	25,879	42,588	-13,718	28,870
					Cultural and related services
280,751	-52,790	227,961	285,886	-54,547	231,339
					Education and children's services
49,624	-28,794	20,830	43,133	-25,095	18,038
					Highways and transport services
57,643	-51,930	5,713	58,324	-53,922	4,402
					Local authority housing (HRA)
111,845	-103,569	8,276	111,424	-103,727	7,697
					Other housing services
98,651	-25,344	73,307	101,144	-26,966	74,178
					Adult social care
33,880	-16,223	17,657	34,737	-13,337	21,400
					Environmental and regulatory services
23,853	-11,735	12,118	20,433	-11,813	8,620
					Planning services
23,129	-7,170	15,959	35,179	-13,887	21,292
					Corporate and democratic core
11,822	-2,243	9,579	18,296	-2,497	15,799
					Non distributed costs - other
<b>738,437</b>	<b>-317,366</b>	<b>421,071</b>	<b>759,116</b>	<b>-322,857</b>	<b>436,259</b>
					<b>Cost of Services</b>

## **GROUP INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31ST MARCH 2015**

<b>Gross Expenditure £'000</b>	<b>2013/14 Gross Income £'000</b>	<b>Net Expenditure £'000</b>		<b>Gross Expenditure £'000</b>	<b>2014/15 Gross Income £'000</b>	<b>Net Expenditure £'000</b>	
25,105	0	25,105	Other operating expenditure	28,122	0	28,122	
78,095	-47,104	30,991	Financing and investment income and expenditure	63,569	-39,417	24,152	
0	-457,135	-457,135	Taxation and non- specific grant income	0	-448,758	-448,758	
		<b>20,032</b>	<b>(Surplus) or Deficit on Provision of Services</b>			<b>39,775</b>	
			79 Share of the surplus or deficit on the provision of services by associates and joint ventures			78	
			0 Tax expenses of subsidiaries			-55	
		<b>20,111</b>	<b>Group (Surplus)/ Deficit</b>			<b>39,798</b>	

## **GROUP INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31ST MARCH 2015**

Gross Expenditure £'000	2013/14 Gross Income £'000	Net Expenditure £'000	Gross Expenditure £'000	2014/15 Gross Income £'000	Net Expenditure £'000
		-67,305			-138,630
		(Surplus) or deficit on revaluation of Property, Plant and Equipment assets			
		-173,360			71,890
		Actuarial losses / gains on pension assets / liabilities			
		<hr style="width: 100%; border: 0.5px solid black;"/> -240,665	<b>Other Comprehensive Income and Expenditure</b>		<hr style="width: 100%; border: 0.5px solid black;"/> -66,740
		<hr style="width: 100%; border: 0.5px solid black;"/> -220,554	<b>Total Comprehensive Income and Expenditure</b>		<hr style="width: 100%; border: 0.5px solid black;"/> -26,942
		<hr style="width: 100%; border: 1.5px solid black;"/>			<hr style="width: 100%; border: 1.5px solid black;"/>

## **BALANCE SHEET**

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Authority. The net assets of the Authority (assets less liabilities) are matched by the reserves held by the Authority. Reserves are reported in two categories. The first category of reserves are usable reserves, i.e. those reserves that the Authority may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use (for example the Capital Receipts Reserve that may only be used to fund capital expenditure or repay debt). The second category of reserves are those that the Authority is not able to use to provide services. This category 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 line 'Adjustments between accounting basis and funding basis under regulations'.

<b>31 March 2014 £'000</b>	<b>Notes</b>	<b>31 March 2015 £'000</b>
<b>Property, Plant &amp; Equipment</b>	11	
131,718 Council Dwellings		173,471
558,666 Other Land and Buildings		631,649
12,956 Vehicles, Plant, Furniture and Equipment		11,879
229,390 Infrastructure Assets		241,903
11,324 Community Assets		10,936
6,173 Surplus Assets		7,964
28,983 Assets under Construction		16,196
<b>979,210</b>		<b>1,093,998</b>
26,127 Heritage Assets	12	27,969
122,163 Investment Properties	13	128,242
1,188 Intangible Assets	14	938
74 Long Term Investments	15	74
1,741 Long Term Debtors		5,648
<b>1,130,503 Long Term Assets</b>		<b>1,256,869</b>
36,178 Short Term Investments	15	26,427
767 Assets Held for Sale	18	5,124
1,965 Inventories		2,178
58,217 Short Term Debtors	16	59,809
64,727 Cash and Cash Equivalents	17	40,318
<b>161,854 Current Assets</b>		<b>133,856</b>
-12,367 Short Term Borrowing	15	-8,593
-62,710 Short Term Creditors	19	-62,599
-29,912 Provisions	20	-21,625
<b>-104,989 Current Liabilities</b>		<b>-92,817</b>

## BALANCE SHEET

31 March 2014 £'000	Notes	31 March 2015 £'000
-3,589 Long Term Creditors	15	-3,041
-14,418 Provisions	20	-12,515
-312,188 Long Term Borrowing	15	-309,013
-480,700 Other Long Term Liabilities	38	-569,890
<b>-810,895 Long Term Liabilities</b>		<b>-894,459</b>
<b>376,473 Net Assets</b>		<b>403,449</b>
<b>Usable Reserves</b>		
13,155 Balances - General Fund		12,360
13,967 Balances - Housing Revenue Account	7	17,135
12,509 Capital Receipts Reserve		12,935
21,981 Capital Grants Unapplied Account		20,965
54,986 Earmarked Reserves	7	56,686
<b>116,598</b>		<b>120,081</b>
<b>Unusable Reserves</b>		
223,832 Revaluation Reserve		349,847
-480,700 Pensions Reserve		-569,890
525,447 Capital Adjustment Account		513,679
-1,434 Financial Instrument Adjustment Account		-1,537
-7,270 Accumulated Absences Account		-8,731
<b>259,875</b>	21	<b>283,368</b>
<b>376,473 Total Reserves</b>		<b>403,449</b>

## **GROUP BALANCE SHEET**

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Authority. The net assets of the Authority (assets less liabilities) are matched by the reserves held by the Authority. Reserves are reported in two categories. The first category of reserves are usable reserves, i.e. those reserves that the Authority may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use (for example the Capital Receipts Reserve that may only be used to fund capital expenditure or repay debt). The second category of reserves are those that the Authority is not able to use to provide services. This category 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 line 'Adjustments between accounting basis and funding basis under regulations'.

<b>31 March 2014 £'000</b>	<b>31 March 2015 £'000</b>
<b>Property, Plant &amp; Equipment</b>	
131,718 Council dwellings	173,471
558,666 Other land and buildings	631,649
12,956 Vehicles, plant, furniture and equipment	11,879
229,390 Infrastructure assets	241,903
11,324 Community assets	10,936
6,173 Surplus assets	7,964
28,983 Assets under construction	16,196
<b>979,210</b>	<b>1,093,998</b>
26,127 Heritage Assets	27,969
122,163 Investment Property	128,242
1,188 Intangible Assets	938
74 Long Term Investments	74
9,574 Investments in Associates and Joint Ventures	9,496
1,741 Long Term Debtors	5,648
<b>1,140,077 Long Term Assets</b>	<b>1,266,365</b>
36,178 Short Term Investments	26,427
767 Assets Held for Sale	5,124
1,965 Inventories	2,178
58,217 Short Term Debtors	59,809
64,727 Cash and Cash Equivalents (Note 17)	40,329
<b>161,854 Current Assets</b>	<b>133,867</b>
-12,367 Short Term Borrowing	-8,593

## GROUP BALANCE SHEET

31 March 2014 £'000	31 March 2015 £'000
-62,710 Short Term Creditors (Note 19) -29,912 Provisions <hr/> <b>-104,989 Current Liabilities</b>	-62,589 -21,625 <hr/> <b>-92,807</b>
-3,589 Long Term Creditors -14,418 Provisions -312,188 Long Term Borrowing -480,700 Other Long Term Liabilities <hr/> <b>-810,895 Long Term Liabilities</b> <hr/> <b>386,047 Net Assets</b>	-3,041 -12,515 -309,013 -569,890 <hr/> <b>-894,459</b> <hr/> <b>412,966</b>
<b>Usable Reserves</b>	
22,729 Balances - General Fund 13,967 Balances - Housing Revenue Account 12,509 Capital Receipts Reserve 21,981 Capital Grants Unapplied Account 54,986 Earmarked Reserves <hr/> <b>126,172</b>	21,877 17,135 12,935 20,965 56,686 <hr/> <b>129,598</b>
<b>Unusable Reserves</b>	
223,832 Revaluation Reserve -480,700 Pensions Reserve 525,447 Capital Adjustment Account -1,434 Financial Instrument Adjustment Account -7,270 Accumulated Absences Account <hr/> <b>259,875</b>	349,847 -569,890 513,679 -1,537 -8,731 <hr/> <b>283,368</b>
<hr/> <b>386,047 Total Reserves</b>	<hr/> <b>412,966</b>

## **CASH FLOW STATEMENT**

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

<b>2013/14</b>	<b>2014/15</b>
<b><u>£'000</u></b>	<b><u>£'000</u></b>
-24,355 Net (deficit) on the provision of services	-39,764
85,424 Adjustments to net surplus or (deficit) on the provision of services for non-cash movements (note 22)	80,315
-38,201 Adjustments for items included in the net surplus or (deficit) on the provision of services that are investing and financing activities (note 22)	-36,778
22,868 Net cash flows from operating activities	3,773
21,680 Investing activities (note 23)	-21,233
-7,234 Financing activities (note 24)	-6,949
37,314 Net (decrease) or increase in cash and cash equivalents	-24,409
27,413 Cash and cash equivalents at the beginning of the reporting period	64,727
<b>64,727 Cash and cash equivalents at the end of the reporting period (note 17)</b>	<b>40,318</b>



## **GROUP CASH FLOW STATEMENT**

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

<u><b>2013/14</b></u> <u><b>£'000</b></u>	<u><b>2014/15</b></u> <u><b>£'000</b></u>
-20,032 Net surplus / deficit on the provision of services	-39,720
Adjustments to net surplus or (deficit) on the provision of services	
80,162 for non-cash movements (note 22)	80,282
Adjustments for items included in the net surplus or deficit on the	
-38,201 provision of services that are investing and finance activities	-36,778
21,929 Net cash flows from operating activities	3,784
21,680 Investing activities	-21,233
-7,234 Financing activities	-6,949
36,375 Net increase or decrease in cash and cash equivalents	-24,398
28,352 Cash and cash equivalents at the beginning of the operating period	64,727
<b>64,727 (note 17)</b>	<b>40,329</b>

# NOTES TO THE ACCOUNTS

## 1. Accounting Policies

### i. General Principles

The Statement of Accounts summarises the Authority's transactions for the 2014/15 financial year and its position at the year-end of 31st March 2015.

The Authority is required to prepare an annual Statement of Accounts by the Accounts and Audit (Wales) Regulations 2014. These regulations require the Accounts to be prepared in accordance with proper accounting practices.

These practices are set out in the Code of Practice on Local Authority Accounting in the United Kingdom 2014/15 (the Code) and the Service Reporting Code of Practice 2014/15, supported by International Financial Reporting Standards (IFRS).

The Accounts have been prepared on a historical cost basis, with the exception of certain categories of non-current assets that are measured at current value, and financial instruments which are now carried within the balance sheet at fair value as defined by the Code.

These accounts consolidate the City and County of Swansea's accounts with the accounts of companies in which the Authority has an interest and are considered to be part of our group.

The CIPFA Code of Practice on Local Authority Accounting 2014/15 requires that Group Accounting Statements have to be prepared, consolidating the accounts of the parent and any subsidiary, associate or joint undertakings. An assessment of the activities and interests of City and County of Swansea has been undertaken, which has determined that City and County of Swansea Group consists of the local authority as the parent, and the following companies:

Swansea City Waste Disposal Limited (SCWDC)	Subsidiary
Wales National Pool Swansea (WNPS)	Joint Venture
National Waterfront Museum Swansea (NWMS)	Joint Venture
Swansea Stadium Management Company Limited (SSMC)	Associate
Bay Leisure Limited	Associate

Notes have been provided to the Group Accounting Statements only where the disclosure for the Group differs from that required for the Local Authority due to the combination of the accounts of the various entities.

IAS 19 requires that entries are included in the Group Balance Sheet for the Group's share of assets and liabilities of the Local Authority Pension Scheme.

All the employees of the Swansea City Waste Disposal Company were transferred to the Authority during 2013/14 and the overall pension liability has been amalgamated into the Authority's pension liability.

The Accounts are prepared on a going concern basis.

## **NOTES TO THE ACCOUNTS**

### **ii. Accruals of Income and Expenditure**

The Accounts are maintained on an accruals basis in accordance with the Code. This means that sums due to or from the Authority, where the supply or service was provided or received during the year, are included in the Accounts whether or not the cash has actually been received or paid in the year.

Accruals are made in respect of grants claimed or claimable for Revenue and Capital purposes. Some grant claims are finalised after the Accounts have been completed and in this case the grant is accrued on the basis of the best estimate available, and any differences are accounted for in the following year.

Revenue from the sale of goods is recognised when the Authority 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 Authority.

Revenue from the provision of services is recognised when the Authority 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 Authority.

Supplies are recorded as expenditure when they are consumed - where there is a gap between the date supplies are received and their consumption, they are carried as inventories on the Balance Sheet.

Expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made.

Interest receivable on investments and payable on borrowings is accounted for respectively as income and expenditure in the main on the basis of the effective interest rate for the relevant financial instrument.

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.

### **iii. Cash and Cash Equivalents**

Cash or cash equivalents will be any cash investment which is held for short-term cash flow purposes which can be readily realised without a significant change in value.

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

## **NOTES TO THE ACCOUNTS**

### **iv. Exceptional Items**

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

### **v. Prior Period Adjustments, Changes in Accounting Policies and Estimates and Errors**

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

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events or conditions on the Authority'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.

Material errors discovered in prior period figures are corrected retrospectively by amending opening balances and comparative amounts for the prior period. There were no material errors to report in 2014/15.

As part of a review of Property, Plant and Equipment changes in assumptions have been made regarding the remaining useful lives of most operational assets that were subject to revaluation during 2014/15.

Where appropriate, consideration has been given to the estimated useful life of individual asset components (primarily electrical, mechanical, and fabric); revenue charges for depreciation reflect the differing useful lives of asset components for all council dwellings and other land and building assets revalued as per the Authority's rolling programme from 1st April 2010.

### **vi. Charges to Revenue for Non-Current Assets**

Services, support services and trading accounts are debited with the following amounts to record the cost of holding non-current assets during the year:

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

## **NOTES TO THE ACCOUNTS**

The Authority is not required to raise council tax to fund depreciation, revaluation and impairment losses or amortisation. However, it is required to make an annual contribution from revenue towards the reduction in its overall borrowing requirement (equal to an amount calculated on a prudent basis determined by the Authority in accordance with statutory guidance). Depreciation, revaluation and impairment losses and amortisation are therefore replaced by the contribution in the General Fund Balance (Minimum Revenue Provision), by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves statement for the difference between the two.

### **vii. 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. Any non-monetary benefits for current employees are recognised as an expense for services in the year in which employees render service to the Authority. An accrual is made for the cost of holiday entitlements (or any form of leave, e.g. flexi leave) earned by employees but not taken before the year-end, which employees can carry forward into the next financial year. The accrual is made at the wage and salary rates applicable in the following accounting year, being the period in which the employee takes the benefit. The accrual is charged to Surplus or Deficit on the Provision of Services, but then reversed out through the Movement in Reserves Statement so that holiday benefits are charged to revenue in the financial year in which the holiday absence occurs.

#### **Termination Benefits**

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

#### **Post Employment Benefits**

Employees of the Authority are members of two separate pension schemes:

- The Teachers' Pension Scheme, administered by CAPITA on behalf of the Department for Education.
- The Local Government Pensions Scheme, administered by the City and County of Swansea.

Both schemes provide defined benefits to members (retirement lump sums and pensions), earned by employees during their period of employment with the Authority.

## NOTES TO THE ACCOUNTS

However, the arrangements for the teachers' scheme means that liabilities for these benefits cannot ordinarily be identified specifically to the Authority. The scheme is therefore accounted for as if it were a defined contribution scheme and no liability for future payments of benefits is recognised in the Balance Sheet. The Children's and Education Service line in the Comprehensive Income and Expenditure Statement is charged with the employer's contributions payable to the Teachers' Pensions in the year.

### The Local Government Pension Scheme

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

- The liabilities of the City and County of Swansea pension fund attributable to the Authority are included in the Balance Sheet on an actuarial basis using the projected unit method - i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc, and projections of earnings for current employees.
- Liabilities are discounted to their value at current prices, using a discount rate based on the indicative rate of return on high quality corporate bonds as required by IAS 19.
- The assets of the City and County of Swansea pension fund attributable to the Authority are included in the Balance Sheet at their fair value:
  - quoted securities - current bid price
  - unquoted securities - industry accepted techniques
  - unitised securities - current bid price
  - property - market value.
- The change in the net pensions liability is analysed into the following components:
- Service cost comprising:
  - current service cost - the increase in liabilities as a result of years of service earned this year - allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked.
  - past service cost - the increase in liabilities as a result of a scheme amendment or curtailment whose effect relates to years of service earned in earlier years - debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs.
  - net interest on the net defined benefit liability (asset), i.e. net interest expense for the Authority - the change during the period in the net defined benefit liability (asset) that arises from the passage of time charged to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement - this is calculated by applying the discount rate used to measure the defined benefit obligation at the beginning of the period to the net defined benefit liability (asset) at the beginning of the period - taking into account any changes in the net defined benefit liability (asset) during the period as a result of contribution and benefit payments.

## NOTES TO THE ACCOUNTS

- Remeasurements comprising:
  - the return on plan assets - excluding amounts included in net interest on the net defined benefit liability (asset) - charged to the Pensions Reserve as Other Comprehensive Income and Expenditure.
  - actuarial gains and losses - changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions - charged to the Pensions Reserve as Other Comprehensive Income and Expenditure.
- contributions paid to the City and County of Swansea pension fund - cash paid as employer's contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

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

### Discretionary Benefits

The Authority also has restricted powers to make discretionary awards of retirement benefits in the event of early retirements. Any liabilities estimated to arise as a result of an award to any member of staff (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. No such discretionary powers were used during the year.

### viii. 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.

## **NOTES TO THE ACCOUNTS**

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

### **ix. Financial Instruments**

#### **Financial Liabilities**

Financial liabilities are recognised on the Balance Sheet when the Authority becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value and are carried at their amortised cost. Annual charges to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest payable are based on the carrying amount of the liability, multiplied by the effective rate of interest for the instrument. The effective interest rate is the rate that exactly discounts estimated future cash payments over the life of the instrument to the amount at which it was originally recognised.

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

Gains and losses on the repurchase or early settlement of borrowing are credited and debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement in the year of repurchase/settlement. However, where repurchase has taken place as part of a restructuring of the loan portfolio that involves the modification or exchange of existing instruments, the premium or discount is respectively deducted from or added to the amortised cost of the new or modified loan and the write-down to the Comprehensive Income and Expenditure Statement is spread over the life of the loan by an adjustment to the effective interest rate. This accounting treatment is dependent upon the exchange meeting strict conditions i.e. the exchange of loan instruments and the settlement of any fees or costs incurred must take place on the same day.

Where premiums and discounts have been charged to the Comprehensive Income and Expenditure Statement, regulations allow the impact on the General Fund Balance to be spread over future years. The Authority has a policy of spreading the gain or loss over the term that was remaining on the loan against which the premium was payable or discount receivable when it was repaid. The reconciliation of amounts charged to the Comprehensive Income and Expenditure Statement to the net charge required against the General Fund Balance is managed by a transfer to or from the Financial Instruments Adjustment Account in the Movement in Reserves Statement.

#### **Financial Assets**

Financial assets are classified into three types:

- loans and receivables - assets that have fixed or determinable payments but are not quoted in an active market,



## **NOTES TO THE ACCOUNTS**

- available-for-sale assets - assets that have a quoted market price and/or do not have fixed or determinable payments,
- fair value through Profit and Loss,
- unquoted equity instrument where no reliable fair value can be determined therefore valued at cost.

### **Loan and Receivables**

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

However, the Authority has made loans to voluntary organisations at less than market rates (soft loans). When soft loans are made, a loss is recorded in the Comprehensive Income and Expenditure Statement (debited to the appropriate service) for the present value of the interest that will be foregone over the life of the instrument, resulting in a lower amortised cost than the outstanding principal. Interest is credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement at a marginally higher effective rate of interest than the rate receivable from the voluntary organisations, with the difference serving to increase the amortised cost of the loan in the Balance Sheet.

Statutory provisions require that the impact of soft loans on the General Fund Balance is the interest receivable for the financial year - the reconciliation of amounts debited and credited to the Comprehensive Income and Expenditure Statement to the net gain required against the General Fund Balance is managed by a transfer to or from the Financial Instruments Adjustment Account in the Movement in Reserves Statement.

Where assets are identified as impaired because of a likelihood arising from a past event that payments due under the contract will not be made, the asset is written down and a charge made to the relevant service (for receivables specific to that service) or the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. Where due to the age of the debt the original service is not identifiable the debt is written off against the Corporate and democratic core line in the Comprehensive Income and Expenditure Statement. The impairment loss is measured as the difference between the carrying amount and the present value of the revised future cash flows discounted at the asset's original effective interest rate.

## **NOTES TO THE ACCOUNTS**

Any gains and losses that arise on the derecognition of an asset are credited or debited to the Financing and Investment Income Expenditure line in the Comprehensive Income and Expenditure Statement.

### **x. Government Grants and Contributions**

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

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

Amounts recognised as due to the Authority 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 received in the form of 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-ring fenced revenue grants and all capital grants) in the Comprehensive Income and Expenditure Statement.

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

### **xi. Business Improvement Districts**

A Business Improvement District (BID) scheme applies across the whole of the Authority. The scheme is funded by a BID levy paid by non-domestic ratepayers. The Authority acts as principal under the scheme, and accounts for income received and expenditure incurred (including contributions to the BID project) within the relevant services within the Comprehensive Income and Expenditure Statement.

## **NOTES TO THE ACCOUNTS**

### **xii. Heritage Assets**

Heritage Assets were disclosed in the Statement of Accounts for the first time as at 31st March 2012 with appropriate prior year restatement. A list was produced of potential heritage assets following consultation with Heads of Service and subsequently existing heritage assets were reclassified and new assets recognised for inclusion into this new category.

All the Authority's Heritage Assets are held and maintained principally for the contribution to local knowledge and culture, with historical, artistic or environmental associations that make their preservation for future generations important. The Authority's Heritage Assets held are mainly donated to the Authority by individuals or other organisations and are principally located within the Authority's Museum Services.

Subject to specific requirements, Heritage Assets are accounted for in accordance with the Authority's policies of Property, Plant and Equipment (including the treatment of revaluation gains and losses).

The Authority does not normally purchase fixed assets of a heritage nature; all assets disclosed have been donated into the Authority's possession. All assets are open to access by members of the public, with no restrictions other than those resulting from the normal operational limitations of venues (opening and closing times, and public safety).

Management of these assets is undertaken by designated specialists and other personnel employed by the Authority. These personnel are responsible for the maintenance of all historical records relating to the assets the Authority are in possession of, access to which can be granted through local arrangement. Any preservation works required, either enhancing or non-enhancing in nature, will be undertaken through the Authority's main capital program, with minor works undertaken ad-hoc per the standard Authority internal systems for revenue expenditure.

No heritage assets disposals are actively undertaken by the Authority. Under such circumstance that asset disposal is required, it shall be undertaken per the Authority's standard asset disposal procedures.

Heritage Assets are measured in the balance sheet at valuation rather than fair value, reflecting the fact that exchange of heritage assets are uncommon. Valuations may be made by any method that is appropriate and relevant. The Authority's assets are mostly valued at insurance valuation and replacement cost (based on construction methods and materials used).

In some cases it may not be practicable to establish a valuation therefore the asset will be carried at historic cost.

## **NOTES TO THE ACCOUNTS**

Depreciation is not required on heritage assets which have indefinite lives. Impairment reviews will only be carried out where there is reported physical deterioration or new doubts as to the authenticity of a heritage asset.

Heritage Assets recognised in the balance sheet are listed in Note 12 to the Accounts.

Where information on the cost or value is not available, and the cost of obtaining the information outweighs the benefits to users of the financial statements, the asset is not recognised on the balance sheet (however, these items are disclosed in Note 45 to the Accounts).

### **The Authority's grouping of heritage assets are:**

- Heritage Land, Buildings and Infrastructure
- Art & Museums
- Memorials
- Civic Regalia
- Furniture, Fixtures and Fittings
- Transport
- Other (e.g. Items not held in Museums).

### **xiii. Intangible Assets**

Expenditure on non-monetary assets that do not have physical substance but are controlled by the Authority as a result of past events (e.g. software licences) is capitalised when it is expected that future economic benefits or service potential will flow from the intangible assets by the Authority.

Intangible assets are measured initially at cost and subsequently carried at cost less amortisation charged on a straight line basis. Amounts are only revalued where the fair value of the assets held by the Authority can be determined by reference to an active market. In practice, no intangible asset held by the Authority meets this criterion, and they are therefore carried at cost less amortisation. The depreciable amount of an intangible asset is amortised over its useful life in the Comprehensive Income and Expenditure Statement. An asset is tested for impairment whenever there is an indication that the asset might be impaired - any losses recognised are posted to the relevant service line(s) in the Comprehensive Income and Expenditure Statement. Any gain or loss arising on the disposal or abandonment of an intangible asset is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement.

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

## **NOTES TO THE ACCOUNTS**

### **xiv. Interests in Companies and Other Entities**

The Authority has material interests in companies and other entities that have the nature of subsidiaries, associates and jointly controlled entities and require it to prepare group accounts. In the Authority's own single-entity accounts, the interests in companies and other entities are recorded as financial assets at cost, less any provision for losses.

### **xv. Inventories and Long Term Contracts**

Inventories are included in the Balance Sheet at current cost. The effect of this policy (as opposed to recording values at the lower of actual cost or net realisable value) is not considered material.

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.

### **xvi. 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 in the ordinary course of business.

Investment properties are measured initially at cost and subsequently at fair value, based on the amount at which the asset could be exchanged between knowledgeable parties at arm's-length. Investment properties are not depreciated and from 2012/13 the method of valuation has been based on a Beacon approach, revalued annually according to market conditions at the year-end. Beacon assets have been selected from a range of categories within Investment Properties, for the remaining assets held in Investment Properties, an index was applied using the average percentage change in the Beacon assets per category in order to produce an intermediate valuation for reflection within the Statement of Accounts. 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.

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

## **NOTES TO THE ACCOUNTS**

### **xvii. Jointly Controlled Operations and Jointly Controlled Assets**

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

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

### **xviii. 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 Authority as Lessee**

#### **Finance Leases**

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

Lease payments are apportioned between:

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

## **NOTES TO THE ACCOUNTS**

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

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

### **Operating Leases**

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

### **The Authority as Lessor**

#### **Finance Leases**

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

Lease rentals receivable are apportioned between:

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

## **NOTES TO THE ACCOUNTS**

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

When the future rentals are received, the element for the capital receipt for the disposal of the asset is used to write down the lease debtor. At this point, the deferred capital receipts are transferred to the Capital Receipts Reserve.

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

### **Operating Leases**

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

Most leases granted by the Authority as lessor relate to commercial properties.

### **xix. Overheads and Support Services**

The costs of overheads and support services are charged to those that benefit from the supply or service in accordance with the costing principles of the CIPFA Service Reporting Code of Practice 2014/15 (SeRCOP). The total absorption costing principle is used - the full cost of overheads and support services are shared between users in proportion to the benefits received, with the exception of:

- Corporate and Democratic Core - costs relating to the Authority's status as a multi-functional, democratic organisation.
- Non Distributed Costs - the cost of discretionary benefits awarded to employees retiring early and impairment losses chargeable on Assets Held for Sale.



## **NOTES TO THE ACCOUNTS**

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

### **xx. Property, Plant and Equipment**

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

#### **Recognition**

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

#### **Measurement**

Assets are initially measured at cost, comprising:

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

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

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

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

- infrastructure and community assets - depreciated historical cost,
- council dwellings - fair value, determined using the basis of existing use value for social housing (EUV-SH),
- all other assets - fair value, determined as the amount that would be paid for the asset in its existing use (existing use value - EUV).

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

## **NOTES TO THE ACCOUNTS**

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

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

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

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

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

### **Impairment**

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

Where impairment losses are identified, they are accounted for as follows:

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

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

# NOTES TO THE ACCOUNTS

## Depreciation

Depreciation is provided for on all Property, Plant and Equipment assets by the systematic allocation of their depreciable amounts over their estimated useful lives. No change is made for assets without a determinable finite useful life (i.e. freehold land and certain Community Assets) and assets that are not yet available for use (i.e. assets under construction).

Depreciation is calculated on the following bases:

- traditional dwellings - straight-line allocation over the estimated useful life of the property (80 years),
- non traditional dwellings - straight-line allocation over the estimated useful life of the property (30 years),
- other buildings - straight-line allocation over the estimated useful life of the property (40 years),
- vehicles, plant, furniture and equipment - straight line allocation over the estimated useful life of the asset (5 to 10 years),
- infrastructure / community assets - straight-line allocation over the estimated useful life of the asset (20 to 40 years),
- surplus assets - per original allocated estimated useful life from original categorisation unless indication of amendments required to this assessment is apparent.

Each accounting period the estimated useful life assigned to individual assets is assessed. Where there is evidence to indicate the departure from a standard useful life the asset's estimated useful life will be amended.

## Component Accounting

In recognition that single assets may have a number of different components each having a different estimated useful life, three factors are taken into account to determine whether a separate valuation of components is to be recognised in the accounts in order to provide an accurate figure for depreciation of the Authority's assets for council dwellings and other land and building asset categories revalued per the standard five year rolling programme since 1st April 2010.

### 1. Suitability of assets.

For the 2014-15 Statement of Accounts, the Authority deemed assets assessed per the rolling program, to be of a suitable significant nature. Asset valuation therefore reflected assessment of component apportionment and respective remaining estimated useful economic life.

### 2. Difference in rate or method of depreciation compared to the overall asset.

Only those elements that normally depreciate at a significantly different rate from the non land element as a whole, or that require a different method of depreciation will be identified for componentisation.

## **NOTES TO THE ACCOUNTS**

Assets that fall below the de-minimis levels and tests above are disregarded for componentisation on the basis that any adjustment to depreciation charges would not result in a material mis-statement in the accounts.

Where assets are material and to be reviewed for significant components, the Authority has adopted the following level of apportionment for the non-land element of assets as:

- Building Fabric - 79%
- Mechanical - 13%
- Electrical - 8%

This apportionment will be reviewed annually.

Professional judgement will be used in establishing materiality levels; the significance of components and apportionment applied, useful lives, depreciation methods and apportioning asset values over recognised components.

Revaluations of the Council's property assets will continue to be undertaken on a rolling programme basis, at which point the revaluation takes into account the value and condition of the assets, relevant components and also de-recognition where relevant.

Where there is a major refurbishment of an asset, a new valuation will be sought in the year of completion and a reassessment of the useful life.

This asset componentisation assessment exercise will be repeated following the Authority established revaluation rolling programme.

### **Indexation**

All assets held in the Other Land and Buildings category were revalued during 2014/15 in preparation for a Beacon valuation approach in 2015/16 and future years, therefore consideration of indexation as an intermediate valuation was not required.

## **NOTES TO THE ACCOUNTS**

### **Disposals and Non-Current Assets Held for Sale**

When it becomes probable that the carrying amount of an asset will be recovered principally through a sale transaction rather than through its continuing use, it is reclassified as an Asset Held for Sale. The asset is revalued immediately before reclassification and then carried at the lower of this amount and fair value less costs to sell. Subsequently where fair value less costs to sell falls below the carrying amount, the difference is posted as a loss to Other Operating Expenditure in the Surplus or Deficit on the Provision of Services. Where fair value less costs to sell rises above the carrying amount, a revaluation gain is recognised, but only to the extent that impairment or revaluation losses have been charged to the Surplus or Deficit on the Provision of Services in the past that have not previously been reversed. Depreciation is not charged on Assets Held for Sale.

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

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

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

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

## **NOTES TO THE ACCOUNTS**

### **xxi. Provisions, Contingent Liabilities and Contingent Assets**

#### **Provisions**

Provisions are made where an event has taken place that gives the Authority 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 instance, the Authority 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 obligation arises, 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 provisions carried in the Balance Sheet. Estimated settlements are reviewed at the end of each financial year - 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 Authority settles the obligation.

#### **Provision for Back Pay Arising from Unequal Pay Claims**

The Authority implemented an equal pay compliant pay and grading structure from 1st April 2014.

During 2014/15 the Council settled unequal pay claims totalling £23.428m (including composite payments to HMRC). This was part funded from existing provisions and part through a Capitalisation Directive of £10.1m awarded for 2014/15.

The Council retains a provision as at 31st March 2015 to cover:

- Remaining unequal pay claims.
- Backpay for those staff whose basic pay increased as a result of Single Status implementation.

## **NOTES TO THE ACCOUNTS**

### **Contingent Liabilities**

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

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

### **Contingent Assets**

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

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

### **xxii. Reserves**

The Authority sets aside specific amounts as reserves for future policy purposes or to cover contingencies. Reserves are created by appropriating amounts out of the General Fund Balance in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service 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 General 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 assets, retirement and employee benefits and do not represent usable resources for the Authority - these reserves are explained in the relevant policies.

## **NOTES TO THE ACCOUNTS**

### **xxiii. Revenue Expenditure Funded from Capital under Statute**

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

### **xxiv. VAT**

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

The Authority undertakes an annual review of its de-minimus VAT position under s33 of the VAT Act 1993 as required by HMRC. For the year ended 31st March 2015 the Authority believes that it will be below the de-minimus level in respect of exempt related input tax and hence will be entitled to recovery of input tax in full.

### **xxv. Carbon Reduction Commitment Allowances**

The Authority is required to participate in the Carbon Reduction Commitment Energy Efficiency Scheme. This scheme is currently in the initial year of its second phase, which ends on 31st March 2019. The Authority is required to purchase allowances, either prospectively or retrospectively, and surrender them 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. This 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 Authority is recognised and reported in the costs of the Authority's services and is apportioned to services on the basis of energy consumption.



## **NOTES TO THE ACCOUNTS**

### **2. Accounting standards that have been issued but have not yet been adopted**

The Code of Practice on Local Authority Accounting in the United Kingdom 2015/16 (the Code) has introduced accounting policy changes in relation to the following:

- IFRS 13 Fair Value Measurement
- Annual Improvements to IFRSs 2011 - 2013 Cycle
- IFRIC 21 Levies

The implementation of the Annual Improvements to IFRSs 2011-2013 Cycle represents a change in accounting policy so the Authority may be required to publish a third Balance Sheet for the beginning of the earliest comparative period where the changes adopted in the Authority and Group Accounts are material.

IFRS 13 is not a change in accounting policy so it will not require a third Balance Sheet. It is unlikely that IFRIC 21 will require the publication of a third Balance Sheet.

These standards will be implemented on the 1st April 2015 so any changes will be reflected for the first time in the 2015/16 statement of accounts. These changes are not expected to have a material impact on the 2015/16 statement of accounts.

### **3. Critical judgements in applying accounting policies**

In applying the accounting policies set out in note 1, the Authority 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:-

- The medium term financial plan approved by the Authority on 24th February 2015 detailed significant ongoing forecast revenue funding shortfalls over the medium term. Current indications are that there will be significant reductions in Revenue and Capital support from Central Government from 2015/16 onwards. Whilst the Authority will consider future spending plans in line with projected funding announcements there is no indication at present that any of the assets of the Authority may be impaired as a result of a need to close facilities and reduce the level of service provision.

## NOTES TO THE ACCOUNTS

- The Authority implemented an equality compliant pay and grading structure for its employees from 1st April 2014. At the same time, the Authority continues to face a significant number of claims from past and existing employees based on equal pay grounds. In setting aside reserves and provisions to meet these potential liabilities the Authority is confident that it has sufficient resource to meet outstanding and potential liabilities arising from equal pay issues.
- The Government has announced fundamental changes in respect of the provision of public sector pensions. On 9th March 2012, the Government confirmed details for the new Teachers Pension Scheme to be introduced in 2015, with changes to employee contribution rates from April 2012. Changes to employer contribution rates in the Teachers' Pension Scheme take effect from September 2015. Employer rates increase from 14.1% to 16.48%. A re-modelled Local Government Pension scheme was introduced from 1st April 2014 but there is no indication that the finances of the Authority will be adversely affected by any of the changes.
- In line with accounting standards the Authority has made a significant provision in respect of final remedial work and future maintenance/monitoring of its major waste disposal site at Tir John. Assumptions regarding remediation and aftercare costs have been based on legal requirements to monitor the site for a period of 60 years following closure and have been calculated taking into account commitments currently within the Councils Capital Programme.
- The Authority has undertaken a fundamental review in 2012/13 of its Schools portfolio with a view to both rationalising and significantly improving the quality of school premises available across the City and County (21st Century Schools Programme). In the light of this scheme and the outline timescale for implementation, the useful lives of some school buildings have been re-evaluated and considerably reduced from that previously used. The effect of this is to accelerate residual depreciation affecting both the Comprehensive Income and Expenditure Statement and the net book value as shown on the Balance Sheet. As the Schools Programme progresses there is likely to be further re-evaluations and adjustments. No adjustments took place in 2014/15.

#### **4. Assumptions made about the future and other sources of estimation uncertainty**

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

The items in the Authority's Balance Sheet as at 31st March 2015 for which there is a significant risk of material adjustment in the forthcoming year are as follows:-

## NOTES TO THE ACCOUNTS

Item	Uncertainties	Effect if actual results differ from assumptions
Property, Plant and Equipment	<p>Assets are depreciated over useful lives that are dependant upon assumptions over the specific life expectancy of those assets. As stated in note 3 a review has been undertaken of a significant number of school buildings and in particular the impact of the Councils strategic 21st Century Schools Programme plan for asset replacement.</p> <p>In addition revised useful lives have been applied to a number of assets revalued in 2014/15 in line with professional judgement.</p>	<p>To the extent that useful lives have been determined wrongly the result could be:-</p> <p>a) In the event of a further reduction in useful lives there would be an additional charge to revenue and a reduction in the carrying value of the asset.</p> <p>b) In the event that useful lives have been underestimated this would result in a substantially reduced revenue charge and an increase in the carrying value of such assets as and when the useful life is deemed to be extended.</p> <p>In any event the effect of depreciation is reversed out of the Comprehensive Income and Expenditure Statement to have nil effect on the Council taxpayer.</p>
Provisions	<p>The Authority has set aside specific provisions to meet the cost of known equal pay claims and potential costs e.g. outstanding legal claims, grievances and back pay, arising from the introduction of an equality compliant pay and grading structure. The provision is based on the Authority's best estimate of the likely costs of settling the liability.</p> <p>In addition as previously mentioned, the Authority has made a significant capital provision for the future remediation and maintenance of major land refuse disposal sites. Uncertainty arises because of the 60 year timescale for liability on this issue.</p>	<p>The Authority has also set aside reserves to mitigate against any potential additional costs e.g. outstanding legal claims, grievances and back pay, arising in future years from equal pay implementation. The Authority would seek to make good any shortfall in the provision by use of these reserves and / or by applying for capitalisation directions from the Welsh Government.</p> <p>Any shortfall in future years will have to be funded via the capital programme.</p>

## **NOTES TO THE ACCOUNTS**

<b>Item</b>	<b>Uncertainties</b>	<b>Effect if actual results differ from Assumptions</b>
Pension liabilities	The Authority's share of the Local Government pension fund liability as at 31st March 2015 is £569.89m. However, the fund is subject to a triennial valuation which at present reviews the level of employers contributions in order to ensure the long term sustainability of the fund. Changes to the Local Government Pension Scheme introduced on 1st April 2014 were designed to lead to long term affordability of the scheme.	The Pension Fund is designed to be sustainable over the long term and it is unlikely that there will be any significant short term impact on the Authority's finances arising from any assumptions currently made or decisions that are likely in the coming financial year.
Insurance Provisions and Reserves	The Authority has set aside provisions to meet contractual excess amounts from known and existing insurance claims. In deciding the level of provision to make in respect of ongoing claims, the Authority has taken advice from its legal advisers and or its contracted loss adjusters. The Authority also maintains an insurance reserve which is used to meet the cost of future unforeseen events based on previous experience.	Should the sums set aside prove insufficient to meet these payments there would be an immediate revenue effect in the year that the available sums were exhausted. Equally, the Authority regularly reviews the level of both provisions and reserves with a view to releasing funds back to revenue if appropriate.

### **5. Material items of income and expense**

a) The Authority has reviewed the mechanism by which it has provided for liabilities arising from both equal pay claims and any potential back pay arising from the current job evaluation exercise. In doing so it has determined that there is now a higher level of assurance in respect of liabilities and that, at the Balance Sheet date, it is appropriate to:-

## **NOTES TO THE ACCOUNTS**

- Reflect the current estimate of liability by way of provision within the Accounts.
- Fund the increase in provision by way of a £6m transfer from reserves previously earmarked for this purpose.

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

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

#### **General Fund Balance**

The General Fund is the statutory fund into which all the receipts of an Authority are required to be paid and out of which all liabilities of the Authority 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 General Fund Balance, which is not necessarily in accordance with proper accounting practice. The General Fund Balance therefore summarises the resources that the Council is statutorily empowered to spend on its services or on capital investment (or the deficit of resources that the Council is required to recover) at the end of the financial year.

#### **Housing Revenue Account Balance**

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

## NOTES TO THE ACCOUNTS

### Capital Receipts Reserve

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

### Capital Grants Unapplied

The Capital Grants Unapplied Account (Reserve) holds the grants and contributions received towards capital projects for which the Council 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.

**2014/15**

	Usable Reserves				
	General Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Capital Grants Unapplied	Movement in Unusable Reserves
	£'000	£'000	£'000	£'000	£'000
<b>Adjustments primarily involving the Capital Adjustment Account:</b>					
<b>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</b>					
Charges for depreciation and impairment of non-current assets	49,774	26,999	0	0	-76,773
Revaluation losses on Property Plant and Equipment	11,538	-18	0	0	-11,520
Movement in the fair value of Investment Properties	-8,362	404	0	0	7,958
Amortisation of intangible assets	488	0	0	0	-488
Capital grants and contributions applied	-28,664	-9,130	0	0	37,794

## NOTES TO THE ACCOUNTS

2014/15

	Usable Reserves				Movement in Unusable Reserves
	General Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Capital Grants Unapplied	
	£'000	£'000	£'000	£'000	£'000
Revenue expenditure funded from capital under statute	15,892	0	0	0	-15,892
<b>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</b>					
Statutory provision for the financing of capital investment	-14,423	-1,328	0	0	15,751
Capital expenditure charged against the General Fund and HRA balances	-3,450	-14,634	0	0	18,084
<b>Adjustments primarily involving the Capital Grants Unapplied Account:</b>					
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	-27,648	-9,130	0	36,778	0
Application of grants to capital financing transferred to the Capital Adjustment Account	28,664	9,130	0	-37,794	0
<b>Adjustments primarily involving the Capital Receipts Reserve:</b>					
Transfer of cash sale proceeds credited as part of the loss/gain on disposal to the Comprehensive Income and Expenditure Statement	-1,183	0	4,160	0	-2,977
Use of the Capital Receipts Reserve to finance new capital expenditure	0	0	-1,566	0	1,566
Transfer from Deferred Capital Receipts Reserve upon receipt of cash	0	0	-2,103	0	2,103

## NOTES TO THE ACCOUNTS

2014/15

	Usable Reserves				
	General Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Capital Grants Unapplied	Movement in Unusable Reserves
	£'000	£'000	£'000	£'000	£'000
<b>Adjustment primarily involving the Financial Instruments Adjustment Account:</b>					
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	-17	110	0	0	-93
<b>Adjustments primarily involving the Pensions Reserve:</b>					
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement (see Note 21)	55,386	2,524	0	0	-57,910
Employer's pensions contributions and direct payments to pensioners payable in the year	-39,152	-1,458	0	0	40,610
<b>Adjustment primarily involving the Accumulated Absences Account:</b>					
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	1,487	-26	0	0	-1,461
<b>Total Adjustments</b>	<b>40,330</b>	<b>3,443</b>	<b>491</b>	<b>-1,016</b>	<b>-43,248</b>



## NOTES TO THE ACCOUNTS

### 2013/14 Comparative Figures

	Usable Reserves				
	General Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Capital Grants Unapplied	Movement in Unusable Reserves
	£'000	£'000	£'000	£'000	£'000
<b>Adjustments primarily involving the Capital Adjustment Account:</b>					
<b>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</b>					
Charges for depreciation and impairment of non-current assets	47,413	26,989	0	0	-74,402
Revaluation losses on Property Plant and Equipment	129	-725	0	0	596
Movement in the fair value of Investment Properties	-7,747	-470	0	0	8,217
Amortisation of intangible assets	507	0	0	0	-507
Capital grants and contributions applied	-31,856	-9,507	0	0	41,363
Revenue expenditure funded from capital under statute	10,299	0	0	0	-10,299
<b>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</b>					
Statutory provision for the financing of capital investment	-13,961	-1,380	0	0	15,341
Capital expenditure charged against the General Fund and HRA balances	-4,621	-15,931	0	0	20,552
<b>Adjustments primarily involving the Capital Grants Unapplied Account:</b>					
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	-29,081	-9,100	0	38,181	0

## NOTES TO THE ACCOUNTS

### 2013/14 Comparative Figures

	Usable Reserves				Movement in Unusable Reserves
	General Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Capital Grants Unapplied	
	£'000	£'000	£'000	£'000	£'000
Application of grants to capital financing transferred to the Capital Adjustment Account	31,856	9,507	0	-41,363	0
<b>Adjustments primarily involving the Capital Receipts Reserve:</b>					
Transfer of cash sale proceeds credited as part of the gain on disposal to the Comprehensive Income and Expenditure Statement	-2,446	0	6,198	0	-3,752
Use of the Capital Receipts Reserve to finance new capital expenditure	0	0	-1,237	0	1,237
Transfer from Deferred Capital Receipts Reserve upon receipt of cash	0	0	-3,917	0	3,917
<b>Adjustment primarily involving the Financial Instruments Adjustment Account:</b>					
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	18	93	0	0	-111

## NOTES TO THE ACCOUNTS

### 2013/14 Comparative Figures

	Usable Reserves				Movement in Unusable Reserves
	General Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Capital Grants Unapplied	
	£'000	£'000	£'000	£'000	£'000
<b>Adjustments primarily involving the Pensions Reserve:</b>					
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement (see Note 21)	63,960	3,070	0	0	-67,030
Employer's pensions contributions and direct payments to pensioners payable in the year	-37,122	-1,448	0	0	38,570
<b>Adjustment primarily involving the Accumulated Absences Account:</b>					
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	-407	-10	0	0	417
<b>Total Adjustments</b>	<b>26,941</b>	<b>1,088</b>	<b>1,044</b>	<b>-3,182</b>	<b>-25,891</b>

## NOTES TO THE ACCOUNTS

### 7. Transfers To / From Earmarked Reserves

This note sets out the amounts set aside from the General Fund and HRA balances in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund and HRA expenditure in 2015/16.

	Balance at 1st April 2013 £'000	Transfers Out 2013/14 £'000	Transfers In 2013/14 £'000	Balance at 31st March 2014 £'000	Transfers Out 2014/15 £'000	Transfers In 2014/15 £'000	Balance at 31st March 2015 £'000
<b>General Fund:</b>							
Balances held by schools under the scheme of delegation	6,499	0	777	7,276	0	2,479	9,755
Primary School Sickness Scheme Reserve	637	-637	512	512	-512	450	450
Capital financing charges reserve	1,708	0	0	1,708	0	0	1,708
Other equalisation reserves	812	0	0	812	-50	0	762
Information technology reserves	823	-184	112	751	-174	0	577
Contingency reserve	0	0	117	117	-117	0	0
Development reserves	4,116	-352	681	4,445	-235	555	4,765
Insurance reserves	18,819	-1,480	253	17,592	-1,035	2,218	18,775
Other earmarked revenue reserves	13,508	-1,238	4,806	17,076	-8,629	7,544	15,991
Revenue reserve earmarked to fund future capital expenditure	5,100	-1,443	1,040	4,697	-794	0	3,903
<b>Total</b>	<b>52,022</b>	<b>-5,334</b>	<b>8,298</b>	<b>54,986</b>	<b>-11,546</b>	<b>13,246</b>	<b>56,686</b>
<b>HRA:</b>							
Housing Revenue Account	13,958	0	9	13,967	0	3,168	17,135

## NOTES TO THE ACCOUNTS

### 8. Other Operating Expenditure

2013/14	2014/15
£'000	£'000
847 Community Council precepts	868
15,865 South Wales Police Authority precept	16,820
11,592 Levies and Contributions	11,617
-3,199 Gains/losses on the disposals of non-current assets	-1,183
<b>25,105</b>	<b>28,122</b>

### 9. Financing and Investment Income and Expenditure

2013/14			2014/15		
Gross Exp	Gross Income	Net Exp	Gross Exp	Gross Income	Net Exp
£'000	£'000	£'000	£'000	£'000	£'000
17,872	0	17,872	17,200	0	17,200
59,670	-33,190	26,480	53,560	-33,810	19,750
0	-412	-412	0	-265	-265
553	-13,502	-12,949	-7,191	-5,342	-12,533
<b>78,095</b>	<b>-47,104</b>	<b>30,991</b>	<b>63,569</b>	<b>-39,417</b>	<b>24,152</b>

The income generated from investment properties during the year amounted to £5.342m and changes to the fair value of investment properties amounted to £7.958m.

### 10. Taxation and Non Specific Grant Income

2013/14	2014/15
£'000	£'000
-88,905 Council tax income (note 41)	-94,976
-74,941 Non domestic rates (note 42)	-76,436
-254,557 Non-ringfenced government grants	-241,789
-38,732 Capital grants and contributions	-35,557
<b>-457,135</b>	<b>-448,758</b>

## NOTES TO THE ACCOUNTS

### 11. Property, Plant and Equipment Movement on Balances

Movements in 2014/15:

	Council Dwellings	Other Land and Buildings	Vehicles, Plant, Furniture & Equipment	Infrastructure Assets	Community Assets	Surplus Assets	Assets Under Construction	Total Property, Plant and Equipment
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Cost or valuation</b>								
At 1 April 2014	133,984	618,368	34,416	338,710	15,989	6,402	28,983	1,176,852
additions (Cap Exp)	24,582	13,786	2,870	17,545	79	0	12,808	71,670
additions (Other)	0	181	298	0	0	30	0	509
revaluation increases / (decreases) recognised in the Revaluation Reserve	43,969	11,591	0	0	80	184	0	55,824
revaluation increases / (decreases) recognised in the Surplus/Deficit on the Provision of Services	24	-13,605	-36	0	0	540	0	-13,077
impairment losses recognised in the Revaluation Reserve	0	-355	0	0	0	0	0	-355
impairment losses recognised in the Surplus/Deficit on the Provision of Services	-24,582	-11,111	-6	-250	-79	0	0	-36,028
derecognition - disposals	0	0	-316	0	0	0	0	-316
assets reclassified to Held for Sale	-1,924	-4,604	-192	0	-80	0	0	-6,800

## NOTES TO THE ACCOUNTS

Movements in 2014/15 (continued):

	Council Dwellings	Other Land and Buildings	Vehicles, Plant, Furniture & Equipment	Infrastructure Assets	Community Assets	Surplus Assets	Assets Under Construction	Total Property, Plant and Equipment
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
reclassifications Cap Ex WIP	0	20,991	0	4,604	0	0	-25,595	0
other reclassifications	9	537	0	0	0	917	0	1,463
other movements in cost or valuation	0	0	0	0	0	0	0	0
<b>At 31 March 2015</b>	<b>176,062</b>	<b>635,779</b>	<b>37,034</b>	<b>360,609</b>	<b>15,989</b>	<b>8,073</b>	<b>16,196</b>	<b>1,249,742</b>
<b>Accumulated Depreciation and Impairment</b>								
At 1 April 2014	-2,266	-59,702	-21,460	-109,320	-4,665	-229	0	-197,642
depreciation charge	-2,385	-24,147	-4,187	-9,386	-388	-190	0	-40,683
depreciation written out to the Revaluation Reserve	2,060	76,664	3	0	0	313	0	79,040
depreciation written out to the Surplus / Deficit on the provision of services	0	2,814	11	0	0	0	0	2,825
derecognition - disposals	0	0	316	0	0	0	0	316
other movements in depreciation and impairment	0	241	162	0	0	-3	0	400
<b>At 31 March 2015</b>	<b>-2,591</b>	<b>-4,130</b>	<b>-25,155</b>	<b>-118,706</b>	<b>-5,053</b>	<b>-109</b>	<b>0</b>	<b>-155,744</b>

### Net Book Value

<b>at 31 March 2014</b>	<b>131,718</b>	<b>558,666</b>	<b>12,956</b>	<b>229,390</b>	<b>11,324</b>	<b>6,173</b>	<b>28,983</b>	<b>979,210</b>
<b>at 31 March 2015</b>	<b>173,471</b>	<b>631,649</b>	<b>11,879</b>	<b>241,903</b>	<b>10,936</b>	<b>7,964</b>	<b>16,196</b>	<b>1,093,998</b>

## NOTES TO THE ACCOUNTS

Comparative Movements in 2013/14:

	Council Dwellings	Other Land and Buildings	Vehicles, Plant, Furniture & Equipment	Infrastructure Assets	Community Assets	Surplus Assets	Assets Under Construction	Total Property, Plant and Equipment
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Cost or valuation</b>								
At 1 April 2013	114,593	582,711	30,357	321,470	15,989	7,464	12,099	1,084,683
additions(Cap Exp)	24,981	9,618	4,513	15,470	0	0	19,434	74,016
additions(Other)	0	0	719	0	0	0	0	719
revaluation increases recognised in the Revaluation Reserve	20,276	37,057	-419	0	0	-287	0	56,627
revaluation increases / (decreases) recognised in the Surplus/Deficit on the Provision of Services	541	0	0	0	0	-73	0	468
impairment losses/reversals recognised in the Surplus/Deficit on the Provision of Services	-24,981	-10,077	0	-132	0	0	0	-35,190
Derecognition - Disposals	0	0	-586	-189	0	0	0	-775
assets reclassified to Held for Sale	-1,583	-295	-74	0	0	-540	0	-2,492
reclassifications Cap Ex WIP	0	459	0	2,091	0	0	-2,550	0



## NOTES TO THE ACCOUNTS

Comparative Movements in 2013/14 (continued):

	Council Dwellings	Other Land and Buildings	Vehicles, Plant, Furniture & Equipment	Infrastructure Assets	Community Assets	Surplus Assets	Assets Under Construction	Total Property, Plant and Equipment
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
other reclassifications	0	275	-94	0	0	-162	0	19
other movements in cost or valuation	157	-1,380	0	0	0	0	0	-1,223
<b>At 31 March 2014</b>	<b>133,984</b>	<b>618,368</b>	<b>34,416</b>	<b>338,710</b>	<b>15,989</b>	<b>6,402</b>	<b>28,983</b>	<b>1,176,852</b>
<b>Accumulated Depreciation and Impairment</b>								
At 1 April 2013	-1,941	-44,113	-18,920	-100,576	-4,276	-170	0	-169,996
depreciation charge	-1,970	-22,409	-3,685	-8,744	-389	-187	0	-37,384
depreciation written out to the Revaluation Reserve	1,624	6,796	419	0	0	128	0	8,967
derecognition - Disposals	0	0	586	0	0	0	0	586
other movements in depreciation and impairment	21	24	140	0	0	0	0	185
<b>At 31 March 2014</b>	<b>-2,266</b>	<b>-59,702</b>	<b>-21,460</b>	<b>-109,320</b>	<b>-4,665</b>	<b>-229</b>	<b>0</b>	<b>-197,642</b>

### Net Book Value

at 31 March 2014	131,718	558,666	12,956	229,390	11,324	6,173	28,983	979,210
at 1 April 2013	112,652	538,598	11,437	220,894	11,713	7,294	12,099	914,687

## NOTES TO THE ACCOUNTS

### Capital Commitments

As at 31 March 2015 the Authority has entered into a number of contracts for the construction or enhancement of Property, Plant and Equipment in 2015/16 and future years budgeted to cost £37.414m. Similar commitments at 31 March 2014 were £19.256m. The major commitments are:

- Gowerton new school £2.599m
- Burlais new school £0.843m
- Glyn Vivian Refurbishment £2.606m
- Boulevard Final Phase £0.84m
- Swansea Market Roof £1.035m
- HRA Highrise flats, Matthew Street £9.338m
- HRA Highrise flats, Clyne & Jeffreys Court £20.153m

### Revaluations

The Authority carries out a rolling programme that ensures that all Property, Plant and Equipment required to be measured at fair value is revalued every five years. All valuations were carried out internally (except for Tir John Landfill site which was valued by Valuation Office Agency). Valuations of land and buildings were carried out in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors. The valuation dates for 2014/15 were 30th June 2014, 30th September 2014, 31st December 2014 and 31st March 2015.

### 12. Heritage Assets

Reconciliation of the Carrying Value of Heritage Assets Held by the Authority.

	Heritage Land, Buildings & Infrastructure	Art & Museums	Furniture, Fixtures & Fittings	Other	Total Assets
	£'000	£'000	£'000	£'000	£'000
<b>Cost or Valuation</b>					
At 1st April 2013	2,467	18,885	3,179	1,565	26,096
Additions	22	0	0	0	22
Revaluations	0	9	0	0	9
<b>At 31st March 2014</b>	<b>2,489</b>	<b>18,894</b>	<b>3,179</b>	<b>1,565</b>	<b>26,127</b>

## NOTES TO THE ACCOUNTS

	Heritage Land, Buildings & Infrastructure	Art & Museums	Furniture, Fixtures & Fittings	Other	Total Assets
	£'000	£'000	£'000	£'000	£'000
<b>Cost or Valuation</b>					
At 1st April 2014	2,489	18,894	3,179	1,565	26,127
Additions (Cap Exp)	63	0	0	0	63
Additions (Other)	993	0	0	0	993
Revaluations	656	187	0	0	843
Recognised in the Surplus/ Deficit on the provision of services	-57	0	0	0	-57
<b>At 31st March 2015</b>	<b>4,144</b>	<b>19,081</b>	<b>3,179</b>	<b>1,565</b>	<b>27,969</b>

### Heritage Assets included above :-

#### Heritage Land, Buildings and Infrastructure

Asset	Valuation method	Date	(C) / (V)
Oystermouth Castle	Capital program works	2005/2009/2013/2014/2015 & Reclass from CA	(C)
Swiss Cottage in Singleton Park	Authority's internal RICS valuer	March 2015	(V)
Slip Bridge Deck on the Promenade	Capital program	2005/2009/2014	(C)
Canteen Building at former Yorkshire Imperial	Authority's internal RICS valuer	March 2012	(V)
Mushgrove Engine House and adjacent chimney stack	Authority's internal RICS valuer	March 2012	(V)
Land & Ruin of Morris Castle at Cnapllwyd, Morryston	Authority's internal RICS valuer	December 2012	(V)
Morfa Bridge - off Normandy Road, Landore	Authority's internal highways engineer	April 2014	(V)
Morydd Street Bridge	Authority's internal highways engineer	April 2014	(V)
Roman Bridge, Mumbles Rd, Blackpill	Authority's internal highways engineer	April 2014	(V)
Hafod Bridge	Authority's internal highways engineer	April 2014	(V)
Glyneathrym Uchaf Bridge	Authority's internal highways engineer	April 2014	(V)
The Folly, Saunders Way - Between 87-97	Authority's internal RICS valuer	March 2015	(V)

## **NOTES TO THE ACCOUNTS**

### **Art & Museums**

<b>Asset</b>	<b>Valuation method</b>	<b>Date</b>	<b>(C) / (V)</b>
Exhibitions within Swansea Museum Services	Gwenllian Ashley	2012	(V)
	Peter David	2012	(V)
	Bonhams	2010	(V)
	Helen Hallesy	2008	(V)
	Mayberry Antiques	2008	(V)
	Sotheby's	2006	(V)
Brangwyn Hall Panels	Sotheby's	March 2012	(V)
Other Sculptures, Busts and Paintings	Bonhams	January 2012	(V)

### **Other**

<b>Asset</b>	<b>Valuation method</b>	<b>Date</b>	<b>(C) / (V)</b>
Guildhall general building	A Grist	February 2012	(V)
Guildhall Lord Mayors & Committee Room Civic Furniture	A Grist	February 2012	(V)
Guildhall Civic Lighting	Polesco	March 2012	(V)
Brangwyn Hall Organ	Clevedon Organs	March 2012	(V)
Cenotaph including surrounding walls	Capital program works	2005	(C)
Monument to the Air Defence of Swansea 1939-1945	Claims Connection	March 2012	(V)
Lord Mayors Chain	Bonhams	March 2009	(V)
Lord Mayors - other Civic Regalia	Sotheby's	March 2007	(V)
Olga - Sailing Barge	Richard Ayers	March 2012	(V)
Helwick - Light ship	Authority's internal museums valuer	March 2011	(V)
Canning - Tug Boat	Authority's internal museums valuer	March 2011	(V)
West Glamorgan Archives:	Bernard Quaritch Ltd	January 2013	(V)
West Glamorgan Archives: Owned Collections	Authority's internal County Archivist	March 2013	(V)
Silverware	Bonhams	January 2012	(V)
Clocks	Bonhams	January 2012	(V)
Glassware	Bonhams	January 2012	(V)

( C ) - Asset valued at Cost, (V) Expert valuation of asset for insurance purposes.

## NOTES TO THE ACCOUNTS

	2014/15	2013/14
	£'000	£'000
<b>Additions of Heritage Assets 2014/15</b>		
Oystermouth Castle enhancement	5	22
Morfa Bridge - off Normandy Road, Landore (CADW REF: 11699 and 81960)	388	0
Morydd Street Bridge	130	0
Footbridge over Clyne River (known as Roman Bridge Mumbles Rd Blackpill)	65	0
Hafod Bridge (CADW Ref: 11686)	329	0
Glyneathrym Uchaf Bridge (CADW Ref: 81058)	72	0
The Folly, Saunders Way - Between 87 - 97 (The Belverdere)	10	0
Scott's Pitt Stonework Repair*	31	0
Swiss Cottage, Singleton Park*	26	0
	1,056	22

\* Non enhancing expenditure removed and recognised in the Surplus / Deficit on provision of services.

### 13. Investment Properties

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

	2013/14	2014/15
	£'000	£'000
5,285 Rental income from investment property		5,342
-553 Direct operating expenses arising from investment property		-767
<b>4,732 Net gain</b>		<b>4,575</b>

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

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

	2013/14	2014/15
	£'000	£'000
<b>114,202 Balance at start of the year</b>		<b>122,163</b>
Additions:		
533 - Purchases		221
162 - Construction (Current)		3
-837 Disposals		-637
8,217 Net gains/losses from fair value adjustments		7,958
0 Transfers to/from Property, Plant and Equipment		-1,463
-114 Other changes		-3
<b>122,163 Balance at end of the year</b>		<b>128,242</b>

## NOTES TO THE ACCOUNTS

### 14. Intangible Assets

The Authority accounts for its 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.

All software is given a finite useful life, based on assessments of the period that the software is expected to be of use to the Authority. The useful lives assigned to the major software suites used by the Authority are:

<u>Purchased Licences</u>		<u>Other IT software</u>	
Windows Licences	4 years	Payroll Development	5 years
Paris Software	5 years		
Oracle Licences	10 years		

The carrying amount of intangible assets is amortised on a straight-line basis. The amortisation of £488K was charged to revenue in 2014/15.

The movement on Intangible Asset balances during the year is as follows:

2013/14		2014/15
£'000		£'000
	<b>Balance at start of year:</b>	
4,430	- Gross carrying amounts	4,515
-2,820	- Accumulated amortisation	-3,327
1,610	<b>Net carrying amount at start of year</b>	1,188
	Additions:	
103	- Purchases during year	238
-507	Amortisation for the period	-488
-18	Other changes	0
1,188	<b>Net carrying amount at end of year</b>	938
	Comprising:	
4,515	- Gross carrying amounts	4,753
-3,327	- Accumulated amortisation	-3,815
1,188		938

## NOTES TO THE ACCOUNTS

### 15. Financial Instruments

The notes on financial instruments on the following pages are the requirement of the code. IFRS requires for the restatement of nominal amounts for loans and investments to include for example the spread cost of premium / discounts and using equivalent interest rates instead of actual stepped interest rates in the case of 'amortised cost' and also the restatement of the nominal values of the loans and investments if they were to be refinanced in the market at 31st March 2015 in the 'fair value' disclosure.

#### TYPES OF FINANCIAL INSTRUMENTS

**TABLE 1 – FINANCIAL INSTRUMENT BALANCES**

	Long-Term		Short-Term		Total	
	31st March 2015	31st March 2014	31st March 2015	31st March 2014	31st March 2015	31st March 2014
	£'000	£'000	£'000	£'000	£'000	£'000
<b>Borrowings</b>						
Financial liabilities at amortised cost	309,013	312,188	8,593	12,367	317,606	324,555
<b>Total included in Borrowings</b>	<b>309,013</b>	<b>312,188</b>	<b>8,593</b>	<b>12,367</b>	<b>317,606</b>	<b>324,555</b>
<b>Creditors</b>						
Financial liabilities carried at contract amount	3,041	3,589	56,054	55,921	59,095	59,510
<b>Total included in Creditors</b>	<b>3,041</b>	<b>3,589</b>	<b>56,054</b>	<b>55,921</b>	<b>59,095</b>	<b>59,510</b>
<b>Investments</b>						
Loans and receivables	24	24	26,027	34,065	26,051	34,089
Financial Assets at Fair Value through Profit or Loss	0	0	0	2,105	0	2,105
Unquoted equity investment at cost	50	50	0	0	50	50
<b>Total Investments</b>	<b>74</b>	<b>74</b>	<b>26,027</b>	<b>36,170</b>	<b>26,101</b>	<b>36,244</b>
<b>Debtors</b>						
Loans and receivables	4,021	767	0	0	4,021	767
Financial assets carried at contract amount	1,627	974	58,891	55,692	60,518	56,666
<b>Total Debtors</b>	<b>5,648</b>	<b>1,741</b>	<b>58,891</b>	<b>55,692</b>	<b>64,539</b>	<b>57,433</b>

Note - Lender Option / Borrower Option Loans (LOBO's) of £58m (2013/14 £40m) have been included in long term borrowing but have an option date in the next 12 months.

## **NOTES TO THE ACCOUNTS**

The Authority owns £5,030,000 of ordinary shares in Swansea City Waste Disposal Company Limited. These are not reflected in the Authority's assets as they are considered to be of zero value.

The Authority holds a one third shareholding (£50,000 'A' shares) in the Swansea Stadium Management Company Limited, a joint venture between the Authority, Swansea City Association Football Club Limited (The) and Ospreys Rugby Limited. The purpose of the company is to run the Liberty Stadium, a purpose built stadium for major sporting events in Swansea. Under the terms of the joint venture agreement between the parties, the nature of the Authority's shareholding is such that it has an ultimate casting vote on any resolution relating to:-

- a) The removal from office of any director,
- b) The use of the Stadium (or any part of it) for purposes not permitted by the Head Lease.
- c) A matter which, if implemented or omitted to be done, would in the proper opinion of the 'A' shareholder be likely to result in either:-
  - Material prejudice to the trading and / or financial position or prospects of the company or
  - A breach of law by the company.

The nature of the joint venture agreement restricts the potential for the sale of shares and the value at which they must be offered and as such it is not possible to place a value on the shareholding other than the initial investment value.

### **INCOME, EXPENSE, GAINS AND LOSSES**

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

**TABLE 2 – FINANCIAL INSTRUMENTS GAINS/LOSSES**

<b>2014/15</b>	<b>Financial Liabilities</b>	<b>Financial Assets</b>		
	<b>Liabilities measured at amortised cost</b>	<b>Loans and receivables</b>	<b>Fair value through profit or loss</b>	<b>Total</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Interest expense	17,132	0	0	17,132
Losses on Derecognition	0	0	-3	-3
Reductions in Fair Value	0	0	-19	-19
Fee Expense	0	0	-40	-40
<b>Total Expense in Surplus or Deficit on the Provision of Services</b>	<b>17,132</b>	<b>0</b>	<b>-62</b>	<b>17,070</b>



## NOTES TO THE ACCOUNTS

2014/15	Financial Liabilities	Financial Assets		
	Liabilities measured at amortised cost £'000	Loans and receivables £'000	Fair value through profit or loss £'000	Total £'000
Interest income	0	437	34	471
Gains on Derecognition	0	0	0	0
<b>Total Income in Surplus or Deficit on the Provision of Services</b>	<b>0</b>	<b>437</b>	<b>34</b>	<b>471</b>
<b>Net gain/(loss) for the year</b>	<b>17,132</b>	<b>437</b>	<b>-28</b>	<b>17,541</b>

2013/14 Comparative Table	Financial Liabilities	Financial Assets		
	Liabilities measured at amortised cost £'000	Loans and receivables £'000	Fair value through profit or loss £'000	Total £'000
Interest expense	17,814	0	0	17,814
Losses on Derecognition	0	0	-247	-247
Reductions in Fair Value	0	0	-20	-20
Fee Expense	0	0	-25	-25
<b>Total Expense in Surplus or Deficit on the Provision of Services</b>	<b>17,814</b>	<b>0</b>	<b>-292</b>	<b>17,522</b>
Interest income	0	562	261	823
Gains on Derecognition	0	0	4	4
<b>Total Income in Surplus or Deficit on the Provision of Services</b>	<b>0</b>	<b>562</b>	<b>265</b>	<b>827</b>
<b>Net gain/(loss) for the year</b>	<b>17,814</b>	<b>562</b>	<b>-27</b>	<b>18,349</b>

# NOTES TO THE ACCOUNTS

## FAIR VALUES OF ASSETS AND LIABILITIES CARRIED AT AMORTISED COST

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

### **Methods and Assumptions in valuation technique**

The fair value of an instrument is determined by calculating the net present value of future cash flows, which provides an estimate of the value of payments in the future in today's terms.

The discount rate used in the Net Present Value calculation is the rate applicable in the market on the date of valuation for an instrument with the same structure, terms and remaining duration. For debt, this will be the new borrowing rate since premature repayment rates include a margin which represents the lender's profit as a result of rescheduling the loan; this is not included in the fair value calculation since any motivation other than securing a fair price should be ignored.

The rates quoted in this valuation were obtained by our treasury management consultants from the market on 31st March 2015, using bid prices where applicable.

The calculations are made with the following assumptions:

- Estimated ranges of interest rates at 31 March 2015 of 1.11% to 3.13% for loans from the PWLB and 0.36% to 3.66% for other loans receivable and payable, based on new lending rates for equivalent loans at that date.
- We have used interpolation techniques between available rates where the exact maturity period was not available.
- No early repayment or impairment is recognised.
- We have calculated fair values for all instruments in the portfolio, but only disclose those which are materially different from the carrying value.
- The fair value of trade and other receivables is taken to be the invoiced or billed.
- The fair values are calculated as follows:

**TABLE 3 – FAIR VALUE OF LIABILITIES CARRIED AT AMORTISED COST**

	31st March 2015		31st March 2014	
	Carrying amount	Fair value	Carrying amount	Fair value
	£'000	£'000	£'000	£'000
Financial liabilities	317,606	449,904	324,555	372,888
Creditors	59,095	59,095	59,510	59,510

## NOTES TO THE ACCOUNTS

Fair value is sometimes more than the carrying amount because the Authority's portfolio of loans includes a number of fixed rate loans where the interest rate payable is lower than the rates available for similar loans at the Balance Sheet date. The commitment to pay interest below current market rates reduces the amount that the Authority would have to pay if the lender requested or agreed to early repayment of the loans.

**TABLE 4 – FAIR VALUE OF ASSETS CARRIED AT AMORTISED COST**

	31st March 2015		31st March 2014	
	Carrying amount £000s	Fair value £000s	Carrying amount £000s	Fair value £000s
Loans and receivables	30,072	30,085	34,856	34,063
Debtors	60,518	60,518	56,666	55,724

The fair value is higher than the carrying amount because the Authority's portfolio of investments includes a number of fixed rate loans where the interest rate receivable is higher than the rates available for similar loans at the Balance Sheet date. This shows a notional future loss (based on economic conditions at 31 March 2015) attributable to the commitment to receive interest below current market rates.

Short-term debtors and creditors are carried at cost as this is a fair approximation of their fair value.

### **NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS**

The Authority's activities expose it to a variety of financial risks:

- credit risk - the possibility that other parties might fail to pay amounts due to the Authority.
- liquidity risk - the possibility that the Authority might not have funds available to meet its commitments to make payments.
- market risk - the possibility that financial loss might rise for the Authority as a result of changes in such measures as interest rates and stock market movements.

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

#### **1. Credit Risk**

Credit risk arises from deposits with banks, building societies and other local authorities as well as credit exposures to the Authority's customers.

## NOTES TO THE ACCOUNTS

The risk is managed through the Annual Investment Strategy which outlines the minimum credit criteria required for the Authority to make an investment which requires that deposits are not made with financial institutions unless they meet identified minimum credit criteria. The Annual Investment Strategy also imposes a maximum sum to be invested with a financial institution within each category.

The full details of the credit criteria are outlined in the previously published Treasury Management Strategy report available on the Council's website.

The Authority's maximum exposure to credit risk to financial institutions of £64m cannot be assessed generally as risks are specific to each institution. The risk of irrecoverability applies to all investments, however there was no evidence at 31/3/15 that this was likely to crystallise.

The following analysis summarises the Authority's potential maximum exposure to credit risk, based on past experience and current market conditions. The Authority considers for impairment all of its financial instruments annually. No credit limits were exceeded during the financial year and the Authority expects full repayment on the due date of deposits placed with its counterparties.

**TABLE 5 – CREDIT RISK (A)**

	<b>Amounts at 31 March 2015 £'000</b>	<b>Historical experience of default 31 March 2015 %</b>	<b>Historical experience adjusted for market conditions as at 31 March 2015 %</b>	<b>Estimated maximum exposure to default and uncollectability 31 March 2015 £'000</b>	<b>Estimated maximum exposure 31 March 2014</b>
Bonds and other securities	0	0.00	0.00	0	0
Customers	42,630	10.24%	14.18%	6,045	5,884
<b>Total</b>	<b>42,630</b>	<b>0.00</b>	<b>0.00</b>	<b>6,045</b>	<b>5,884</b>

The Authority does not generally allow credit for customers such that £11.3m of the £43m balance is past its due date for payment. The amount can be analysed as follows

	<b>31-Mar-15</b>	<b>31-Mar-14</b>
less than 3 months	6,733	5,964
3 to 6 months	1,258	59
6 months to 1 year	1,219	1,098
more than 1 year	2,182	2,421
	<b>11,392</b>	<b>9,542</b>

# NOTES TO THE ACCOUNTS

## 2. Liquidity Risk

The Authority has a cashflow management system to ensure cash is available when needed. If unexpected movements happen, the Authority has ready access to the money markets and the PWLB. There is no significant risk that it will be unable to raise finance to meet its commitments under financial instruments. The risk may be bound to replenish a proportion of its borrowings at times of unfavourable interest rates. The Authority sets limits on the proportion of its fixed borrowing during specific periods and seeks to ensure an even maturity profile through a combination of planning when to take new loans and where economic when to make early repayments.

The maturity structure of financial liabilities at nominal value is as follows (liability figure per Table 1 includes accrued interest on PWLB and LOBOs of £5,376k (prior year £5,523k):

**TABLE 6 – LIQUIDITY RISK**

<b>On 31 March 2014</b>	<b>Loans outstanding</b>	<b>On 31 March 2015</b>
<b>£'000</b>		<b>£'000</b>
63,972	Less than 1 year	60,492
6,778	Between 1 and 2 years	3,327
9,289	Between 2 and 5 years	9,004
3	Between 5 and 10 years	2
298,500	More than 10 years	298,500
<b>378,542</b>	<b>Total</b>	<b>371,325</b>

In the more than 10 years category there are £58m (31 March 2014 £40m) of LOBOs which have a call date in the next 12 months.

## 3. Market Risk

### Interest rate risk

The Authority is exposed to risk in terms of its exposure to interest rate movements on its borrowings and investments. Movements in interest rates have a complex impact on the Authority. A rise in interest rates would have the following effects:

- borrowings at variable rates- the interest expense charged to the surplus or deficit on the provision of services will rise
- borrowings at fixed rates- the fair value of the liabilities borrowings will fall
- investments at variable rates - the interest income credited to the surplus or deficit on the provision of services will rise
- investments at fixed rates - the fair value of the assets will fall

Borrowings are not carried at fair value, so nominal gains and losses on fixed rate borrowings would not impact on the surplus or deficit on the Provision of Services or other comprehensive income and expenditure. However changes in interest payable and receivable on variable rate borrowings and investments will be posted to the surplus or deficit on the provision of services and affect the general fund balance.

## NOTES TO THE ACCOUNTS

The Authority has a number of strategies for managing interest rate risk. The policy is to have up to a maximum of 40% of its borrowings in variable rate loans. During periods of falling interest rates, and where economic circumstances make it favourable, fixed rate loans will be repaid early to limit exposure to losses. The risk of loss is ameliorated by the fact that a proportion of government grant payable on financing costs will normally move with prevailing interest rates or the Authority's cost of borrowing and provide compensation for a proportion of any higher costs.

The treasury management team has an active strategy for assessing interest rate exposure that feeds into the setting of the annual budget and which is used to inform budget monitoring during the year. This allows any adverse changes to be accommodated. The analysis will also advise whether new borrowing taken out is fixed or variable.

According to this assessment strategy, at 31 March 2015, if interest rates had been 1% higher than market rate with all other variables held constant, the financial effect would be:

<b>TABLE 7 – INTEREST RATE RISK</b>	<b>2013/14</b>	<b>2014/15</b>
	<b>£'000</b>	<b>£'000</b>
Increase in interest payable on variable rate borrowings	400	580
Increase in interest receivable on variable rate investments	0	0
Increase in government grant receivable for financing costs	0	0
<b>Impact on Surplus or Deficit on the Provision of Services</b>	<b>400</b>	<b>580</b>
<b>Share of overall impact debited to the Housing Revenue Account</b>	<b>72</b>	<b>97</b>
Decrease in fair value of fixed rate investment assets	54	73
<b>Impact on Other Comprehensive Income and Expenditure</b>	<b>54</b>	<b>73</b>
Decrease in fair value of fixed rate borrowing liabilities (no impact on the Surplus or Deficit on the Provision of Services or other comprehensive I&E)	52,702	72,840

### Foreign Exchange Risk

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

### Price Risk

The Authority does not generally invest in equity shares but does have an equity shareholding of £50k in the stadium management company where its holding has been valued at cost as no reliable fair value can be obtained.

## NOTES TO THE ACCOUNTS

### Financial Instruments Adjustment Account

31/03/2014	31/03/2015
£'000	£'000
<b>-1,321 Balance brought forward</b>	<b>-1,434</b>
164 PWLB Premia amortisation	119
-285 PWLB Discounts amortisation	-222
10 LOBO equivalent interest rate amortisation	10
-2 Notional advances right to buy sales	-10
<b><u>-1,434 Published Balance as at 31st March</u></b>	<b><u>-1,537</u></b>

### Analysis of Borrowing

31/03/2014 Sources of borrowing	31/03/2015
£'000	£'000
212,981 Public Works Loan Board	209,792
99,207 Money market	99,221
<b>312,188 Total borrowing greater than one year</b>	<b>309,013</b>
1 Stock issues	1
11,233 Public Works Loans Board	6,952
406 Money market	392
4 Local bonds & internal mortgages	4
723 Temporary loans	1,244
<b><u>12,367 Total borrowing less than one year</u></b>	<b><u>8,593</u></b>
<b><u>324,555</u></b>	<b><u>317,606</u></b>

### Maturity dates for the repayment of loans

31/03/2014	31/03/2015
£'000	£'000
723 Temporary loans up to 1 year	1,244
Long term debt maturing within:-	
11,238 1 year	6,957
3,189 1 - 2 years	286
9,289 2 – 5 years	9,004
3 5 -10 years	2
300,113 Over 10 years	300,113
<b><u>324,555</u></b>	<b><u>317,606</u></b>

## NOTES TO THE ACCOUNTS

### 16. Short Term Debtors

31st March 2014 £'000		31st March 2015 £'000
33,798	Central government bodies	35,936
4,778	Other local authorities	2,095
2,730	NHS bodies	2,965
73	Public corporations and trading funds	0
15,548	Other entities and individuals	17,313
1,290	Payments In Advance	1,500
<b>58,217</b>	<b>Total</b>	<b>59,809</b>

### 17. Cash and Cash Equivalents

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

Authority	Group		Authority	Group
31st March 2014 £'000	31st March 2014 £'000		31st March 2015 £'000	31st March 2015 £'000
131	131	Cash held by the Authority	249	249
64,596	64,596	Bank current accounts	40,069	40,080
<b>64,727</b>	<b>64,727</b>	<b>Total Cash and Cash Equivalents</b>	<b>40,318</b>	<b>40,329</b>

### 18. Assets Held for Sale

All of the assets held for sale have been classified as current assets.

2013/14 £'000		2014/15 £'000
1,269	<b>Balance outstanding at start of year</b>	767
-198	Revaluation gains/losses	-6
	Assets classified as held for sale:	
2,606	- Property, Plant and Equipment	6,800
-2,910	Assets sold	-2,437
<b>767</b>	<b>Balance outstanding at year end</b>	<b>5,124</b>

### 19. Creditors

Authority	Group		Authority	Group
31st March 2014 £'000	31st March 2014 £'000		31st March 2015 £'000	31st March 2015 £'000
10,804	10,804	Central government bodies	9,450	9,450
5,168	5,168	Other local authorities	4,880	4,880
676	676	NHS bodies	3,164	3,164
542	542	Public corporations and trading funds	22	22
37,977	37,977	Other entities and individuals	38,551	38,551
7,543	7,543	Receipts In Advance	6,532	6,522
<b>62,710</b>	<b>62,710</b>	<b>Total</b>	<b>62,599</b>	<b>62,589</b>



## NOTES TO THE ACCOUNTS

### 20. Provisions

#### Short - term

	Outstanding Legal Cases £'000	Injury and Damage Compensation Claims £'000	Employee Benefits £'000	Other Provisions £'000	Total £'000
<b>Balance at 1 April 2014</b>	0	3,726	24,456	1,730	29,912
Additional provisions made in 2014/15	141	1,066	6,000	934	8,141
Amounts used in 2014/15	-9	-1,694	-13,471	-1,302	-16,476
Unused amounts reversed in 2014/15	183	-14	0	-121	48
<b>Balance at 31 March 2015</b>	<b>315</b>	<b>3,084</b>	<b>16,985</b>	<b>1,241</b>	<b>21,625</b>

#### Long - term

	Outstanding Legal Cases £'000	Injury and Damage Compensation Claims £'000	Employee Benefits £'000	Other Provisions £'000	Total £'000
<b>Balance at 1 April 2014</b>	215	4,983	14	9,206	14,418
Additional provisions made in 2014/15	150	1,238	0	3,217	4,605
Amounts used in 2014/15	0	-2,453	0	-3,840	-6,293
Unused amounts reversed in 2014/15	-215	0	0	0	-215
<b>Balance at 31 March 2015</b>	<b>150</b>	<b>3,768</b>	<b>14</b>	<b>8,583</b>	<b>12,515</b>

#### **Outstanding Legal Cases**

The Authority has incurred legal costs in defending its position across a number of issues and will seek to defray those costs against third parties if appropriate. To the extent that this is considered unlikely this provision is intended to quantify and provide for the expected extent of irrecoverable costs.

## NOTES TO THE ACCOUNTS

### Injury and Damage Compensation Claims

This is in respect of excess charges and uninsured costs on all known outstanding insurance claims made against the Authority in respect of all injury and compensation claims outstanding at the Balance Sheet date.

### Employee Benefits

This is in respect of the potential costs of settling all reasonably expected equal pay compensation claims as they exist at the Balance Sheet date on the basis that pending the implementation of an equal pay compliant pay structure a significant element of the potential liability will be settled by way of compensation payment rather than as backpay. It is envisaged the majority of this will be settled within 1 - 2 years.

### Other Provisions

These amounts are to cover a variety of potential liabilities including land compensation claims following compulsory purchase, potential sums arising out of grant reclaims and obsolete stock. Other provisions include a significant capital provision (£7.143m) for the future remediation and maintenance of major land refuse disposal sites. Of the £7.143m, £4.360m is likely to be settled with the next ten years and the remaining £2.783m over the next forty years.

### 21. Unusable Reserves

<b>31st March 2014 £'000</b>	<b>31st March 2015 £'000</b>
223,832 Revaluation Reserve	349,847
525,447 Capital Adjustment Account	513,679
-1,434 Financial Instruments Adjustment Account	-1,537
-480,700 Pensions Reserve	-569,890
-7,270 Accumulated Absences Account	-8,731
<b><u>259,875 Total Unusable Reserves</u></b>	<b><u>283,368</u></b>

### Revaluation Reserve

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

## NOTES TO THE ACCOUNTS

2013/14	2014/15
£'000	£'000
<b>167,061</b> Balance at 1st April	<b>223,832</b>
Upward revaluation of assets -	
60,580 Cost	93,447
7,809 Depreciation	68,404
Downward revaluation of assets and impairment losses not charged to the Surplus/Deficit on the Provision of Services -	
-2,270 Cost	-35,223
1,159 Depreciation	11,949
67,278	138,577
Surplus or deficit on revaluation of non-current assets not posted to the Surplus or Deficit on the Provision of Services	
-8,953 Difference between fair value depreciation and historical cost depreciation	-10,826
-1,554 Accumulated gains on assets sold or scrapped	-1,736
-10,507	-12,562
<b>223,832</b> Balance at 31st March	<b>349,847</b>

### Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The Account is debited with the cost of acquisition, construction or enhancement as depreciation, impairment losses and amortisation are charged to the Comprehensive Income and Expenditure Statement (with reconciling postings from the Revaluation Reserve to convert fair value figures to a historical cost basis). The Account is credited with the amounts set aside by the Authority 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 1st April 2007, the date that the Revaluation Reserve was created to hold such gains. Note 6 provides details of the source of all the transactions posted to the Account, apart from those involving the Revaluation Reserve.

## NOTES TO THE ACCOUNTS

2013/14		2014/15
£'000		£'000
<b>512,649</b>	<b>Balance at 1st April</b>	<b>525,447</b>
	Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:	
	Charges for depreciation and impairment of non-current assets	
-74,402		-76,773
	596 Revaluation losses on Property, Plant and Equipment	-11,520
	-507 Amortisation of intangible assets	-488
	-10,299 Revenue expenditure funded from capital under statute	-15,892
	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	
-3,724		-2,913
<u>-88,336</u>		<u>-107,586</u>
	10,507 Adjusting amounts written out of the Revaluation Reserve	12,562
	Net written out amount of the cost of non-current assets consumed in the year	-95,024
	-77,829	-95,024
	Capital financing applied in the year:	
	Use of the Capital Receipts Reserve to finance new capital expenditure	
5,154		3,669
	Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	
41,363		37,794
	Statutory provision for the financing of the capital investment charged against the General Fund and HRA balances	
15,341		15,751
	Capital expenditure charged against the HRA and General Fund balances	
20,552		18,084
<u>82,410</u>		<u>75,298</u>

## NOTES TO THE ACCOUNTS

2013/14 £'000	2014/15 £'000
Movements in the market value of Investment Properties debited or credited to the Comprehensive Income and Expenditure Statement	7,958
<u>8,217</u>	<u>7,958</u>
<b><u>525,447</u> Balance at 31st March</b>	<b><u>513,679</u></b>

### Financial Instruments Adjustment Account

The Financial Instruments Adjustment Account 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 benefiting from gains per statutory provisions.

2013/14 £'000	2014/15 £'000
<b>-1,321</b> Balance at 1st April	<b>-1,434</b>
Premiums incurred in the year and charged to the Comprehensive Income and Expenditure Statement	
Proportion of premiums incurred in previous financial years to be charged against the General Fund Balance in accordance with statutory requirements	-103
-121	
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	0
<u>8</u>	<u>0</u>
<b><u>-1,434</u> Balance at 31st March</b>	<b><u>-1,537</u></b>

## NOTES TO THE ACCOUNTS

### Pensions Reserve

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

<b>2013/14</b>	<b>2014/15</b>
<b>£'000</b>	<b>£'000</b>
<b>-625,600 Balance at 1st April</b>	<b>-480,700</b>
174,850 Remeasurements of the net defined benefit liability/(asset)	-71,890
-1,490 Net increase in assets & liabilities from disposals / acquisitions	0
Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services	
-63,640 in the Comprehensive Income and Expenditure Statement	-53,550
-3,390 Past service cost adjustment	-4,360
Employer's pensions contributions and direct payments to pensioners payable in the year	
<u>38,570</u>	<u>40,610</u>
<b><u>-480,700 Balance at 31st March</u></b>	<b><u>-569,890</u></b>

## NOTES TO THE ACCOUNTS

### Accumulated Absences Account

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

<b>2013/14</b>	<b>2014/15</b>
<b>£'000</b>	<b>£'000</b>
<b>-7,687 Balance at 1st April</b>	<b>-7,270</b>
Settlement or cancellation of accrual made at the 7,687 end of the preceding year	7,270
<b>-7,270</b> Amounts accrued at the end of the current year	<b>-8,731</b>
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	
417	-1,461
<b>-7,270 Balance at 31st March</b>	<b>-8,731</b>

### 22. Cash Flow Statement - Operating Activities

The cash flows for operating activities include the following items:

<b>2013/14</b>	<b>2014/15</b>
<b>£'000</b>	<b>£'000</b>
412 Interest received	265
<b>-17,872</b> Interest paid	<b>-17,200</b>
<b>-17,460</b>	<b>-16,935</b>

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

<b>Authority</b>	<b>Group</b>		<b>Authority</b>	<b>Group</b>
<b>2013/14</b>	<b>2013/14</b>		<b>2014/15</b>	<b>2014/15</b>
<b>£'000</b>	<b>£'000</b>		<b>£'000</b>	<b>£'000</b>
74,402	74,402	Depreciation	88,293	88,293
-8,813	-8,813	Impairment and downward revaluations	-7,958	-7,958
507	507	Amortisation	488	488
8,342	6,067	Increase/(decrease) in creditors	-659	-872
-6,709	-5,402	Increase in debtors	-5,499	-5,499
212	220	(Increase)/decrease in inventories	-213	-213
28,460	27,061	Movement in pension liability	17,300	17,300

## NOTES TO THE ACCOUNTS

Authority 2013/14 £'000	Group 2013/14 £'000		Authority 2014/15 £'000	Group 2014/15 £'000
		Carrying amount of non-current assets and non-current assets held for sale, sold or de-recognised	-2,913	-2,913
		Other non-cash items charged to the net surplus or deficit on the provision of services	-8,524	-8,344
-3,724	-3,724		-2,913	-2,913
-7,253	-10,156		-8,524	-8,344
<b>85,424</b>	<b>80,162</b>		<b>80,315</b>	<b>80,282</b>

The surplus or deficit on the provision of services has been adjusted for the following items that are investing and financing activities:

2013/14 £'000		2014/15 £'000
	Any other items for which the cash effects are investing or financing cash flows	
-38,201		-36,778
<b>-38,201</b>		<b>-36,778</b>

### 23. Cash Flow Statement - Investing Activities

2013/14 £'000		2014/15 £'000
-75,216	Purchase of property, plant and equipment, investment property and intangible assets	-71,922
-580,589	Purchase of long and short term investments	-687,452
6,198	Proceeds from the sale of property, plant and equipment, investment property and intangible assets	4,160
628,135	Proceeds from short-term and long-term investments	697,203
43,152	Other receipts from investing activities	36,778
<b>21,680</b>	<b>Net cash flows from investing activities</b>	<b>-21,233</b>

### 24. Cash Flow Statement - Financing Activities

2013/14 £'000		2014/15 £'000
0	Cash receipts of short and long-term borrowing	3,337
-7,234	Repayments of short and long-term borrowing	-10,286
<b>-7,234</b>	<b>Net cash flows from financing activities</b>	<b>-6,949</b>



# NOTES TO THE ACCOUNTS

## 25. Amounts Reported For Resource Allocation Decisions

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

In particular:

- No charges are made in relation to capital expenditure (whereas depreciation, revaluation and impairment losses in excess of the balance on the Revaluation Reserve are charged to services in the Comprehensive Income and Expenditure Statement). Revenue expenditure funded from capital under statute (REFCUS) is also charged to services in the Comprehensive Income and Expenditure Statement.
- Gains or losses on the disposal of non-current assets are not charged. They are charged to the Comprehensive Income and Expenditure Statement.
- The cost of retirement benefits is based on cash flows (payment of employer's pensions contributions) rather than current service cost of benefits accrued in the year (IAS19).
- No accruals are charged for employee benefits. Employee benefits accruals are charged to services in the Comprehensive Income and Expenditure Statement.
- Expenditure on some support services is budgeted for centrally and not charged to directorates.

The income and expenditure of the Authority's directorates recorded in the budget reports for the year is as follows:

	Director of Place £'000	Director of Corporate Services £'000	Director of People - Education £'000	Director of People - Social Services £'000	Director of People - Poverty & Prevention £'000	Housing Revenue Account £'000	Total £'000
<b>Directorate Income and Expenditure</b>							
<b>2014/15</b>							
Employee expenses	68,098	28,609	150,947	48,237	8,491	9,627	314,009
Premises	18,653	191	10,059	1,119	582	13,432	44,036
Transport	15,706	102	8,784	1,838	161	231	26,822
Supplies & Services	44,924	13,396	25,293	22,531	1,860	1,467	109,471
Other Costs	3,956	109,219	14,550	74,570	6,820	6,612	215,727
<b>Total Expenditure</b>	<b>151,337</b>	<b>151,517</b>	<b>209,633</b>	<b>148,295</b>	<b>17,914</b>	<b>31,369</b>	<b>710,065</b>
Fees, charges & other service income	-76,326	-3,260	-19,884	-23,955	-349	-53,436	-177,210
Government grants	-19,715	-101,301	-28,773	-19,871	-12,921	0	-182,581
<b>Total Income</b>	<b>-96,041</b>	<b>-104,561</b>	<b>-48,657</b>	<b>-43,826</b>	<b>-13,270</b>	<b>-53,436</b>	<b>-359,791</b>
<b>Net Expenditure</b>	<b>55,296</b>	<b>46,956</b>	<b>160,976</b>	<b>104,469</b>	<b>4,644</b>	<b>-22,067</b>	<b>350,274</b>

## NOTES TO THE ACCOUNTS

	Director of Place £'000	Director of Corporate Services £'000	Director of People - Education £'000	Director of People - Social Services £'000	Director of People - Poverty & Prevention £'000	Housing Revenue Account £'000	Total £'000
<b>Directorate Income and Expenditure</b>							
<b>2013/14 Comparative Figures</b>							
Employee expenses	67,095	28,829	155,318	47,973	7,801	9,454	316,470
Premises	20,125	204	8,219	1,507	476	12,774	43,305
Transport	16,897	147	8,846	2,215	173	271	28,549
Supplies & Services	125,203	13,242	30,587	24,426	1,761	1,798	197,017
Other Costs	-76,173	102,533	9,241	72,968	5,629	7,385	121,583
<b>Total Expenditure</b>	<b>153,147</b>	<b>144,955</b>	<b>212,211</b>	<b>149,089</b>	<b>15,840</b>	<b>31,682</b>	<b>706,924</b>
Fees, charges & other service income	-58,709	-4,167	-19,310	-24,872	-376	-51,444	-158,878
Government grants	-36,405	-93,605	-29,488	-17,907	-12,030	-485	-189,920
<b>Total Income</b>	<b>-95,114</b>	<b>-97,772</b>	<b>-48,798</b>	<b>-42,779</b>	<b>-12,406</b>	<b>-51,929</b>	<b>-348,798</b>
<b>Net Expenditure</b>	<b>58,033</b>	<b>47,183</b>	<b>163,413</b>	<b>106,310</b>	<b>3,434</b>	<b>-20,247</b>	<b>358,126</b>

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

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

	2013/14 £'000	2014/15 £'000
Net expenditure in the Directorate Analysis	358,126	350,274
Amounts in the Comprehensive Income and Expenditure Statement not reported to management in the Analysis	99,958	120,774
	<u>458,084</u>	<u>471,048</u>
Amounts included in the Analysis not included in the Comprehensive Income and Expenditure Statement	-32,690	-34,800
<b>Cost of Services in Comprehensive Income and Expenditure Statement</b>	<b><u>425,394</u></b>	<b><u>436,248</u></b>

## NOTES TO THE ACCOUNTS

### Reconciliation to Subjective Analysis

This reconciliation shows how the figures in the analysis of directorate income and expenditure relate to a subjective analysis of the Surplus or Deficit on the Provision of Services included in the Comprehensive Income and Expenditure Statement.

	Directorate Analysis £'000	Amounts not reported to management for decision making £'000	Amounts not included in I & E £'000	Cost of Services £'000	Corporate Amounts £'000	Total £'000
<b>2014/15</b>						
Fees, charges & other service income	-177,210	36,934	0	-140,276	-39,152	-179,428
Interest and investment income	0	0	0	0	-265	-265
Income from council tax	0	0	0	0	-94,976	-94,976
Government grants and contributions	-182,581	0	0	-182,581	-353,782	-536,363
<b>Total Income</b>	<b>-359,791</b>	<b>36,934</b>	<b>0</b>	<b>-322,857</b>	<b>-488,175</b>	<b>-811,032</b>
Employee expenses	314,009	39,810	-34,800	319,019	15	319,034
Premises	44,036	0	0	44,036	-7,208	36,828
Transport	26,822	0	0	26,822	0	26,822
Supplies & Services	109,471	0	0	109,471	2	109,473
Other Costs	215,727	-44,158	0	171,569	53,560	225,129
Depreciation, amortisation and impairment	0	88,188	0	88,188	0	88,188
Interest Payments	0	0	0	0	17,200	17,200
Precepts & Levies	0	0	0	0	29,305	29,305
Gain or Loss on Disposal of Non Current Assets	0	0	0	0	-1,183	-1,183
<b>Total Expenditure</b>	<b>710,065</b>	<b>83,840</b>	<b>-34,800</b>	<b>759,105</b>	<b>91,691</b>	<b>850,796</b>
<b>Surplus or Deficit on the Provision of Services</b>	<b>350,274</b>	<b>120,774</b>	<b>-34,800</b>	<b>436,248</b>	<b>-396,484</b>	<b>39,764</b>

## NOTES TO THE ACCOUNTS

	Directorate Analysis £'000	Amounts not reported to management for decision making £'000	Amounts not included in I & E £'000	Cost of Services £'000	Corporate Amounts £'000	Total £'000
<b>2013/14 Comparative Figures</b>						
Fees, charges & other service income	-158,878	33,645	0	-125,233	-46,695	-171,928
Interest and investment income	0	0	0	0	-412	-412
Income from council tax	0	0	0	0	-88,905	-88,905
Government grants and contributions	-189,920	714	0	-189,206	-368,230	-557,436
<b>Total Income</b>	<b>-348,798</b>	<b>34,359</b>	<b>0</b>	<b>-314,439</b>	<b>-504,242</b>	<b>-818,681</b>
Employee expenses	316,470	34,253	-32,690	318,033	15	318,048
Premises	43,305	0	0	43,305	527	43,832
Transport	28,549	0	0	28,549	0	28,549
Supplies & Services	197,017	0	0	197,017	11	197,028
Other Costs	121,583	-42,648	0	78,935	59,674	138,609
Depreciation, amortisation and impairment	0	73,994	0	73,994	0	73,994
Interest Payments	0	0	0	0	17,872	17,872
Precepts & Levies	0	0	0	0	28,304	28,304
Gain or Loss on Disposal of Non Current Assets	0	0	0	0	-3,200	-3,200
<b>Total Expenditure</b>	<b>706,924</b>	<b>65,599</b>	<b>-32,690</b>	<b>739,833</b>	<b>103,203</b>	<b>843,036</b>
<b>Surplus or Deficit on the Provision of Services</b>	<b>358,126</b>	<b>99,958</b>	<b>-32,690</b>	<b>425,394</b>	<b>-401,039</b>	<b>24,355</b>

## NOTES TO THE ACCOUNTS

### 26. Trading Operations

In accordance with the Service Reporting Code of Practice (SeRCOP) which has been issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) the Authority undertakes a number of activities which are defined as trading activities within the meaning of the Code.

All the Authority's trading operations are an integral part of one of the Authority's services to the public and are incorporated into the Comprehensive Income and Expenditure Statement.

#### 2014/15

	<b>Turnover</b>	<b>Expenditure</b>	<b>Surplus/- Deficit</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Car Parks	4,143	2,331	1,812
Grand Theatre	3,061	4,917	-1,856
Indoor Market	1,081	402	679
Catering	6,267	6,351	-84
Trade Waste	2,581	2,084	497
Swansea Marina	1,054	1,132	-78
	<u>18,187</u>	<u>17,217</u>	<u>970</u>

#### 2013/14

	<b>Turnover</b>	<b>Expenditure</b>	<b>Surplus/- Deficit</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Car Parks	3,849	2,804	1,045
Grand Theatre	3,324	4,942	-1,618
Indoor Market	1,107	784	323
Catering	5,880	6,124	-244
Trade Waste	2,422	1,525	897
Swansea Marina	1,117	1,257	-140
	<u>17,699</u>	<u>17,436</u>	<u>263</u>

The Authority provides and operates over fifty car parks. These include both multi-storey and surface car parks, mainly in the city centre and on the coast, and some serve specific destinations. The customers are mainly individual shoppers, workers, visitors, and leisure venue users. Prices are set at commercial market rates and the service generates a significant surplus which will help to fund other council services.

The Authority provides and operates the Grand Theatre in the city centre. It forms a central part of the City's cultural service, and stages a wide variety of performances throughout the year, both for local and regional residents and visitors. The Theatre's customers are mainly individual theatre goers although the venue is also hired out to groups. Ticket prices are set at market rates in conjunction with the companies providing shows, although this requires a significant subsidy from the Authority.

## NOTES TO THE ACCOUNTS

The Authority provides Swansea Indoor Market, and manages and lets the stalls which currently number about one hundred. The stalls can be let on both a permanent long term and casual basis. Rents are set at commercial market rates, and as well as providing a unique and historic shopping facility, the market generates a significant surplus which helps to fund other council services.

The Catering Service is responsible for the provision of school meals in all schools within the City and County of Swansea, except two secondaries who have arranged their own caterers. The service also provides some in-house catering facilities at some Council facilities but this activity is incidental to the overall operation. The service is fully traded and expected to break even. The operation delivers the Authority's statutory duty to make a school meal provision at each school.

The Authority operates a waste and recycling collection service to about two thousand businesses throughout the area. It also collects and disposes of refuse from the Authority's own buildings and services. Prices are set at commercial rates and the operation generates a significant surplus which helps to fund the Authority's other waste services.

The Authority provides and operates the Swansea Marina which forms a central part of the City's redeveloped and award winning Maritime Quarter. It has over five hundred berths available for both short and long term hire, and provides a full marina service. Prices are set at commercial market rates with the aim of covering the direct costs of operating the service.

### 27. Members' Allowances

The Authority paid the following amounts to members of the Council during the year.

<b>2013/14</b>		<b>2014/15</b>
<b>£'000</b>		<b>£'000</b>
1,253	Allowances	1,271
3	Expenses	16
<u>1,256</u>	<b>Total</b>	<u>1,287</u>

## NOTES TO THE ACCOUNTS

### 28. Officers' Remuneration

(a) The following tables set out the remuneration for Senior Officers whose salary is less than £150,000 but equal to or more than £60,000 per year.

**Table 1 - 2014/15**

	Remuneration (including Fees & Allowances)	* Expense Allowances	Compensation for loss of office	Total remuneration excluding pension contributions	Pension contributions (22.4%)	Total remuneration including pension contributions
	£	£	£	£	£	£
Chief Executive	140,000	0	0	<b>140,000</b>	0	<b>140,000</b>
Director Place	110,000	0	0	<b>110,000</b>	24,640	<b>134,640</b>
Corporate Director Environment (a)	1,222	0	58,375	<b>59,597</b>	274	<b>59,871</b>
Director Corporate Services	110,000	0	0	<b>110,000</b>	24,640	<b>134,640</b>
Director People	97,500	0	0	<b>97,500</b>	21,840	<b>119,340</b>
Chief Operating Officer	85,506	0	0	<b>85,506</b>	19,040	<b>104,546</b>
Chief Social Services Officer	92,500	0	0	<b>92,500</b>	20,720	<b>113,220</b>
Chief Education Officer (b)	69,932	0	0	<b>69,932</b>	15,665	<b>85,597</b>
Head of Legal, Democratic Services and Procurement	80,352	0	0	<b>80,352</b>	17,920	<b>98,272</b>
Director Culture, Sport/Leisure & Tourism (c)	40,000	0	67,882	<b>107,882</b>	8,960	<b>116,842</b>
Head of Education Inclusion	80,000	27	0	<b>80,027</b>	17,920	<b>97,947</b>
Head of Child and Family Services	80,000	0	0	<b>80,000</b>	17,920	<b>97,920</b>
Head of Education Planning and Resources	70,000	27	0	<b>70,027</b>	15,680	<b>85,707</b>
Head of Housing & Public Protection	82,500	0	0	<b>82,500</b>	18,480	<b>100,980</b>
Head of Economic Regeneration & Planning	80,000	0	0	<b>80,000</b>	17,920	<b>97,920</b>
Head of Communications & Customer Engagement	65,000	0	0	<b>65,000</b>	14,560	<b>79,560</b>
<b>Balance c/f</b>	<b>1,284,512</b>	<b>54</b>	<b>126,257</b>	<b>1,410,823</b>	<b>256,179</b>	<b>1,667,002</b>

## NOTES TO THE ACCOUNTS

Table 1 - 2014/15 continued

Post title	Remuneration (including Fees & Allowances) £	* Expense Allowances £	Compensation for loss of office £	Total remuneration excluding pension contributions £	Pension contributions (22.4%) £	Total remuneration including pension contributions £
<b>Balance b/f</b>	<b>1,284,512</b>	<b>54</b>	<b>126,257</b>	<b>1,410,823</b>	<b>256,179</b>	<b>1,667,002</b>
Head of Human Resources & Organisational Development	65,190	0	0	<b>65,190</b>	14,560	<b>79,750</b>
Head of Finance and Delivery	72,922	0	0	<b>72,922</b>	16,240	<b>89,162</b>
Head of Poverty & Prevention	57,500	0	0	<b>57,500</b>	12,880	<b>70,380</b>
Head of Waste Management	77,500	0	0	<b>77,500</b>	17,360	<b>94,860</b>
Interim Head of Delivery & Information (f)	20,833	0	36,777	<b>57,610</b>	4,667	<b>62,277</b>
Head of Adult Services	67,500	0	0	<b>67,500</b>	15,120	<b>82,620</b>
Interim Head of Human Resources & Organisational Development	57,500	0	0	<b>57,500</b>	12,880	<b>70,380</b>
Head of Cultural Services (d)	42,903	0	0	<b>42,903</b>	9,610	<b>52,513</b>
Head of Education Improvement (e)	43,750	0	0	<b>43,750</b>	9,800	<b>53,550</b>
Head of Information & Business Change (g)	47,049	0	0	<b>47,049</b>	10,539	<b>57,588</b>
Chief Education Officer (h)	3,871	0	0	<b>3,871</b>	867	<b>4,738</b>
Head of Highways and Transportation (i)	55,040	0	0	<b>55,040</b>	12,329	<b>67,369</b>
<b>Total</b>	<b>1,896,070</b>	<b>54</b>	<b>163,034</b>	<b>2,059,158</b>	<b>393,031</b>	<b>2,452,189</b>



## NOTES TO THE ACCOUNTS

\* The expense allowance represents an allowance for telephone costs.  
No bonus payments or benefit in kind payments were made to the Officers detailed in these notes.

- (a) The Corporate Director Environment left the Authority on 4th April 2014.
- (b) The Chief Education Officer left on 4th January 2015.
- (c) The Head of Culture, Sport/Leisure & Tourism retired on 30th September 2014.
- (d) The Head of Cultural Services commenced on 21st August 2014.
- (e) The Head of Education Improvement commenced on 1st September 2014. This is a joint post with Neath Port Talbot County Borough Council as part of the ERW academic regional consortium.
- (f) The Interim Head of Delivery & Information retired on 31st July 2014.
- (g) The Head of Information & Business Change commenced on 30th June 2014.
- (h) The Chief Education Officer commenced on 16th March 2015.
- (i) The Head of Highways and Transportation commenced on 7th July 2014.

## NOTES TO THE ACCOUNTS

The following tables set out the remuneration for Senior Officers whose salary is less than £150,000 but equal to or more than £60,000 per year.

**Table 1 - 2013/14**

<i>The posts in bold italics reflect transitional arrangements and departure costs and amounted to £680,747 in 2013/14.</i>	Remuneration (including Fees & Allowances)	* Expense Allowances	Compensation for loss of office	Total remuneration excluding pension contributions	Pension contributions (22.4%)	Total remuneration including pension contributions
	£	£	£	£	£	£
Chief Executive	140,000	0	0	<b>140,000</b>	20,907	<b>160,907</b>
Director Place	110,000	0	0	<b>110,000</b>	24,640	<b>134,640</b>
<b>Corporate Director Environment</b>	<b>110,000</b>	<b>159</b>	<b>0</b>	<b>110,159</b>	<b>24,640</b>	<b>134,799</b>
<b>Interim Corporate Director Education (a)</b>	<b>71,250</b>	<b>0</b>	<b>98,843</b>	<b>170,093</b>	<b>20,041</b>	<b>190,134</b>
<b>Corporate Director Social Services (b)</b>	<b>27,500</b>	<b>0</b>	<b>0</b>	<b>27,500</b>	<b>0</b>	<b>27,500</b>
Director Corporate Services (c)	88,917	0	0	<b>88,917</b>	19,917	<b>108,834</b>
Director People (d)	52,778	0	0	<b>52,778</b>	11,822	<b>64,600</b>
Chief Operating Officer (g)	69,363	133	0	<b>69,496</b>	15,426	<b>84,922</b>
Chief Social Services Officer (h)	67,500	0	0	<b>67,500</b>	15,120	<b>82,620</b>
Chief Education Officer (i)	21,290	0	0	<b>21,290</b>	4,769	<b>26,059</b>
Head of Legal, Democratic Services and Procurement	80,440	0	0	<b>80,440</b>	17,920	<b>98,360</b>
Head of Culture, Sport/Leisure & Tourism	80,000	159	0	<b>80,159</b>	17,920	<b>98,079</b>
<b>Head of Finance (e)</b>	<b>23,000</b>	<b>40</b>	<b>817</b>	<b>23,857</b>	<b>5,611</b>	<b>29,467</b>
<b>Head of Corporate Building and Property Services (f)</b>	<b>13,333</b>	<b>27</b>	<b>0</b>	<b>13,360</b>	<b>2,987</b>	<b>16,347</b>
Head of Education Inclusion	80,000	159	0	<b>80,159</b>	17,920	<b>98,079</b>
Head of Delivery & Information (t)	54,931	106	75,429	<b>130,466</b>	11,670	<b>142,135</b>
Head of Child and Family Services	80,453	0	0	<b>80,453</b>	18,021	<b>98,474</b>
Head of Education Planning and Resources	70,000	159	0	<b>70,159</b>	15,680	<b>85,839</b>
<b>Balance c/f</b>	<b>1,240,755</b>	<b>942</b>	<b>175,089</b>	<b>1,416,786</b>	<b>265,011</b>	<b>1,681,796</b>

## NOTES TO THE ACCOUNTS

Table 1 - 2013/14 continued

Post title	Remuneration (including Fees * Expense & Allowances)	* Expense Allowances	Compensation for loss of office	Total remuneration excluding pension contributions	Pension contributions (22.4%)	Total remuneration including pension contributions
	£	£	£	£	£	£
<b>Balance b/f</b>	<b>1,240,755</b>	<b>942</b>	<b>175,089</b>	<b>1,416,786</b>	<b>265,011</b>	<b>1,681,796</b>
<b>Head of Street Scene (j)</b>	<b>25,833</b>	<b>0</b>	<b>62,959</b>	<b>88,792</b>	<b>5,787</b>	<b>94,579</b>
<b>Head of Public Protection (k)</b>	<b>53,822</b>	<b>106</b>	<b>68,431</b>	<b>122,359</b>	<b>12,074</b>	<b>134,433</b>
Head of Highways & Transportation (u)	71,458	0	0	<b>71,458</b>	16,007	<b>87,465</b>
Head of Housing & Public Protection	77,500	159	0	<b>77,659</b>	17,360	<b>95,019</b>
Head of Adult Services (p)	19,861	0	0	<b>19,861</b>	4,449	<b>24,310</b>
Head of Economic Regeneration & Planning	77,500	159	0	<b>77,659</b>	17,360	<b>95,019</b>
Head of Communications & Consultation	60,000	159	0	<b>60,159</b>	13,440	<b>73,599</b>
Head of Human Resources & Organisational Development (r)	60,138	0	0	<b>60,138</b>	13,440	<b>73,578</b>
Head of Financial Services (l)	49,073	0	0	<b>49,073</b>	10,946	<b>60,019</b>
Head of Poverty & Prevention (m)	37,110	0	0	<b>37,110</b>	8,313	<b>45,423</b>
Head of Waste Management (n)	37,708	0	0	<b>37,708</b>	8,447	<b>46,155</b>
<b>Interim Head of Delivery &amp; Information (o)</b>	<b>25,366</b>	<b>0</b>	<b>0</b>	<b>25,366</b>	<b>5,682</b>	<b>31,048</b>
Head of Adult Services (q)	49,242	0	0	<b>49,242</b>	11,030	<b>60,273</b>
<b>Interim Head of Human Resources &amp; Organisational Development (s)</b>	<b>18,333</b>	<b>0</b>	<b>0</b>	<b>18,333</b>	<b>4,107</b>	<b>22,440</b>
<b>Total</b>	<b>1,903,701</b>	<b>1,526</b>	<b>306,478</b>	<b>2,211,705</b>	<b>413,452</b>	<b>2,625,157</b>

## NOTES TO THE ACCOUNTS

\* The expense allowance represents an allowance for telephone costs.

No bonus payments or benefit in kind payments were made to the Officers detailed in these notes.

- (a) The Interim Corporate Director Education left the Authority on 31st December 2013.
- (b) The Corporate Director Social Services left on 30th June 2013.
- (c) The Director Corporate Services commenced on 10th June 2013.
- (d) The Director People commenced on 11th September 2013.
- (e) The Head of Finance retired on 30th June 2013.
- (f) The Head of Corporate Building & Property Services is the Chief Operating Officer since 15th May 2013. The Head of Corporate Building & Property Services post has been vacant since 15th May 2013.
- (g) The Chief Operating Officer commenced on 15th May 2013.
- (h) The Chief Social Services Officer commenced on 17th June 2013.
- (i) The Chief Education Officer commenced on 6th January 2014.
- (j) The Head of Street Scene retired on 31st July 2013.
- (k) The Head of Public Protection retired on 30th November 2013.
- (l) The Head of Financial Services commenced on 1st July 2013.
- (m) The Head of Poverty & Prevention commenced on 29th July 2013.
- (n) The Head of Waste Management commenced on 30th September 2013.
- (o) The Interim Head of Delivery & Information commenced on 21st October 2013.
- (p) The Head of Adult Services is the Chief Social Services Officer since 17th June 2013.
- (q) The Head of Adult Services commenced on 24th June 2013.
- (r) The Head of Human Resources & Organisational Development was seconded on the budget savings programme on 18th November 2013.
- (s) The Interim Head of Human Resources & Organisational Development commenced on 18th November 2013.
- (t) The Head of Delivery and Information left the Authority on 22nd November 2013.
- (u) The Head of Highways & Transportation left the Authority on 2nd March 2014.

## NOTES TO THE ACCOUNTS

(b) The number of employees (excluding Senior Officers) whose remuneration (excluding employer's pension contributions) was £60,000 or more, in bands of £5,000, were:

2013/14 Number of employees	Remuneration Band	2014/15 Number of employees
34	£60,000 - £64,999	33
9	£65,000 - £69,999	11
6	£70,000 - £74,999	4
5	£75,000 - £79,999	6
3	£80,000 - £84,999	3
3	£85,000 - £89,999	3
1	£90,000 - £94,999	1
0	£95,000 - £99,999	1
2	£100,000 - £104,999	1
1	£105,000 - £109,999	0
0	£110,000 - £114,999	1
<u>64</u>	Total	<u>64</u>

The numbers shown relate to Authority employees which include teaching staff. Senior Officers' remunerations are shown in the tables on pages 96 to 101.

## NOTES TO THE ACCOUNTS

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

### 2013/14

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
				£'000
£0 - £20,000	7	110	117	959
£20,001 - £40,000	0	40	40	1,218
£40,001 - £60,000	0	15	15	728
£60,001 - £80,000	0	10	10	675
£80,001 - £100,000	0	3	3	259
£100,000 - £150,000	0	4	4	532
<b>Total</b>	<b>7</b>	<b>182</b>	<b>189</b>	<b>4,371</b>

### 2014/15

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
				£'000
£0 - £20,000			0	
£20,001 - £40,000			0	
£40,001 - £60,000			0	
£60,001 - £80,000			0	
£80,001 - £100,000			0	
£100,000 - £150,000			0	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

The average payback period against all early retirement / voluntary redundancy packages agreed for 2013/14 is just over 1 year.

## NOTES TO THE ACCOUNTS

### 29. External Audit Costs

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

<b>2013/14</b>		<b>2014/15</b>
<b>£'000</b>		<b>£'000</b>
262	Fees payable to auditors appointed by the Auditor General for Wales with regard to external audit services carried out by the appointed auditor	262
147	Fees payable to auditors appointed by the Auditor General for Wales in respect of statutory inspection	108
144	Fees payable to auditors appointed by the Auditor General for Wales for the certification of grant claims and returns by the appointed auditor	106
25	Fees payable in respect of any other services provided by the appointed auditor	8
578		484

### 30. Grant Income

The Authority credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Statement in 2013/14 and 2014/15:

<b>2013/14</b>		<b>2014/15</b>
<b>£'000</b>		<b>£'000</b>
	<b>Credited to Taxation and Non Specific Grant Income</b>	
88,905	Council Tax Income	94,976
74,941	Non Domestic Rates	76,436
254,557	Revenue Support Grant	241,789
10,972	School Building Improvement Grant	6,363
1,095	Regional Transport Programme Grant	1,400
9,100	Housing MRA Grant	9,130
6,363	WEFO Convergence Grant	6,168
797	Strategic Regeneration Area Grant	0
0	Lottery	689
3,801	General Capital Grant	3,832
838	CESP Energy Efficiency	0
1,130	Learning In Digital Wales	0
1,754	Houses into Homes	0
0	Vibrant & Viable Places Grant	3,056
0	Intermediate Care Fund	338
2,882	Other Grants and Contributions	4,581
457,135		448,758

## NOTES TO THE ACCOUNTS

2013/14		2014/15
£'000		£'000
	<b>Credited to Services</b>	
2,117	School Effectiveness Grant	1,802
51,933	Rent allowance subsidy	52,677
35,119	Rent rebate subsidy	34,897
39	Cymorth - Social Services	0
3,421	Families First	3,459
827	Learning Pathways	459
13,955	Supporting people	14,613
6,072	Department for Children, Education, Lifelong Learning and Skills	5,657
2,335	Outcome agreement grant	2,325
5,730	COASTAL	2,048
4,867	Sustainable Waste Management	4,769
1,878	Housing Benefit Administration	1,278
6,242	Concessionary fares	6,064
4,484	Training and Enterprise Council Contract	3,831
1,539	Ethnic Minority Achievement Grant	1,466
7,333	Foundation Phase	7,200
4,541	Flying Start	5,476
16	Regional Transport Programme Grant	17
138	WEFO Convergence Grant	0
20	Strategic Regeneration Area Grant	0
761	School Building Improvement Grant	0
2,755	Pupil Deprivation Grant	5,571
1,473	Convergence RES	718
2,781	Communities First	3,029
16,546	South West Wales Integrated Transport (SWWITCH)	-1,819
1,074	Rural Development Plan	1,003
0	Bus Services Support Grant (BSSG)	5,097
0	Western Bay Intermediate Care Fund	7,104
1,181	Western Bay Regional Collaboration Grant	1,616
10,758	Other Grants	11,275
<b>189,935</b>		<b>181,632</b>



## **NOTES TO THE ACCOUNTS**

### **31. Related Parties**

The Authority 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 Authority.

#### **a) Central Government**

The Authority receives significant funding from the Welsh Government. Details of the sums received in respect of Revenue Support Grant and redistributed Non Domestic Rates are shown in the Comprehensive Income and Expenditure Statement, with details of other grant income being shown in note 30 to the Accounts.

#### **b) Charitable and Voluntary Bodies**

The Authority appoints members to represent it on numerous charitable and voluntary bodies which operate primarily within the City and County of Swansea, as well as to a number of national bodies where it is deemed in the Authority's interest to be represented. Any transactions with these bodies are not significant.

#### **c) Other Bodies**

The Authority has appointed members and officers to a number of outside organisations which include the following:-

Arts Council of Wales  
Coleg Harlech  
Community Health Council J.C.C.  
Cymdeithas Caer Las  
Gower Commoners Association  
Industrial Common Ownership Financial Fund  
Mid and West Wales Fire Authority  
South West Wales Tourism Partnership Limited  
National Waterfront Museum (Swansea) Limited  
South Wales Police Authority  
Swansea Bay Port Health Authority  
University of Wales Swansea – Court of Governors  
University of Wales Swansea - Council  
Welsh Joint Education Committee

A full listing can be obtained from the Finance department, Civic Centre, Oystermouth Road, Swansea, SA1 3SN and on the Authority's website ([www.swansea.gov.uk/councillors](http://www.swansea.gov.uk/councillors)).

## **NOTES TO THE ACCOUNTS**

In respect of the Mid and West Wales Fire Authority and the Swansea Bay Port Health Authority, amounts are paid by the Authority in respect of levies and precepts to these bodies. The Section 151 Officer of the Council also acts as the Clerk and Treasurer of the Swansea Bay Port Health Authority.

Levies / Contributions paid to the two bodies were:-

Mid and West Wales Fire Authority:-	£11.524m (2013/14: £11.503m)
Swansea Bay Port Health Authority:-	£0.094m (2013/14: £0.089m)

The Authority is responsible for the collection of Council Taxes on behalf of the South Wales Police Authority. The total collected and paid over to the South Wales Police Authority for 2014/15 was £16.820m (2013/14 £15.865m).

### **d) Subsidiary, Associates and Joint Ventures**

The Authority has an interest in seven companies, details of which are shown below:-

#### **Swansea City Waste Disposal Company Limited (SCWD Co Ltd.) - Subsidiary**

The Swansea City Waste Disposal Company Limited ("the Company") was a wholly owned subsidiary of the Authority until 31st July 2013 on which date the assets, liabilities and balances transferred. The Authority owned the total issued share capital of the company comprising of 4,879,000 ordinary shares of £1. The activities of the Company involved the management of the baling plant, civic amenity sites and the central land disposal site at Tir John.

In January 2013 the Authority made a decision to undertake future waste disposal operations in-house rather than through the Company. This was formally undertaken with effect from 31st July 2013 and as of that date all Assets, Liabilities and Balances of the Company were transferred to the City and County of Swansea. The Swansea City Waste Disposal Company has ceased trading and is a dormant company.

During 2014/15 the Swansea City Waste Disposal Company Limited issued 150,000 ordinary shares of £1 each.

The net liabilities of Swansea Waste Disposal Company Limited as at 30th September 2014 were £18k.

## **NOTES TO THE ACCOUNTS**

### **The National Waterfront Museum Swansea - Joint Venture**

The National Waterfront Museum Swansea (“the Company”) is limited by guarantee and is a registered charitable trust (charity number 1090512). The Company has seven directors, of which three are appointed by the City and County of Swansea, three by the National Museums and Galleries of Wales, with the seventh director being an independent chairman.

The purpose of the Company was to develop the National Industrial and Maritime Museum at Swansea which opened in Spring 2006. The Company derives its funds from several sources, including the Welsh Government, the National Museums and Galleries of Wales, the former Welsh Development Agency and the Heritage Lottery Fund.

During the 2002/03 financial year the Authority granted a lease to the Company of a substantial portion of the site on which the new museum has been developed. The lease was granted at a peppercorn rental and constitutes the Authority’s commitment to the scheme.

The museum has been leased to the National Museums and Galleries of Wales at a peppercorn rent by the Company. Due to the nature of the Company and its constitution there will be no direct beneficial interest arising to the Authority from its activities.

A contribution of £2,275 was made in 2014/15 and 2013/14 to National Waterfront Museum Swansea towards 50% of the governance costs of the charitable company. There was a creditor of £3,460 outstanding as at 31st March 2015 (2013/14 zero) . The charitable company is deemed to be influenced significantly by the Authority through its representation on the Board of Trustees.

The net assets of the National Waterfront Museum Swansea at 31st March 2015 are £18,990,636 (2014 £19,147,639).

Copies of the accounts of the Company are available from the National Waterfront Museum Swansea Project Office, Queens Buildings, Cambrian Place, Swansea SA1 1TW.

### **The Wales National Pool (Swansea) - Joint Venture**

The Wales National Pool (Swansea) (“the Company”) is a company limited by guarantee. The purpose of the company is to operate the Wales National 50 Metre Pool which is located in Swansea.

The City and County of Swansea was responsible for the construction of the pool complex, with the bulk of funding being supplied by the National Lottery Sports Foundation. The pool has been constructed on land owned by the University of Wales, Swansea.

## NOTES TO THE ACCOUNTS

The pool complex is leased to the company at a peppercorn rent. Due to the nature of the facility, which is unlikely to show profitability, the development is not thought to have a high commercial value.

The pool complex was opened in April 2003. Details of the Authority's transactions with the Company during the year are as follows:-

<b>2013/14</b>		<b>2014/15</b>
<b>£'000</b>		<b>£'000</b>
299	Funding provided by the Authority towards operating costs of the pool	316
105	Sum paid for the free use of the pool by schools and other bodies	103
-765	Recharges of wages, salaries and other costs to the Company	-776

The Company has seven directors, of which three are appointed by the City and County of Swansea, three by the University of Wales (Swansea), with the seventh director being an independent chairman.

By agreement with the University of Wales Swansea, the Authority funds 50 per cent of the operational deficit that the Company makes during its financial year which operates from 1st August to 31st July. There are no other guarantees in place that could increase the Authority's liability in respect of the operations of the Company.

There were no outstanding debtors and creditors at 31st March 2015.

The net assets of Wales National Pool (Swansea) Limited at 31st March 2015 are zero (2014 zero).

Copies of the accounts of the Company are available from the University of Wales Swansea, Finance Department, Singleton Park, Swansea, SA2 8PP.

### **Swansea Stadium Management Company Limited (SSMC Limited) - Associate**

In March 2005, the City and County of Swansea purchased shares to the value of £50,000 in Swansea Stadium Management Company Limited, a company formed to operationally run the Liberty Stadium in Swansea. The stadium is a circa - 20,000 seater stadium, and is the home to Swansea City Association Football Club (The) Limited and Ospreys Rugby Limited. The stadium also has a number of banqueting and hospitality suites which can also be used for activities outside of sporting events.

The Council incurred £107k of expenditure with the Swansea Stadium Management Company Limited in 2014/15 (2013/14: £104k). These sums were re-imbursed by SSMC Ltd.

## **NOTES TO THE ACCOUNTS**

The outstanding debtors and creditors at 31st March 2015 were £33k and £0 (2014 £79k and £0).

The stadium was constructed by the City and County of Swansea, and is leased to SSMC Limited on a 50 year lease. The shareholding represents a one-third holding in the company with the other shares held by the above organisations equally. The constitution of the company is such that although all shareholders have an equal vote in operational issues, for matters deemed of a significant nature the City and County of Swansea may veto any decisions made by the Board, including the appointment of senior officers and the commissioning of events to be held at the stadium. The terms of a supplementary agreement entered into with the joint shareholders of the Company exempts the Authority from contributing to any past or future losses of the Company.

On the basis that the Company has been loss making during 2014/15 and 2013/14 the company's results have not been consolidated into the Group Accounts.

Accounts for the company can be obtained from the company secretary, SSMC Limited, Liberty Stadium, Swansea, SA1 2FA.

### **Swansea Bay Futures Limited**

This company is currently dormant. The company's principal activity was promoting Swansea and the surrounding region as a place, to live, study, work, invest in and visit.

The City and County of Swansea typically has a representation of 4 Directors of the board holding office during the year. Funding for the Company has ceased from 1st April 2011 onwards.

There were no transactions with the company during the year and no outstanding debtors and creditors at 31st March 2014 and 31st March 2015.

### **Bay Leisure Limited - Associate**

The Company was incorporated on 6th August 2007. The principal activity of the Company is to manage and operate the main Leisure Centre within the Authority's area – the 'LC'.

The company is a trust limited by guarantee, and, as such, the Authority has no direct shareholding or financial interest in the Company. The Company is treated as an associate within the group structure of the Authority. There has been no consolidation for Bay Leisure Limited due to the immateriality of the Company's results.

## **NOTES TO THE ACCOUNTS**

In terms of overall control, the Company has a Board consisting of eleven directors of which the Authority is able to nominate two.

The LC was constructed by the City and County of Swansea and remains classified as an operational asset within the Authority's accounts.

The LC is leased to Bay Leisure Limited for a period of ten years with the Company being responsible for all operational matters including day to day maintenance and repairs. As owner of the building the Authority is responsible for major repair/replacement/refurbishment items and, as such, is making an annual contribution to an earmarked reserve for future expenditure in this area.

In terms of future funding, the Authority is under an obligation to consider an annual funding request from the Company to provide sufficient funding by way of a management agreement to fund any operating deficit evidenced by the Company's business plan. Due consideration will be given to such requests taking into account any balances or reserves that the Company may hold.

Funding set aside in the Authority's revenue budget for 2014/15 amounts to £0.617m (2013/14 £0.667m) which reflects the management fee payable to the company.

The net assets of Bay Leisure Limited at 31st March 2015 are £474,384 (2014 £312,380).

Copies of the accounts of the Company are available from the LC, Oystermouth Road, Swansea, SA1 3ST.

### **e) Other Organisations**

Members of the Authority have direct control over the Authority's financial and operating policies.

During 2013/14 and 2014/15 there were no payments made to any organisations which constitute a Related Party in relation to any Members of the Council.

### **f) Duties imposed on Council Directors**

It is important to note that where Councillors are appointed to act as Directors of Companies or as Board Members of Statutory Agencies then they must, when carrying out such appointments, seek to act in the best interests of the Company / Statutory Body when acting in that official capacity.

### **g) Pension Fund**

The City and County of Swansea acts as administering Authority for the City and County of Swansea Pension Fund (formerly the West Glamorgan Pension Fund). The accounts of the Pension Fund are included as part of these accounts.

## **NOTES TO THE ACCOUNTS**

Transactions between the Authority and the Pension Fund mainly comprise the payment to the Pension Fund of employee and employer payroll superannuation deductions, together with payments in respect of enhanced pensions granted by Former Authorities.

The Pension Fund currently has 32 scheduled and admitted bodies. Management of the Pension Scheme Investment Fund is undertaken by a panel. The panel is advised by two independent advisors.

### **32. Group Accounts**

The following are the dates of relevant company accounts used for consolidation:

- Swansea City Waste Disposal Company Limited - Annual report for the year ending 30th September 2014,
- National Waterfront Museum Swansea - Draft Financial Statements for the year ending 31st March 2015,
- Wales National Pool Swansea - Report and financial statements for the year ended 31st July 2014.

In the opinion of the Authority the use of the above information is likely to adequately reflect the extent and nature of group income and expenditure and assets and liabilities that exist as at 31st March 2015 and the use of current information would not be significant in relation to the group position as stated.

In accordance with IFRS 5 "Non-current assets held for sale and discontinued operations", all Group activities were classified as 'Continuing' during the year. There were no material acquisitions or discontinuations of services as defined by the Standard.

The total net assets of the Group can be analysed according to the relevant entity to which they relate, as follows:

<b><u>31st March</u></b>		<b><u>31st</u></b>
<b><u>2014</u></b>		<b><u>March</u></b>
<b><u>£'000</u></b>		<b><u>2015</u></b>
		<b><u>£'000</u></b>
857,173	City and County of Swansea (Parent)	973,339
0	Swansea City Waste Disposal Company Limited (Subsidiary)	21
9,574	National Waterfront Museum Swansea (Joint Venture)	9,496
<b>0</b>	<b>Net Assets Employed (exc. Pension Fund)</b>	<b>982,856</b>
-480,700	Net Group Pension Fund Liabilities	-569,890
<b>0</b>	<b>Net Assets Employed</b>	<b>412,966</b>

## NOTES TO THE ACCOUNTS

The City and County of Swansea (the Parent company) does not believe that it will receive a material benefit in the form of income or dividends from the related companies, and does not expect to make any contributions over and above the normal budgeted requirement. Since the related companies are limited by guarantee, any losses to the Authority will be limited to the value of the guarantee in each entity.

### 33. Capital Expenditure and Capital Financing

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

<b>2013/14</b>	<b>2014/15</b>
<b>£'000</b>	<b>£'000</b>
<b>378,679</b> Opening Capital Financing Requirement	<b>380,702</b>
<b>Capital investment</b>	
74,735 Property, Plant and Equipment	71,670
22 Heritage Assets	63
695 Investment Properties	3
103 Intangible Assets	238
10,299 Revenue Expenditure Funded from Capital under Statute	15,892
<b>Sources of finance</b>	
-3,917 Capital receipts	-2,103
-1,237 Capital receipts - set aside	-1,566
-41,363 Government grants and other contributions	-37,794
-623 Swansea City Waste Disposal Company transfer	0
-20 Donation	0
-778 Other additions / omissions relating to prior years	0
Sums set aside from revenue:	
-20,552 Direct revenue contributions	-18,084
-15,341 MRP/loans fund principal	-15,751
<b>380,702</b> Closing Capital Financing Requirement	<b>393,270</b>
<b>Explanation of movements in year</b>	
716 Increase in underlying need to borrowing	11,012
1,307 Assets acquired under finance leases	52
0 Other movements in year	1,504
<b>2,023</b> Increase/(decrease) in Capital Financing Requirement	<b>12,568</b>



## NOTES TO THE ACCOUNTS

### 34. Leases

#### Authority as Lessee

#### Finance Leases

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

	31 March 2015	31 March 2014
	£'000	£'000
Vehicles, Plant, Furniture and Equipment	2,472	3,457

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

	31 March 2015	31 March 2014
	£'000	£'000
Finance lease liabilities (net present value of minimum lease payments) :		
- current	606	989
- non-current	1,085	1,611
Finance costs payable in future years	111	151
Minimum lease payments	<u>1,802</u>	<u>2,751</u>

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

	<u>Minimum Lease Payments</u>		<u>Finance Lease Liabilities</u>	
	31 March 2015 £'000	31 March 2014 £'000	31 March 2015 £'000	31 March 2014 £'000
Not later than one year	642	1,000	606	989
Later than one year and not later than five years	1,073	1,469	933	1,378
Later than five years	87	282	152	233
	<u>1,802</u>	<u>2,751</u>	<u>1,691</u>	<u>2,600</u>

## NOTES TO THE ACCOUNTS

### Operating Leases

The Authority has acquired IT equipment and telecommunications by entering into operating leases.

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

	<b>31 March 2015 £'000</b>	<b>31 March 2014 £'000</b>
Not later than one year	207	56
Later than one year and not later than five years	450	24
Later than five years	0	4
	<u>657</u>	<u>84</u>

The operating lease charge for the year was £207,429.08 (2013/14 £83,839.17).

### 35. Impairment Losses

During 2014/15 the Authority has recognised impairment charges of £36.09m (2013/14 £36.57m) within the Comprehensive Income and Expenditure Statement. Of this, £35.65m was attributable to non enhancing expenditure and the balance of £0.44m was due to an organisational change at a Childrens' Home Development Site.

The non enhancing capital expenditure was split between many schemes, some of which applied to individual assets and some to asset groups. In 2014/15 the majority of the charge was for improvements to the Authority's Council Dwellings. This resulted in a charge of £24.582m (2013/14 £24.981m) to the Housing Revenue Account.

### 36. Termination Benefits

During 2014/15 the Authority incurred significant expenditure in terms of redundancy costs paid to leavers together with costs incurred in compensation payments to the Local Government Pension Fund in respect of early access pension costs.

In particular on 17th November 2011, in order to meet significant budget savings required for the financial year 2011/12 and onwards, the Cabinet authorised officers to seek expressions of interest for voluntary redundancy and/or early retirement from within selected employee groups of the Authority in accordance with the Authority's agreed ER/VR policy. The offer remains extant on a rolling basis.

## **NOTES TO THE ACCOUNTS**

Costs were incurred relating to redundancy payments and early access to pension costs totalling £4.371m (2013/14 £4.371m) for the year.

These costs include provision for costs for a limited number of employees whose service will be terminated in 2015/16 but who had been offered - and accepted - severance terms as at 31st March 2015.

All costs relating to termination benefits have been included as part of service definitions within the Comprehensive Income and Expenditure Statement.

The above costs include both teaching and non teaching staff.

### **37. Pension Schemes Accounted For As Defined Contribution Schemes**

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

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

The scheme has in excess of 3,700 participating employers and consequently the Authority is not able to identify its share of the underlying financial position and performance of the scheme with sufficient reliability for accounting purposes. For the purposes of this Statement of Accounts, it is therefore accounted for on the same basis as a defined contribution scheme. As a proportion of the total contributions into the Teachers' Pension Scheme during the year ending 31st March 2015, the Authority's own contributions equate to approximately 0.2%.

In 2014/15 the Authority paid £10.45m to Teachers' Pensions in respect of teachers' retirement benefits, representing 14.1% of pensionable pay. The figures for 2013/14 were £10.45m and 14.1%. The March 2015 contributions of £867,344 were paid on the 7th April 2015. The contributions due to be paid in the next financial year are estimated to be £11.45m as a result of the part year implementation of a higher 16.48% employer rate.

The Authority is responsible for the costs of any additional benefits awarded upon early retirement outside of the terms of the teachers' scheme. These costs are accounted for on a defined benefit basis and detailed in Note 38.

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

# NOTES TO THE ACCOUNTS

## 38. Defined Benefit Pension Schemes

### Participation in Pension Schemes

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

The Authority participates in two post-employment schemes:

- The Local Government Pension Scheme (LGPS), administered locally by the City and County of Swansea - this is a funded defined benefit final salary scheme, meaning that the Authority and employees pay contributions into a fund, calculated at a level intended to balance the pensions liabilities with investment assets.
- Arrangements for the award of discretionary post-retirement benefits upon early retirement - this is an unfunded defined benefit arrangement, under which liabilities are recognised when awards are made. However, there are no investment assets built up to meet these pension liabilities, and cash has to be generated to meet actual pension payments as they eventually fall due.

The City and County of Swansea pension scheme is operated under the regulatory framework for the Local Government Pension Scheme and the governance of the scheme is the responsibility of the pensions committee of the City and County of Swansea. Policy is determined in accordance with the Pensions Fund Regulations. The investment managers of the fund are appointed by the committee and the committee consist of the Head of Finance and Delivery, Council members and independent investment advisers.

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

### Discretionary Post-retirement Benefits

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

## NOTES TO THE ACCOUNTS

### Transactions Relating to Post-employment Benefits

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

	<b>Local Government Pension Scheme</b>		<b>Discretionary Benefits Arrangements</b>	
	<b>2014/15</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2013/14</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
<b>Comprehensive Income and Expenditure Statement</b>				
Cost of Services:				
Service cost comprising:				
- current service cost	33.80	37.16	0.00	0.00
- past service costs	2.66	2.28	1.70	1.11
Financing and Investment Income and Expenditure				
- Net interest expense	15.86	22.77	3.89	3.71
<b>Total Post Employment Benefits Charged to the Surplus or Deficit on the Provision of Services</b>	<b>52.32</b>	<b>62.21</b>	<b>5.59</b>	<b>4.82</b>
<b>Other Post Employment Benefits Charged to the Comprehensive Income and Expenditure Statement</b>				
Remeasurement of the net defined benefit liability comprising:				
- Return on plan assets	-47.85	15.13	0	0.00
- Actuarial gains and losses arising on changes in demographic assumptions	0	-9.55	0	3.64
- Actuarial gains and losses arising on changes in financial assumptions	121.83	-103.76	8.04	-5.38
- Other	-6.11	-79.54	-4.02	4.61
<b>Total Post Employment Benefits Charged to the Comprehensive Income and Expenditure Statement</b>	<b>120.19</b>	<b>-115.51</b>	<b>9.61</b>	<b>7.69</b>

## NOTES TO THE ACCOUNTS

	Local Government Pension Scheme		Discretionary Benefits Arrangements	
	2014/15	2013/14	2014/15	2013/14
	£m	£m	£m	£m
<b>Movement in Reserves Statement</b>				
- reversal of net charges made to the Surplus or Deficit on the Provision of Services for post employment benefits in accordance with the Code	-52.32	-62.21	-5.59	-4.82
<b>Actual amount charged against the General Fund Balance for pensions in the year:</b>				
- employers' contributions payable to the scheme	34.8	32.69		
- retirement benefits payable to pensioners			5.81	5.88

### Pension Assets and Liabilities Recognised in the Balance Sheet

The amount included in the Balance Sheet arising from the Authority's obligation in respect of its defined benefit plans is as follows:

	Local Government Pension Scheme		Discretionary Benefits Arrangements	
	2014/15	2013/14	2014/15	2013/14
	£m	£m	£m	£m
Present value of the defined benefit obligation	1,346.19	1,164.89	98.56	94.76
Fair value of plan assets	874.87	778.96	0.00	0.00
<b>Net liability arising from defined benefit obligation</b>	<b>-471.32</b>	<b>-385.93</b>	<b>-98.56</b>	<b>-94.76</b>

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

	Local Government Pension Scheme		Discretionary Benefits Arrangements	
	2014/15	2013/14	2014/15	2013/14
	£m	£m	£m	£m
Opening fair value of scheme assets	778.96	746.50	0.00	0.00
Interest income	33.81	33.19	0.00	0.00

## NOTES TO THE ACCOUNTS

	Local Government Pension Scheme		Discretionary Benefits Arrangements	
	2014/15	2013/14	2014/15	2013/14
	£m	£m	£m	£m
Remeasurement gain/(loss):				
- The return on plan assets, excluding the amount included in the net interest expense	47.85	-15.13	0.00	0.00
Contributions from employer	34.80	32.69	5.81	5.88
Contributions from employees into the scheme	9.11	8.65	0.00	0.00
Benefits paid	-29.66	-29.28	-5.81	-5.88
Net increase in assets from disposals/acquisitions	0.00	2.34	0.00	0.00
<b>Closing fair value of scheme assets</b>	<b>874.87</b>	<b>778.96</b>	<b>0.00</b>	<b>0.00</b>

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

	Funded Liabilities: Local Government Pension Scheme		Unfunded Liabilities: Discretionary Benefits Arrangements	
	2014/15	2013/14	2014/15	2013/14
	£m	£m	£m	£m
Opening Balance at 1st April	1,164.89	1,279.18	94.77	92.92
Current service cost	33.80	37.16	0.00	0.00
Interest cost	49.67	55.96	3.89	3.71
Contributions from scheme participants	9.11	8.65	0.00	0.00
Remeasurement (gains) and losses:				
- Actuarial gains/losses arising from changes in demographic assumptions	0.00	-9.55	0.00	3.64
- Actuarial gains/losses arising from changes in financial assumptions	121.83	-103.76	8.04	-5.38
- Other	-6.11	-79.54	-4.02	4.61
Past service cost	2.66	2.28	1.70	1.11
Benefits paid	-29.66	-29.28	-5.81	-5.88
Net increase in liabilities from disposals/acquisitions	0.00	3.79	0.00	0.04
<b>Closing balance at 31st March</b>	<b>1,346.19</b>	<b>1,164.89</b>	<b>98.57</b>	<b>94.77</b>

## **NOTES TO THE ACCOUNTS**

### **Local Government Pension Scheme assets comprised:**

	Fair value of scheme assets	
	2014/15	2013/14
	<b>£'000</b>	<b>£'000</b>
Cash and cash equivalents	22,512	29,232
Equity instruments:		
By industry type		
- Consumer	196,897	129,288
- Manufacturing	105,964	128,835
- Energy and utilities	79,608	85,560
- Financial institutions	171,333	138,123
- Health and care	78,544	78,042
- Information technology	48,178	45,322
- Telecommunications services	34,711	22,080
	<u>715,235</u>	<u>627,250</u>
Pooled Equity Investment Vehicles		
- UK	136,200	139,125
- Overseas	249,329	207,937
	<u>385,529</u>	<u>347,062</u>
Property	75,400	68,723
	<u>75,400</u>	<u>68,723</u>
Fixed Interest:		
- Fixed Interest	184,168	181,471
- Index-Linked	26,518	20,720
Sub-total private equity	<u>210,686</u>	<u>202,191</u>
Hedge Funds	51,522	49,060
Private Equity	29,079	25,284
Global Tactical Asset Allocation	15,426	15,529
Cash Funds	18,128	13,866
Other Investment Balances - Dividends Due	2,527	2,063
Net Current Assets	11,662	4,382
Total assets	<u><u>1,537,706</u></u>	<u><u>1,384,642</u></u>



## NOTES TO THE ACCOUNTS

	Fair value of scheme assets	
	2014/15	2013/14
	£'000	£'000
Equity instruments:		
By company size		
- Large capitalisation	525,243	384,133
- Small capitalisation	189,992	243,117
Sub-total equity instruments	715,235	627,250

### Basis for Estimating Assets and Liabilities

Liabilities have been assessed on an actuarial basis using the projected unit credit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc. Both the Local Government Pension Scheme and discretionary benefits liabilities have been assessed by AON Hewitt Limited, an independent firm of actuaries, estimates for the Fund being based on the latest full valuation of the scheme as at 31st March 2013.

The significant assumptions used by the Actuary have been:

	Local Government Pension Scheme		Discretionary Benefits	
	2014/15	2013/14	2014/15	2013/14
Mortality assumptions:				
Longevity at 65 for current pensioners: (years)				
- Men	22.6	22.5	22.6	22.5
- Women	25.1	25.0	25.1	25.0
Longevity at 65 for future pensioners: (years)				
- Men	24.8	24.7		
- Women	27.4	27.3		
Rate of inflation %	1.8	2.4	1.8	2.2
Rate of increase in salaries %	3.3	3.9		
Rate of increase in pensions %	1.8	2.4	1.8	2.2
Rate for discounting scheme liabilities %	3.2	4.3	3.1	4.2

## **NOTES TO THE ACCOUNTS**

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the table on the previous page. The sensitivity analyses below have 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 for the scheme, i.e. on an actuarial basis using the projected unit credit method. The methods and types of assumptions used in preparing the sensitivity analysis below did not change from those used in the previous period.

	<b>Impact on the Defined Benefit Obligation in the Scheme</b>	
	<b>Increase in Assumption £m</b>	<b>Decrease in Assumption £m</b>
Longevity (increase or decrease in 1 year)	1,382.14	-1,310.27
Rate of increase in salaries (increase or decrease by 0.1%)	1,354.63	-1,337.86
Rate of increase in pensions (increase or decrease by 0.1%)	1,363.87	-1,328.75
Rate for discounting scheme liabilities (increase or decrease by 0.1%)	1,320.72	-1,372.15

### **Asset and Liability Matching (ALM) Strategy**

The pensions committee of the City and County of Swansea has agreed to an asset and liability matching strategy (ALM) that matches, to the extent possible, the types of assets invested to the liabilities in the defined benefit obligation. The fund has matched assets to the pensions' obligations by investing in long-term fixed interest securities and index linked gilt edged investment with maturities that match the benefits payments as they fall due. This is balanced with a need to maintain the liquidity of the fund to ensure that it is able to make current payments.

As is required by the pensions and investment regulations the suitability of various types of investment has been considered, as has the need to diversify investments to reduce the risk of being invested in too narrow a range. A large proportion of the assets relate to equities (73.9% of scheme assets) and bonds (13.8%). These percentages are materially the same as the comparative year. The scheme also invests in properties as a part of the diversification of the scheme's investments. There is a limited use of derivatives to manage the bond risk for the shorter-term instruments. The ALM strategy is monitored annually or more frequently if necessary.

# NOTES TO THE ACCOUNTS

## Impact on the Authority's Cash Flows

The objectives of the scheme are to keep employers' contributions at as constant a rate as possible. The Authority has agreed a strategy with the scheme's actuary to achieve a funding level of 100% over the next 25 years. Funding levels are monitored on an annual basis. The next triennial valuation is due to be completed as at 31st March 2016.

The scheme will need to take account of the national changes to the scheme under the Public Pensions Services Act 2013. Under the Act, the Local Government Pension Scheme in England and Wales and the other main existing public service schemes may not provide benefits in relation to service after 31st March 2014. The Act provides for scheme regulations to be made within a common framework, to establish new career average revalued earnings schemes to pay pensions and other benefits to certain public servants.

The Authority expects to pay £33.26m contributions to the scheme in 2015/16.

The weighted average duration of the defined benefit obligation for scheme members is 19.1 years (2013/14 19.1 years).

## 39. Contingent Liabilities

The Authority has identified a number of contingent future liabilities arising from current and past activities.

<b>Nature of Liability</b>	<b>Potential Financial Effect £'000</b>	<b>Comment</b>	<b>Timing</b>
Personal Social Services	Unknown	Relates to potential abuse claims relating to children cared for in previous authorities. Recent legislation has extended the period in which claims can be made beyond the initial period of six years during which a persons life could be said to be affected by abuse and, as such, the potential for such claims is greater than in the past. The Authority is not currently aware of any major claims.	Unknown

## NOTES TO THE ACCOUNTS

Nature of Liability	Potential Financial Effect £'000	Comment	Timing
Infrastructure and retaining walls	Unknown	There are potential claims regarding infrastructure and retaining walls which may be taken against the Authority - such claims will be rigorously defended through the Authority's insurers and any successful claims will be met from future capital or revenue funding.	Unknown
Financial Guarantees	Unknown	<p>The Authority has in place funding agreements in respect of operating losses/management fees with regard to the following operational companies:-</p> <ul style="list-style-type: none"> <li>- Bay Leisure Limited ( Leisure centre),</li> <li>- Wales National Pool Swansea.</li> </ul> <p>To date any contributions made to these companies have fallen within the annual revenue budget provision.</p> <p>With respect to Bay Leisure Limited (Swansea Leisure Centre) there is an obligation to consider annual funding requests but no contractual liability to fund deficits.</p> <p>In both instances the Authority makes what it considers to be a reasonable annual budget provision to meet its obligations based on business plans from both organisations and past funding experience, and, as such, any further liability would be limited to sums in excess of the normal budget provision.</p>	Unknown
Equal pay and Equal Value claims	Unknown	During 2008/2009 and 2009/10, in common with 2015/16 many other local authorities, the Authority made payments to certain staff in full settlement of potential equal pay claims. However, a number of claims remained unsettled and a considerable number of additional claims were subsequently received. The Authority has settled the majority of the liabilities by the 31st March 2015 but there are still some costs yet to be incurred. In respect of known future liabilities the Authority has made what it considers to be adequate revenue provision within the Accounts to cater for the estimated value of such liabilities.	

## NOTES TO THE ACCOUNTS

Nature of Liability	Potential Financial Effect £'000	Comment	Timing
		There is a potential for further (as yet unknown) claims in respect of equal pay claims and in respect of equal value claims which are not provided for in these accounts.	
Job Evaluation	Unknown	The Authority has now implemented a pay and grading review designed primarily to comply with equal pay legislation. There is an appeals mechanism and the final costs of implementation will not be known until the appeals processes have been exhausted. The Authority believes it has made reasonable provision through the creation of earmarked reserves, provisions and changes to revenue budgets to meet the increased costs of implementation.	2015/16
Retention or Clawback on Grant and Contract Claims	Unknown	The Council undertakes a range of activities under which payment is made specifically on evidenced performance over an extended period. Full receipt is not guaranteed until the end of the grant or contract period. There is potential risk that grant clawback may arise if not all grant terms and conditions are fulfilled.	Unknown

### 40. Contingent Assets

The Authority has identified a number of contingent assets based on past and ongoing challenge of VAT liability.

<u>Nature of Contingent asset</u>	<u>Potential financial effect</u> £'000	<u>Comment</u>	<u>Timing</u>
Royal Mail	Unknown	The Authority is lodging a claim against Royal Mail at the High Court for VAT on postage previously paid and for compound interest.	Unknown

## **NOTES TO THE ACCOUNTS**

<u>Nature of Contingent asset</u>	<u>Potential financial effect £'000</u>	<u>Comment</u>	<u>Timing</u>
HMRC car parking	8,000	This relates to an ongoing claim against HMRC in respect of output tax declared on off street car park income. The outcome is dependant on a current lead case (Isle of Wight).	Unknown
HMRC Compound Interest	Not known but in excess of £1,000	The Authority has submitted a claim relating to previously settled 'Fleming' claims which were subject to simple interest. It is the Authority's contention that interest should have been accrued on a compound basis.	Unknown

### **41. Council Tax**

Council Tax income derives from charges raised according to the value of residential properties, which have been grouped into nine valuation bands using 1st April 2003 values for this specific purpose. Charges are calculated by taking the amount of Income required for the Council, police authorities and community councils for the forthcoming year and dividing the amount by the Council Tax base.

The Council Tax base is the number of properties in each band adjusted by a multiplier to convert the number to band 'D' equivalent and adjusted for discounts. The base was 88,367 in 2014/2015 (87,519 in 2013/2014).

The basic amount for a band 'D' property is £1,270.32 (£1,209.84 for 2013/14) is multiplied by the proportion specified for the particular band to give the individual amounts due.

Council Tax bills are based on multipliers for bands A to I. The following table shows the multiplier applicable to each band together with the equivalent number of Band 'D' properties within each band. In addition there is one lower band (A\*) designed to offer the appropriate discount in respect of disabled dwellings where legislation allows a reduction in banding to that one below the band in which the property is actually valued.

## NOTES TO THE ACCOUNTS

The band 'D' numbers shown have been adjusted for an assumed collection rate of 97.5% (97.0% in 2013/14) to arrive at the Council Tax base for the year.

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
Band 'D' Number	11	8,871	18,158	17,844	13,713	13,169	10,142	5,710	2,034	981

Analysis of the net proceeds from Council Tax:

<b>2013/14</b>	<b>2014/15</b>
<b>£'000</b>	<b>£'000</b>
108,945 Council tax collectable	114,846
-881 Less:- Provision for non payment of Council tax	-531
-19,159 Less:- Council Tax Support Scheme	-19,339
<b><u>88,905</u></b> Net proceeds from Council Tax	<b><u>94,976</u></b>

Application of Council Tax proceeds:

<b>2013/14</b>	<b>2014/15</b>
<b>£'000</b>	<b>£'000</b>
105,884 City & County of Swansea precept	112,255
<b><u>847</u></b> Community Council precept	<b><u>868</u></b>
106,731 Council Tax requirement	113,123
-19,159 Less:- Council Tax Support Scheme	-19,339
1,333 Transfer to reserves	1,192
<b><u>88,905</u></b> Net application of proceeds	<b><u>94,976</u></b>

## NOTES TO THE ACCOUNTS

### 42. National Non-Domestic Rates (NNDR)

NNDR is organised on a national basis. The Welsh Government specifies an amount of the rate per pound of rateable value which for 2014/15 was 0.473p (0.464p in 2013/14) and, subject to the effects of transitional arrangements, local businesses pay rates calculated by multiplying their rateable value by that amount. The Council is responsible for collecting rates due from ratepayers in its area but pays the proceeds into the NNDR Pool administered by the Welsh Government. The Welsh Government redistributes the sums payable back to local authorities on the basis of a fixed amount per head of population.

The NNDR income (after reliefs and provisions) of £68.271m for 2014/15 (£67.788m for 2013/14) was based on a rateable value at year end of £190.229m (£192.790m 2013/14).

The £68.271m represents the NNDR income collected by the Council and paid into the NNDR Pool that is administered by the Welsh Government. The £76.436m disclosed on the face of the Comprehensive Income and Expenditure Statement is the receipt the Council received back from the Welsh Government.

Analysis of the proceeds from non domestic rates:

<b>2013/14</b>	<b>2014/15</b>
<b>£'000</b>	<b>£'000</b>
69,459 Non – domestic rates due	69,956
-337 Council fund contribution to rate relief	-347
69,122	69,609
-463 Less: cost of collection	-462
-853 Provision for bad debts	-829
-18 Interest due on overpayments	-47
67,788 NNDR due to pool	68,271
74,941 Net receipt from pool	76,436



## NOTES TO THE ACCOUNTS

### 43. Jointly Controlled Operations

A joint arrangement is defined as "a contractual arrangement under which the participants engaged in joint activities that do not create an entity because it would not be carrying on a trade or business of its own. A contractual arrangement where all significant matters of operating and financial policy are predetermined does not create an entity because the policies are those of its participants, not of a separate entity".

The CIPFA Code states that where such joint arrangements exist, each participant should account directly for its share of the assets, liabilities, income, expenditure and cash flows held within or arising from the arrangements.

The Authority works in partnership with many other Local Authorities in the joint provision of services. Traditionally one Authority acts as lead in these arrangements and will incur all expenditure for the service with the other Authorities making a contribution for a calculated or negotiated share of the costs. Where contributions in cash during the year are less than or exceed the final amount due a debtor / creditor is kept in the lead Authority's books to add / deduct from the next year's contribution.

### 44. Heritage Assets: Five Year Summary of Transactions

	2010/11	2011/12	2012/13	2013/14	2014/15
	£'000	£'000	£'000	£'000	£'000
<b>Cost of acquisition of heritage assets</b>					
Heritage Land, Buildings & Infrastructure	0	2,014	228	22	1,056
Art & Museums	0	0	323	0	0
Furniture, Fixtures & Fittings	0	0	0	0	0
Other	0	0	500	0	0
<b>Total Cost of purchases</b>	<b>0</b>	<b>2,014</b>	<b>1,051</b>	<b>22</b>	<b>1,056</b>
<b>Revaluation of assets in the period</b>					
Heritage Land, Buildings & Infrastructure	0	0	0	0	656
Art & Museums	0	0	-180	9	187
Furniture, Fixtures & Fittings	0	0	0	0	0
Other	0	0	0	0	0
<b>Total Donations</b>	<b>0</b>	<b>0</b>	<b>-180</b>	<b>9</b>	<b>843</b>
<b>Impairment recognised in the period</b>					
Heritage Land, Buildings & Infrastructure	0	0	0	0	-57
Art & Museums	0	0	0	0	0
Furniture, Fixtures & Fittings	0	0	0	0	0
Other	0	0	0	0	0
<b>Total Donations</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-57</b>

There have been no heritage assets acquired by donation in the last five years. No assets have been transferred from other categories in the last five years.

# NOTES TO THE ACCOUNTS

## 45. Heritage Assets: Further Information

Heritage Assets considered but not recognised in the Balance Sheet as value/cost information is unavailable.

### Heritage Land, Buildings and Infrastructure

- Hafod Copperworks including :-
  - Boundary Wall of former Hafod Copper Works
  - Chimney West of Vivian Engine House
  - Copper slag abutment to former waste tip tramroad
  - Pier to former waste tip tramroad and adjoining
  - Morfa Quay
  - Hafod Lime Kiln
  - Vivian Engine House
  - Laboratory Building
  - White Rock archaeological remains
- Gun Embankment x 2 (Mumbles Lighthouse)
- The Ivy Tower, Clyne Woods
- Viewing Tower, Clyne Gardens
- Italian Bridge Clyne Gardens
- Japanese Bridge
- Mumbles Battery
- Former Mumbles Railway Electricity Sub-Station
- Former Glynn Vivian Locomotive Shed
- Gazebo Clyne Gardens
- Magazine on north west side of Mumbles Lighthouse
- Fountain in Botanical Gardens
- Prince's Fountain
- Veranda House
- Scotts Pit, Llansamlet

### Art & Museums

- Dylan Thomas Exhibition
- Mansion House Contents
- Historic photographs (Swansea Museum)
- Other collections (Swansea Museum)
- Swansea Museum, Collections Centre Landore or the Tramway Centre
- Plinth and Statue of J H Vivian
- Statue of William Thomas

### Memorials

- Mumbles Gardens Memorials
- Treboeth Community Centre memorial
- Gower Memorial opposite Kingshead PH
- Memorial Fountain to Henry Evans Charles
- South African war memorial, Mumbles Road

## **NOTES TO THE ACCOUNTS**

- Swansea Jack memorial
- War Memorial in Danygraig Park, St Thomas
- War Memorial in Morrision Park
- War Memorial Carmarthen Road

### **Transport**

- 8 Boats
- 1 Dinghy Boat
- 1 Lifeboat

### **Other**

- Iron Bollard on East side of River Tawe
- Iron Bollard on West bank of River Tawe (CADW Ref 11599 & 11600)
- The Guildhall Flag Staff

## **HOUSING REVENUE ACCOUNT INCOME AND EXPENDITURE STATEMENT**

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

<u>2013/14</u>		<u>2014/15</u>
<u>£'000</u>		<u>Note</u> <u>£'000</u> <u>£'000</u>
	<b><u>Expenditure</u></b>	
11,053	Repairs and maintenance	11,847
13,294	Supervision and management	12,726
553	Rent, rates, taxes and other charges	552
5,854	Negative HRA subsidy payable	5,843
26,264	Depreciation and impairment of non-current assets	6 26,981
38	Debt management costs	48
587	Movement in the allowance for bad debts	327
57,643	<b>Total Expenditure</b>	58,324
	<b><u>Income</u></b>	
-48,232	Dwelling rents	-50,119
-122	Non-dwelling rents	-115
-2,676	Charges for services and facilities	-2,658
-900	Contributions towards expenditure	-1,030
-51,930	<b>Total Income</b>	-53,922

## **HOUSING REVENUE ACCOUNT INCOME AND EXPENDITURE STATEMENT**

<u>2013/14</u>		<u>2014/15</u>
<u>£'000</u>		<u>£'000</u>
5,713	<b>Net cost of HRA services as included in the whole authority Comprehensive Income and Expenditure Statement</b>	4,402
701	HRA services' share of Corporate and Democratic Core	670
<b>6,414</b>	<b>Net Cost for HRA Services</b>	<b>5,072</b>
	<b>HRA share of the Operating Income and Expenditure included in the Comprehensive Income and Expenditure Statement:</b>	
3,369	Interest payable and similar charges	3,062
-53	Interest and investment income	-57
1,324	Net interest on the net defined benefit liability (asset)	988
-9,100	Capital grants and contributions receivable	-9,130
-754	Gain on sale of HRA non-current assets	0
-470	Income and expenditure in relation to investment properties and changes in their fair value	404
<b>-5,684</b>		<b>-4,733</b>
<b>730</b>	<b>Surplus(-)/deficit for the year on HRA services</b>	<b>339</b>

## **MOVEMENT ON THE HRA BALANCE**

<u>2013/14</u>		<u>2014/15</u>
<u>£'000</u>		<u>£'000</u>
13,958	Balance on the HRA at the end of the previous year	13,967
-730	Surplus or (deficit) for the year on the HRA Income and Expenditure Statement	-339
1,088	Adjustments between accounting basis and funding basis under statute	3,443
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358		3,104
	<b>Net increase before transfers to or from reserves</b>	
-349	Transfers from / to reserves	64
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9	<b>Increase or (decrease) in year on the HRA</b>	3,168
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<u>13,967</u>	<b>Balance on the HRA at the end of the current year</b>	<u>17,135</u>

### **Adjustments between accounting basis and funding basis under statute**

#### **Adjustments primarily involving the Capital Adjustment Account:**

#### **Reversal of items debited or credited to the HRA Income and Expenditure Statement:**

26,989	Charges for depreciation and impairment of non-current assets	26,999
-470	Movement in the market value of Investment Properties	404
-725	Revaluations losses	-18

#### **Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:**

-1,380	Statutory provision for the financing of capital investment	-1,328
-15,931	Capital expenditure charged against the HRA balance	-14,634

#### **Adjustments primarily involving the Capital Grants Unapplied Account -**

-9,100	Capital grants and contributions receivable	-9,130
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#### **Adjustments primarily involving the Financial Instruments Adjustment Account -**

93	Amount by which finance costs charged to the HRA Income and Expenditure Account are different from finance costs chargeable in the year in accordance with statutory requirements	110
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## **MOVEMENT ON THE HRA BALANCE**

<u>2013/14</u>		<u>2014/15</u>
<u>£'000</u>		<u>£'000</u>
<b>Adjustments primarily involving the Pensions Reserve -</b>		
3,070	Reversal of items relating to retirement benefits debited or credited to the HRA Income and Expenditure Statement	2,524
-1,448	Employers pensions contributions and direct payments to pensioners payable in the year	-1,458
<b>Adjustments primarily involving the Accumulated Absences Account -</b>		
-10	Amount by which officer remuneration charged to the HRA Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	-26
<b>1,088</b>	<b>Total Adjustments</b>	<b>3,443</b>

# NOTES TO THE HOUSING REVENUE ACCOUNT

## 1. Housing Stock

As at 31st March 2015 the Authority owned a total of 13,512 properties, made up of different types of dwelling including detached houses, semi-detached houses, bungalows, low level flats, high rise accommodation and sheltered accommodation.

The change in stock numbers can be summarised as follows:

<b>31/03/2014</b>		<b>31/03/2015</b>
<b>Units</b>		<b>Units</b>
13,590	Stock at 1 <sup>st</sup> April	13,555
-35	Sales	-43
<u>13,555</u>	Stock at 31 <sup>st</sup> March	<u>13,512</u>

## 2. Rent arrears and provisions for bad debts

### Rent arrears

<b>31/03/2014</b>		<b>31/03/2015</b>
<b>£'000</b>		<b>£'000</b>
1,276	Current tenants	1,308
525	Former tenants	542
<u>1,801</u>		<u>1,850</u>

Former tenants arrears written off during 2014/15 totalled £0.365m (2013/14 £0.282m). A bad debts provision has been made in the accounts in respect of potentially uncollectable rent arrears. The value of the provision at 31st March 2015 is £1.067m (31st March 2014 £1.105m).

### Provision for bad debts

<b>2013/14</b>		<b>2014/15</b>
<b>£'000</b>		<b>£'000</b>
-950	Provisions as at 1st April	-1,105
282	Arrears written off during year	365
-437	Increase in provision required	-327
<u>-1,105</u>	Provisions as at 31st March	<u>-1,067</u>



## **NOTES TO THE HOUSING REVENUE ACCOUNT**

### **3. Capital expenditure**

During 2014/15 £24.582m (2013/14 £24.981m) was spent on Council Housing.

This was financed as follows:-

<b>2013/14</b>		<b>2014/15</b>
<b>£'000</b>		<b>£'000</b>
9,100	Grants – Major Repairs Allowance	9,130
307	Capital Contributions	0
15,574	Revenue and Balances	15,452
<b><u>24,981</u></b>		<b><u>24,582</u></b>

The capital expenditure was incurred on HRA assets as follows:

<b>2013/14</b>		<b>2014/15</b>
<b>£'000</b>		<b>£'000</b>
24,981	Council dwellings	24,582

The Major Repairs Allowance was used in full in 2014/15 and 2013/14.

The Capital Expenditure on Council Housing did not increase the value of the Council properties and has been impaired during the year. This is as a result of the specific valuation method employed.

### **4. Revenue expenditure funded from capital under statute (REFCUS)**

Capital expenditure, which does not result in a non-current asset to the Authority (e.g. housing renovation grants), is classified as revenue expenditure funded from capital under statute.

No revenue expenditure funded from capital under statute was charged to the Housing Revenue Account in 2014/15 and 2013/14.

### **5. Capital receipts during the year**

Capital receipts received during the year in respect of the sale of HRA properties amounted to £2.18m (£2.67m 2013/14). Of this £1.56m (£1.237m 2013/14) was set aside for the repayment of debt and £64k (£52k 2013/14) was used to defray costs.

## **NOTES TO THE HOUSING REVENUE ACCOUNT**

The following is a summary of the Capital Receipts Reserve as it applies to the Housing Revenue Account:-

<b>2013/14</b>		<b>2014/15</b>
<b>£'000</b>		<b>£'000</b>
6,080	Opening balance 1 <sup>st</sup> April	7,461
2,670	Receipts during the year	2,178
-1,237	Less set asides	-1,566
-52	Less other costs	-64
<u><b>7,461</b></u>	<b>Balance available as at 31st March</b>	<u><b>8,009</b></u>

Capital receipts were as follows:

<b>2013/14</b>		<b>2014/15</b>
<b>£'000</b>		<b>£'000</b>
1,693	Council Houses	2,142
968	Land	60
9	Other	-24
<u><b>2,670</b></u>		<u><b>2,178</b></u>

### **6. Depreciation charges and impairment**

The total charge for depreciation and impairment made to the HRA for 2014/15 amounted to £26.981m (2013/14 £26.264m) and is analysed as follows:-

<b>2013/14</b>		<b>2014/15</b>
<b>£'000</b>		<b>£'000</b>
	Depreciation on operational assets	
1,970	- dwellings	2,385
38	- other property	32
	Impairment	
24,981	- dwellings	24,582
	Revaluation Losses	
-725	- dwellings	-6
0	- other property	-12
<u><b>26,264</b></u>	<b>Total</b>	<u><b>26,981</b></u>

## **NOTES TO THE HOUSING REVENUE ACCOUNT**

Although depreciation is shown as a charge in calculating a surplus or deficit on the Housing Revenue Account, it does not represent the statutory amount that should be charged to the HRA in respect of capital charges. To this extent the charge is removed and replaced by a statutory calculation of interest and principal charges (the 'Item 8 determination') in arriving at the sum to be debited/credited to the Housing Revenue Account for the year.

During 2014/15 the Authority has recognised impairment charges of £24,582k within the HRA Income and Expenditure Statement attributable to non enhancing capital expenditure.

### **7. IAS 19 – Accounting for pension costs.**

Supervision and management costs shown within the income and expenditure account includes a sum of £2.524m (2013/14 £3.070m) which is the cost calculated by the Authority's actuary as being the employers contribution required to meet the current year pension costs of HRA employees. This does not represent a statutory charge to HRA balances and is reversed out and replaced by the actual employers superannuation payments made before the final transfer to/from Housing Revenue Account balances is calculated.

### **8. Reserve Transfer**

#### **Reserve Transfer 2013/14 -£349k**

A transfer of £353k was made from the general capital reserves to fund work completed in previous years but not charged.

A transfer of £52k was made from the capital receipts reserve to fund the cost of work administering the Right to Buy Scheme.

A transfer of £754k was made to the capital receipts reserve to transfer profit on sale of HRA land.

#### **Reserve Transfer 2014/15 £64k**

A transfer of £64k was made from the capital receipts reserve to fund the cost of work administering the Right to Buy Scheme.

# ASSET STRUCTURE

Major fixed assets held by the Authority at 31st March 2015.

Number 31/03/2014		Number 31/03/2015
	<b>Corporate Building &amp; Property Services</b>	
1	• Heol y Gors Depot	1
1	• Penlan Storage Depot	1
1	• Linden Avenue Depot	1
1	• Criccieth Place Depot	1
1	• Enterprise Park	1
10	• Industrial/Warehousing Sites	9
1	• Civic Centre (Swansea)	1
1	• Civic Centre (Penllergaer)	1
1	• Guildhall	1
1,298	• Residential Freeholds	1,272
1	• St David's Shopping Centre	1
1	• The Quadrant Shopping Centre	1
1	• West Cross Bunker	1
	<b>Culture &amp; Tourism</b>	
4	• Leisure Centres	4
1	• LC	1
43	• Pavilions/Changing Rooms	38
3	• Sports Centres	3
1	• Blackpill Lido	1
1	• St Helens Ground	1
1	• Tennis Centre	1
1	• Plantasia	1
1	• Botanic Gardens	1
1	• Grand Theatre	1
1	• Brangwyn Hall	1
1	• Dylan Thomas Centre	1
1	• Patti Pavilion	1
78	• Parks & Open Spaces (497 Hectares)	78
970	• Foreshore (hectares)	970
84	• Children's Playgrounds	85
1	• Caravan Parks	1
1	• Tourist Information Centres	1
1	• Stadium	1
1	• Bowls Hall	1
4	• Museums	4
1	• Art Gallery	1
31	• Community Centres	31
10	• Senior Citizen Pavilions	10
1	• Discovery Centre - Brynmill	1

## **ASSET STRUCTURE**

<b>Number 31/03/2014</b>		<b>Number 31/03/2015</b>
1	• Ty Blodau - Botanics	1
1	• Adizone	1
1	• Country Park - Clyne	1
11	• Skateparks	13
16	• Multi Use Games Areas	16
1	• Promenade Fitness Trail	1
4	• Parks Fitness Trails - Parc Llewellyn, Coedbach, Coed Gwilym & Fendrod Lake	5
1	• Oystermouth Castle	1
16	• Allotments	16
9	• BMX Tracks	8
17	• Libraries	17
1	• Watersports Centre	1
1	• Knab Rock Watersports Centre	1
6	• Course Angling Lakes	6
2	• Crazy Golf	2
1	• Blackpill Pitch & Putt	1
 <b>Education</b>		
75	• Primary/Junior/Infants/Nursery School (excluding Church Schools)	75
13	• Secondary Schools (excluding Church Schools)	13
6	• Special Schools/Referral Units	6
3	• Community Education	3
3	• Residential Activity Centres	3
5	• Youth Clubs	4
2	• Youth Information Service (Info Nation and Canoldre)	1
2	• Family Centres	2
10	• Flying Start Settings (not shared use with school)	13
3	• Other (Closed Former Schools & Educ. Centres)	5
 <b>Housing and Community Regeneration</b>		
13,555	• Council Dwellings	13,512
9	• Area Housing Offices	9
 <b>Marketing Communications &amp; Scrutiny</b>		
1	• Mansion House	1

# ASSET STRUCTURE

Number 31/03/2014		Number 31/03/2015
	<b>Public Protection</b>	
7	• Cemeteries	7
1	• Crematorium	1
5	• Cemetery Lodges/Chapel of Rest	5
1	• Designated New Cemetery (not yet operational)	1
	<b>Regeneration &amp; Planning</b>	
1	• Garth Farm	1
1	• Bishopwood Centre	1
6	• Local Nature Reserves	6
1	• Swansea Mobility Hire	1
1	• City Centre Offices	0
1	• Market	1
	<b>Shared Premises (Streetscene / Waste Management)</b>	
1	• Depot (Pipehouse Wharf)	1
	<b>Social Services</b>	
10	• Residential & Respite Facilities	8
1	• Residential & Respite Facilities (Vacant)	2
16	• Day & Social Centres/Activities	17
3	• Residential & Day Centres/Activities (combined on same site)	3
6	• Offices/Resource Centres (1 x vacant)	6
5	• Other major assets	5
	<b>Streetscene</b>	
102	• Principal Roads - A Roads (Kilometres)	102
230	• Non Principal Roads - B & C Roads (Kilometres)	230
770	• Non Classified Roads (Kilometres)	772
1	• Depot (Clydach)	1
	<b>Transportation</b>	
62	• Car Parks	61
1	• Swansea Bus Station (Quadrant)	1
1	• Marina	1
1	• Barrage	1
34,726	• Highway Bridges (Square metres of deck area)	34,663
18	• Highway Retaining Walls (Kilometres)	13
	<b>Waste Management</b>	
5	• Amenity Sites	5
1	• Landfill Sites	1
1	• MRF (Baling Plant Llansamlet)	1
1	• Depot (Clydach) Pontardawe Road	1

# CITY & COUNTY OF SWANSEA PENSION FUND

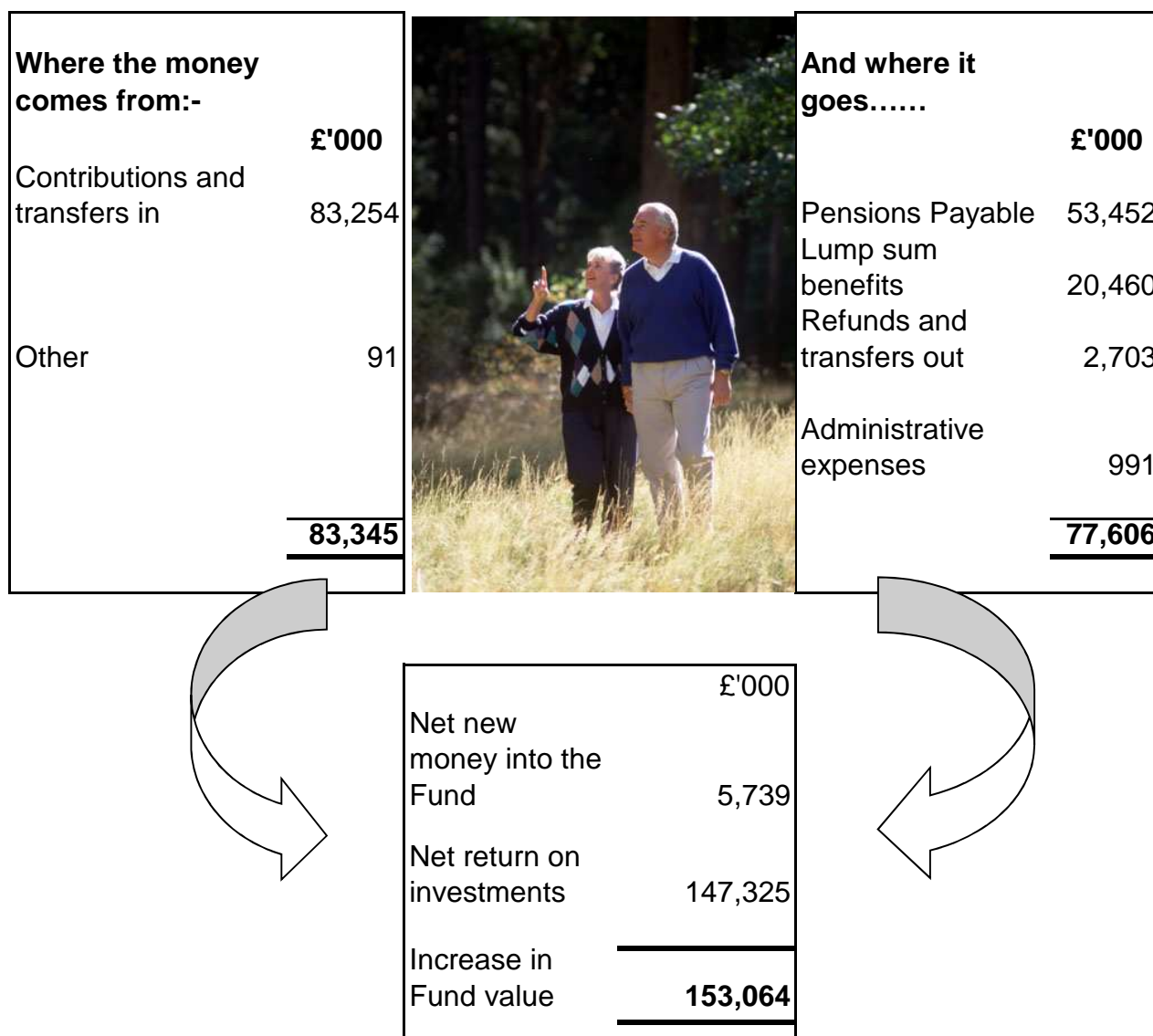
## 1. Introduction

The City & County of Swansea Pension Fund is administered by the City & County of Swansea. However it is a separate statutory fund and its assets and liabilities, income and expenditure are not consolidated into the accounts of the Authority. That is, the Pensions Fund's assets and liabilities are distinct.

The summarised accounts of the Pension Fund shown here comprise three main elements:-

- The Fund Account which shows income and expenditure of the fund during the year, split between payments to/contributions from members and transactions relating to fund investments.
- The Net Assets Statement which gives a snapshot of the financial position of the fund as at 31st March 2015.
- The Notes to The Accounts which are designed to provide further explanation of some of the figures in the statement and to give a further understanding of the nature of the fund.

## 2 Summary of transactions for the year



# CITY & COUNTY OF SWANSEA PENSION FUND

## Section 151 Officer's Certificate

I hereby certify that the statement of accounts on pages 144 to 180 present fairly the position of the Pension Fund at the accounting date and its income and expenditure for the year ended 31st March 2015.

*M. Jones* 29<sup>th</sup> June 2015



# CITY & COUNTY OF SWANSEA PENSION FUND

## Fund Account For The Year Ended 31st March

2013/14		Notes	2014/15	
£'000	Contributions and benefits		£'000	£'000
	Contributions receivable :			
58,554	Employers contribution	3	63,647	
16,133	Members contribution	3	16,859	80,506
12,705	Transfers in	4		2,748
110	Other income	5		91
87,502				83,345
	Benefits payable :			
-49,588	Pensions payable	6	-53,452	
-17,206	Lump sum benefits	6	-20,460	-73,912
	Payments to and on account of leavers :			
-11	Refunds of contributions	7	-116	
-3,125	Transfers out	7	-2,587	-2,703
-1,022	Administrative expenses	8		-991
<b>16,550</b>	<b>Net additions from dealing with members</b>			<b>5,739</b>
	<b>Returns on investments</b>			
24,456	Investment income	9		24,444
77,463	Change in market value of investments	12		130,439
-11,426	Investment management expenses	8		-7,558
<b>90,493</b>	<b>Net returns on investments</b>			<b>147,325</b>
<b>107,043</b>	<b>Net increase in the fund during the year</b>			<b>153,064</b>
1,277,599	Opening Net Assets of the Fund			1,384,642
<b>1,384,642</b>	<b>Closing Net Assets of the Fund</b>			<b>1,537,706</b>

# CITY & COUNTY OF SWANSEA PENSION FUND

## Net Assets Statement As At 31 March

31st March 2014		31st March 2015
£'000	Notes	£'000
<b>Investments at market value:</b>		
1,335,099 Investment Assets	11	1,482,877
13,866 Cash Funds	12	18,128
29,232 Cash Deposits	12	22,512
2,063 Other Investment Balances - Dividends Due	12	2,527
<b>1,380,260 Sub Total</b>		<b>1,526,044</b>
15,097 Current Assets	16	18,591
-10,715 Current Liabilities	16	-6,929
<b>1,384,642 Net assets</b>		<b>1,537,706</b>

The financial statements on pages 144-176 summarise the transactions of the Fund and deal with the net assets at the disposal of the Pension Fund Committee. The financial statements do not take account of liabilities and other benefits which fall due after the period end. The actuarial position of the Fund, which does take account of such liabilities, is dealt with in the Statement of the Actuary in the Annual Report of the Pension Fund and a summary is included in Note 18 of this statement, and these accounts should be read in conjunction with this information.

## Notes to the Financial Statements

### 1. Basis of preparation

The financial statements summarise the fund's transactions for the 2014/15 financial year and its position at year-end 31 March 2015. The financial statements have been prepared in accordance with the *Code of Practice on Local Authority Accounting in the United Kingdom 2014/15* which is based upon International Financial Reporting Standards (IFRS), as amended for the UK public sector.

The financial statements do not take account of liabilities and other benefits which fall due after the period end.

### 2. Accounting Policies

The following principal accounting policies, which have been applied consistently (except as noted below), have been adopted in the preparation of the financial statements:

#### (a) Contributions

Normal contributions, both from the members and from the employer, are accounted for on an accruals basis in the month employee contributions are deducted from the payroll.

Early Access contributions from the employers are accounted for in accordance with the agreement under which they are paid, or in the absence of such an agreement, when received. Under current rules, employers can exercise discretion to give access to a person's pension rights early (other than for ill health). Where this is done, the additional pension costs arising are recharged to the relevant employer and do not fall as a cost to the fund. Under local agreements some Employers have exercised the right to make these repayments over three years incurring the relevant interest costs.

Other Contributions relate to additional pension contributions paid in order to purchase additional pension benefits.

#### (b) Benefits

Where members can choose whether to take their benefits as a full pension or as a lump sum with reduced pension, retirement benefits are accounted for on an accruals basis on the later of the date of retirement and the date the option is exercised.

Other benefits are accounted for on an accruals basis on the date of retirement, death or leaving the fund as appropriate.

#### (c) Transfers to and from other Schemes

Transfer values represent the capital sums either receivable in respect of members from other pension schemes of previous employers or payable to the pension schemes of new employers for members who have left the fund. They are accounted for on a cash basis, or where Trustees have agreed to accept the liability in advance of receipt of funds, on an accruals basis from the date of the agreement.

#### (d) Investments

- i) The net assets statement includes all assets and liabilities of the fund at the 31st March.

## 2. Accounting Policies (continued)

- ii) Listed investments are included at the quoted bid price as at 31st March.
- iii) Investments held in pooled investment vehicles are valued at the closing bid price at 31st March if both bid and offer price are published; or, if single priced, at the closing single price. In the case of pooled investment vehicles that are accumulation funds, change in market value also includes income which is reinvested in the fund, net of applicable withholding tax.
- iv) Unquoted securities and pooled investment vehicles are valued by the relevant investment managers based on the Fund's share of the net assets or a single price advised by the Fund Manager, in accordance with generally accepted guidelines.
- v) Unit trusts are valued at the Managers' bid prices at 31st March.
- vi) Accrued interest is excluded from the market value of fixed interest securities but is included in accrued investment income.
- viii) Transaction costs are included in the cost of purchases and sales proceeds.
- ix) Investments held in foreign currencies have been translated into sterling values at the relevant rate ruling as at 31st March.
- x) Property Funds/Unit Trusts are valued at the bid market price, which is based upon regular independent valuation of the underlying property holdings of the Fund/Unit Trust.

### e) Financial Instruments

Pension Fund assets have been assessed as fair value through profit and loss in line with IAS19.

### f) Cash and Cash Funds

Cash comprises cash in hand and cash deposits. Cash funds are highly liquid investments held with Investment Managers.

### g) Investment Income

Investment income and interest received are accounted for on an accruals basis. When an investment is valued ex dividend, the dividend is included in the Fund account.

### h) Other

Other expenses, assets and liabilities are accounted for on an accruals basis.

# CITY & COUNTY OF SWANSEA PENSION FUND

## 3. Analysis of Contributions

Total Contributions		Total Contributions
2013/14 £'000		2014/15 £'000
<b><u>Administering Authority</u></b>		
<b>41,711</b>	City & County of Swansea	<b>44,048</b>
<b><u>Admitted Bodies</u></b>		
	11 Babtie	0
	235 Celtic Community Leisure	397
	13 Colin Laver Heating Limited	12
	20 Swansea Bay Racial Equality Council	20
	100 Wales National Pool	109
	89 Capgemini	77
	2,027 NPT Homes	2,427
	7 Phoenix Trust	1
	1,182 Grwp Gwalia	1,320
<b>3,684</b>	<b>Total Admitted Bodies</b>	<b>4,363</b>
<b><u>Scheduled Bodies</u></b>		
	6 Cilybebyll Community Council	7
	25 Coedffranc Community Council	
	1,637 Gower College	1,696
	1,639 NPTC Group	1,764
	74 Neath Town Council	66
	24,490 Neath Port Talbot County Borough Council	26,901
	21 Margam Joint Crematorium Committee	26
	6 Pelenna Community Council	5
	14 Pontardawe Town Council	15
	34 Swansea Bay Port Health Authority	40
	26 Swansea City Waste Disposal Company	0
	1,320 University of Wales Trinity St Davids	1,558
<b>29,292</b>	<b>Total Scheduled Bodies</b>	<b>32,078</b>
<b>74,687</b>	<b>Total Contributions Receivable</b>	<b>80,489</b>

# CITY & COUNTY OF SWANSEA PENSION FUND

## 3. Analysis of Contributions (continued)

Coleg Powys merged with Neath Port Talbot College with effect from 1st August 2013 to form NPTC Group. A direction was received from the Department of Communities and Local Government (DCLG) for the scheme members employed by Coleg Powys to be transferred from Powys Pension Fund to Neath Port Talbot College section of the Fund.

Total Employer/Employee contributions comprise of:

<b>2013/14</b>		<b>2014/15</b>
<b>£'000</b>		<b>£'000</b>
	Employers	
55,436	Normal	58,258
9	Other	4
3,109	Early Access	5,385
<b>58,554</b>	<b>Total</b>	<b>63,647</b>
	Employees	
16,105	Normal	16,824
28	Other	35
<b>16,133</b>	<b>Total</b>	<b>16,859</b>
<b>74,687</b>	<b>Total Contributions Receivable</b>	<b>80,506</b>

# CITY & COUNTY OF SWANSEA PENSION FUND

## 4. Transfers In

Transfers in comprise of:

<b>2013/14</b>		<b>2014/15</b>
<b>£'000</b>		<b>£'000</b>
8,900	Group transfers from other schemes *	1,060
3,805	Individual transfers from other schemes	1,688
<u><b>12,705</b></u>	<b>Total</b>	<u><b>2,748</b></u>

\* This figure is in addition to the £8.9m bulk transfer accounted for in the Pension Fund Statement of Accounts 2013/14. The amount is in respect of Coleg Powys, who have merged with Neath Port Talbot College (a scheduled body within this Scheme) to form Neath Port Talbot College Group. The total estimated figure of £9.96m, is as a result of a review of the valuation by the Actuary for the City & County of Swansea Pension Fund in March 2015.

## 5. Other Income

Other income comprise of:

<b>2013/14</b>		<b>2014/15</b>
<b>£'000</b>		<b>£'000</b>
89	Bank Interest	82
21	Early Access - Interest	9
<u><b>110</b></u>	<b>Total</b>	<u><b>91</b></u>

## 6. Benefits Payable

By category

<b>2013/14</b>		<b>2014/15</b>
<b>£'000</b>		<b>£'000</b>
49,588	Pensions	53,452
15,349	Commutation and lump sum retirement benefits	19,106
1,857	Lump sum death benefits	1,354
<u><b>66,794</b></u>	<b>Total</b>	<u><b>73,912</b></u>

# CITY & COUNTY OF SWANSEA PENSION FUND

## 7. Payments to and on account of leavers

Transfers out and refunds comprise of:

2013/14		2014/15
£'000		£'000
11	Refunds to members leaving service	116
3,125	Individual transfers to other schemes	2,587
<b>3,136</b>	<b>Total</b>	<b>2,703</b>
<b>3,136</b>		<b>2,703</b>

All administrative and investment management expenses are borne by the Fund:

2013/14		2014/15
£'000		£'000
<b>Administrative Expenses</b>		
659	Support Services & Employee Costs	661
45	Actuarial Fees	10
43	Advisors Fees	43
58	External Audit Fees	48
25	Performance Monitoring Services Fees	26
23	Printing & Publications	24
166	Other	175
3	Pension Fund Committee	4
<b>1,022</b>		<b>991</b>
<b>1,022</b>		<b>991</b>
<b>Investment Management Expenses</b>		
4,378	Management Fees	5,769
6,915	Performance Fees	1,668
133	Custody Fees	121
<b>11,426</b>		<b>7,558</b>
<b>11,426</b>		<b>7,558</b>
<b>12,448</b>	<b>Total</b>	<b>8,549</b>



# CITY & COUNTY OF SWANSEA PENSION FUND

## 9. Investment Income

2013/14	2014/15
£'000	£'000
13,433 U.K. Equities	11,736
6,619 Overseas Equities	7,695
3,055 Managed Fund - Fixed Interest	3,528
1,006 Pooled Investment vehicles - Property Fund	1,434
341 Pooled Investment vehicles - Private Equity	48
2 Interest	3
<u>24,456 Total</u>	<u>24,444</u>

The assets under management by Legal and General are managed wholly in a pooled investment vehicle. The pooled investment vehicles are a combination of equity, bond and money market unit funds which operate on an 'accumulation' basis, i.e. all dividends and investment income are automatically reinvested back into their relevant funds and not distributed as investment income. Therefore, the fund value and change in market value on these funds will reflect both capital appreciation / depreciation plus reinvested investment income.

## 10. Taxation

### a) United Kingdom

The Fund is exempt from Income Tax on interest and dividends and from Capital Gains Tax but now has to bear the UK tax on other income. The fund is reimbursed V.A.T. by H.M. Revenue and Customs and the accounts are shown exclusive of V.A.T.

### b) Overseas

The majority of investment income from overseas suffers a withholding tax in the country of origin.

# CITY & COUNTY OF SWANSEA PENSION FUND

## 11. Investment Assets

	31st March 2014			31st March 2015		
	UK £'000	Overseas £'000	Total £'000	UK £'000	Overseas £'000	Total £'000
<b>Equities</b>						
Quoted	324,568	313,060	637,628	363,504	359,489	722,993
<b>Pooled investment vehicles</b>						
Managed Funds:						
Quoted:						
Equity	0	13,467	13,467	0	14,424	14,424
	0	117,200	117,200	0	111,608	111,608
Unquoted:						
Equity	128,747	194,470	323,217	128,442	234,906	363,348
Fixed Interest	52,409	11,862	64,271	57,746	14,813	72,559
Index-linked	20,720	0	20,720	26,518	0	26,518
Property Unit Trust	6,107	0	6,107	5,661	0	5,661
Property Fund	31,056	31,560	62,616	35,184	34,555	69,739
Hedge Fund	0	49,060	49,060	0	51,522	51,522
Global Tactical Asset Allocation	0	15,529	15,529	0	15,426	15,426
Private Equity	0	25,284		0	29,079	29,079
<b>Total pooled investment vehicles</b>	<b>239,039</b>	<b>458,432</b>	<b>672,187</b>	<b>253,551</b>	<b>506,333</b>	<b>759,884</b>
<b>Total equities and pooled investment vehicles</b>	<b>563,607</b>	<b>771,492</b>	<b>1,309,815</b>	<b>617,055</b>	<b>865,822</b>	<b>1,482,877</b>

# CITY & COUNTY OF SWANSEA PENSION FUND

## 11. Investment Assets (continued)

An analysis of investment assets based on the class of investment is shown below :

<b>31st March 2014</b>			<b>31st March 2015</b>	
<b>£'000</b>	<b>Investment assets</b>		<b>£'000</b>	
181,471	Fixed interest		184,168	
20,720	Index linked securities		26,518	
453,315	U.K. equities		491,946	
68,723	Property		75,400	
49,060	Hedge Funds		51,522	
25,284	Private Equity		29,079	
15,529	Global Tactical Asset Allocation (GTAA)		15,426	
520,997	Overseas Equities		608,818	
<b><u>1,335,099</u></b>	<b>Total investment assets</b>		<b><u>1,482,877</u></b>	

# CITY & COUNTY OF SWANSEA PENSION FUND

## 12. Reconciliation of movements in investments

	Value at 31st March 2014	Purchases	Sales	Change in Market Value	Value at 31st March 2015
	£'000	£'000	£'000	£'000	£'000
<b>Equities</b>					
Aberdeen	99,347	13,608	-12,444	8,663	109,174
JPM	225,307	206,478	-202,529	39,489	268,745
Schroders	326,441	69,081	-56,342	20,317	359,497
L&G	323,217	10,656	-13,780	43,255	363,348
	<u>974,312</u>	<u>299,823</u>	<u>-285,095</u>	<u>111,724</u>	<u>1,100,764</u>
<b>Property</b>					
<b>UK</b>					
Schroders	37,163	1,108	-1,928	4,502	40,845
Partners	19,080	5,010	-2,821	2,130	23,399
Invesco	12,480	0	-519	-805	11,156
	<u>68,723</u>	<u>6,118</u>	<u>-5,268</u>	<u>5,827</u>	<u>75,400</u>
<b>Fixed Interest</b>					
<b>Fixed Interest</b>					
L&G	64,271	3,160	-3,155	8,284	72,560
Goldman	117,200	3,529	0	-9,121	111,608
	<u>181,471</u>	<u>6,689</u>	<u>-3,155</u>	<u>-837</u>	<u>184,168</u>
<b>Index-Linked</b>					
L&G	20,720		-625	6,423	26,518
	<u>20,720</u>	<u>0</u>	<u>-625</u>	<u>6,423</u>	<u>26,518</u>
<b>Hedge Funds</b>					
BlackRock	25,684	0	-370	1,316	26,630
Fauchier	23,376	0	-380	1,896	24,892
	<u>49,060</u>	<u>0</u>	<u>-750</u>	<u>3,212</u>	<u>51,522</u>
<b>Private Equity</b>					
HarbourVest	25,284	8,950	-11,665	6,510	29,079
	<u>25,284</u>	<u>8,950</u>	<u>-11,665</u>	<u>6,510</u>	<u>29,079</u>
<b>Allocation</b>					
BlackRock	15,529	0	-167	64	15,426
	<u>15,529</u>	<u>0</u>	<u>-167</u>	<u>64</u>	<u>15,426</u>
<b>Cash funds</b>					
L&G	13,830	4,872	-3,708	95	15,089
Schroders	36	3,360	-358	1	3,039
	<u>13,866</u>	<u>8,232</u>	<u>-4,066</u>	<u>96</u>	<u>18,128</u>
<b>Total</b>	<u>1,348,965</u>	<u>329,812</u>	<u>-310,791</u>	<u>133,019</u>	<u>1,501,005</u>
<b>Cash</b>	<b>29,232</b>				<b>22,512</b>
<b>Other Investment Balances -</b>					
<b>Dividends Due</b>	<b>2,063</b>				<b>2,527</b>
<b>TOTAL</b>	<u><b>1,380,260</b></u>			<u><b>133,019</b></u>	<u><b>1,526,044</b></u>

# CITY & COUNTY OF SWANSEA PENSION FUND

## 12. Reconciliation of movements in investments (continued)

At the 31st March 2015, the dividends due to the Fund have been reclassified as Other Investment Balances, prior to March 2014 they were included in Current Assets.

Transaction costs are included in the cost of purchase and sales proceeds. Identifiable transaction costs incurred in the year relating to segregated investments amounted to £233k (2013/14: £388k). Costs are also incurred by the Fund in relation to transactions in pooled investment vehicles. Such costs are taken into account in calculating the bid/offer spread of these investments and are not separately identifiable.

## 13. Concentration of Investments

The following investments represented 5% or more of the Fund's net assets at 31st March 2015:

	Value as at the 31st March 2014 £'000	Proportion of Net Asset %	Value as at the 31st March 2015 £'000	Proportion of Net Asset %
L&G UK Equity Index	128,747	9.3	128,442	8.4
Goldman Sachs Global Libor Plus II	117,200	8.5	111,608	7.3
L&G North America Equity Index	76,747	5.5	96,721	6.3

## 14. Realised Profit on the Sale of Investments

2013/14 £'000	2014/15 £'000
15,280 U.K. Equities	12,266
27,909 Overseas	20,755
0 Property Fund	906
3 Cash Fund	0
<b>43,192 Net Profit</b>	<b>0</b>

## 15. Fixed Interest and Index Linked Investments

The fixed interest and index-linked investments are comprised of:

31st March 2014 £'000	31st March 2015 £'000
115,086 UK Public Sector	121,764
87,105 Other	88,921
<b>202,191</b>	<b>210,685</b>

# CITY & COUNTY OF SWANSEA PENSION FUND

## 16. Current Assets and Liabilities

The amounts shown in the statement of Net Assets are comprised of:

<b>31st March 2014</b>		<b>31st March 2015</b>
<b>£'000</b>		<b>£'000</b>
<b>Current Assets</b>		
613	Contributions - Members	654
2,011	Contributions - Employers	2,167
2,120	Early Access Debtor	4,168
9,232	Transfer Values	10,349
1,121	Other	1,253
<u>15,097</u>		<u>18,591</u>
<b>Current Liabilities</b>		
-4,321	Investment Management Expenses	-956
-3,873	Commutation and lump sum retirement benefits	-3,428
-688	Lump sum death benefits	-436
-895	Transfers to Other Schemes	-530
-538	Payroll Deductions - Tax	-577
-400	Other	-1,002
<u>-10,715</u>		<u>-6,929</u>
<u><b>4,382 Net</b></u>		

Analysed as:

<b>31st March 2014</b>		<b>31st March 2015</b>
<b>£'000</b>		<b>£'000</b>
<b>Current Assets</b>		
774	Central Government Bodies	1,386
13,655	Other Local Authorities	16,105
2	Public Corporations & Trading Funds	
666	Other Entities and Individuals	1,100
<u>15,097</u>		<u>18,591</u>
<b>Current Liabilities</b>		
-38	Central Government Bodies	-33
-2,677	Other Local Authorities	-1,209
-8,000	Other Entities and Individuals	-5,687
<u>-10,715</u>		<u>-6,929</u>
<u><b>4,382 Net</b></u>		<u><b>11,662</b></u>

The reclassification is explained in Note 12.

# CITY & COUNTY OF SWANSEA PENSION FUND

## 16. Current Assets & Liabilities (continued)

### Early Access Debtor

	Instalment Due 2015/16 £'000	Instalment Due 2016/17 £'000	Instalment Due 2017/18 £'000	Instalment Due 2018/19 £'000	Total £'000
Early Access Principal Debtor	3,665	241	241	21	4,168
Early Access Interest Debtor	17	19	19	2	57
<b>Total (Gross)</b>	<b>3,682</b>	<b>260</b>	<b>260</b>	<b>23</b>	<b>4,225</b>

## 17. Capital and Contractual Commitments

As at 31st March 2015 the Scheme was committed to providing funding to appointed managers investing in unquoted securities. These commitments amounted to £38.7m (2013/14 : £40.3m).

## 18. Statement of the Actuary for the year ended 31 March 2015

### Introduction

The Scheme Regulations require that a full actuarial valuation is carried out every third year. The purpose of this is to establish that the City & County of Swansea Pension Fund (the Fund) is able to meet its liabilities to past and present contributors and to review employer contribution rates. The last full actuarial investigation into the financial position of the Fund was completed as at 31 March 2013 by Aon Hewitt Limited, in accordance with Regulation 36 of the Local Government Pension Scheme (Administration) Regulations 2008.

### Actuarial Position

1. The valuation as at 31 March 2013 showed that the funding ratio of the Fund had increased since the previous valuation with the market value of the Fund's assets at that date (of £1,227.6M) covering 81% of the liabilities allowing, in the case of current contributors to the Fund, for future increases in pensionable pay.

2. The valuation also showed that the aggregate level of contributions required to be paid by participating employers with effect from 1 April 2014 was:

- 16.2% of pensionable pay. This was the rate calculated as being sufficient, together with contributions paid by members, to meet the liabilities arising in respect of service after the valuation date.

- 5.7% of pensionable pay to restore the assets to 100% of the liabilities in respect of service prior to the valuation date over a recovery period of 25 years from 1 April 2014, if the membership remains broadly stable and pay increases are in line with the rate assumed at the valuation of 3.9% p.a.

3. In practice, each individual employer's position is assessed separately and contributions are set out in Aon Hewitt Limited's report dated 31 March 2014 (the "actuarial valuation report"). In addition to the contributions shown above, payments to cover additional liabilities arising from early retirements (other than ill-health retirements) will be made to the Fund by the employers.

4. The funding plan adopted in assessing the contributions for each individual employer was in accordance with the Funding Strategy Statement in force at the time. The approach adopted, and the recovery period used for each employer, is set out in the actuarial valuation report.

5. The valuation was carried out using the projected unit actuarial method for most employers and the main actuarial assumptions used for assessing the funding target and the contribution rates were as follows.



# CITY & COUNTY OF SWANSEA PENSION FUND

## 18. Statement of the Actuary for the year ended 31 March 2015 (continued)

### Discount rate for periods in service

Scheduled and subsumption bodies	5.6% a year
Orphan bodies	5.2% p.a

### Discount rate for periods after leaving service

Scheduled and subsumption bodies	5.6%p.a.
Orphan bodies	3.9%p.a.
Rate of pay increases	3.9% p.a.
Rate of increases to pension accounts	2.4% p.a.
Rate of increase in pensions in payment (in excess of Guaranteed Minimum Pension)	2.4% p.a.

The assets were valued at market value.

Further details of the assumptions adopted for the valuation were set out in the actuarial valuation report.

6. The valuation results summarised above are based on the financial position and market levels at the valuation date, 31 March 2013. As such the results do not make allowance for changes which have occurred subsequent to the valuation date.

7. The formal actuarial valuation report and the Rates and Adjustments Certificate setting out the employer contribution rates for the period from 1 April 2014 to 31 March 2017 were signed on 31 March 2014. Contribution rates will be reviewed at the next actuarial valuation of the Fund due as at 31 March 2016 in accordance with Regulation 62 of the Local Government Pension Scheme Regulations 2013.

8. This Statement has been prepared by the current Actuary to the Fund, AON Hewitt Limited, for inclusion in the accounts of the Fund. It provides a summary of the results of their actuarial valuation which was carried out as at 31 March 2013. The valuation provides a snapshot of the funding position at the valuation date and is used to assess the future level of contributions required.

This Statement must not be considered without reference to the formal actuarial valuation details fully the context and limitations of the actuarial valuation.

Aon Hewitt Limited does not accept any responsibility or liability to any party other than our client, the City and County of Swansea, the Administering Authority of the Fund, in respect of this Statement.

9. The report on the actuarial valuation as at 31 March 2013 is available from the Fund's following address:

<http://www.swanseapensionfund.org.uk/wp-content/uploads/2012/01Swansea-valuation-report-310313.pdf>

Aon Hewitt Limited  
June 2015

## 18. Actuarial Present Value of Promised Retirement Benefits - Statement of the Actuary for the year ended 31 March 2015 (continued)

### Definitions

#### Admission Body

An employer admitted to the Fund under an admission agreement.

#### Orphan Body

This is an admission body or other employer whose participation in the Fund may cease at some future point in time, after which it is expected that the Administering Authority will have no access to future contributions in respect of the employer's liabilities in the Fund once any liability on cessation has been paid.

#### Scheduled Body

Employers which participate in the Fund under Schedule 2 of the Administration Regulations.

#### Subsumption and subsumption body

When an admission body or other employer ceases participation in the Fund, so that it has no employees contributing to the Fund and once any contribution on cessation as required by the regulations has been paid, the Fund will normally be unable to obtain further contributions from that employer (eg if future investment returns are less than assumed). It is however possible for another long term employer in the Fund (generally a scheduled body) to agree to be a source of future funding should any funding shortfalls emerge on the original employer's liabilities. The long term employer effectively subsumes the assets and liabilities of the ceasing employer into its own assets and liabilities. In this document this is known as subsumption. In this document the admission body or other employer being subsumed is referred to as a subsumption body and its liabilities are known as subsumed liabilities.

#### Certificate of the Actuary Regarding the Contributions Payable by the Employing Authorities in 2014/15

In accordance with Regulation 36 of the Local Government Pension Scheme (Administration) Regulations 2008 (the "Administration Regulations"), we certify that contributions should be paid by Employers at the following rates for the period 1st April 2014 to 31st March 2017.

i) A common rate of 16.2% of Pensionable Pay.

ii) Individual adjustments which, when added to or subtracted from the common rate, produce the following Employer contribution rates:

## CITY & COUNTY OF SWANSEA PENSION FUND

### 18. Actuarial Present Value of Promised Retirement Benefits - Statement of the Actuary for the year ended 31 March 2015 (continued)

Employer	Year Commencing 1 April		
	2014 % Pensionable Pay	2015 % Pensionable Pay	2016 % Pensionable Pay
<b>Scheduled bodies</b>			
City & County of Swansea	22.4	22.4	22.4
Neath Port Talbot County Borough	22.5	23.0	24.0
Pontardawe Town Council	19.7	19.7	19.7
Cilybebyll Community Council	20.5	20.5	20.5
Pelenna Community Council	21.9	23.6	25.3
Swansea Bay Port Health Authority	22.4	22.4	22.4
Neath Port Talbot Homes	16.2	16.2	16.2
Grwp Gwalia Cyf	20.4	20.4	20.4
Colin Laver Heating Limited	19.7	19.7	19.7
Swansea Bay Racial Equality Council	27.2	30.8	34.3
Celtic Community Leisure	11.1	11.1	11.1
Wales National Pool	14.5	14.5	14.5
Cap Gemini	18.7	18.7	18.7

Employer	Contribution rate 1 April 2014 to 31 March 2017 % Pensionable Pay	Additional monetary amount Year commencing 1 April		
		2014 £	2015 £	2016 £
<b>Scheduled bodies</b>				
Margam Joint Crematorium Committee	19.2	4,600	4,800	5,000
Coedffranc Community Council	19.2	3,700	3,850	4,000
Neath Town Council	19.2	15,100	15,700	16,300
Gower College	15.4	164,400	170,800	177,500
NPTC Group	14.7	151,900	157,800	164,000
<b>Admission bodies</b>				
Trinity St Davids	22.4	225,000	450,000	481,000

The contributions shown above represent the minimum contributions to be paid by each Employer. Employers may choose to pay additional contributions from time to time subject to the Administering Authority's agreement.

Where payments due from an Employer are expressed as monetary amounts, the amounts payable by that Employer should be adjusted to take account of any amounts payable, in respect of surplus or shortfall to which those monetary payments relate, by new employers created after the valuation date which have been credited with proportions of the assets and liabilities of the relevant Employer. Any adjustment should be as advised by the Fund Actuary.

Additional contributions may be required in respect of any additional liabilities that arise under the provisions of Regulations 30, 31, 35 and 38 of the 2013 Regulations, payable over a period of up to three years and Employers will be notified of such contributions separately by the Administering Authority.

The contributions rates for the City & County of Swansea and for Neath Port Talbot County Borough Council have been set as a percentage of pay. However, minimum monetary contribution amounts for these employers have been agreed with the Administering Authority and if the contributions actually received fall below this minimum level additional payments will be required.

Contribution rates for Employers commencing participation in the Fund after 31 March 2013 will be advised separately.

## **19. Related party transactions**

£659k (£659k 2013/14) was paid to the City & County of Swansea for the recharge of Administration, I.T., Finance and Legal Services during the year.

Contributions received from admitted and scheduled bodies as detailed on page 150.

The City & County of Swansea acts as administering Authority for the City and County of Swansea Pension Fund (formerly the West Glamorgan Pension Fund).

Transactions between the Authority and the Pension Fund mainly comprise the payment to the Pension Fund of employee and employer payroll superannuation deductions, together with payments in respect of enhanced pensions granted by Former Authorities.

The Pension Fund currently has 32 scheduled and admitted bodies. Management of the Pension Scheme Investment Fund is undertaken by a panel. The panel is advised by two independent advisors.

### **Governance**

There are 7 councillor members of the pension committee who are active members in the City & County of Swansea Pension Fund. The benefit entitlement for the Councillors is accrued under the same principles that apply to all other members of the Fund.

# CITY & COUNTY OF SWANSEA PENSION FUND

## 20. Additional Voluntary Contributions

Some members of the Fund pay voluntary contributions to the fund's AVC providers, The Prudential, to buy extra pension benefits when they retire. These contributions are invested in a wide range of assets to provide a return on the money invested. Some members also still invest and have funds invested with the legacy AVC providers, Equitable Life and Aegon.

The Pension Fund accounts do not include the assets held by The Prudential, Equitable Life or Aegon. AVCs are not included in the accounts in accordance with section 4(2)(b) of the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009 (SI 2009/3093) but are disclosed as a note only.

AVC Provider	Value of Funds at 1st April 2014	Purchases at Cost (Contributions In/Out)	Sale Proceeds	Change in Market Value	Value of Funds at 31st March 2015
	£'000	£'000	£'000	£'000	£'000
Prudential	2,725	0	0	0	2,725
Aegon	1,352	0	0	0	1,352
Equitable Life	373	2	-43	15	347
<b>Totals</b>	<b>4,450</b>	<b>2</b>	<b>-43</b>	<b>15</b>	<b>4,424</b>

# CITY & COUNTY OF SWANSEA PENSION FUND

## 21. Membership

The Pension Fund covers City & County of Swansea employees (except for teachers, for whom separate pension arrangements apply), and other bodies included in the schedule.

Detailed national regulations govern the rates of contribution by employees and employers, as well as benefits payable. At 31st March 2015 there were 16,285 contributors, 11,261 pensioners and 9,801 deferred pensioners.

<b>Membership statistics</b>	<b>31st March 2011</b>	<b>31st March 2012</b>	<b>31st March 2013</b>	<b>31st March 2014</b>	<b>31st March 2015</b>
	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>
Contributors	14,524	14,179	14,586	15,576	16,285
Pensioners	9,600	10,027	10,432	10,833	11,261
Deferred Pensioners	7,614	8,204	8,815	9,663	9,801
<b>Total</b>	<b>31,738</b>	<b>32,410</b>	<b>33,833</b>	<b>36,072</b>	<b>37,347</b>

See Appendix 1 for current year analysis

## 22. Fair Value of Investments

### Financial Instruments

The Fund invests mainly through pooled vehicles with the exception of three segregated equity mandates. The managers of these pooled vehicles invest in a variety of financial instruments including bank deposits, quoted equity instruments, fixed interest securities, direct property holdings and unlisted equity and also monitor credit and counterparty risk, liquidity risk and market risk.

### Financial Instruments - Gains & Losses

Gains and losses on financial instruments have been disclosed within note 9, 12 and 14 of the pension fund accounts.

### Fair Value – Hierarchy

The fair value hierarchy introduced as part of the new accounting Code under IFRS7 requires categorisation of assets based upon 3 levels of asset valuation inputs -

- Level 1 - quoted prices for similar instruments.
- Level 2 - directly observable market inputs other than Level 1 inputs.
- Level 3 - inputs not based on observable market data.

The table on the following page shows the position of the Fund's assets at 31st March 2014 and 2015 based upon this hierarchy:

# CITY & COUNTY OF SWANSEA PENSION FUND

## 22. Fair Value of Investments (continued)

	31 March 2014		31 March 2015			
	Market Value £'000	Level 1 £'000		Level 2 £'000		Level 3 £'000
		Level 2 £'000	Level 1 £'000	Level 2 £'000	Level 3 £'000	
<b>Equities</b>						
UK Equities	324,568	324,568	363,504	-	-	-
Overseas Equities	313,060	313,060	359,488	-	-	-
			<b>Market Value £'000</b>			
<b>Pooled Investment Vehicles</b>						
Fixed-Interest Funds	117,200	-	111,608	117,200	-	-
UK Equity	128,747	-	128,442	128,747	-	-
Overseas Equity	207,937	-	249,330	207,937	-	-
Fixed Interest	64,271	-	72,560	64,271	-	-
Index-linked	20,720	-	26,518	20,720	-	-
Property Unit Trust	6,107	-	3,039	6,107	-	-
Property Fund	62,616	-	72,361	31,056	31,560	34,555
Hedge Fund	49,060	-	51,522	-	49,060	51,522
Global Tactical Asset Allocation	15,529	-	15,426	-	15,529	15,426
Private Equity	25,284	-	29,079	-	25,284	29,079
Cash	43,098	43,098	40,640	-	-	-
<b>Other Investment Balances -</b>						
Dividends Due	2,063	2,063	2,527	-	-	-
<b>Total</b>	<b>1,380,260</b>	<b>682,789</b>	<b>1,526,044</b>	<b>576,038</b>	<b>121,433</b>	<b>130,582</b>

## 23. INVESTMENT RISKS

As demonstrated above, the Fund maintains positions indirectly via its investment managers in a variety of financial instruments including bank deposits, quoted equity instruments, fixed interest securities, direct property holdings, unlisted equity products, commodity futures and other derivatives. This exposes the Fund to a variety of financial risks including credit and counterparty risk, liquidity risk, market risk and exchange rate risk.

### Procedures for Managing Risk

The principal powers to invest are contained in the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009 and require an Administering Authority to invest any pension fund money that is not needed immediately to make payments from the Pension Fund. These regulations require the Pension Fund to formulate a policy for the investment of its fund money. The Administering Authority's overall risk management procedures focus on the unpredictability of financial markets and implementing restrictions to minimise these risks. The Pension Fund annually reviews its Statement of Investment Principles (SIP) and corresponding Funding Strategy Statement (FSS), which set out the Pension Fund's policy on matters such as the type of investments to be held, balance between types of investments, investment restrictions and the way risk is managed.

The Fund continues to review its structure. A key element in this review process is the consideration of risk and for many years now the Fund has pursued a policy of lowering risk by diversifying investments across asset classes, investment regions and fund managers. Furthermore, alternative assets are subject to their own diversification requirements and some examples are given below.

- Private equity - by stage, geography and vintage where funds of funds are not used
- Hedge funds – multi-strategy and or funds of funds

### Manager Risk

The Fund is also well diversified by managers with no single active manager managing more than 25% of Fund assets. On appointment, fund managers are delegated the power to make such purchases and sales as they deem appropriate under the mandate concerned. Each mandate has a benchmark or target to outperform or achieve, usually on the basis of 3-year rolling periods. An update, at least quarterly, is required from each manager and regular meetings are held with managers to discuss their mandates and their performance on them. There are slightly different arrangements for some of the alternative assets. Some private equity and property investment is fund, rather than manager-specific, with specific funds identified by the investment sub group after careful due diligence. These commitments tend to be smaller in nature than main asset class investments but again regular performance reports are received and such investments are reviewed with managers at least once a year.



## 23. INVESTMENT RISKS (continued)

### Credit Risk

Credit risk is the risk that a counterparty to a financial instrument will fail to discharge an obligation or commitment that it has entered into with the Fund. As noted above almost all the Fund's investments are through pooled vehicles and a number of these are involved in derivative trades of various sorts including futures, swaps and options. Whilst the Fund is not a direct counterparty to such trades and so has no direct credit risk, clearly all derivative transactions incorporate a degree of risk and the value of the pooled vehicle, and hence the Fund's holding, could be impacted negatively by failure of one of the vehicle's counterparties. However, part of the operational due diligence carried out on potential manager appointees concerns itself with the quality of that manager's risk processes around counterparties and seeks to establish assurance that these are such as to minimise exposure to credit risk.

There has been no historical experience of default on the investments held by the Pension Fund.

Within the Fund, the areas of focus in terms of credit risk are bonds and some of the alternative asset categories.

- The Fund's active fixed-interest bond portfolio £111,608k is managed (by Goldman Sachs) on an unconstrained basis and has a significant exposure to credit, emerging market debt and loans. At 31st March 2015, the Fund's exposure to non-investment grade paper was 16.1% of the actively managed fixed income portfolio.
- On private equity the Fund's investments are almost entirely in the equity of the companies concerned. The Fund's private equity investments of £29,079K are managed by Harbourvest in a fund of funds portfolio.

On hedge fund of funds and multi-strategy vehicles, underlying managers have in place a broad range of derivatives. The Fund's exposure to hedge funds through its managers at 31st March 2015 is set out below with their relative exposure to credit risk.

	<b>March 2015 £'000</b>	<b>Credit Exposure</b>
Fauchier Partners	24,892	18.5%
Blackrock	26,630	22.4%

### Liquidity Risk

The Pension Fund has its own bank accounts. At its simplest, liquidity risk is the risk that the Fund will not be able to meet its financial obligations when they fall due, especially pension payments to its members. At a strategic level the Administering Authority, together with its consulting actuary, reviews the position of the Fund triennially to ensure that all its obligations can be suitably covered.

# CITY & COUNTY OF SWANSEA PENSION FUND

## 23. INVESTMENT RISKS (continued)

Ongoing cash flow planning in respect of contributions, benefit payments, investment income and capital calls/distributions is also essential. This is in place with the Fund's position updated regularly.

Specifically on investments, the Fund holds through its managers a mixture of liquid, semi-liquid and illiquid assets. Whilst the Fund's investment managers have substantial discretionary powers regarding their individual portfolios and the management of their cash positions, they hold within their pooled vehicles a large value of very liquid securities, such as equities and bonds quoted on major stock exchanges, which can easily be realised. Traditional equities and bonds now comprise 83% of the Fund's value and, whilst there will be some slightly less liquid elements within this figure (emerging market equities and debt for example), the funds investing in these securities offer monthly trading at least – often weekly or fortnightly.

On alternative assets the position is more mixed. Most are subject to their own liquidity terms or, in the case of property, redemption rules. Closed-ended funds such as most private equity vehicles and some property funds are effectively illiquid for the specific period (usually 10 years), although they can be sold on the secondary market, usually at a discount.

The table below analyses the value of the Fund's investments at 31st March 2015 by liquidity profile.

	Amounts at				
	31st March 2015 £000s	Within 1 month £000s	1-3 months £000s	4-12 months £000s	> 1 Year £000s
<b>Equities</b>					
UK Equities	363,504	363,504	0	0	0
Overseas Equities	359,488	359,488	0	0	0
<b>Pooled Investment Vehicles</b>					
Fixed-Interest Funds	111,608	111,608	0	0	0
UK Equity	128,442	128,442	0	0	0
Overseas Equity	249,330	249,330	0	0	0
Fixed Interest	72,560	72,560	0	0	0
Index-linked	26,518	26,518	0	0	0
Property Unit Trust	3,039	0	0	3,039	0
Property Fund	72,361	0	0	37,806	34,555
Hedge Fund	51,522	0	0	51,522	0
Global Tactical Asset Allocation	15,426	0	0	15,426	0
Private Equity	29,079	0	0	0	29,079
Deposits with banks and other financial institutions	40,640	40,640	0	0	0
Other Investment Balances - Dividends Due	2,527	2,527	0	0	0
<b>Total</b>	<b>1,526,044</b>	<b>1,354,617</b>	<b>0</b>	<b>107,793</b>	<b>63,634</b>

## 23. INVESTMENT RISKS (continued)

It should be noted that different quoted investments are subject to different settlement rules but all payments/receipts are usually due within 7 days of the transaction (buy/sell) date. Because the Fund uses some pooled vehicles for quoted investments these are often subject to daily, weekly, 2-weekly or monthly trading dates. All such investments have been designated "within 1 month" for the purposes of liquidity analysis. Open-ended property funds are subject to redemption rules set by their management boards. Many have quarterly redemptions but these can be held back in difficult markets so as not to force sales and disadvantage continuing investors. For liquidity analysis purposes, a conservative approach has been applied and all such investments have been designated "within 4-12 months".

Closed-ended funds have been designated illiquid for the purposes of liquidity analysis. However, these closed-ended vehicles have a very different cash flow pattern to traditional investments since the monies committed are only drawn down as the underlying investments are made (usually over a period of 5 years) and distributions are returned as soon as underlying investments are exited (often as early as year 4). In terms of cash flow, therefore, the net cash flow for such a vehicle usually only reaches a maximum of about 60-70% of the amount committed and cumulative distributions usually exceed cumulative draw downs well before the end of the specified period, as these vehicles regularly return 1½ to 2½ times the money invested. At the same time, it has been the Fund's practice to invest monies on a regular annual basis so the vintage year of active vehicles ranges from 2000 to 2013.

This means that, whilst all these monies have been designated closed-ended and thereby illiquid on the basis of their usual "10-year life", many are closer to maturity than implied by this broad designation. As can be seen from the table, even using the conservative basis outlined above, around 88% of the portfolio is realisable within 1 month and 96% is realisable within 12 months.

### Market Risk

Market risk is the risk that the fair value or future cash flows of a financial institution will fluctuate because of changes in market price. The Fund is exposed to the risk of financial loss from a change in the value of its investments and the consequential danger that its assets will fail to deliver returns in line with the anticipated returns underpinning the valuation of its liabilities over the long term.

- The risks associated with volatility in the performance of the asset class itself (beta);
- The risks associated with the ability of managers, where allowed, to move away from index weights and to generate alpha, thereby offsetting beta risks by exceeding market performance.

The table on the following page sets out an analysis of the Fund's market risk positions at 31 March 2015 by showing the amount invested in each asset class and through each manager within each main asset class, the index used as a benchmark and the target set for managers against this benchmark.

# CITY & COUNTY OF SWANSEA PENSION FUND

## 23. INVESTMENT RISKS (continued)

Asset Class	Asset Allocation	Fund Manager		Benchmark	Performance target
		Passive	Active		
UK Equities	34% +/- 5%	14% L&G	20% Schroders	FTSE allshare	+3% p.a. over rolling 3 year
Overseas Equities	34% +/- 5%	13% L&G	21% JP Morgan & Aberdeen Aberdeen	MSCI World all share (ex UK) MSCI Frontier Markets Index	+3% p.a. over rolling 3year +% p.a. over rolling 3year
Global Fixed Interest	15% +/- 5%	6% L&G	9% Goldman Sachs	Libor	LIBOR +3%
Property	5% +/- 5%	-	5% Schroders, Partners & Invesco	IPD UK Pooled Property Fund Index	+ 1% p.a. over rolling 3 year, 8% absolute return
Hedge Funds	5% +/- 5%	-	5% Blackrock & Permal (formerly Fauchier)	LIBOR	+4%
Private Equity	3% +/- 5%	-	3% Harbourvest	FTSE allshare	+3% p.a. over 3 year rolling
Global Tactical Asset Allocation	2% +/- 5%	-	2% BGI/Blackrock	LIBOR	+4% over 3 yr rolling
Cash	2% +/- 5%	-	2% In house and cash flows of fund managers	7day LIBID	=
<b>TOTAL</b>	100%	33%	67%		

The risks associated with volatility in market values are managed mainly through a policy of broad asset diversification. The Fund sets restrictions on the type of investment it can hold through investment limits, in accordance with the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009. The Fund also adopts a specific strategic benchmark (details can be found in the Fund's SIP summarised above) and the weightings of the various asset classes within the benchmark form the basis for asset allocation within the Fund. Under normal conditions there is quarterly rebalancing to this strategic benchmark within fixed tolerances. This allocation, determined through the Fund's asset allocation, is designed to diversify and minimise risk through a broad spread of investments across both the main and alternative asset classes and geographic regions within each asset class.

Market risk is also managed through manager diversification – constructing a diversified portfolio across multiple investment managers. On a daily basis, managers will manage risk in line with the benchmarks, targets and risk parameters set for the mandate, as well as their own policies and processes. The Fund itself monitors managers on a regular basis (at least quarterly) on all these aspects.

### Price Risk

Price Risk represents the risk that the value of a financial instrument will fluctuate as a result of changes in market prices (other than those arising from interest rate risk or foreign exchange risk), whether those changes are caused by factors specific to the individual instrument or its issuer or factors affecting all such instruments in the market.

The fund is exposed to share and derivative price risk. This arises from investments held by the fund for which the future price is uncertain. All securities investments present a risk of loss of capital. Except for shares sold short, the maximum risk resulting from financial instruments is determined by the fair value of the financial instruments. Possible losses from shares sold short is unlimited.

# CITY & COUNTY OF SWANSEA PENSION FUND

## 23. INVESTMENT RISKS (continued)

The fund's investment managers mitigate this price risk through diversification and the selection of securities and other financial instruments is monitored by the Pension Fund Committee to ensure it is within limits specified in the fund investment strategy.

Following analysis of historical data and expected investment return movement during the financial year, and in consultation with the fund's investment advisors, the council has determined that the following movements in market price risk are reasonably possible. Had the market price of the fund investments increased/decreased in line with the potential market movements, the change in the net assets available to pay benefits in the market price as at 31 March 2015 would have been as follows:

<b>Price Risk</b>				
<b>Asset Type</b>	<b>Value (£)</b>	<b>% Change</b>	<b>Value on Increase</b>	<b>Value on Decrease</b>
UK Equities	491,946	10.52%	543,699	440,193
Overseas Equities	608,818	9.35%	665,742	551,894
Bonds & Index-Linked	210,686	2.67%	216,311	205,061
Cash	43,167	0.01%	43,171	43,163
Property	75,400	3.00%	77,662	73,138
Alternatives	96,027	4.06%	99,926	92,128
<b>Total Assets</b>	<b>1,526,044</b>	<b>6.64%</b>	<b>1,627,373</b>	<b>1,424,715</b>

*The % change for Total Assets includes the impact of correlation across asset classes*

and as at 31st March 2014 :

<b>Price Risk</b>				
<b>Asset Type</b>	<b>Value (£'000)</b>	<b>% Change</b>	<b>Value on Increase</b>	<b>Value on Decrease</b>
UK Equities	453,315	12.59%	510,387	396,243
Overseas Equities	520,997	12.13%	584,194	457,800
Total Bonds & Index-Linked	202,191	2.47%	207,185	197,197
Cash	43,098	0.02%	43,107	43,089
Property	68,723	2.61%	70,517	66,929
Alternatives	89,873	3.00%	92,569	87,177
Other Investment Balances	2,063	0.00%	2,063	2,063
<b>Total Assets*</b>	<b>1,380,260</b>	<b>8.35%</b>	<b>1,495,512</b>	<b>1,265,008</b>

*\*The % change for Total Assets includes the impact of correlation across asset classes*



# CITY & COUNTY OF SWANSEA PENSION FUND

## 23. INVESTMENT RISKS (continued)

### Currency Risk

Currency risk represents the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The fund is exposed to currency risk on financial instruments that are denominated in any currency other than the functional currency of the fund (£UK). The fund holds both monetary and non-monetary assets denominated in currencies other than £UK.

In consultation with the fund's investment advisors, the council has determined that the following movements in currencies are reasonably possible. The following represents a sensitivity analysis associated with foreign exchange movements as at 31 March 2015:

#### Currency Risk (by currency)

Currency	Value (£'000)	% Change	Value on Increase	Value on Decrease
Australian Dollar	4,585	8.87	4,992	4,178
Brazilian Real	4,706	11.69	5,256	4,156
Canadian Dollar	10,030	6.65	10,697	9,363
Chinese Renminbi Yuan	10,870	7.91	11,730	10,010
Danish Krone	1,608	6.19	1,707	1,509
EURO	93,099	6.15	98,824	87,374
Hong Kong Dollar	7,953	7.74	8,569	7,337
Indian Rupee	5,092	10.78	5,641	4,543
Indonesian Rupiah	2,688	11.65	3,001	2,375
Israeli Shekel	832	7.35	893	771
Japanese Yen	55,482	11.02	61,599	49,365
Mexican Peso	2,717	9.42	2,973	2,461
Norwegian Krone	640	8.64	695	585
Peruvian New Sol	798	6.97	854	742
Singapore Dollar	4,864	5.89	5,151	4,577
South African Rand	1,899	10.72	2,103	1,695
South Korean Won	6,927	6.62	7,385	6,469
Swedish Krona	7,672	7.30	8,232	7,112
Swiss Franc	21,024	9.34	22,988	19,060
Taiwan Dollar	5,201	6.62	5,545	4,857
Thai Baht	674	8.08	728	620
Turkish Lira	586	9.85	644	528
US Dollar	196,965	7.78	212,292	181,638
North America Basket	96,721	7.41	103,891	89,551
Europe ex UK Basket	53,891	5.66	56,939	50,843
Asia Pacific ex Japan Basket	22,034	6.44	23,453	20,615
Emerging Basket	52,894	6.80	56,489	49,299
<b>Total Currency *</b>	<b>672,452</b>	<b>5.81</b>	<b>711,488</b>	<b>633,416</b>

\* The % change for Total Currency includes the impact of correlation across the underlying currencies

# CITY & COUNTY OF SWANSEA PENSION FUND

## 23. INVESTMENT RISKS (continued)

and as at 31 March 2014:

<b>Currency Risk (by currency)</b>				
<b>Currency</b>	<b>Value (£'000)</b>	<b>% Change</b>	<b>Value on Increase</b>	<b>Value on Decrease</b>
Australian Dollar	5,099	9.80%	5,599	4,599
Brazilian Real	8,090	12.69%	9,117	7,063
Canadian Dollar	9,422	6.04%	9,991	8,853
Danish Krone	1,415	6.26%	1,504	1,326
EURO	89,647	6.31%	95,304	83,990
Hong Kong Dollar	6,029	7.98%	6,510	5,548
Indian Rupee	5,766	10.84%	6,391	5,141
Indonesian Rupiah	2,094	11.05%	2,325	1,863
Israeli Shekel	628	6.94%	672	584
Japanese Yen	36,631	11.54%	40,858	32,404
Mexican Peso	2,357	10.03%	2,593	2,121
Norwegian Krone	745	8.79%	810	680
Singapore Dollar	3,181	5.71%	3,363	2,999
South African Rand	2,236	11.31%	2,489	1,983
South Korean Won	6,251	6.56%	6,661	5,841
Swedish Krona	6,347	7.03%	6,793	5,901
Swiss Franc	27,523	7.42%	29,565	25,481
Taiwan Dollar	4,873	5.63%	5,147	4,599
US Dollar	162,996	8.07%	176,150	149,842
Other	7,091	5.21%	7,460	6,722
North America Basket	76,747	7.61%	82,587	70,907
Europe ex UK Basket	50,213	6.01%	53,231	47,195
Asia Pacific ex Japan Basket	18,817	6.11%	19,967	17,667
Emerging Basket	43,402	6.37%	46,167	40,637
<b>Total Currency*</b>	<b>577,600</b>	<b>5.13%</b>	<b>607,210</b>	<b>547,990</b>

*\*The % change for Total Currency includes the impact of correlation across the underlying currencies*

## 24. Further Information

Further information about the fund can be found in Appendices 2 to 4. Information can also be obtained from the Chief Treasury & Technical Officer, Civic Centre, Oystermouth Road, Swansea SA1 3SN or on [www.swanseapensionfund.org.uk](http://www.swanseapensionfund.org.uk).

## 25. Financial Position

The accounts outlined within the statement represent the financial position of the City and County of Swansea Pension Fund at 31st March 2015.

# CITY & COUNTY OF SWANSEA PENSION FUND

## Appendix 1

### SCHEDULE OF EMPLOYING BODIES AND CONTRIBUTION RATES FOR THE PERIOD 1<sup>ST</sup> APRIL 2014 TO 31<sup>ST</sup> MARCH 2015

Administering Authority	Contributors Pensioners Deferred Benefits			Employer Contribution Rate (% of Pensionable Pay) plus additional annual monetary amount
	Number @ 31/03/15	Number @ 31/03/15	Number @ 31/03/15	
City & County of Swansea	8,650	4,721	4,235	22.4%
<b>Scheduled Bodies</b>				
Neath Port Talbot County Borough	5,327	3,187	4,011	22.5%
Briton Ferry Town Council	0	1	1	-
Cilybebyll Community Council	7	0	1	20.5%
Clydach Community Council	0	0	1	-
	2	3	1	19.2% (+ £3,700)
Gower College	453	199	376	15.4% (+ £164,400)
Lliw Valley BC	0	253	27	-
Margam Joint Crematorium Committee	5	13	5	19.2% (+ £4,600)
NPTC Group	553	191	314	14.7% (+ £151,900)
Neath Port Talbot Waste Management Co. Ltd.	0	1	0	-
Neath Town Council	13	15	7	19.2% (+ £15,100)
Pelenna Community Council	2	1	3	21.9%
Pontardawe Town Council	5	1	0	19.7%
Swansea Bay Port Health Authority	2	10	1	22.4%
Swansea City Waste Disposal Company	0	18	3	-
University of Wales Trinity St Davids	234	116	187	22.4% (+ £225,000)
West Glamorgan County Council	0	2,321	308	-
West Glamorgan Magistrates Courts	0	37	19	-
West Glamorgan Probation Service	0	56	9	-
West Glamorgan Valuation Panel	0	5	0	-
<b>Admitted Bodies</b>				
BABTIE	0	3	12	-
Celtic Community Leisure	298	28	117	11.1%
Colin Laver Heating Limited	2	0	2	19.7%
Swansea Bay Racial Equality Council	2	0	1	27.2%
The Careers Business	0	4	11	-
Wales National Pool	54	3	39	14.5%
West Wales Arts Association	0	2	0	-
Capgemini	11	1	4	18.7%
NPT Homes	435	33	54	16.2%
Phoenix Trust	0	1	4	-
Grwp Gwalia	230	37	48	20.4%
<b>Total</b>	<b>16,285</b>	<b>11,261</b>	<b>9,801</b>	



### Legislative Changes in the Local Government Pension Scheme (LGPS) during 2014/15

The Communities and Local Government Department (CLG) issued the following key Statutory Instruments, which were effective during 2014/15 :

**S12013-2356** - The Local Government Pension Scheme Regulations 2013. These Regulations set up a new legal regime for the LGPS and are effective from 1 April 2014.

**S12014-525** - The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014. These Regulations provide for the transition of existing LGPS members, as at 31 March 2014, into the new Scheme and are effective from 1 April 2014.

**S12014-1146** - The Local Government Pension Scheme (Offender Management) (Amendment) Regulations 2014 which were effective from 1 June 2014, were made to facilitate the continued membership of the LGPS for probation staff, following restructure. Greater Manchester Pension Fund (GMPF) was appointed as the appropriate administering authority for all current and former staff involved in the provision of probation services. The City & County of Swansea Pension Funds does not contain any active members in the Probation Service due to a previous restructure, however it is currently working with GMPF to ensure the smooth transfer of a pensioner and deferred records.

**S12015-57** - The Local Government Pension Scheme (Amendment) (Governance) Regulations 2015 were effective in part from 20 February 2015 with the remainder effective from 1 April 2015. The regulations provide new governance arrangements for the Secretary of State to establish a national scheme advisory board and for administering authorities to establish local pension boards.

**S12015-755** - The Local Government Pension Scheme (Amendment) Regulations 2015. The regulations were laid before Parliament on 19 March 2015 and are effective from 11 April 2015. They amend the Local Government Pension Scheme Regulations 2013 and the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014, to provide clarity or improvement.

### Investment Fund Management

The investment of the Fund is the responsibility of the Pension Fund Committee. The Committee as at 31st March 2015 comprised of :

- 7 Council Members (one member from Neath Port Talbot CBC representing other scheme members) advised by:
  - Section 151 Officer
  - Chief Treasury & Technical Officer
  - 2 Independent Advisers.

The Committee, after taking account of the views of the independent advisers and appointed actuary to the Fund, is responsible for determining broad investment strategy and policy, with appointed professional fund managers undertaking the operational management of the assets.

The fund has implemented a fully diversified investment approach with a view to reducing the volatility of investment returns, whilst maintaining above benchmark growth. The fund employs the services of specialist managers to outperform in each asset class invested in.

The investment managers are:

- Global Equities - JP Morgan Asset Management and Aberdeen Asset Management
- Global Bonds - Goldman Sachs Asset Management
- Fund of Hedge Funds - BlackRock and Fauchier Partners
- Fund of Private Equity Funds - Harbourvest
- Property - Invesco
- Fund of Property Funds - Partners Group and Schroders Investment Management
- Global Tactical Asset Allocation (GTAA) - BlackRock (ex BGI)

### **Other Fund Documents**


The City & County of Swansea Pension Fund is required by regulation to formulate a number of regulatory documents outlining its policy. Copies of the :

- Statement of Investment Principles
- Governance Statement
- Funding Strategy Statement
- Communication Policy

are available on request from the City & County of Swansea Pension Fund website  
<http://www.swanseapensionfund.org.uk/>

# **HEAD OF FINANCE AND DELIVERY CERTIFICATE & STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS**

I hereby certify that the statement of accounts on pages 3 to 142 presents a true and fair view of the financial position of the Authority at the accounting date and its income and expenditure for the year ended 31<sup>st</sup> March 2015.

 29<sup>th</sup> June 2015

## **The Authority's Responsibilities**

The Authority is required to:

- Make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Authority, that officer is the Chief Financial Officer, namely the Head of Finance and Delivery;
- Manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets; and
- Approve the statement of accounts.

## **The Chief Financial Officer's Responsibilities**

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

In preparing this Statement of Accounts, the Chief Financial 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 Chief Financial Officer has also:

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

## **Date of Authorisation for Issue**

The 2014/15 Statement of Accounts was authorised for issue on XX September 2015 by Mike Hawes, Head of Finance and Delivery who is the Section 151 Officer of the Council. This is the date up to which events after the Balance Sheet date have been considered.

The 2014/15 Statement of Accounts was formally approved by Council on XX September 2015.

# DRAFT ANNUAL GOVERNANCE STATEMENT 2014/15

## 1. Scope of Responsibility

- 1.1 The City and County of Swansea is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Authority also has a duty under the Local Government (Wales) Measure 2009 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 1.2 In discharging this overall responsibility, the City and County of Swansea is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, and which includes arrangements for the management of risk
- 1.3 The City and County of Swansea has approved and adopted a Code of Corporate Governance, which is consistent with the principles of the CIPFA/SOLACE Framework 'Delivering Good Governance in Local Government'. A copy of the Code is on our website at <http://www.swansea.gov.uk/corporategovernance>. This statement explains how the Authority has complied with the Code.

## 2. The Purpose of the Governance Framework

- 2.1 The governance framework comprises the systems and processes, and culture and values, by which the Authority is directed and controlled and its activities through which it accounts to, engages with and leads the community. It enables the Authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate services and value for money.
- 2.2 The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Authority's policies, aims and objectives, to evaluate the likelihood and potential impact of those risks being realised and to manage them efficiently, effectively and economically.
- 2.3 The governance framework has been in place at the City and County of Swansea for the year ended 31 March 2015 and up to the date of approval of the Statement of Accounts

## 3. The Governance Framework

3.1 The CIPFA/SOLACE governance framework identifies the following 6 fundamental principles of corporate governance

- Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area
- Members and officers working together to achieve a common purpose with clearly defined functions and roles
- Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour
- Taking informed and transparent decisions which are subject to effective scrutiny and managing risk
- Developing the capacity and capability of members and officers to be effective
- Engaging with local people and other stakeholders to ensure robust public accountability

3.2 Council approved its Code of Corporate Governance on 19<sup>th</sup> June 2008 based on the 6 principles outlined above.

3.3 The key elements of the policies, systems and procedures that comprise the governance framework in the Council are shown below and linked to the 6 fundamental principles

### 3.4 Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area

- The **Council** is made up of 72 councillors who are democratically accountable to residents and have an overriding duty to the whole community. Council decides overall policies and sets the annual budget as well as receiving reports from Scrutiny Boards, Cabinet Members and Officers.
- The Council is required, under the Local Government (Wales) Measure 2011, to put in place a system to publish a **Councillors Annual Report** in relation to their activities. A template report has been agreed by the Democratic Services Committee and all reports submitted by Councillors are published on the Council's website.
- The forward looking **Corporate Plan** is produced under the Local Government (Wales) Measure 2009 and describes the Council's vision, priorities, values, principles and delivery. For each priority the Corporate Plan will identify

- Why it is a priority?
  - What needs improving?
  - What we are going to do?
  - What difference our actions will make?
  - How we will measure progress?
- An **Annual Performance Review** is undertaken which provides a review of the progress made by the Council in meeting the priorities, actions and targets as set out in the Corporate Plan.
  - The Council publishes a **Single Integrated Plan** which replaces the Community Strategy. The Plan is developed by the Local Service Board following a Single Needs Assessment and Consultation Exercise.
  - A **Code of Corporate Governance** based on the CIPFA/SOLACE governance framework has been adopted by the Council.
  - A **Business Planning Process** exists which aims to more clearly align previously disparate budget and planning processes, such as equalities, sustainability, risk and workforce planning into a 4 year planning cycle with an annual review. Each Head of Service must produce a Business Plan and an e-learning tool and Business Planning Toolkit is available to ensure consistency across the Council.
  - A **Medium Term Financial Plan** is approved by Council each year which details the major funding assumptions for the period and proposes a strategy to maintain a balanced budget.

### 3.5 **Members and officers working together to achieve a common purpose with clearly defined functions and roles**

- A **Council Constitution** exists which sets out the framework and rules governing the Council's business described in 16 Articles. The Constitution also includes a Scheme of Delegation and a number of Rules of Procedure, Codes and Protocols as well as the Councillors' Allowances Scheme.
- A **Constitution Working Group** exists to review all aspects of the Council Constitution and to make appropriate recommendations for change.
- Separate **Codes of Conduct** exist in the Council Constitution for **Members and Officers** which describe the high standard of conduct expected of them. There is also a **Member/Officer Protocol** which guides the relationship between them to ensure the smooth running of the Council.
- The **Chief Executive**, as Head of the Paid Service, leads the Council's officers and chairs the Executive Board

# DRAFT ANNUAL GOVERNANCE STATEMENT 2014/15

- A new **Corporate Management Structure** was put in place during 2013/14 to deliver thematic and cross cutting working across the Council and across partnerships. The Executive Board, Directors' Group and Leadership Group were established from 01/09/13 with specific roles and project portfolios.
- The Head of Finance and Delivery is designated the Council's **S151 Officer** and is responsible for ensuring that appropriate advice is given on all financial matters, for keeping proper financial records and accounts and for maintaining an effective system of internal financial control.
- The Council's financial management arrangements during 2014/15 complied with the governance requirements of the **CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2010)**.
- An **Audit Committee** exists to review and scrutinise the Council's financial affairs, review and assess the risk management, internal control and corporate governance arrangements, oversee the internal and external audit arrangements and review the financial statements. Council adopted new terms of reference for the Audit Committee on 17/06/14 which are in line with the CIPFA model terms of reference for Audit Committees.
- The Head of Legal, Democratic Services and Procurement has been designated as the Council's **Monitoring Officer** and is responsible for investigating and reporting on any allegations of contraventions to any laws, policies, procedures, regulations or maladministration and breaches of the Council's Constitution
- The Council is the Administering Authority for the **City and County of Swansea Pension Fund** and is responsible for all issues relating to the governance of the Pension Fund. This role is exercised by the **Pension Fund Committee**.
- Council established a **Local Pension Board** on 03/03/15 in line with the Local Government Pension Scheme (Amendment) (Governance) Regulations 2015. The role of the Board is to assist the Administering Authority in its role of scheme manager.

## 3.6 Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour

- The Council has defined its **Values** as People Focus, Working Together and Innovation. A detailed description of each value and what it means to the Council is available on the Intranet.
- The **Standards Committee** made up of 4 councillors and 5 independent members promotes and maintains high standards of conduct by Councillors, assists Councillors to observe their



## DRAFT ANNUAL GOVERNANCE STATEMENT 2014/15

Code of Conduct, monitors the operation of the Code and deals with breaches of the Code of Conduct referred to them by the Public Service Ombudsman for Wales

- The **Anti Fraud and Corruption Policy** applies to all councillors and employees. It outlines the Council's commitment to preventing, discouraging, detecting and investigating fraud and corruption whether attempted on the Council or from within the Council. The Policy is available on the Council's internet and intranet websites.
- A **Corporate Complaints Policy** based on the Welsh Government Model for complaints handling is in place and can be accessed through the Council's website. The policy governs the investigation of complaints from members of the public including complaints about service provision. A Corporate Complaints Annual Report is presented to Cabinet each year.
- A **Whistle Blowing Policy** exists which encourages and enables employees to raise serious concerns without fear of harassment or victimisation. The Policy is available to all staff in the online Employee Handbook.
- The **Internal Audit Section** operates in accordance with the Public Sector Internal Audit Standards and is an independent, objective assurance and consulting activity designed to add value and improve the Council's operations. It helps the Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. A Corporate Fraud Team has been established under the Internal Audit Section with effect from 01/06/15 for an initial 2 year period. The Team is responsible for investigating all suspected cases of fraud, corruption and bribery across the Council.
- The Council has developed its **Information Management and Governance** arrangements with the aim of ensuring that information is managed as a corporate asset in a way that is efficient, effective, accessible and compliant. An Information Management and ICT Strategy exists as well as a clear system of governance which includes specific roles and responsibilities for the Executive Board, Information Management and Technology Board, ICT Board, Information Management Board and the Freedom of Information and Data Protection Working Groups. Progress has also included creating an information asset register, connection to a Government Secure Extranet to support a secure e-mail service, increased use of social media and the development of e-learning training and an information management risk register.

## 3.7 Taking informed and transparent decisions which are subject to effective scrutiny and managing risk

- The **Decision Making** process is clearly set out in the Constitution along with the scheme of delegation and the terms of reference of Cabinet, Committees, Scrutiny Boards, Panels, Forums and Groups.
- The **Cabinet** (as Executive) is responsible for most day to day decisions and acts in line with the Council's overall policies and budget. Cabinet member portfolios were changed during 2014/15 following the election of a new Leader.
- A **Challenge Panel** consisting of 12 members considers any Cabinet decisions which have been 'called in' if the Presiding Member of the Council accepts that the call in is valid. The criteria used by the Presiding Member to decide on validity are tightly set and the Presiding Member receives appropriate advice from officers. The Challenge Panel considers whether the decision is a well founded and appropriate decision of Cabinet
- All reports to Council and Cabinet must include paragraphs detailing the **Financial, Legal and Equality and Engagement Implications** of the report.
- The **Scrutiny Programme Committee** is responsible for developing the Council's Scrutiny Work Programme via a single workplan, holding Cabinet Members to account and providing challenge on specific themes. The Committee will set up informal **Scrutiny Panels and Working Groups** to undertake the detailed work of scrutiny and will appoint **Scrutiny Conveners** to chair the various Scrutiny Panels
- The role of Scrutiny is to improve the performance of services, to provide an effective challenge to the Executive and to engage non-executive members in the development of policies, strategies and plans. A **Scrutiny Work Planning Conference** is held each year to choose topics for review and a **Scrutiny Annual Report** is presented to Council. The Annual Report is used to highlight the work carried out by scrutiny, show how scrutiny has made a difference and support continuous improvement for the scrutiny function.
- A **Corporate Risk Policy** is in place which describes how risk management is implemented in the Council to support the realisation of strategic objectives. A **Risk Management Framework** also exists which aims to help managers and members at all levels to apply risk management principles consistently across their areas of responsibility.
- Corporate, Directorate and Service **Risk Registers** are in place to capture all risks that could affect the Council's business. Risk Management is subject to regular review by the Audit Committee.

## 3.8 Develop the capacity and capability of members and officers to be effective

- An e-learning **Corporate Induction Course** has been developed for all new employees. A wide range of training is also available to staff via the Learning Pool and directly delivered courses.
- Councillors are encouraged to complete a Training Needs Analysis which is used to develop a detailed **Councillors Training Programme** delivered on an annual basis. A review of the annual training programme is presented to the Democratic Services Committee.
- Regular **Cabinet and Executive Board Away Days** are held where thematic issues are discussed such as Sustainable Swansea – fit for the future, One Swansea Plan and poverty and prevention.
- An **Employee Performance Management Policy** exists and is available to all staff in the online Employee Handbook. The policy establishes a process which contributes to the effective management of individuals and teams in order to achieve high levels of organisational performance.
- Monthly **One to One meetings** are held involving the Leader, Cabinet Members, Chief Executive, Corporate Directors, Chief Officers, Heads of Service and 3<sup>rd</sup> tier staff as part of the performance management process
- Each Corporate Director holds a monthly **Performance and Financial Monitoring** meeting where Chief Officers and Heads of Service report on progress in terms of continuous improvement and budgets
- The Council Constitution includes **Financial Procedure Rules** which govern the financial management of the Council
- Financial Procedure Rules are supplemented by detailed **Accounting Instructions** which aid sound financial administration by setting out the principal controls and procedures to be followed by all departments for a range of functions. From time to time the Accounting Instructions are reviewed and ad hoc instructions may also be issued such as the current spending restrictions.
- The Council Constitution includes **Contract Procedure Rules** which govern the purchasing of goods and services and the letting of contracts with the aim of obtaining the best use of resources and value for money.

## 3.9 Engaging with local people and other stakeholders to ensure robust public accountability

- A **Consultation and Engagement Strategy** exists to ensure effective consultation and engagement with residents and partner organisations.
- The Swansea Voices Panel has been replaced by **Residents Telephone Surveys** of 200 residents. The surveys are undertaken every 2 months and cover topics such as the Council's reputation and performance in key areas. Consultation has also taken place on the annual budget and *Sustainable Swansea – Fit for the Future* as well as service specific consultation run directly by services. There is also a ward representative role for each councillor.
- The **Swansea Leader** newspaper is published every 2 months and delivered to every household in the area informing people about the Council's work and the progress it is making. An electronic version of the Swansea Leader is available on the Council's website.
- A wealth of **Information for Stakeholders** is available on the Council website including agendas, which are published in advance of meetings and minutes of all Council, Cabinet, Committee and Scrutiny Board meetings. Citizens can attend meetings of the Council, Cabinet, Committees and Scrutiny Boards except where confidential or exempt information is likely to be disclosed and the meeting is therefore held in private. The Council website was re-launched in 2014/15 with the aim of being task orientated, easier to navigate and more concise.
- Citizens also have the right to ask questions and time is set aside at each Council and Cabinet meeting for **Public Questions**
- **Financial Monitoring Reports** which monitor the revenue and capital budgets are produced on a quarterly basis and reported to Cabinet
- **Performance Monitoring Reports** are produced for Cabinet on a quarterly basis and performance results are certified at the end of the year and any inconsistencies are investigated.

3.10 The Council's Annual Statement of Accounts includes **Group Accounts** which incorporates the companies shown below. The Annual General Meeting of the Council appoints councillors to sit on the Boards of the companies. The number of councillors appointed is shown against each company

- Swansea City Waste Disposal Co. Ltd (1 councillor)
- Wales National Pool Swansea Ltd (3 councillors)
- National Waterfront Museum Swansea Ltd (3 councillors)
- Swansea Stadium Management Co. Ltd (2 councillors)
- Bay Leisure Ltd (2 councillors)

# DRAFT ANNUAL GOVERNANCE STATEMENT 2014/15

- 3.11 The services provided by the Swansea City Waste Disposal Company transferred back to the Council with effect from 01/08/13.
- 3.12 A number of methods are in place to monitor the activities and performance of the companies including councillor/officer steering groups, strategic and operational meetings and management groups.
- 3.13 A Business and Partnership Unit exists in Cultural Services to monitor the activities of externally funded partner providers and an Annual Report on Leisure Partnerships is presented to Council each year.

## 4. Review of Effectiveness

- 4.1 The City and County of Swansea has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the executive managers within the Authority who have responsibility for the development and maintenance of the governance environment, the Chief Auditor's annual report, and also by comments made by the external auditor and other review agencies and inspectorates
- 4.2 The processes for maintaining and reviewing the effectiveness of the governance framework within the Council include the following broad headings

### 4.3 Internal Control Self Assessment

- Awaiting the return of Head of Service **Senior Management Assurance Statements** for 2014/15. Information to be added following return of all statements.

### 4.4 Internal Sources of Assurance

The following provide assurance based, partly, on reports covering 2013/14 as the reports for 2014/15 are not yet available. The 2014/15 reports will be reflected in the next Annual Governance Statement

- The **Annual Performance Review 2013/14** was approved by Cabinet on 23/09/14. The report also included the Council's response to the proposals for improvement made by the Wales Audit Office in its Annual Improvement Report 2014.

## DRAFT ANNUAL GOVERNANCE STATEMENT 2014/15

- The **Standards Committee** met on 8 occasions during 2014/15 and the **Standards Committee Annual Report 2013/14** was presented to Council on 04/11/14.
- The **Scrutiny Programme Committee and Panels** met throughout 2014/15 and were supported by the Scrutiny Support Unit. The **Scrutiny Annual Report 2013/14** was presented to Council on 30/09/14.
- The annual **Scrutiny Work Planning Conference 2014/15** was held on 12/05/14 and a report on the **Scrutiny Work Programme 2014/15** was agreed by the Scrutiny Programme Committee on 09/06/14
- The **Corporate Complaints Policy** was in place throughout 2014/15 and the **Complaints Annual Report 2013/14** was presented to Cabinet on 23/09/14. The Annual Report highlighted a number of service improvements which had been introduced as a result of compliant investigations.
- The **Internal Audit Annual Report 2013/14** was reported to the Audit Committee on 02/10/14 and included the Chief Auditor's opinion that based on the audit reviews undertaken in 2013/14, Internal Audit can give reasonable assurance that the systems of internal control were operating adequately and effectively and that no significant weaknesses were identified

The following provides assurance based on reports covering 2014/15

- The forward looking **Corporate Plan 2015-17 'Delivering for Swansea'** produced in accordance with the Local Government (Wales) Measure 2009 was adopted by Council on 24/02/15. The Plan describes the Council's vision, 5 key priorities and 3 clear values.
- The One Swansea Plan and Delivery Framework 2014 '*Place, People, Challenges and Change*' was adopted by Council on 15/07/14 as the **Single Integrated Plan**. The Plan is the overarching strategic plan for Swansea and is closely aligned with the Corporate Plan. The Delivery Framework shows how the Plan will make a difference and helps to monitor, focus and coordinate activity.
- The **Audit Committee** met on 10 occasions during 2014/15 and followed a structured workplan which covered all areas of the Committee's responsibilities. The Committee includes a lay member as required by the Local Government (Wales) Measure 2011. The lay member is also the Chair of the Committee. The Committee received the **Internal Audit Annual Report 2013/14** as well as quarterly Internal Audit Monitoring Reports for 2014/15 showing progress against the Annual Internal Audit Plan.

# DRAFT ANNUAL GOVERNANCE STATEMENT 2014/15

- The **Constitution Working Group** only met once during 2014/15 to agree the suitability of the prospective Lord Mayor and Deputy Lord Mayor.
- The **Medium Term Financial Plan 2016/17 – 2018/19** was approved by Council on 24/02/15. The Plan outlined the significant shortfall in funding faced by the Council over the period and the strategy to be adopted to address the shortfall.
- The **Corporate Risk Management Policy and Framework** has operated throughout 2014/15 and the Head of Finance and Delivery presented an annual review of Risk Management to the Audit Committee on 09/04/15.
- Each Corporate Director held monthly **Performance and Financial Monitoring** meetings where Chief Officers and Heads of Service reported on progress in terms of continuous improvement and budgets.
- Quarterly **Performance Monitoring Reports** were presented to Cabinet during 2014/15.
- Quarterly **Financial Monitoring Reports** were presented to Cabinet throughout 2014/15. A **Mid Term Budget Statement** was also presented to Cabinet on 21/10/14 which set out the latest position with regard to the 2014/15 Revenue and Capital Budgets together with an initial assessment of the 2015/16 Revenue and Capital funding positions and an updated Medium Term Financial Plan.
- All reports presented to Cabinet and Council during 2014/15 had been reviewed by Finance and Legal staff and included the appropriate paragraphs detailing the **Financial, Legal and Equality and Engagement Implications** of the report.
- The **Pension Fund Committee** met on 6 occasions during 2014/15 and dealt with all issues relating to the governance of the Pension Fund

## 4.5 External Sources of Assurance

- The Wales Audit Office undertook a **Corporate Assessment** of the Council in November 2014. At the time of writing the Corporate Assessment Report has yet to be published. To be added when report published.
- The Council invited the WLGA to facilitate a **Peer Review** in September 2014. The Peer Review had 3 key areas of focus i.e. Delivery, Change and Governance which were felt to be critical to organisational development and delivery in challenging times. The Peer Review identified both areas of strength and areas for improvement and made 20 recommendations in its report. The Council has prepared an action plan to address the recommendations which was approved by Cabinet on 14/04/15

## DRAFT ANNUAL GOVERNANCE STATEMENT 2014/15

- The Appointed Auditor's **Annual Audit Letter** was sent to the Leader on 28/11/14 and presented to the Audit Committee on 15/01/15. The letter stated that *'The Council complied with its responsibilities relating to financial reporting and use of resources'*. The letter also stated that an unqualified audit opinion had been issued on the accounting statements confirming that they present a true and fair view of the Council's, Group's and Pension Fund's financial position and transactions.
- The **Wales Audit Office's Report of Deficiencies in Internal Controls 2013/14** was presented to the Audit Committee on 27/11/14. The report stated that no significant deficiencies in internal control had been identified. However, 19 recommendations were made regarding deficiencies identified although none were considered to be a significant risk. The report also identified that all 15 recommendations made in relation to 2012/13 had been implemented.
- PwC on behalf of the Wales Audit Office presented the **Audit of Accounting Statements – Report to Those Charged with Governance** for 2013/14 to Cabinet on 23/09/14. The report highlighted any significant issues to those charged with governance that needed to be considered prior to the approval of the financial statements.
- The Council is subject to **Statutory External Inspections** by various bodies including Wales Audit Office, ESTYN and CSSIW. ESTYN visited 20 educational establishments during 2014/15 with inspection reports being provided to the Governing Body. Work continued to implement the recommendations arising from ESTYN's Inspection Report 2013/14 and a report to Cabinet on 14/04/15 showed that good progress had been made implementing 2 recommendations but only limited progress on 3 recommendations. The report highlighted the further work that would be carried out to address the recommendations where only limited progress had been made. The CSSIW Performance Evaluation Report 2013/14 for Swansea concluded that *'The Council is making significant progress with its plans for transformational change within adult and children's services and has gained strong political and corporate support for the changes being undertaken.'* The report goes on to say *'there are strategic business plans in place for both adult and children's services which align to the council's single integrated plan.'*

- 4.6 The Annual General Meeting of the Council held on 08/05/14 appointed the required number of councillors to sit on the Boards of the companies included in the Council's **Group Accounts**. A number of changes were made to the Council's representatives on the various Boards at the Council meetings held on 30/09/14, 02/12/14 and 03/03/15.



# DRAFT ANNUAL GOVERNANCE STATEMENT 2014/15

- 4.7 The Annual Report on Leisure Partnerships for 2013/14 is due to be presented to Council in August 2015. The report will review the Wales National Pool Swansea, National Waterfront Museum Swansea, Liberty Stadium and the LC in detail and provide information on the monitoring arrangements in place.
- 4.8 The legislation which required waste disposal operations to be carried out ‘at arms length’ has been repealed. The Council undertook a full review of the operations of Swansea City Waste Disposal Company in light of its current waste strategy and decided to bring the whole operation back in house. The Company’s assets and liabilities as well as its employees transferred into the Council from 01/08/13 and the liquidation of the Company will follow in due course.
- 4.9 We have been advised on the implications of the result of the review of the effectiveness of the governance framework and that the arrangements continue to be regarded as fit for purpose in accordance with the governance framework. The areas already addressed and those to be specifically addressed with new actions planned are outlined below.

## 5 Significant Governance Issues

- 5.1 The following table shows the significant governance issues which were identified during the review of effectiveness undertaken when preparing the Annual Governance Statement 2013/14 and the action taken during the year to address the issues

Issue	Proposed Action	Action Taken
Develop a rationalised set of priorities for the Council.	Develop a Corporate Plan with a reduced set of corporate priorities and performance indicators focussing on what matters to Swansea.	A rationalised set of priorities were included in the Corporate Plan 2015-17 <i>Delivering for Swansea</i> . The 5 priorities are <ul style="list-style-type: none"> <li>• Safeguarding vulnerable people</li> <li>• Improving pupil attainment</li> <li>• Creating a vibrant and viable City and economy</li> <li>• Tackling poverty</li> <li>• Building sustainable communities</li> </ul>

## DRAFT ANNUAL GOVERNANCE STATEMENT 2014/15

Issue	Proposed Action	Action Taken
Improve the processes for reporting to Citizens	Publish an annual review of performance where the Council sets out its view of its performance delivering its improvement priorities in a more accessible way e.g. case studies highlighting actual improvements.	The Annual Review of Performance 2013/14 was written in a way that was accessible to the general public, complied with statutory guidance and addressed the previous proposals for improvement made by the Wales Audit Office
Review of Arms Length Operations	Complete audit review of the governance arrangements of partnerships	Review substantially complete and overall partnerships were found to be well managed. Some issues regarding the recording and monitoring of partnerships to be raised.
Review of Regional Collaborative Arrangements	Review the effectiveness of the governance arrangements for the Council's Regional Collaborative Arrangements	Review substantially complete and overall the arrangements were found to be well managed. Some issues regarding the recording and monitoring of collaborative arrangements to be raised.
Review of Senior Management Assurance Statements	Review evidence available to confirm statements made by Heads of Service for a sample of Senior Management Assurance Statements as part of the Internal Audit review of Corporate Governance	Audit review completed for a sample of Heads of Service and generally all were able to substantiate the statements made in their Senior Management Assurance Statements
Review of the Council's Code of Corporate Governance	The Code of Corporate Governance was approved by Council in June 2008 and it is proposed to review and update the Code.	Review postponed pending outcome of Corporate Governance Review being undertaken by Head of Legal, Democratic Services and Procurement.

# DRAFT ANNUAL GOVERNANCE STATEMENT 2014/15

5.2 The following table identifies issues which have been raised during the review of effectiveness and the proposed action to be taken during 2015/16 to address the issues

Issue	Proposed Action
To be decided by Executive Board July 2015	

5.3 We propose over the coming year to take steps to address the above matters to further enhance our governance arrangements. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operation as part of our next annual review

Signed ..... Chief Executive  
 Date .....

Signed..... Leader  
 Date .....

## **GLOSSARY OF TERMS**

We appreciate that the Statement of Accounts as presented contains a number of technical terms which may be unfamiliar to the lay reader. Wherever possible we have sought to minimise the use of technical terms but in some instances this has not been possible. The following section attempts to explain the meaning of some of those technical terms that are used in the Statements.

### **Accrual**

Sums due to the Authority or payable to external organisations in the financial year irrespective of whether the cash has been received or paid.

### **Actuary**

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

### **Agency Services**

Agency services are services provided for us by an outside organisation.

### **Amortised Cost**

Amortised costs are used to spread the financial impact of depreciation or using an equivalent interest rate or the effect of a premium or discount over a number of years on the income and expenditure account.

### **Associate**

An associate is an entity other than a subsidiary or joint venture in which the reporting authority has a participating interest and over whose operating and financial policies the reporting authority is able to exercise significant influence.

### **Audit**

An audit is an independent examination of our activities.

### **Balance Sheet**

This is a statement of our assets and liabilities at the date of the balance sheet.

### **Budget**

A budget is a spending plan, usually for the following financial year.

### **Capital Adjustment Account**

This Account represents timing differences between the amount of the historical cost of fixed assets that has been consumed by depreciation, impairment and disposals, and the amount that has been set aside to finance capital expenditure.

### **Capital Expenditure**

Capital expenditure is spending on fixed assets. These are assets which will be used for several years to provide services such as buildings, equipment and vehicles.

# **GLOSSARY OF TERMS**

## **Capital Receipts**

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

## **Cash Equivalents**

Cash Equivalents refer to short-term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

## **Cash flow Statement**

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

## **Consolidated Balance Sheet**

This balance sheet combines the assets, liabilities and other balances of all our departments, at our year end date.

## **Corporate and Democratic Costs**

The corporate and democratic core comprises all activities which local authorities engage in specifically because they are elected, multi-purpose authorities. The costs of these activities are thus over and above those which would be incurred by a series of independent, single-purpose, nominated bodies managing the same services. There is therefore no logical basis for apportioning these costs to services.

## **Credit Risk**

This is the risk of loss due to a debtors inability to make interest or principal repayments on a loan /investment.

## **Creditor**

A creditor is someone we owed money to at the date of the balance sheet for work done, goods received or services rendered.

## **Current Assets**

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

## **Current Liabilities**

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

## **Debtor**

A debtor is someone who owed money to us at the date of the balance sheet.

## **Depreciation**

Depreciation is the theoretical loss in value of assets, which we record, in our annual accounts.

## **Direct Labour Organisation or Direct Service Organisation (DLO or DSO)**

This is our own organisation. It consists of workers we directly employ (including supervisory staff), accommodation, equipment and so on, used to carry out specified tasks for us.

# GLOSSARY OF TERMS

## **Earmarked Reserves**

These are reserves we have set aside for a specific purpose.

## **Financial Year**

This is the accounting period. For local authorities it starts on 1<sup>st</sup> April and finishes on 31<sup>st</sup> March in the following year.

## **Finance Leases**

When we use finance leases, we take on most of the risks (and rewards) of owning the assets.

## **Fixed Asset**

These are long-term assets we use (usually for more than one year).

## **Gilt Edged Stocks**

These are investments in government or local authority stocks. They are regarded as risk-free.

## **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 an Authority in return for past or future compliance with certain conditions relating to the activities of the Authority.

## **Housing Revenue Account**

This account contains all our housing income and spending.

## **Investments**

A long-term investment is an investment that is intended to be held for use on a continuing basis in the activities of the Authority. Investments should be so classified only where an intention to hold the investment for the long term can clearly be demonstrated or where there are restrictions as to the investor's ability to dispose of the investment.

## **Joint Venture**

A joint venture is an entity in which the reporting authority has an interest on a long-term basis and is jointly controlled by the reporting authority and one or more other entities under a contractual or other binding arrangement.

## **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.

# **GLOSSARY OF TERMS**

## **Liquidity Risk**

This is the risk that investments cannot be readily turned into cash or realised because there is no ready market for the instrument or there are restrictive clauses in the agreement.

## **Minimum Revenue Provision (MRP)**

This is the amount we have to set aside to repay loans.

## **National Non-Domestic Rates (NNDR)**

The NNDR, or Business Rate, is the charge occupiers of business premises pay to finance part of local authority spending. The NNDR is set by Government and is a percentage of the rateable values. The percentage is the same throughout Wales. The total collected is split between individual authorities in proportion to their adult populations.

## **Net Realisable Value**

The selling price of the asset, reduced by the relevant cost of selling it.

## **Non Distributable Costs**

These are costs that relate to past activity costs, such as the cost of redundant assets or information technology, or past service pension that cannot be allocated to services.

## **Operating leases**

These are leases where risks (and rewards) of ownership of the asset remain with the owner.

## **Precepts**

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

## **Provision**

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

## **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 Government itself 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.

## **Reserves**

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

## **Revaluation Reserve**

This reserve represents the difference between the revalued amount of fixed assets in the Balance Sheet and their depreciated historical cost.

# **GLOSSARY OF TERMS**

## **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.

## **Scheduled organisation**

An organisation whose employees have an automatic right to be members of a pension fund.

## **Securities**

These are investments such as stocks, share and bonds.

## **Stocks**

Stocks are raw materials we purchased for day to day use. The value of those items we had not used at the date of the balance sheet is shown in current assets in the balance sheet.

## **Subsidiary**

An entity is a subsidiary of the reporting authority if:

- the authority is able to exercise control over the operating and financial policies of the entity, and
- the authority is able to gain benefits from the entity or is exposed to the risk of potential arising from this control.

## **Temporary Borrowing or Investment**

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

## **Transfer value**

This is the value of payments made between funds when contributors leave service with one employer and decide to take the value of their pension contributions to their new employer's fund.

## **Trust Funds**

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

## **Unit Trusts**

These are investment companies which accept money from many different investors. The money is pooled and used to buy investments.

## **Venture Capital Units**

These are investments we have made in businesses where there is a higher risk but where rewards are also likely to be higher, if the businesses are successful.

## **Work in Progress**

Work in progress is the value of work done on an unfinished project at the date of the balance sheet and which has not yet been recharged to the appropriate revenue account.





## Audit of Financial Statements Progress Report

### City and County of Swansea

**Audit year:** 2014-15

**Issued:** August 2015

#### **Purpose of this document**

This document is a draft supplied in confidence solely for the purpose of verifying the accuracy and completeness of the information contained in it and to obtain views on the conclusions reached.

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# Contents

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This document provides an update to Audit Committee on the progress of the 2014-15 audit.

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## Introduction

1. The purpose of this report is to provide an update to Audit Committee on the progress of the audit of the financial statements of City and County of Swansea, for 2014-15.
2. The Auditor General's responsibilities were set out in our audit plan along with your responsibilities as those charged with governance; we do not repeat them in detail again here.
3. 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 City and County of Swansea at 31 March 2015 and its income and expenditure for the year then ended.
4. 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.
5. The quantitative levels at which we judge such misstatements to be material for City and County of Swansea are £6,381k. Whether an item is judged to be material can also be affected by certain qualitative issues such as legal and regulatory requirements and political sensitivity.

## Status of the audit

6. We received the draft financial statements for the year ended 31 March 2015 on 30 June 2015 and have now completed a significant amount of audit work.
7. It is expected that our audit will be completed by 17 September 2015, when we will present our audit findings and management report to Cabinet in advance of the approval of the financial statements by Council on 24 September 2015.
8. The below table details the audit work completed in relation to the significant and elevated audit risks as detailed within the 2015 audit plan.

Significant audit risks	Proposed audit response
The risk of management override of controls is present in all entities. Due to the unpredictable way in which such override could occur, it is viewed as a significant risk [ISA 240.31-33].	<p>My audit team have:</p> <ul style="list-style-type: none"><li>• Selected an initial sample of journal entries and other adjustments made in preparing the financial statements;</li><li>• Performed detailed testing on this sample, tracing the journal to appropriate supporting documentation to verify that the journal entry is appropriate;</li><li>• Identified the accounting estimates included in the financial statements;</li><li>• Commenced an assessment of these accounting estimates for appropriateness and an indication of bias.</li></ul>

	To date, we have no matters to communicate to you with regard to this work.
<p>There is a risk of material misstatement due to fraud in income and non-pay expenditure recognition and as such is treated as a significant risk (ISA 240.26-27).</p>	<p>My audit team have:</p> <ul style="list-style-type: none"> <li>Selected an initial sample of transactions recognised within income and non-pay expenditure in order to verify that such transactions have been appropriately accounted for in the correct period.</li> <li>Commenced detailed testing of this sample; tracing each entry to invoice, bank statements or other supporting documentation as appropriate;</li> <li>Reviewed the application of relevant accounting policies, ensuring that they are in compliance with accounting standards.</li> </ul> <p>To date, we have no matters to communicate to you with regard to this work.</p>
<b>Elevated audit risks</b>	<b>Proposed audit response</b>
<p>Valuation of property, plant and equipment (PPE) and investment property</p> <p>The Council is required to ensure that for PPE and Investment Property assets held on the Balance Sheet the carrying amount is not materially different from the fair value of these assets at the year end. This valuation process and the underlying assumptions adopted are subject to a number of judgements and as such an elevated risk has been assessed.</p>	<p>My audit team have:</p> <ul style="list-style-type: none"> <li>Considered the appropriateness of the Council's proposed approach to the valuation of PPE and Investment Properties; and</li> <li>Identified a sample of revalued assets for testing;</li> <li>Traced significant inputs into valuation calculations to appropriate supporting documentation, such as floor plans.</li> <li>Assessed a range of assumptions included within the valuation model for reasonableness, using internal valuation specialists.</li> </ul> <p>To date, we have no matters to communicate to you with regard to the valuation of PPE and Investment Properties.</p> <p>We are currently finalising our work on the valuation of Council Dwellings. It is noted that the valuation was undertaken in September 2014 and therefore was based on the number of Council Dwellings maintained by the Council at this date rather than as at 31 March 2015. There are also a number of associated reconciling differences between the valuation model and the financial statements, which therefore impact upon the value of council dwellings reported.</p>

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Completeness and valuation of the provision for equal pay and job evaluation.

The Single Status Agreement committed authorities to undertake equal pay reviews and to introduce non-discriminatory pay structures, addressing the fact that local government employees were often employed on differing terms and conditions.

The Council has settled a number of equal pay claims to date and has undertaken a significant amount of work to develop a model to support the calculation of its provision for Equal Pay and Job Evaluation.

The calculation of this provision is subject to a number of judgements and as such an elevated risk has been assessed.

My audit team have:

- Discussed the current status of the provision for equal pay and job evaluation with the Head of Finance and Delivery.
- Formulated a proposed approach to testing the provision in order to ensure the continued appropriateness of the methodology used to derive the overall estimate and the reasonableness of the assumptions therein.

To date, we have no matters to communicate to you with regard to this work.

## Key features of the financial statements

9. We have reviewed the draft financial statements and have set out below some of the key features identified.

Key feature	Commentary
Approach to the valuation of PPE for 2015	<p>The Council has completed a 100% valuation of operational land and buildings. In previous years the Council revalued all operational land and buildings over the course of a 5 year rolling programme, and completed an indexation exercise to ensure that the value of assets not revalued in any given year was properly considered. As a result our audit approach places more focus on substantively testing asset revaluations, rather than assessing the reasonableness of any indexation exercise.</p> <p>A discounted cash flow model continues to be used for the valuation of council dwellings, however it is noted that the Council intends to move towards a Beacon approach for 2015/16. This involves identifying a sample property as the “beacon”, which is representative of a group of assets. The value of the beacon is then applied to the remainder of the properties with the group. The adoption of this approach may result in a significant movement in the value of council dwellings.</p>

Pension liability	The Councils net liability arising in respect of the local government pension scheme has increased by £85.39m. This is largely due to actuarial losses arising from changes in the assumptions used by the scheme actuary. These assumptions include mortality rates, salary levels and inflation rates, all of which contribute to the estimate of the pension liability that will be payable in future years. Our audit procedures will include an assessment of the reasonableness of such assumptions.
Movement in reserves	In the current environment where Councils are under pressure to make financial savings there is considerable stakeholder focus on the reserves available. The Council has a range of usable and unusable reserves and has also earmarks reserves for specific purposes. We review the entries for reasonableness and compliance with appropriate regulation.

## Other issues arising from the audit

10. We will fully report to you all misstatements, other than those deemed to be clearly trivial, identified during our audit due to their relevance to your responsibilities over the financial reporting process in our audit findings and management report. We discuss misstatements with management as they arise, in order to confirm factual accuracy and the proposed accounting treatment. We are currently discussing a number of potential misstatements with management, and understand that a number of these will be corrected. We have not assessed these misstatements to be material either individual or in aggregate.

## Independence and objectivity

11. As part of the audit process, we are required to provide you with representations concerning our independence.
12. 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 City and County of Swansea that we consider to bear on our objectivity and independence.

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# Agenda Item 9

## Report of the Chief Auditor

Audit Committee – 18 August 2015

### DRAFT ANNUAL GOVERNANCE STATEMENT 2014/15

<b>Purpose:</b>	This report provides the draft Annual Governance Statement 2014/15 and allows the Audit Committee to contribute to the annual review of governance
<b>Policy Framework:</b>	None
<b>Reason for Decision:</b>	To allow the Audit Committee to discuss, review and contribute to the Annual Governance Statement 2014/15
<b>Consultation:</b>	Executive Board, Legal, Finance and Access to Services
<b>Recommendation(s):</b>	It is recommended that Committee review and discuss the draft Annual Governance Statement 2014/15.
<b>Report Author:</b>	Paul Beynon
<b>Finance Officer:</b>	Paul Beynon
<b>Legal Officer:</b>	Sharon Heys
<b>Access to Services Officer:</b>	Catherine Window

#### 1. Introduction

- 1.1 The Council is required by the Accounts and Audit (Wales) Regulations 2014 to undertake a review of its governance arrangements, at least annually. The review is intended to show how the Council has complied with its Code of Corporate Governance.
- 1.2 The Audit Committee's role in Corporate Governance is set out in the Local Government (Wales) Measure 2011. Paragraph 9.2 of the statutory guidance relating to the Measure states that one of the functions of the Audit Committee is to



*‘Review, scrutinise and issue reports and recommendations on the appropriateness of the authority’s risk management, internal control and corporate governance arrangements’*

- 1.3 The review of governance is brought together in the Annual Governance Statement (AGS) which is to accompany the Council’s Annual Statement of Accounts. The AGS is an important document in providing assurance to the Council, stakeholders and public regarding the corporate governance arrangements.
- 1.4 This report provides the opportunity for the Audit Committee to review and contribute to the annual review of governance prior to the AGS being finalised, signed off and published.

## **2. Code of Corporate Governance**

- 2.1 Following a number of high profile cases of failed corporate governance, in both the private and public sectors, the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Society of Local Authority Chief Executives (SOLACE) published a Framework for Delivering Good Governance in Local Government in 2007.
- 2.2 The Framework says that governance is about how local government bodies ensure that they are doing the right things, in the right way, for the right people, in a timely, inclusive, open, honest and accountable way.
- 2.3 Governance comprises the systems and processes, and cultures and values, by which the Council is directed and controlled and through which it accounts to, engages with and leads the community.
- 2.4 Good governance leads to effective management, improving performance, stewardship of public money, successful public engagement and ultimately, the desired outcomes for citizens and service users. Sound governance enables the Council to pursue its vision effectively as well as underpinning the internal control mechanisms and the management of risk.
- 2.5 The Governance Framework emphasises the importance of good governance to the wider outcomes of good management, good performance and good public engagement. It puts high standards of conduct and leadership at the heart of good governance, placing responsibility on members and officers to demonstrate leadership by behaving in ways that exemplify high standards of conduct and so set the tone for the rest of the organisation.
- 2.6 The following 6 core principles of good corporate governance were established by CIPFA and SOLACE

- Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area
- Members and officers working together to achieve a common purpose with clearly defined functions and roles
- Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour
- Taking informed and transparent decisions which are subject to effective scrutiny and managing risk
- Developing the capacity and capability of members and officers to be effective
- Engaging with local people and other stakeholders to ensure robust public accountability

2.7 Council approved its own Code of Corporate Governance based on the 6 principles outlined above on 19<sup>th</sup> June 2008.

2.8 An annual review of compliance with the Code of Corporate Governance has been completed and published each year which is now in the format of the Annual Governance Statement.

### **3. Annual Governance Statement**

3.1 The AGS should report publically on the extent to which the Council has complied with its own code of governance on an annual basis, including how it has monitored and evaluated the effectiveness of the governance arrangements in the year, and on any planned changes in the coming period. The process of preparing the AGS should itself add value to the effectiveness of the corporate governance and internal control framework.

3.2 The draft AGS 2014/15 is attached in Appendix 1 and has been subject to consultation with the Executive Board prior to reporting to the Audit Committee

3.3 The final version of the AGS will be reported to Cabinet in September for approval before being signed by the Chief Executive and Leader and then published with the audited Statement of Accounts 2014/15.

### **4. Equality and Engagement Implications**

4.1 An EIA screening form has been completed and a full EIA report is not required.

### **5. Financial Implications**

5.1 There are no financial implications associated with this report.

## **6. Legal Implications**

6.1 There are no legal implications associated with this report.

**Background Papers:** None

**Appendices:** Appendix 1 Draft Annual Governance Statement 2014/15

## DRAFT ANNUAL GOVERNANCE STATEMENT 2014/15

### 1. Scope of Responsibility

- 1.1 The City and County of Swansea is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Authority also has a duty under the Local Government (Wales) Measure 2009 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 1.2 In discharging this overall responsibility, the City and County of Swansea is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, and which includes arrangements for the management of risk
- 1.3 The City and County of Swansea has approved and adopted a Code of Corporate Governance, which is consistent with the principles of the CIPFA/SOLACE Framework 'Delivering Good Governance in Local Government'. A copy of the Code is on our website at <http://www.swansea.gov.uk/corporategovernance>. This statement explains how the Authority has complied with the Code.

### 2. The Purpose of the Governance Framework

- 2.1 The governance framework comprises the systems and processes, and culture and values, by which the Authority is directed and controlled and its activities through which it accounts to, engages with and leads the community. It enables the Authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate services and value for money.
- 2.2 The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Authority's policies, aims and objectives, to evaluate the likelihood and potential impact of those risks being realised and to manage them efficiently, effectively and economically.
- 2.3 The governance framework has been in place at the City and County of Swansea for the year ended 31 March 2015 and up to the date of approval of the Statement of Accounts

### 3. The Governance Framework

3.1 The CIPFA/SOLACE governance framework identifies the following 6 fundamental principles of corporate governance

- Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area.
- Members and officers working together to achieve a common purpose with clearly defined functions and roles
- Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour
- Taking informed and transparent decisions which are subject to effective scrutiny and managing risk
- Developing the capacity and capability of members and officers to be effective
- Engaging with local people and other stakeholders to ensure robust public accountability

3.2 Council approved its Code of Corporate Governance on 19<sup>th</sup> June 2008 based on the 6 principles outlined above.

3.3 The key elements of the policies, systems and procedures that comprise the governance framework in the Council are shown below and linked to the 6 fundamental principles

**3.4 Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area**

- The **Council** is made up of 72 councillors who are democratically accountable to residents and have an overriding duty to the whole community. Council decides overall policies and sets the annual budget as well as receiving reports from Scrutiny Boards, Cabinet Members and Officers.
- The Council is required, under the Local Government (Wales) Measure 2011, to put in place a system to publish a **Councillors Annual Report** in relation to their activities. A template report has been agreed by the Democratic Services Committee and all reports submitted by Councillors are published on the Council's website.
- The forward looking **Corporate Plan** is produced under the Local Government (Wales) Measure 2009 and describes the Council's vision, priorities, values, principles and delivery. For each priority the Corporate Plan will identify
  - Why it is a priority?
  - What needs improving?
  - What we are going to do?
  - What difference our actions will make?
  - How we will measure progress?

- An **Annual Performance Review** is undertaken which provides a review of the progress made by the Council in meeting the priorities, actions and targets as set out in the Corporate Plan.
- The Wales Audit Office undertakes a **Corporate Assessment** of the Council on a 4 yearly basis as well as an annual programme of improvement studies and an audit of the Council's approach to improvement planning and reporting.
- The Council publishes a **Single Integrated Plan** which replaces the Community Strategy. The Plan is developed by the Local Service Board following a Single Needs Assessment and Consultation Exercise.
- A **Code of Corporate Governance** based on the CIPFA/SOLACE governance framework has been adopted by the Council.
- A **Business Planning Process** exists which aims to more clearly align previously disparate budget and planning processes, such as equalities, sustainability, risk and workforce planning into a 4 year planning cycle with an annual review. Each Head of Service must produce a Business Plan and an e-learning tool and Business Planning Toolkit is available to ensure consistency across the Council.
- A **Medium Term Financial Plan** is approved by Council each year which details the major funding assumptions for the period and proposes a strategy to maintain a balanced budget.

### 3.5 **Members and officers working together to achieve a common purpose with clearly defined functions and roles**

- A **Council Constitution** exists which sets out the framework and rules governing the Council's business described in 16 Articles. The Constitution also includes a Scheme of Delegation and a number of Rules of Procedure, Codes and Protocols as well as the Councillors' Allowances Scheme.
- A **Constitution Working Group** exists to review all aspects of the Council Constitution and to make appropriate recommendations for change.
- Separate **Codes of Conduct** exist in the Council Constitution for **Members and Officers** which describe the high standard of conduct expected of them. There is also a **Member/Officer Protocol** which guides the relationship between them to ensure the smooth running of the Council.
- The **Chief Executive**, as Head of the Paid Service, leads the Council's officers and chairs the Executive Board
- A new **Corporate Management Structure** was put in place during 2013/14 to deliver thematic and cross cutting working across the Council and across partnerships. The Executive Board, Directors' Group and Leadership Group were established from 01/09/13 with specific roles and project portfolios.
- The Head of Finance and Delivery is designated the Council's **S151 Officer** and is responsible for ensuring that appropriate advice is

given on all financial matters, for keeping proper financial records and accounts and for maintaining an effective system of internal financial control.

- The Council's financial management arrangements during 2014/15 complied with the governance requirements of the **CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2010)**.
- An **Audit Committee** exists to review and scrutinise the Council's financial affairs, review and assess the risk management, internal control and corporate governance arrangements, oversee the internal and external audit arrangements and review the financial statements. Council adopted new terms of reference for the Audit Committee on 17/06/14 which are in line with the CIPFA model terms of reference for Audit Committees. The Audit Committee provides an annual report to Council which identifies the assurance it has gained over control, risk management and governance
- The Head of Legal, Democratic Services and Procurement has been designated as the Council's **Monitoring Officer** and is responsible for investigating and reporting on any allegations of contraventions to any laws, policies, procedures, regulations or maladministration and breaches of the Council's Constitution
- The Council is the Administering Authority for the **City and County of Swansea Pension Fund** and is responsible for all issues relating to the governance of the Pension Fund. This role is exercised by the **Pension Fund Committee**.
- Council established a **Local Pension Board** on 03/03/15 in line with the Local Government Pension Scheme (Amendment) (Governance) Regulations 2015. The role of the Board is to assist the Administering Authority in its role of scheme manager.

### **3.6 Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour**

- The Council has defined its **Values** as People Focus, Working Together and Innovation. A detailed description of each value and what it means to the Council is available on the Intranet.
- The **Standards Committee** made up of 4 councillors and 5 independent members promotes and maintains high standards of conduct by Councillors, assists Councillors to observe their Code of Conduct, monitors the operation of the Code and deals with breaches of the Code of Conduct referred to them by the Public Service Ombudsman for Wales
- The **Anti-Fraud and Corruption Policy** applies to all councillors and employees. It outlines the Council's commitment to preventing, discouraging, detecting and investigating fraud and corruption whether attempted on the Council or from within the Council. The Policy is available on the Council's internet and intranet websites.
- A **Corporate Complaints Policy** based on the Welsh Government Model for complaints handling is in place and can be accessed

through the Council's website. The policy governs the investigation of complaints from members of the public including complaints about service provision. A Corporate Complaints Annual Report is presented to Cabinet each year.

- A **Whistle Blowing Policy** exists which encourages and enables employees to raise serious concerns without fear of harassment or victimisation. The Policy is available to all staff in the online Employee Handbook.
- The **Internal Audit Section** operates in accordance with the Public Sector Internal Audit Standards and is an independent, objective assurance and consulting activity designed to add value and improve the Council's operations. It helps the Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. A Corporate Fraud Team has been established under the Internal Audit Section with effect from 01/06/15 for an initial 2 year period. The Team is responsible for investigating all suspected cases of fraud, corruption and bribery across the Council.
- The Council has developed its **Information Management and Governance** arrangements with the aim of ensuring that information is managed as a corporate asset in a way that is efficient, effective, accessible, secure and compliant. An Information Management and ICT Strategy exists as well as a clear system of governance which includes specific roles and responsibilities for the Executive Board, Information Management and Technology Board, ICT Board, Information Management Board and the Freedom of Information and Data Protection Working Groups.
- Progress has also been made on the **Security and Sharing of Information**. An Information Asset Register has been created that identifies all the Council's systems that hold information. Details of each system include the owner, business requirement, sharing protocols, licence renewal dates, access restrictions and associated risks. The Council has also communicated more and trained staff with regards to the importance of securing information and the process of reporting actual or suspected data breaches. The Council is part of the Government Connected Secure Extranet (GCSx) that encrypts emails that hold certain data and transmits them through a secure connection ensuring the information is only shared with the intended recipient. The Council has also signed up to the Welsh Accord and is now listed on the WASPI website as a participating organisation for sharing information. All information risks are identified and managed via the risk register

### **3.7 Taking informed and transparent decisions which are subject to effective scrutiny and managing risk**

- The **Decision Making** process is clearly set out in the Constitution along with the scheme of delegation and the terms of reference of Cabinet, Committees, Scrutiny Boards, Panels, Forums and Groups.



- The **Cabinet** (as Executive) is responsible for most day to day decisions and acts in line with the Council's overall policies and budget. Cabinet member portfolios were changed during 2014/15 following the election of a new Leader.
- A **Challenge Panel** consisting of 12 members considers any Cabinet decisions which have been 'called in' if the Presiding Member of the Council accepts that the call in is valid. The criteria used by the Presiding Member to decide on validity are tightly set and the Presiding Member receives appropriate advice from officers. The Challenge Panel considers whether the decision is a well-founded and appropriate decision of Cabinet
- All reports to Council and Cabinet must include paragraphs detailing the **Financial, Legal and Equality and Engagement Implications** of the report.
- The **Scrutiny Programme Committee** is responsible for developing the Council's Scrutiny Work Programme via a single workplan, holding Cabinet Members to account and providing challenge on specific themes. The Committee will set up informal **Scrutiny Panels and Working Groups** to undertake the detailed work of scrutiny and will appoint **Scrutiny Conveners** to chair the various Scrutiny Panels
- The role of Scrutiny is to improve the performance of services, to provide an effective challenge to the Executive and to engage non-executive members in the development of policies, strategies and plans. A **Scrutiny Work Planning Conference** is held each year to choose topics for review and a **Scrutiny Annual Report** is presented to Council. The Annual Report is used to highlight the work carried out by scrutiny, show how scrutiny has made a difference and support continuous improvement for the scrutiny function.
- A **Corporate Risk Policy** is in place which describes how risk management is implemented in the Council to support the realisation of strategic objectives. A **Risk Management Framework** also exists which aims to help managers and members at all levels to apply risk management principles consistently across their areas of responsibility.
- Corporate, Directorate and Service **Risk Registers** are in place to capture all risks that could affect the Council's business. Risk Management is subject to regular review by the Audit Committee.

### **3.8 Develop the capacity and capability of members and officers to be effective**

- An e-learning **Corporate Induction Course** has been developed for all new employees. A wide range of training is also available to staff via the Learning Pool and directly delivered courses.
- Councillors are encouraged to complete a Training Needs Analysis which is used to develop a detailed **Councillors Training Programme** delivered on an annual basis. A review of the annual training programme is presented to the Democratic Services Committee.

- Regular **Cabinet and Executive Board Away Days** are held where thematic issues are discussed such as Sustainable Swansea – fit for the future, One Swansea Plan and poverty and prevention.
- An **Employee Performance Management Policy** exists and is available to all staff in the online Employee Handbook. The policy establishes a process which contributes to the effective management of individuals and teams in order to achieve high levels of organisational performance.
- Monthly **One to One meetings** are held involving the Leader, Cabinet Members, Chief Executive, Corporate Directors, Chief Officers, Heads of Service and 3<sup>rd</sup> tier staff as part of the performance management process
- Each Corporate Director holds a monthly **Performance and Financial Monitoring** meeting where Chief Officers and Heads of Service report on progress in terms of continuous improvement and budgets
- The Council Constitution includes **Financial Procedure Rules** which govern the financial management of the Council
- Financial Procedure Rules are supplemented by detailed **Accounting Instructions** which aid sound financial administration by setting out the principal controls and procedures to be followed by all departments for a range of functions. From time to time the Accounting Instructions are reviewed and ad hoc instructions may also be issued such as the current spending restrictions.
- The Council Constitution includes **Contract Procedure Rules** which govern the purchasing of goods and services and the letting of contracts with the aim of obtaining the best use of resources and value for money.

### 3.9 Engaging with local people and other stakeholders to ensure robust public accountability

- A **Consultation and Engagement Strategy** exists to ensure effective consultation and engagement with residents and partner organisations.
- The Swansea Voices Panel has been replaced by **Residents Telephone Surveys** of 200 residents. The surveys are undertaken every 2 months and cover topics such as the Council's reputation and performance in key areas. Consultation has also taken place on the annual budget and *Sustainable Swansea – Fit for the Future* as well as service specific consultation run directly by services. There is also a ward representative role for each councillor.
- The **Swansea Leader** newspaper is published every 2 months and delivered to every household in the area informing people about the Council's work and the progress it is making. An electronic version of the Swansea Leader is available on the Council's website.
- A wealth of **Information for Stakeholders** is available on the Council website including agendas, which are published in advance of meetings and minutes of all Council, Cabinet, Committee and

Scrutiny Board meetings. Citizens can attend meetings of the Council, Cabinet, Committees and Scrutiny Boards except where confidential or exempt information is likely to be disclosed and the meeting is therefore held in private. The Council website was re-launched in 2014/15 with the aim of being task orientated, easier to navigate and more concise.

- Citizens also have the right to ask questions and time is set aside at each Council and Cabinet meeting for **Public Questions**
- **Financial Monitoring Reports** which monitor the revenue and capital budgets are produced on a quarterly basis and reported to Cabinet
- **Performance Monitoring Reports** are produced for Cabinet on a quarterly basis and performance results are certified at the end of the year and any inconsistencies are investigated.

3.10 The Council's Annual Statement of Accounts includes **Group Accounts** which incorporates the companies shown below. The Annual General Meeting of the Council appoints councillors to sit on the Boards of the companies. The number of councillors appointed is shown against each company

- Swansea City Waste Disposal Co. Ltd (1 councillor)
- Wales National Pool Swansea Ltd (3 councillors)
- National Waterfront Museum Swansea Ltd (3 councillors)
- Swansea Stadium Management Co. Ltd (2 councillors)
- Bay Leisure Ltd (2 councillors)

3.11 The services provided by the Swansea City Waste Disposal Company transferred back to the Council with effect from 01/08/13.

3.12 A number of methods are in place to monitor the activities and performance of the companies including councillor/officer steering groups, strategic and operational meetings and management groups.

3.13 A Business and Partnership Unit exists in Cultural Services to monitor the activities of externally funded partner providers and an Annual Report on Leisure Partnerships is presented to Council each year.

#### **4. Review of Effectiveness**

4.1 The City and County of Swansea has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the executive managers within the Authority who have responsibility for the development and maintenance of the governance environment, the Chief Auditor's annual report, and also by comments made by the external auditor and other review agencies and inspectorates

4.2 The processes for maintaining and reviewing the effectiveness of the governance framework within the Council include the following broad headings

#### 4.3 Internal Control Self-Assessment

- Each Head of Service has provided a signed Senior Management Assurance Statement for 2014/15 which provides assurance over the internal control, risk management and governance framework for their area of responsibility.

#### 4.4 Internal Sources of Assurance

The following provide assurance based, partly, on reports covering 2013/14 as the reports for 2014/15 are not yet available. The 2014/15 reports will be reflected in the next Annual Governance Statement

- The **Annual Performance Review 2013/14** was approved by Cabinet on 23/09/14. The report also included the Council's response to the proposals for improvement made by the Wales Audit Office in its Annual Improvement Report 2014.
- The **Standards Committee** met on 8 occasions during 2014/15 and the **Standards Committee Annual Report 2013/14** was presented to Council on 04/11/14.
- The **Corporate Complaints Policy** was in place throughout 2014/15 and the **Complaints Annual Report 2013/14** was presented to Cabinet on 23/09/14. The Annual Report highlighted a number of service improvements which had been introduced as a result of compliant investigations.
- The **Internal Audit Annual Report 2013/14** was reported to the Audit Committee on 02/10/14 and included the Chief Auditor's opinion that based on the audit reviews undertaken in 2013/14, Internal Audit can give reasonable assurance that the systems of internal control were operating adequately and effectively and that no significant weaknesses were identified

The following provides assurance based on reports covering 2014/15

- The forward looking **Corporate Plan 2015-17** '*Delivering for Swansea*' produced in accordance with the Local Government (Wales) Measure 2009 was adopted by Council on 24/02/15. The Plan describes the Council's vision, 5 key priorities and 3 clear values.
- The One Swansea Plan and Delivery Framework 2014 '*Place, People, Challenges and Change*' were adopted by Council on 15/07/14 as the **Single Integrated Plan**. The Plan is the overarching strategic plan for Swansea and is closely aligned with the Corporate Plan. The Delivery Framework shows how the Plan will make a difference and helps to monitor, focus and coordinate activity.

- The **Audit Committee** met on 10 occasions during 2014/15 and followed a structured workplan which covered all areas of the Committee's responsibilities. The Committee includes a lay member as required by the Local Government (Wales) Measure 2011. The lay member is also the Chair of the Committee. The Committee received the Internal Audit Annual Report 2013/14 as well as quarterly Internal Audit Monitoring Reports for 2014/15 showing progress against the Annual Internal Audit Plan.
- The **Scrutiny Programme Committee and Panels** met throughout 2014/15 and were supported by the Scrutiny Support Unit. The **Scrutiny Annual Report 2014/15** was presented to Council on 23/07/15. The report highlighted the work carried out by Scrutiny, showed how Scrutiny had made a difference and supported continuous improvement for the Scrutiny function. The report also identified 6 improvement outcomes that will be addressed in 2015/16.
- The annual **Scrutiny Work Planning Conference 2015/16** was held on 08/06/15 and a report on the **Scrutiny Work Programme 2015/16** was agreed by the Scrutiny Programme Committee on 13/07/15
- The **Constitution Working Group** only met once during 2014/15 to agree the suitability of the prospective Lord Mayor and Deputy Lord Mayor.
- The **Medium Term Financial Plan 2016/17 – 2018/19** was approved by Council on 24/02/15. The Plan outlined the significant shortfall in funding faced by the Council over the period and the strategy to be adopted to address the shortfall.
- The **Corporate Risk Management Policy and Framework** has operated throughout 2014/15 and the Head of Finance and Delivery presented an annual review of Risk Management to the Audit Committee on 09/04/15.
- Each Corporate Director held monthly **Performance and Financial Monitoring** meetings where Chief Officers and Heads of Service reported on progress in terms of continuous improvement and budgets.
- Quarterly **Performance Monitoring Reports** were presented to Cabinet during 2014/15 and an Annual Performance Monitoring Report 2014/15 was approved by Cabinet on 16/07/15.
- Quarterly **Financial Monitoring Reports** were presented to Cabinet throughout 2014/15. A **Mid Term Budget Statement** was also presented to Cabinet on 21/10/14 which set out the latest position with regard to the 2014/15 Revenue and Capital Budgets together with an initial assessment of the 2015/16 Revenue and Capital funding positions and an updated Medium Term Financial Plan.
- All reports presented to Cabinet and Council during 2014/15 had been reviewed by Finance, Legal and Access to Services staff and included the appropriate paragraphs detailing the **Financial, Legal and Equality and Engagement Implications** of the report.
- The **Pension Fund Committee** met on 6 occasions during 2014/15 and dealt with all issues relating to the governance of the Pension Fund

#### 4.5 External Sources of Assurance

- The Wales Audit Office undertook a **Corporate Assessment** of the Council in November 2014. The assessment sought to answer the question *'is the Council capable of delivering its priorities and improved outcome for citizens?'* The assessment report was presented to Council on 23/07/15 and concluded that *'the Council can demonstrate improvement across a range of key services and has developed a clear framework for managing future challenges'*. The report made 4 proposals for improvement which will be addressed by the Council.
- The Council invited the WLGA to facilitate a **Peer Review** in September 2014. The Peer Review had 3 key areas of focus i.e. Delivery, Change and Governance which were felt to be critical to organisational development and delivery in challenging times. The Peer Review identified both areas of strength and areas for improvement and made 20 recommendations in its report. The Council has prepared an action plan to address the recommendations which was approved by Cabinet on 14/04/15
- The Appointed Auditor's **Annual Audit Letter** was sent to the Leader on 28/11/14 and presented to the Audit Committee on 15/01/15. The letter stated that *'The Council complied with its responsibilities relating to financial reporting and use of resources'*. The letter also stated that an unqualified audit opinion had been issued on the accounting statements confirming that they present a true and fair view of the Council's, Group's and Pension Fund's financial position and transactions.
- The **Wales Audit Office's Report of Deficiencies in Internal Controls 2013/14** was presented to the Audit Committee on 27/11/14. The report stated that no significant deficiencies in internal control had been identified. However, 19 recommendations were made regarding deficiencies identified although none were considered to be a significant risk. The report also identified that all 15 recommendations made in relation to 2012/13 had been implemented.
- PwC on behalf of the Wales Audit Office presented the **Audit of Accounting Statements – Report to Those Charged with Governance** for 2013/14 to Cabinet on 23/09/14. The report highlighted any significant issues to those charged with governance that needed to be considered prior to the approval of the financial statements.
- The Council is subject to **Statutory External Inspections** by various bodies including Wales Audit Office, ESTYN and CSSIW. ESTYN visited 20 educational establishments during 2014/15 with inspection reports being provided to the Governing Body. Work continued to implement the recommendations arising from ESTYN's Inspection Report 2013/14 and a report to Cabinet on 14/04/15 showed that good progress had been made implementing 2 recommendations but only limited progress on 3 recommendations. The report highlighted

the further work that would be carried out to address the recommendations where only limited progress had been made. The CSSIW Performance Evaluation Report 2013/14 for Swansea concluded that *'The Council is making significant progress with its plans for transformational change within adult and children's services and has gained strong political and corporate support for the changes being undertaken.'* The report goes on to say *'there are strategic business plans in place for both adult and children's services which align to the council's single integrated plan.'*

- 4.6 The Annual General Meeting of the Council held on 08/05/14 appointed the required number of councillors to sit on the Boards of the companies included in the Council's **Group Accounts**. A number of changes were made to the Council's representatives on the various Boards at the Council meetings held on 30/09/14, 02/12/14 and 03/03/15.
- 4.7 The Annual Report on Leisure Partnerships for 2013/14 is due to be presented to Council in October 2015. The report will review the Wales National Pool Swansea, National Waterfront Museum Swansea, Liberty Stadium and the LC in detail and provide information on the monitoring arrangements in place.
- 4.8 The legislation which required waste disposal operations to be carried out 'at arm's length' has been repealed. The Council undertook a full review of the operations of Swansea City Waste Disposal Company in light of its current waste strategy and decided to bring the whole operation back in house. The Company's assets and liabilities as well as its employees transferred into the Council from 01/08/13 and the liquidation of the Company will follow in due course.
- 4.9 We have been advised on the implications of the result of the review of the effectiveness of the governance framework and that the arrangements continue to be regarded as fit for purpose in accordance with the governance framework. The areas already addressed and those to be specifically addressed with new actions planned are outlined below.

## 5 Significant Governance Issues

- 5.1 The following table shows the significant governance issues which were identified during the review of effectiveness undertaken when preparing the Annual Governance Statement 2013/14 and the action taken during the year to address the issues

Issue	Proposed Action	Action Taken
Develop a rationalised set of priorities for the Council.	Develop a Corporate Plan with a reduced set of corporate priorities and performance indicators focussing on what	A rationalised set of priorities were included in the Corporate Plan 2015-17 <i>Delivering for Swansea</i> . The 5 priorities are <ul style="list-style-type: none"> <li>• Safeguarding vulnerable</li> </ul>

	matters to Swansea.	<p>people</p> <ul style="list-style-type: none"> <li>• Improving pupil attainment</li> <li>• Creating a vibrant and viable City and economy</li> <li>• Tackling poverty</li> <li>• Building sustainable communities</li> </ul>
Improve the processes for reporting to Citizens	Publish an annual review of performance where the Council sets out its view of its performance delivering its improvement priorities in a more accessible way e.g. case studies highlighting actual improvements.	The Annual Review of Performance 2013/14 was written in a way that was accessible to the general public, complied with statutory guidance and addressed the previous proposals for improvement made by the Wales Audit Office
Review of Arm's Length Operations	Complete audit review of the governance arrangements of partnerships	Review substantially complete and overall partnerships were found to be well managed. Some issues regarding the recording and monitoring of partnerships to be raised.
Review of Regional Collaborative Arrangements	Review the effectiveness of the governance arrangements for the Council's Regional Collaborative Arrangements	Review substantially complete and overall the arrangements were found to be well managed. Some issues regarding the recording and monitoring of collaborative arrangements to be raised.
Review of Senior Management Assurance Statements	Review evidence available to confirm statements made by Heads of Service for a sample of Senior Management Assurance Statements as part of the Internal Audit review of Corporate Governance	Audit review completed for a sample of Heads of Service and generally all were able to substantiate the statements made in their Senior Management Assurance Statements
Review of the Council's Code of Corporate Governance	The Code of Corporate Governance was approved by Council in June 2008 and it is proposed to review and update the Code.	Review postponed pending outcome of Corporate Governance Review being undertaken by Head of Legal, Democratic Services and Procurement.



5.2 The following table identifies issues which have been raised during the review of effectiveness and the proposed action to be taken during 2015/16 to address the issues

<b>Issue</b>	<b>Proposed Action</b>
<p>WLGA Peer Review Governance Issues – Corporate Governance Review</p>	<p>The Head of Legal, Democratic Services and Procurement is to undertake a ‘whole system’ review of how we make decisions, to include</p> <ul style="list-style-type: none"> <li>• Member decision making, including Cabinet Member delegation, briefings, role of CACs and impact of scrutiny</li> <li>• Officer decision making, including the requirement to consult</li> <li>• Legal, EIA, audit, HR etc. considerations</li> <li>• Programme management, including boards</li> </ul> <p>The whole point of this aspect of the review is to move to a more agile, business like and quicker approach to governance both at Member and Officer level.</p> <p>There are many aspects of the processes that reinforce an old, risk averse approach. A set of principles need to be agreed that underpin future decision making processes</p> <p>This review will pick up a wide range of specific actions, as well as current actions to clarify roles and responsibilities. Further work is likely to pick up wider aspects of corporate governance.</p>
<p>WLGA Peer Review Governance Issues – Local Service Board</p>	<p>‘Reinvent’ the Local Service Board or a ‘city partnership’ with:</p> <ul style="list-style-type: none"> <li>• A smaller number of delivery focused priorities</li> <li>• A more radical approach to joint working and pooling of staff and resources</li> <li>• Greater engagement of Members in local projects</li> </ul>

	<p>The Single Swansea Plan (SSP) already has agreed priorities but we do need to refocus efforts on delivery. The SSP is currently being reviewed.</p> <p>The opportunities around community budgets are significant, but will be subject to a willingness by all partners to give up some sovereignty and to work differently to achieve better outcomes.</p>
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5.3 We propose over the coming year to take steps to address the above matters to further enhance our governance arrangements. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operation as part of our next annual review

Signed ..... Chief Executive  
Date .....

Signed..... Leader  
Date .....

## Report of the Chief Auditor

Audit Committee – 18 August 2015

### INTERNAL AUDIT ANNUAL REPORT 2014/15

<b>Purpose:</b>	This report reviews the work of the Internal Audit Section during 2014/15 and includes the Chief Auditor's required opinion on the internal control environment for 2014/15 based on the audit testing completed in the year
<b>Policy Framework:</b>	None
<b>Reason for Decision:</b>	To allow the Audit Committee to discuss and review the progress against the Internal Audit Annual Plan 2014/15.
<b>Consultation:</b>	Legal, Finance and Access to Services
<b>Recommendation(s):</b>	It is recommended that Committee: 1. Review and discuss the work of the Internal Audit Section during 2014/15. 2. Consider the Chief Auditor's opinion on the internal control environment
<b>Report Author:</b>	Paul Beynon
<b>Finance Officer:</b>	Paul Beynon
<b>Legal Officer:</b>	Sharon Heys
<b>Access to Services Officer:</b>	Catherine Window

#### 1. Introduction

- 1.1 The Public Sector Internal Audit Standards defines Internal Audit as an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.
- 1.2 This report reviews the work of the Internal Audit Section in 2014/15 and compares its performance against the Internal Audit Annual Plan

for the year which was approved by the Audit Committee on 24<sup>th</sup> April 2014.

- 1.3 A series of Performance Indicators are used to measure the performance of the Section against agreed targets set at the start of the year and also in comparison with other Welsh Authorities. A review of the Performance Indicators in 2014/15 is included in this report.
- 1.4 This report also contains the Chief Auditor's required opinion on the overall standards of the control environment in operation in the Council based on the testing performed during 2014/15.

## **2. Review of 2014/15**

- 2.1 A summary of time spent in 2014/15 on the different categories of Internal Audit work is shown in Appendix 1. This shows a reduction of 348 days (12.9%) in the actual productive audit days achieved against the planned number of productive days. The loss in productive days is equivalent to almost 2 members of staff for the entire year.
- 2.2 The loss of productive days was mainly due to secondments, vacancies and maternity leave which totalled 421 days although this was offset by the use of the contingency budget and reductions in other activities e.g. holidays, sick leave and administration.
- 2.3 As a result of the loss of productive days, the Internal Audit Annual Plan was reviewed and a number of lower risk audits included in the Plan were deferred until 2015/16. The specific audits which were deferred were reported to the Audit Committee in February 2015. In most cases, any audits deferred in 2014/15 will be the first call on available resources during 2015/16.
- 2.4 Appendix 1 also shows the impact of the loss of productive days across directorates and other types of audit work such as systems and computer audits.
- 2.5 The original Internal Audit Annual Plan 2014/15 contained 175 audit jobs, of which 101 (58%) were completed to at least draft report stage during the year. Each job produced an audit report which was discussed and agreed with the client. The reports included recommendations to improve any weaknesses or areas of concern identified during the audit in relation to systems, procedures and controls. During the year 99.3% of recommendations made were accepted by clients.
- 2.6 A list of the audits finalised each quarter has been included in the Quarterly Monitoring Reports presented to the Audit Committee during the year. A complete list of each audit finalised during 2014/15 along

with the level of assurance and the number of recommendations made and accepted is shown in Appendix 2.

- 2.7 The amount of time spent on special investigations and unplanned work in 2014/15 was 91 days which was less than the planned time of 110 days. A summary of the main investigations is shown in the following table.

Investigation	Outcome
Purchase Cards	A review of purchases using Council P Cards identified 1 personal purchase which had been reported by the card holder but had not been repaid until the transaction was highlighted as part of the investigation. The P Card was withdrawn and a misdemeanour warning was issued under the Council's Disciplinary Policy
Employment Training Learner Reviews	Following a staff re-structuring, a significant number of required Learner Reviews were not undertaken which potentially put the Council at risk of contract income being reclaimed. Discussions are ongoing with the Welsh Government to resolve the issue.
Road Surface Re-cycling Partnership	A review was undertaken of the accounts of a partnership involving the Council for the recycling of road surface materials at the request of the Head of Service to verify the income and expenditure charged to the partnership. Discussions are ongoing with the partners to finalise the partnership accounts.
Waste Disposal	An exercise was completed to validate significant amounts of expenditure on waste disposal assets. The exercise found that the expenditure was justified due to the risks faced by the Council if action had not been taken.

- 2.8 In addition to the investigations shown above, data was submitted to the Audit Commission during 2014/15 for the National Fraud Initiative (NFI) 2014 data matching exercise. NFI matches data between systems and across organisations in an attempt to detect and prevent fraud. The data submitted includes Housing Benefits, Payroll, Pensions, Creditors and Housing Rents
- 2.9 A total of over 18,000 matches were received from the NFI 2014 exercise – all of which could potentially be fraudulent. However experience has shown that the vetting of matches can quickly identify those which require further investigation. The investigation of appropriate matches arising from the NFI 2014 exercise will continue through 2015/16.

2.10 As well as the planned audit work and special investigations, a number of other areas of work were undertaken during the year which are shown below

- The Annual Governance Statement 2014/15 was written in consultation with other officers. The Annual Governance Statement reviews whether the Council has complied with its Code of Corporate Governance. The draft Statement was reported to the Audit Committee in August 2015 and to Cabinet for approval in September 2015 before being signed by the Chief Executive and Leader and published with the Statement of Accounts 2014/15.
- Certification of a number of grant claims on behalf of the Welsh Government and other funding bodies as required by the terms and conditions of the grant. The grants included Community Focused Schools, School Uniform, Foundation Phase, National Trading Standards Board grant and various ESF funded LSB grants.
- In addition, a grant audit has been undertaken on behalf of Neath Port Talbot for which a fee was charged.
- A considerable amount of time was spent towards the end of 2014/15 in carrying out sample checks on Equal Pay schedules prior to the payments being made to staff. A number of errors were identified and corrected which led to savings although it is not possible to identify the total saving. This work will continue into 2015/16 until all Equal Pay payments have been made.
- The Section's Computer Auditor took ER/VR at the end of March 2015 and due to the specialist nature of the post, a replacement was appointed in November 2014 so that a transfer of knowledge could take place.
- A monthly review of P Card purchases was introduced to confirm appropriateness and authorisation of a sample of transactions.
- Participation in a number of specialist groups established by the South Wales Chief Auditors Group including ICT, Education, Social Services and Contracts/Procurement. The Groups share best practice and are a source of expertise.
- Work has been ongoing to produce a guide to Contract Procedure Rules for schools in consultation with Education and Procurement however the final publication of the guide has been delayed as Contract Procedure Rules are in the process of being revised.

### **3. Follow Ups**

3.1 It is important that action is taken to ensure that management have implemented the recommendations agreed following each audit. The Internal Audit Section uses a risk based approach to follow up audits as shown below

- Fundamental audits are subject to a Recommendations Tracker exercise mid way through the year to confirm that the agreed

recommendations have been implemented. The results of the Recommendation Tracker exercise are reported to the Audit Committee.

- Non Fundamental audits which receive a 'moderate' or 'limited' level of assurance receive a follow up visit usually within 6 months to test whether the 'high' and 'medium' risks recommendations have been implemented. The results of any follow up visits for non fundamental audits are included in the quarterly monitoring reports presented to the Audit Committee.

- 3.2 The Recommendations Tracker exercise carried out in 2014/15 was reported to the Audit Committee in March 2015 where the conclusion was extremely positive with 95% of agreed recommendations due to be implemented by the end of January 2015 being implemented.
- 3.3 During 2014/15, 7 follow up visits were made and it was found that in all except 1 case substantial progress had been made in implementing the agreed recommendations. A 2<sup>nd</sup> follow up of the audit where limited progress had been made showed that some progress had been made and a further full audit of the service is scheduled for the current year.

#### **4. Performance Indicators**

- 4.1 A series of 12 Performance Indicators (PI's) are used to measure the work of the Internal Audit Section. The PI's measure output, quality and cost and are also measured by other local authority Internal Audit Sections across Wales to provide comparable statistics.
- 4.2 The PI's are shown in detail in Appendix 3 which shows that in 2014/15, the Internal Audit Section met or exceeded the target set at the start of the year for 6 out of the 12 PI's. This is the first year where the Section has failed to meet its target for such a high number of PI's which is concerning.
- 4.3 As a result, a detailed analysis of the PI results for 2014/15 has been undertaken which has revealed that most of the PI which failed to meet their targets can be attributed to the vacant posts experienced during the year. The lack of resources meant that it was not possible to complete as many audits as planned and led to a reduction in the available productive time.
- 4.4 The Section also employed a number of new staff during 2014/15 which meant that there is a period of time where training and support is required to get staff to the required level in terms of quality and delivery of work. This has also impacted on the achievement of some PI targets.
- 4.5 It was also noted that for PI 4 i.e. audits completed within planned time, there were 8 audits which were within 30 minutes of being

completed within the planned time. If these audits had been completed within the planned time then the PI would have been 63% rather than 54%, although it is recognised that this still would not have met the target.

- 4.6 The Comparator PI's showing Swansea's PI results against the average results for 5 comparable authorities in Wales have been included in this report in the past. However, the results from 2 comparator authorities have not been received to date so the comparison is not available at the present time.
- 4.7 It is proposed that a more detailed monitoring of PI's on a quarterly basis will be undertaken in 2015/16 to identify variances so that action can be taken in year to correct any issues identified.

## 5. Internal Control Opinion

- 5.1 The system of internal control is designed to help the Council to manage and control the risks which could affect the achievement of the Council's objectives. However it is not possible to eliminate all risks completely.
- 5.2 This means that Internal Audit can only provide 'reasonable' assurance that the systems of internal control within the areas of the Council reviewed are operating adequately and effectively.
- 5.3 Prior to 01/04/12, the Internal Audit Section gave an opinion rating at the end of each audit assignment however opinion ratings were replaced by levels of assurance at the start of 2012/13. The basis used for each opinion rating and level of assurance is shown in Appendix 4
- 5.4 This means that at the moment there is a mix of audits some of which have opinions ratings and some which have levels of assurance. Although the basis for the opinion ratings and levels of assurance are different, they have been combined in the following table for comparative purposes

Opinion / Level of Assurance	As at 31/03/14		As at 31/03/15		Variation	
	No.	%	No.	%	No.	%
Good/High	68	17.4	68	17.7	0	0.3
Satisfactory/Substantial	278	71.3	279	72.4	1	1.1
Adequate/Moderate	40	10.3	33	8.6	-7	-1.7
Unsatisfactory/Limited	4	1.0	5	1.3	1	0.3
Total	390	100.0	379	100.0	--5	0.0

- 5.5 The table shows a small reduction in the overall number of audits included in Internal Audit Plan which was made up of 14 audits which were no longer required and 9 new audits. Of the 14 audits which have been deleted from the Plan, 12 were rated as either good/high or satisfactory/substantial and 2 were rated as adequate/moderate.



- 5.6 A pleasing trend can be identified with a reduction in the number of adequate/moderate audits and an increase in the number of audits receiving a positive level of assurance although this is not immediately obvious from the table above due to the effect of the audits which were deleted.
- 5.7 There are 14 audits which are classed as fundamental which are undertaken on either an annual or bi-annual basis. Of the 14 fundamental audits, 10 have a high level of assurance, 2 have a substantial level of assurance and a further 2 have a moderate level of assurance.
- 5.8 Overall, based on the audit testing completed in 2014/15, the Internal Audit annual opinion for 2014/15 is that reasonable assurance can be given that the systems of internal control are operating effectively and that no significant weaknesses were identified in 2014/15 which would have a material impact on the Council's financial affairs.

## **6. Equality and Engagement Implications**

- 6.1 There are no Equality and Engagement implications associated with this report.

## **7. Financial Implications**

- 7.1 There are no financial implications associated with this report.

## **8 Legal Implications**

- 8.1 There are no legal implications associated with this report

### **Background Papers: Internal Audit Plan 2014/15**

- Appendices:** Appendix 1 Internal Audit Plan 2014/15 – Summary  
Appendix 2 Internal Audit Section – Audits Finalised 2014/15  
Appendix 3 Internal Audit – Performance Indicators 2014/15  
Appendix 4 Audit Opinion Ratings / Levels of Assurance

**INTERNAL AUDIT PLAN 2014/15 - SUMMARY**

**APPENDIX 1**

Categories of Audit Work	Actuals 2013/14		Plan 2014/15		Actuals 2014/15		Variation 2014/15	
	Days	%	Days	%	Days	%	Days	%
People	495	16.5	462	16.8	370	13.4	-92	-3.4
Place	351	11.6	419	15.2	329	11.9	-90	-3.3
Corporate Services	124	4.1	200	7.3	144	5.2	-56	-2.1
Systems Audits	392	13.0	389	14.1	348	12.6	-41	-1.5
Computer Audits	49	1.6	102	3.7	67	2.4	-35	-1.3
Contract Audits	4	0.1	5	0.2	2	0.1	-3	-0.1
Projects and Special Investigations								
1. Projects	195	6.5	214	7.8	202	7.3	-12	-0.5
2. Special Investigations	187	6.2	110	4.0	91	3.3	-19	-0.7
Miscellaneous Audits	0	0.0	0	0.0	0	0.0	0	0.0
<b>Productive Days</b>	<b>1797</b>	<b>59.6</b>	<b>1901</b>	<b>69.1</b>	<b>1553</b>	<b>56.2</b>	<b>-348</b>	<b>-12.9</b>
Other Activities								
1. Staff Training	98	3.2	92	3.3	105	3.8	13	0.5
2. Holidays & Public Holidays	431	14.3	425	15.4	403	14.6	-22	-0.8
3 Sick and Special Leave	47	1.6	64	2.3	52	1.9	-12	-0.4
4. Admin, Planning, Control, Clerical Support etc	179	5.9	197	7.1	174	6.3	-23	-0.8
5. Contingencies	0	0.0	60	2.2	0	0.0	-60	-2.2
6. Secondments	0	0.0	0	0.0	73	2.7	73	2.7
7. Vacancies	294	9.8	0	0.0	162	5.9	162	5.9
8. Voluntary Reduction in Hours	49	1.6	0	0.0	0	0.0	0	0.0
9. Maternity Leave	99	3.3	0	0.0	186	6.8	186	6.8
10. Non Audit Work	22	0.7	17	0.6	48	1.8	31	1.2
<b>Non Productive Days</b>	<b>1219</b>	<b>40.4</b>	<b>855</b>	<b>30.9</b>	<b>1203</b>	<b>43.8</b>	<b>348</b>	<b>12.9</b>
<b>Total Days</b>	<b>3016</b>	<b>100.0</b>	<b>2756</b>	<b>100.0</b>	<b>2756</b>	<b>100.0</b>	<b>0</b>	<b>0.0</b>

## INTERNAL AUDIT SECTION - AUDITS FINALISED 2014/15

Head of Service	Audit	Date Finalised	Opinion Rating	Recommendations		
				Made	Agreed	Not Agreed
Finance & Delivery	Pension Fund Investments 2013/14	10/04/14	High	0	0	0
Highways & Transportation	Transport Support	11/04/14	High	2	2	0
Education Planning & Resources	Llanrhidian Primary School	15/05/14	High	2	2	0
Finance & Delivery	Cash 2013/14	10/06/14	High	2	2	0
Finance & Delivery	Civic Centre Cash Office	10/06/14	High	3	3	0
Finance & Delivery	Council Tax 2013/14	12/06/14	High	3	3	0
Finance & Delivery	Business Rates 2013/14	25/06/14	High	6	6	0
Adult Services	Flexible Support Service	11/07/14	High	2	2	0
Cultural Services	Special Events	23/07/14	High	4	4	0
Finance & Delivery	Housing & Council Tax Benefit 2013/14	08/08/14	High	3	3	0
Corporate Building & Property Services	Oracle Time & Labour - Corporate Building	29/10/14	High	5	5	0
Highways & Transportation	Oracle Time & Labour - Clydach Depot	29/10/14	High	3	3	0
Education Planning & Resources	Dunvant Primary School	19/11/14	High	6	6	0
Education Inclusion	School and Governor Unit	15/12/14	High	2	2	0
Finance & Delivery	Blue Badges	05/01/15	High	1	1	0
Finance & Delivery	Housing Advances	15/01/15	High	2	2	0
Waste Management	Skip Hire	28/01/15	High	3	3	0
Finance & Delivery	Cash 2014/15	04/03/15	High	0	0	0
Finance & Delivery	Capital Accounting 2013/14	13/03/15	High	3	3	0
Education Planning & Resources	Cwmrhydyceirw Primary School	07/04/14	Substantial	7	7	0
Cultural Services	Penyrheol Leisure Centre/Theatre & Pontaddulais Leisure Centre	10/04/14	Substantial	8	8	0
Education Planning & Resources	Catering Headquarters	16/04/14	Substantial	20	20	0
Education Planning & Resources	Glyncollen Primary School	23/04/14	Substantial	8	8	0
Education Planning & Resources	YGG Lon Las	15/05/14	Substantial	7	7	0
Adult Services	Younger People with Disability Office	16/05/14	Substantial	6	6	0
Education Planning & Resources	YGG Pontybrenin	20/05/14	Substantial	8	8	0
Adult Services	Social Services Establishments	21/05/14	Substantial	36	36	0

## INTERNAL AUDIT SECTION - AUDITS FINALISED 2014/15

Head of Service	Audit	Date Finalised	Opinion Rating	Recommendations		
				Made	Agreed	Not Agreed
Social Services - Directorate Services	Supporting People Team	03/06/14	Substantial	8	8	0
Education Improvement	Better Schools Funding	09/06/14	Substantial	4	4	0
Cultural Services	Central Library	23/06/14	Substantial	7	6	1
Finance & Delivery	Car Loans	26/06/14	Substantial	8	8	0
Education Improvement	Ethnic Minority & Language Achievement Service	03/07/14	Substantial	6	6	0
Education Planning & Resources	Oystermouth Primary School	09/07/14	Substantial	5	5	0
Information & Business Change	Software Licensing	14/07/14	Substantial	5	5	0
Cultural Services	St Helen's Ground	14/07/14	Substantial	2	2	0
Housing & Public Protection	Blaenymaes District Housing Office	24/07/14	Substantial	9	9	0
Cultural Services	Outdoor Leisure	24/07/14	Substantial	6	6	0
Housing & Public Protection	Sketty District Housing Office	24/07/14	Substantial	13	13	0
Poverty & Prevention	Play Team	29/07/14	Substantial	9	9	0
Cultural Services	Cefn Hengoed Leisure Centre	31/07/14	Substantial	5	5	0
Cultural Services	Penlan Leisure Centre	14/08/14	Substantial	13	13	0
Highways & Transportation	Road Safety & School Crossing Patrols	04/09/14	Substantial	8	7	1
Finance & Delivery	Accounts Payable 2013/14	24/09/14	Substantial	10	10	0
Education Planning & Resources	Bishopston Comprehensive School	29/09/14	Substantial	5	5	0
Housing & Public Protection	Voiders Team - Home Preparation Unit	10/10/14	Substantial	7	7	0
Education Planning & Resources	Penllergaer Primary School	23/10/14	Substantial	5	5	0
Education Planning & Resources	Ysgol Crug Glas	23/10/14	Substantial	13	13	0
Education Planning & Resources	Mayals Primary School	27/10/14	Substantial	7	7	0
Waste Management	Parks Buildings	27/10/14	Substantial	3	3	0
Cultural Services	Tourist Information Centre	29/10/14	Substantial	13	13	0
Education Planning & Resources	Gorseinon Primary School	05/11/14	Substantial	6	6	0
Education Planning & Resources	YG Bryn Tawe	05/11/14	Substantial	15	15	0
Education Planning & Resources	Cefn Hengoed Community School	12/11/14	Substantial	14	14	0
Education Planning & Resources	YGG Brynymor	12/11/14	Substantial	9	9	0
Housing & Public Protection	Morrison District Housing Office	12/11/14	Substantial	9	9	0

## INTERNAL AUDIT SECTION - AUDITS FINALISED 2014/15

Head of Service	Audit	Date Finalised	Opinion Rating	Recommendations		
				Made	Agreed	Not Agreed
Education Planning & Resources	Christchurch Primary School	14/11/14	Substantial	11	11	0
Education Planning & Resources	Burlais Primary School	18/11/14	Substantial	6	6	0
Child & Family Services	Nant-y-Felin Children's Home	21/11/14	Substantial	12	12	0
Education Planning & Resources	Brynhyfryd Junior School	09/12/14	Substantial	7	7	0
Child & Family Services	Independent Agency Placements	11/12/14	Substantial	3	3	0
Social Services - Directorate Services	Social Services Transport Depot	11/12/14	Substantial	12	12	0
Education Planning & Resources	Brynhyfryd Infants School	15/12/14	Substantial	8	8	0
Child & Family Services	Lakeside Admin Support	15/12/14	Substantial	9	9	0
Education Planning & Resources	Pontarddulais Comprehensive School	31/12/14	Substantial	16	16	0
Highways & Transportation	Home to School Transport	13/01/15	Substantial	2	2	0
Housing & Public Protection	Renewals and Adaptations	20/01/15	Substantial	7	7	0
Child & Family Services	Foster Swansea	21/01/15	Substantial	3	3	0
Housing & Public Protection	Townhill District Housing Office	27/01/15	Substantial	6	6	0
Cultural Services	Branch Libraries	09/02/15	Substantial	3	3	0
Economic Regeneration & Planning	Swansea Market	11/02/15	Substantial	15	15	0
Highways & Transportation	Clydach Depot - Finance and Admin	23/02/15	Substantial	9	9	0
Education Planning & Resources	Terrace Road Primary School	23/02/15	Substantial	6	6	0
Human Resources & Organisational Development	Teachers Pensions 2014/15	26/02/15	Substantial	2	2	0
Finance & Delivery	TSB Accounts	02/03/15	Substantial	4	4	0
Cultural Services	Morrison Leisure Centre	03/03/15	Substantial	5	5	0
Education Planning & Resources	Seaview Primary School	02/05/14	Moderate	15	15	0
Human Resources & Organisational Development	Payroll 2013/14	29/05/14	Moderate	16	15	1
Finance & Delivery	Accounts Receivable 2013/14	29/05/14	Moderate	18	17	1
Waste Management	Waste Management	22/08/14	Moderate	12	12	0
Economic Regeneration & Planning	Section 106 Agreements	26/03/15	Limited	10	10	0
<b>Total</b>				<b>593</b>	<b>589</b>	<b>4</b>

INTERNAL AUDIT - PERFORMANCE INDICATORS 2014/15

APPENDIX 3

Performance Indicator			2013/14			2014/15			2015/16
			Target	Actual	Comparator	Target	Actual	Comparator	Target
1	Audit Assignments achieved against planned	%	75	64	73	75	58		75
2	Clients satisfied with quality of audit service	%	98	100	94	98	99		98
3	Audit recommendations accepted against made	%	95	99	100	95	99		95
4	Audits completed within planned time	%	70	77	61	70	54		70
5	Directly productive time against time available	%	65	69	67	65	62		65
6	Average period - from response to final report	Days	3	1	3	3	1		3
7	Average period - closing meeting to draft report	Days	10	2	16	10	2		10
8	Directly productive time achieved against planned time	%	90	88	89	90	82		90
9	Average cost per directly chargeable day	£	269	259	247	256	266		288
10	Staff turnover rate	%	15	25	15	15	27		15
11	Staff costs per 1,000 population	£	2,279	1,940	2,174	2,024	1,709		2,070
12	Staff costs per £m gross revenue expenditure (inc. HRA)	£	667	614	719	648	543		670

The 'Comparator' figures are based on the average of 5 comparable authorities, but to date 2 authorities have yet to provide their results.

**AUDIT OPINION RATINGS / LEVELS OF ASSURANCE**  
**Basis of Audit Opinion Ratings – operated until 31/03/12**

<b>Opinion Rating</b>	<b>Risks Identified</b>	<b>Report Recommendations</b>
Good	Minimal	Minor
Satisfactory	Some	Some changes in procedures etc needed
Adequate	Many	Some significant changes needed
Unsatisfactory	Major	Fundamental changes needed

**Basis of Audit Level of Assurance – operated from 01/04/12**

<b>Assurance Level</b>	<b>Basis</b>	<b>Description</b>
High Assurance	Recommendations for ineffective controls affecting the material areas of the service are not High or Medium Risk. Any recommendations are mainly Good Practice with few Low Risk recommendations.	There is a sound system of internal control designed to achieve the system objectives and the controls are being consistently applied.
Substantial Assurance	Recommendations for ineffective controls affecting the material areas of the service are not High Risk. Occasional Medium Risk recommendations allowed provided all others are Low Risk or Good Practice	There is generally a sound system of internal control but there is some scope for improvement as the ineffective controls may put the system objectives at risk
Moderate Assurance	Recommendations for ineffective controls affecting the material areas of the service are at least Medium Risk	The ineffective controls represent a significant risk to the achievement of system objectives
Limited Assurance	Recommendations for ineffective controls affecting the material areas of the service are High Risk	The ineffective controls represent unacceptable risk to the achievement of the system objectives

# Agenda Item 11

## Report of the Chief Auditor

Audit Committee – 18<sup>th</sup> August 2015

### INTERNAL AUDIT ANNUAL PLAN 2015/16 MONITORING REPORT FOR THE PERIOD 1<sup>st</sup> APRIL 2015 TO 30<sup>th</sup> JUNE 2015

<b>Purpose:</b>	This report shows the audits finalised and any other work undertaken by the Internal Audit Section during the period 1 <sup>st</sup> April 2015 to 30 <sup>th</sup> June 2015.
<b>Policy Framework:</b>	None
<b>Reason for Decision:</b>	To allow the Audit Committee to discuss and monitor progress against the Internal Audit Annual Plan 2015/16
<b>Consultation:</b>	Legal, Finance and Access to Services.
<b>Recommendation(s):</b>	It is recommended that: the Committee review and discuss the work of the Internal Audit Section and note the contents of the report
<b>Report Author:</b>	Paul Beynon
<b>Finance Officer:</b>	Paul Beynon
<b>Legal Officer:</b>	Sharon Heys
<b>Access to Services Officer:</b>	Phil Couch

#### 1. Introduction

- 1.1 The Internal Audit Annual Plan 2015/16 was approved by the Audit Committee on 9<sup>th</sup> April 2015 and quarterly monitoring reports will be presented throughout the year to allow Committee to review and comment upon the progress of the Internal Audit Section in achieving the Annual Plan.
- 1.2 This is the first monitoring report for 2015/16 and shows the audits which were finalised in the period 1<sup>st</sup> April 2015 to 30<sup>th</sup> June 2015.



- 1.3 Following a review of information provided to the Audit Committee to allow it to monitor the progress being made by the Internal Audit Section in achieving its Annual Plan, some additional information is included in this report to provide a clearer picture of progress against the Plan and the outputs delivered by the Section.
- 1.4 A Corporate Fraud Team was established within the Internal Audit Section on 1<sup>st</sup> June 2015 following the transfer of the investigation of Housing Benefit fraud to the DWP. The work of the Corporate Fraud Team will feature in future Internal Audit monitoring reports.

## **2. Audits Finalised 1<sup>st</sup> April 2015 to 30<sup>th</sup> June 2015**

- 2.1 Two Auditors were appointed to vacant posts from the redeployment pool with effect from 1<sup>st</sup> April 2015. The appointments were initially on a trial of 4 weeks but both members of staff were subsequently confirmed in post.
- 2.2 The only vacant post currently within the Internal Audit Section is 0.5 of an Auditor post which was highlighted in the Annual Plan report and is initially being kept vacant until 30<sup>th</sup> September 2015.
- 2.3 The Internal Audit Section has experienced unusually high levels of sickness in the first quarter. A total of 43 days sick leave was recorded in Quarter 1 against an annual budget for sick leave of 49 days. The level of sickness is due to long term sickness absence for 2 members of staff, 1 of whom has returned to work.
- 2.4 A total of 24 audits were finalised during Quarter as shown in Appendix 1 which also shows the level of assurance given at the end of the audit and the number of recommendations made and agreed.
- 2.5 An analysis of the audits finalised during the 1<sup>st</sup> Quarter is shown in the following table and it is pleasing to note the large number of audits which are achieving a high level of assurance which is a trend that was first highlighted towards the end of 2014/15.

<b>Assurance Level</b>	<b>High</b>	<b>Substantial</b>	<b>Moderate</b>	<b>Limited</b>
Number	12	10	2	0

- 2.6 A total of 131 audit recommendations were made and management agreed to implement all 131 recommendations i.e. 100% against a target of 98%.
- 2.7 All recommendations made are classified as high risk, medium risk, low risk or good practice. An analysis of the recommendations made during Quarter 1 is shown in the following table

High Risk	Medium Risk	Low Risk	Good Practice	Total
1	35	61	34	131

2.8 To allow the Audit Committee to more closely monitor the progress being made during the year by the Internal Audit Section to achieve its Annual Plan, Appendix 2 shows each audit included in the Plan approved by Committee in April and shows the current position for each audit. The progress against each audit will be reported in each quarterly monitoring report to allow the Committee to track the progress being made in achieving the Annual Plan.

2.9 The following table shows brief details of the significant issues which led to the Music Service and Accounts Receivable audits being considered to be moderate. There were other less significant findings also included in the final audit report issued to management.

Audit	Assurance Level	Reasons
Music Service	Moderate	<ul style="list-style-type: none"> <li>No formal approval obtained for staff attending overseas tour</li> <li>The appropriate educational visit forms not completed for the tour</li> <li>No audit trail of income received to bankings</li> <li>No reconciliation or management review of income collected to bankings</li> <li>No breakdown retained of additional music provision provided to schools</li> </ul>
Accounts Receivable	Moderate	<ul style="list-style-type: none"> <li>One service had allowed further credit for non-statutory works where customer had existing debt owed to Council.</li> <li>Two invoices had been with Legal for over 12 months</li> <li>Delays in obtaining Legal Charges for social care debts</li> <li>Issues with authorisation of invoice cancellation forms</li> <li>No high level analysis of debts written off to identify issues or trends which would allow action to be taken to prevent further write offs</li> </ul>

2.10 Since the Music Service audit was completed, the service manager has retired and a new management team is now in place who have agreed to

implement the recommendations made to address the weaknesses identified. A follow up visit will be made early in Quarter 3 to confirm that the agreed recommendations have been implemented.

- 2.11 Although the Accounts Receivable system forms part of the Finance and Delivery function, many of its processes are undertaken by other departments e.g. service departments are responsible for raising invoices and resolving any disputes raised by customers and Legal are responsible for pursuing any unpaid debt referred for recovery action.
- 2.12 For a number of years, a split level of assurance has been given for Accounts Receivable with the Finance functions receiving a substantial level of assurance but the service department's functions being rated as moderate. This was the case again in 2014/15. As Accounts Receivable is a fundamental audit, implementation of the recommendations will be checked as part of this year's Recommendations tracker exercise.
- 2.13 In addition to the work outlined above, the Internal Audit Section also certified the following grants during Quarter 1

Grant	Amount £
ESF LSB Staff Resources Grant	120,234
Developing Confident Global Learning Communities Grant	241,504

- 2.14 It was found that the grants had been spent in accordance with the purpose of the grant and that only eligible expenditure was included.
- 2.15 Other work undertaken in Quarter 1 includes
  - Sample testing of Equal Pay calculations prior to payment
  - Ongoing testing of NFI 2014 data matching reports
  - The financial appraisal of a company as part of a planning application.

**3. Follow Ups Completed 1<sup>st</sup> April 2015 to 30<sup>th</sup> June 2015**

- 3.1 The follow up procedures operated by the Internal Audit Section includes visits to any non fundamental audits which received a moderate or limited level of assurance to confirm that action has been taken by management to address the concerns raised during the original audit.
- 3.2 The follow up visit is usually within 6 months of the final report being issued and includes testing to ensure that any 'high' or 'medium' risk recommendations have been implemented. Where agreed recommendations have not been implemented, this will be reported to the appropriate Head of Service (or Chair of the Governing Body in the case of schools) and the Head of Finance and Delivery.

3.3 No follow up visits were made during the first quarter of 2015/16.

#### **4 Equality and Engagement Implications**

4.1 There are no equality and engagement implications associated with this report

#### **5. Financial Implications**

5.1 There are no financial implications associated with this report.

#### **6. Legal Implications**

6.1 There are no legal implications associated with this report.

**Background Papers:** Internal Audit Plan 2014/15

**Appendices:** Appendix 1 Internal Audit – Monitoring Report Quarter 1 2015/16  
Appendix 2 Internal Audit Plan 2015/15 – Progress to 30/06/15

## INTERNAL AUDIT MONITORING REPORT 2015/16 - QUARTER 1

Head of Service	Audit	Date	Assurance Level	Recommendations			
				Finalised	Made	Agreed	Not Agreed
Education Planning & Resources	Penyrheol Comprehensive School	08/04/15	High		3	3	0
Cultural Services	Active Swansea	09/04/15	High		2	2	0
Finance & Delivery	Council Tax	13/04/15	High		3	3	0
Education Planning & Resources	Gowerton Comprehensive School	13/04/15	High		3	3	0
Communications & Customer Engagement	Communications & Public Relations	15/04/15	High		4	4	0
Education Planning & Resources	Pontlliw Primary School	15/04/15	High		1	1	0
Legal, Democratic Services & Procurement	Land Charges	25/04/15	High		2	2	0
Education Planning & Resources	Talcopa Primary School	30/04/15	High		2	2	0
Finance & Delivery	Accounts Payable	01/06/15	High		5	5	0
Finance & Delivery	Leasing	04/06/15	High		1	1	0
Finance & Delivery	Business Rates	16/06/15	High		3	3	0
Finance & Delivery	Civic Centre Cash Office	23/06/15	High		5	5	0
Human Resources & Organisational Development	Employee Vetting	01/04/15	Substantial		7	7	0
Human Resources & Organisational Development	Pensions Administration	07/04/15	Substantial		6	6	0
Economic Regeneration & Planning	Economic Development Admin	10/04/15	Substantial		4	4	0
Finance & Delivery	Construction Industry Tax Scheme	14/04/15	Substantial		3	3	0
Cultural Services	Foreshore & Lettings - Allotments	14/04/15	Substantial		12	12	0
Information & Business Change	Physical & Environmental Controls	15/04/15	Substantial		6	6	0
Education Planning & Resources	Gowerton Primary School	18/05/15	Substantial		5	5	0
Waste Management & Parks	Grounds Maintenance - Stores/Ordering	18/05/15	Substantial		6	6	0
Education Inclusion	Behaviour & Learning Support	20/05/15	Substantial		13	13	0
Finance & Delivery	Petty Cash Accounts	17/06/16	Substantial		9	9	0
Education Planning & Resources	Music Service	09/04/15	Moderate		14	14	0
Finance & Delivery	Accounts Receivable	22/05/15	Moderate		12	12	0
<b>Total</b>					<b>131</b>	<b>131</b>	<b>0</b>

## INTERNAL AUDIT PLAN 2015/16 - PROGRESS TO 30/06/15

Head of Service	Risk Rating	Progress
<b>Head of Education Planning &amp; Resources</b>		
Bishopston Primary School	Medium	Planned
Cila Primary School	Medium	In Progress
Clydach Primary School	Medium	Planned
Crwys Primary School	Medium	In Progress
Cwmglas Primary School	Medium	In Progress
Gors Community Primary School	Medium	Planned
Gorseinon Primary School	Medium	Planned
Gwrosydd Primary School	Medium	Planned
Hendrefoilan Primary School	Medium	Planned
Knelston Primary School	Medium	Planned
Pen-y-Fro Primary School	Medium	Planned
Penyrheol Primary School	Medium	Planned
Pontarddulais Primary School	Medium	Planned
Portmead Primary School	Medium	In Progress
St Helens Primary School	Medium	Planned
St Josephs Catholic Primary School	Medium	Planned
Townhill Community Primary School	Medium	Planned
Trallwn Primary School	Medium	Planned
Waun Wen	Medium	In Progress
YGG Y Login Fach	Medium	Planned
Primary School Self Assessment	Medium	Planned
Birchgrove Comprehensive School	Medium	In Progress
Bishop Gore Comprehensive School	Medium	In Progress
Bishop Vaughan Catholic Comprehensive School	Medium	Planned
Dylan Thomas Community School	Medium	Planned
Ysgol Penybryn	Medium	Planned
School Funding & Information	Medium/High	Planned
School Kitchens	Medium	Planned
Civic Centre Catering	Medium	Draft
Swansea Children's Centre	Medium	In Progress
<b>Head of Education Improvement</b>		
Arts in Education	Medium	Draft
<b>Head of Education Inclusion</b>		
Access to Learning - Management & Admin	Medium	Planned
Psychology Service	Medium	Planned
Recoupment	Medium	Planned
SEN Statementing & Support	Medium	Planned
Behaviour & Learning Support	Medium/Low	Final
Education Welfare Service	Medium	Draft

## INTERNAL AUDIT PLAN 2015/16 - PROGRESS TO 30/06/15

Head of Service	Risk Rating	Progress
<b>Education - Other</b>		
Community Focused Childcare Grant	N/A	Planned
School Uniform Grant	N/A	Planned
Foundation Phase Grant	N/A	Not Required
Schools Annual Report	N/A	In Progress
<b>Head of Child and Family Services</b>		
Youth Offending Service	Medium/High	Planned
Use of Taxis - Authorisation	Medium	Draft
Safeguarding	New	Planned
<b>Head of Adult Services</b>		
Unified Assessment of Care	Medium	Planned
Taxi Framework Contract	Medium/High	Draft
Supporting People Grant	N/A	Planned
Victoria Park Kiosk	Medium/Low	Draft
Adult Family Placements	New	Planned
Establishments - Self Assessment Checklist	Medium/High	In Progress
<b>Directorate Services</b>		
No audits planned		
<b>Head of Poverty &amp; Prevention</b>		
Partnerships, Performance & Commissioning	New	Planned
Young Peoples Service	Medium	In Progress
Community Food Growing Team	Medium	Not Required
Info-Nation	New	Planned
Community Safety & CCTV	Medium	In Progress
Welsh Government Youth Strategy Grant	N/A	Not Required
<b>Head of Corporate Building &amp; Property Services</b>		
Heol y Gors - Estimating	Medium	Planned
Heol y Gors - Plant	Medium	Planned
Day to Day Repairs - Maintenance Section	Medium/High	Planned
Facilities Management	Medium/Low	Draft
Mail Room	New	Not Required
<b>Head of Waste Management</b>		
Domestic Refuse Collection	Medium	Planned
Waste Enforcement	New	Planned
Parks Central Operations	Low	Planned
<b>Head of Highways &amp; Transportation</b>		
Concessionary Bus Fares	N/A	Planned
Car Parks	Medium/High	Planned
Taxi Framework Contract	Medium	Planned
Clydach Depot - Stores	Medium	Planned
Clydach Depot - Plant	Medium	Planned
Streetworks	Medium	In Progress

## INTERNAL AUDIT PLAN 2015/16 - PROGRESS TO 30/06/15

Head of Service	Risk Rating	Progress
Central Transport Unit - Fleet Maintenance	Medium/High	Planned
Central Transport Unit - Fleet/Spot Hire	Medium	In Progress
Central Transport Unit - Fuel	Medium	Planned
Highways Trading Account	New	Planned
<b>Head of Housing &amp; Public Protection</b>		
Eastside District Housing Office	Medium	In Progress
Gorseinon District Housing Office	Medium	In Progress
West Cross District Housing Office	Medium	In Progress
Leasehold Properties	Medium	In Progress
Asylum Seekers	Medium/High	Not Required
Housing Partnerships	Medium	Planned
National Home Improvement Loan Scheme	New	Deferred
Sheltered Housing Service	New	Planned
Burials & Cremations	Medium	In Progress
Trading Standards Division	Medium	Planned
Trading Standards NTSB Grant	N/A	Planned
Rechargeable Works	Medium	Planned
<b>Head of Cultural Services</b>		
Bishopston Sports Centre	Medium/Low	Planned
Pentrehafod Sports Centre	Medium/Low	Planned
Spot Checks	N/A	Planned
Grand Theatre	Medium/High	Planned
Branch Libraries	Medium/Low	Planned
<b>Head of Economic Regeneration and Planning</b>		
European Unit	Medium	Not Required
Rights of Way	New	Planned
Rural Development Plan	High	Planned
Planning & Enforcement	New	Planned
Planning - AONB	New	Planned
<b>Head of Communications &amp; Customer Engagement</b>		
Executive Board Support	Medium	In Progress
Web Development	New	Planned
<b>Head of Legal, Democratic Services &amp; Procurement</b>		
Coroners Service	Medium/High	In Progress
P Cards	Medium	In Progress
Election Expenses	N/A	Planned
<b>Head of Human Resources &amp; Organisational Development</b>		
Flexicard Machines & Security	Medium/High	Planned
HR Policies	New	Planned
Employment of Agency Staff	New	Planned



## INTERNAL AUDIT PLAN 2015/16 - PROGRESS TO 30/06/15

Head of Service	Risk Rating	Progress
<b>Head of Information &amp; Business Change</b>		
Project Management Methodology	New	Planned
Information Management	New	Planned
ICT Contract Transfer	New	In Progress
<b>Head of Finance &amp; Delivery</b>		
Civic Centre Cash Office	Medium/High	Final
Write-off Requests by Departments	N/A	In Progress
Cashiers Write Offs	N/A	Planned
Bank Reconciliation	High	Planned
Petty Cash Accounts	Medium	Final
Insurance	Medium	In Progress
Grants Receivable	Medium/High	Planned
Leasing	Medium	Final
Taxation - VAT	Medium	Planned
Income Tax - Self Employed	Medium	Planned
Pension Fund Other	New	Planned
Trusts and Charities	New	Planned
Budget Strategy & Setting Process	New	Planned
NPT DEAR Grant	N/A	Final
Private Residential Care Charges	Medium/High	Planned
Social Services Debt Recovery	High	Planned
Short Term Care	Medium	Planned
<b>Fundamental Systems</b>		
Payroll	High	Planned
Pensions Administration	High	Planned
Teachers Pensions	Medium	Planned
Accounts Receivable	High	Planned
Business Rates	Medium	Planned
Pension Fund Investments	High	Planned
Housing Rents	Medium	Planned
Accounts Payable	Medium	Planned
Housing & Council Tax Benefit	Medium	Planned
Capital Accounting	Medium	Planned
Main Accounting	Medium	Planned

## INTERNAL AUDIT PLAN 2015/16 - PROGRESS TO 30/06/15

Head of Service	Risk Rating	Progress
<b>Contract Audits - Systems</b>		
<b>Legal</b>		
Acceptance of Tenders	Medium	Planned
Liquidations	Medium/High	Planned
<b>Procurement</b>		
Contract Register	Medium	Planned
<b>Highways &amp; Transportation</b>		
Business Case, Tendering & Evaluation	Medium	Planned
Control of Contracts	Medium	Planned
<b>Corporate Building Services</b>		
Tendering	Medium	Planned
<b>Finance/Legal</b>		
Insurance Cover & Performance Bonds	New	Planned
<b>Computer Audits</b>		
ICT Data Storage	Medium	Planned
ICT Assets	Medium	Planned
Firewall Controls - Corporate	Medium	Planned
Firewall Controls - Education	Medium	Planned
Virtual Server Environment	New	Planned
Payment Card Industry - Data Security Standard	Medium	Planned
Disaster Recovery & Business Continuity	Medium/High	Planned
GCSX & Encryption	New	Planned
Change Control ISiS	High	Planned
<b>Projects and Special Investigations</b>		
P Card Review of Purchases	N/A	In Progress
Departmental Gifts & Hospitality Registers	New	In Progress
Review of Corporate Risks	New	Planned
Added Value Work	New	Planned

## Report of the Head of Finance & Delivery

Audit Committee – 18 August 2015

### DEBT WRITE OFFS - BRIEFING

**Purpose:** This report provides details of the debts written off by the Council in the last 3 financial years and an outline of the robust debt recovery procedures that are followed by services before a debt is submitted for write off.

**Report Author:** Paul Beynon

**Finance Officer:** Paul Beynon

**Legal Officer:** Sharon Heys

**Access to Services Officer:** Sherill Hopkins

#### FOR INFORMATION

#### 1. Introduction

1.1 PwC presented the Report on Deficiencies in Internal Controls 2013/14 report to the Audit Committee in November 2014. One of the issues raised in the report was a delay in writing off a small number of batches of invoices in excess of £10,000. The implication being that if write offs are not actioned promptly then the Council's debtors balance may be over stated.

1.2 Following the PwC report, the Audit Committee resolved that an update report be provided regarding bad debt write offs

1.3 This report provides details of the debts written off by the Council over the last 3 financial years and an outline of the robust debt recovery procedures followed by services before a debt is submitted for write off.

#### 2. Financial Procedure Rules

2.1 The authority to write off debts is contained in Financial Procedure Rule 11.6 which states the following

*'Debts which are not recoverable must be written off. The Chief Financial Officer must approve all write offs of debt up to £10,000. Debts above £10,000 may be written off with the approval of the Chief*

*Financial Officer, the Cabinet Member with responsibility for Finance and the Cabinet Member responsible for the relevant service'*

### 3. Debts Written Off 2012/13 – 2014/15

3.1 The following table shows the value of debts written off in the last 3 financial years broken down over the various types of income collected

<b>Type of Income</b>	<b>2012/13 £</b>	<b>2013/14 £</b>	<b>2014/15 £</b>
Council Tax	339,625.98	445,920.08	689,664.12
Business Rates	690,400.03	732,686.54	694,121.40
Business Improvement District	8,188.10	4,569.79	5,450.41
Housing Benefits Overpayments	131,782.13	142,229.71	117,434.49
Accounts Receivable	315,415.16	445,946.07	698,057.94
Housing Rent Former Tenant Arrears	292,850.47	295,899.03	376,395.83
Estate Rentals	71,596.85	16,224.43	97,837.50
Home/Domiciliary Care	25,847.47	0.00	0.00
Community Meals	10,461.31	0.00	0.00
Chief Cashiers Imprest	676.85	3,828.98	805.14
<b>Total</b>	<b>1,886,844.35</b>	<b>2,087,304.63</b>	<b>2,679,766.83</b>

3.2 The increase in Accounts Receivable write offs in 2014/15 was due to the write off of debts in excess of £10,000 many of which were raised prior to 2006. The total value of debts in excess of £10,000 written off in 2014/15 was just over £550,000 which included the debts referred to by PwC in their Deficiencies in Internal Controls report mentioned in 1.1 above. As such many these write offs are long standing and are not necessarily a reflection of current collection performance.

3.3 The figures above relate to the year in which the debt was actually written off – not the year in which it was raised.

3.4 Debts may be deemed to be irrecoverable for many reasons e.g. debtor deceased, debtor bankrupt or in liquidation, debtor cannot be traced, value of debt too small to justify further recovery action, advice from Head of Legal, Democratic Services and Procurement, insufficient evidence to enforce debt, genuine dispute over liability, all avenues of recovery exhausted.

3.5 Before a debt is considered to be irrecoverable and submitted for write off, every effort is made to collect the debt via the services established debt recovery procedures. A brief description of the debt recovery

procedures for the most significant types of income is shown in paragraph 4 below.

- 3.6 A review of service debt recovery procedures is made as part of each internal audit of the service to confirm that they are robust and effective.
- 3.7 Schedules of debts for write off are submitted to the Internal Audit Section and before being submitted to the Head of Finance and Delivery, the schedules have to be signed by the service manager, Head of Legal, Democratic Services and Procurement and the Chief Auditor to confirm that all avenues of recovery have been exhausted.
- 3.8 Where a debt has been written off due to the debtor not being traced, should the whereabouts of the debtor subsequently become known then the debt will be re-instated
- 3.9 The important point to make is that the write off of debt is always the last resort and all other available avenues of recovering the debt will have been fully exhausted before a debt is submitted for write off.
- 3.10 In reviewing the Council's annual debtor position as part of the annual Statement of Accounts process, our external auditors will wish to be satisfied that the figures stated are realistic in terms of collection. It is important, therefore, that regular reviews are undertaken of debt outstanding and appropriate write off action is taken where appropriate.
- 3.11 While the overall figures would appear to be substantial in value, they have to be read in the context of the value of overall debt raised – for example in excess of £100million annually for Council Tax. As an example during 2014/15 the Council collected 97.2% of all Council Tax due in year which is spot on the all Wales average with the expectation that, over the following years, the overall collection rate will exceed 98%.
- 3.12 Appropriate provision has consistently been made in the closing of accounts process on an annual basis to account for debt write offs.

#### **4. Debt Recovery Procedures**

- 4.1 A brief outline of the debt recovery procedures for the most significant types of debt is shown below

##### **Council Tax**

- 4.2 A demand notice is followed by a reminder notice and then a request to the Magistrates Court to issue a liability order. If the debtors does not pay or make an agreement to pay then the Council will seek an attachment of earnings or attachment of benefits order to collect the

debt. Further action will include referral to external bailiffs for collection and if that is not successful other options are considered in appropriate circumstances such as imprisonment via a committal order, bankruptcy or a charging order against the debtor's property.

### **Business Rates**

- 4.3 A demand notice is followed by a reminder notice and then a request to the Magistrates Court to issue a liability order. If the debtor does not pay or make an agreement to pay, the debt is sent to the Council's external bailiffs. If recovery is still unsuccessful then applying for bankruptcy or winding up order is considered in appropriate cases.
- 4.4 There have been recent changes to bankruptcy thresholds which may make this option less effective in future for the recovery of Council Tax and Business Rates debt. With effect from October 2015 a creditor must be owed a minimum of £5,000 before bankruptcy proceedings can commence, the current limit is £750. This is more likely to impact on Council Tax where the total debt owed is likely to be less than £5,000.

### **Housing Benefits Overpayments**

- 4.5 Where a debtor is still in receipt of ongoing benefit then the overpayment is recovered from the ongoing benefit. Where there is no ongoing benefit, an invoice is sent followed by a reminder notice and if no payment is made the debt is referred to Legal for recovery action via the County Court

### **Accounts Receivable**

- 4.6 Invoices are followed by reminder letters and a court warning notice if the invoice remains unpaid. Attempts are made to contact the debtor by telephone or e-mail and a further warning letter is sent prior to the debt being referred to Legal for court action. A full range of debt recovery methods are used including instalment plans, securing the debt using voluntary or forced charging orders, Third Party Debt Orders as well as obtaining County Court judgements and using the High Court Enforcement Office. All debts over 60 days old are referred to the relevant Head of Service on a quarterly basis. The Accounts Receivable Section uses a full range of management reports to monitor outstanding debt levels and to alert Heads of Service to any issues in their service area, and levels of outstanding debt are reported to monthly Directorate Performance and Financial Monitoring meetings.

### **Housing Rent – Former Tenant Arrears**

- 4.7 Former tenant recovery procedures are in place and all efforts to recover debts are taken. Where a forwarding addresses is available

then recovery action is taken, this will include letters, home visits, texts and e-mails. Various payment methods are offered and when appropriate this will include DWP direct payments. Both Experian and the Prisoner Location service are used to locate forwarding addresses.

### **Estate Rentals**

- 4.8 Once an account is identified as in arrears, a reminder letter is sent to the tenant. If payment is not forthcoming a 'stronger' reminder is issued giving a payment deadline. If payment is still not received, instructions are passed to the Debt Recovery team within Legal. The instructions, depending on the level of debt may be to pursue payment, secure a charging order or instruct High Court enforcement agents. Debts are written off only after the legal process has been exhausted and either the tenant cannot be traced, has gone into liquidation/receivership or there is no realistic prospect of securing payment.

### **5. Equality and Engagement Implications**

- 5.1 There are no equality and engagement implications associated with this report.

### **6. Financial Implications**

- 6.1 There are no financial implications associated with this report.

### **7. Legal Implications**

- 7.1 There are no legal implications associated with this report

**Background Papers:** None.

**Appendices:** None.

# Agenda Item 13

## Report of the Head of Finance & Delivery

Audit Committee – 18 August 2015

### AUDIT COMMITTEE – WORKPLAN

<b>Purpose:</b>	This report details the Audit Committee Workplan to May 2016.
<b>Report Author:</b>	Paul Beynon
<b>Finance Officer:</b>	Paul Beynon
<b>Legal Officer:</b>	Sharon Heys
<b>Access to Services Officer:</b>	Catherine Window

#### FOR INFORMATION

#### 1. Introduction

- 1.1 The Audit Committee's Workplan to May 2016 is attached in Appendix 1 for information

#### 2. Equality and Engagement Implications

- 2.1 There are no equality and engagement implications associated with this report.

#### 3. Financial Implications

- 3.1 There are no financial implications associated with this report.

#### 4. Legal Implications

- 4.1 There are no legal implications associated with this report

**Background Papers:** None

**Appendix 1 – Audit Committee Workplan 2015/16**



## AUDIT COMMITTEE WORKPLAN 2015/16

Date of Meeting	Reports
18 August 2015	Section 106 Audit - Update Corporate Fraud Team - Presentation Wales Audit Office – Corporate Assessment Draft Statement of Accounts 2014/15 Draft Annual Governance Statement 2014/15 PwC Annual Audit 2014/15 - Interim Report Internal Audit Annual Report 2014/15 Internal Audit Monitoring Report Q1 2015/16 Bad Debt Write Offs – Briefing
20 October 2015	Corporate Governance Review – Update Chair of Scrutiny Programme Committee Wales Audit Office Performance Audit – Mid Term Report Housing Benefit Investigation Team Annual Report 2014/15 Annual Report of School Audits 2014/15 Audited Statement of Accounts 2014/15 PwC ISA 260 Report 2015/16 Audit Committee Annual Report 2014/15 – follow up
15 December 2015	WLGA Peer Review – Progress Update PwC Controls Report 2014/15 PwC Annual Audit Letter 2014/15 Risk Management Half Yearly Review 2015/16 Internal Audit Monitoring Report Q2 2015/16 Recommendations Tracker Report 2014/15
16 February 2016	Wales Audit Office Performance Audit Update Internal Audit Monitoring Report Q3 2015/16 Internal Audit Plan 2016/17 - Methodology Audit Committee Review of Performance 2015/16
19 April 2016	External Auditor Annual Financial Audit Outline 2015/16 Internal Audit Charter 2016/17 Internal Audit Annual Plan 2016/17 Risk Management Annual Review 2015/16 Draft Audit Committee Annual Report 2015/16