



Neath Port Talbot  
Castell-nedd Port Talbot

County Borough Council Cyngor Bwrdeistref Sirol

**Draft-Unaudited**

**Statement**

**of**

**Accounts**

**2018/19**

# CONTENTS

| <b>Section</b>                                 | <b>Page</b> |
|--|-------------|
| Narrative Report                               | 1-6         |
| Statement of Responsibilities                  | 7           |
| Expenditure and Funding Analysis               | 8           |
| Comprehensive Income and Expenditure Statement | 9           |
| Movement in Reserves Statement                 | 10          |
| Balance Sheet                                  | 11          |
| Cash flow Statement                            | 12          |
| Notes to the Accounting Statements             | 13-80       |
| Governance Statement                           | 81-111      |
| Auditors Report                                | 112-114     |
| Glossary of Terms                              | 115-117     |

# NARRATIVE REPORT

## 1. INTRODUCTION

Welcome to the financial statements for Neath Port Talbot County Borough Council. The financial statements have been prepared in accordance with the requirements of the Code of Practice on Local Authority Accounting (the Code) that is based on International Financial Reporting Standards (IFRS).

The purpose of this narrative report is to provide a guide to the main statements contained in the accounts and to comment on and summarise the Council's overall financial performance for the year.

A glossary is provided at the end of the Statement of Accounts, which provides a description of some of the specialist terms used in the document.

## 2. ACCOUNTING STATEMENTS

The Statement of Accounts is made up of a number of statements that are accompanied by explanatory notes. The following paragraphs provide an explanation of the purpose of the information included within these Statements.

### **Statement of Responsibilities**

This Statement, included at the front of the Statement of Accounts, sets out the respective responsibilities of the Authority and the Section 151 officer.

### **Expenditure and Funding Analysis**

The Expenditure and Funding Analysis starts by showing how annual expenditure is used and funded from resources, such as government grants, council tax and business rates. It then updates this position to show those resources consumed or earned by authorities in accordance with generally accepted accounting practices. It also shows how this expenditure is allocated for decision making purposes between directorates, which reflect the Council's management structure. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement.

### **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 and this may be different from the accounting cost. The taxation position is shown in the Movement in Reserves Statement.

### **Movement in Reserves Statement**

This shows the movement in the year on the different reserves held by the Authority, analysed into usable reserves, that is, those that can be applied to fund expenditure or reduce local taxation and other 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

# NARRATIVE REPORT

Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund Balance.

## **Balance Sheet**

This Statement shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Authority. The net assets of the Authority, that is its 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, that is, 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 includes 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". Trust Fund balances are not included as these represent assets held in trust for third parties rather than in ownership of the Authority.

## **Cash Flow Statement**

This 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 borrowing to the Authority.

# NARRATIVE REPORT

## 3. REVENUE SPENDING IN 2018/19

The Authority's Budget Requirement for 2018/19 was set at £282.855m. Actual spending compared to the budget was as follows:

| <b>Council Management Accounts</b>              | <b>Revised<br/>Budget<br/>£000</b> | <b>Actual<br/>£000</b> |
|---|------------------------------------|------------------------|
| <b>Expenditure</b>                              |                                    |                        |
| Directly Controlled Expenditure                 | 238,215                            | 239,626                |
| Capital Financing                               | 18,573                             | 18,451                 |
| Levies, Contributions and Miscellaneous Funds   | 7,439                              | 7,437                  |
| Council Tax Support                             | 17,841                             | 17,241                 |
| Contingencies and Reserves                      | 727                                | (896)                  |
| <b>Net Expenditure</b>                          | <b>282,795</b>                     | <b>281,859</b>         |
| <b>Income</b>                                   |                                    |                        |
| Revenue Support Grant / NNDR                    | (212,341)                          | (212,341)              |
| Council Tax                                     | (70,730)                           | (70,730)               |
| Less Discretionary Rate Relief                  | 216                                | 224                    |
| <b>Total Income/Budget Requirement</b>          | <b>(282,855)</b>                   | <b>(282,847)</b>       |
| <b>NET BUDGET (SURPLUS)/DEFICIT TO BALANCES</b> | <b>(60)</b>                        | <b>(988)</b>           |
| <b>General Fund Working Balance</b>             |                                    |                        |
| Opening Working Balance 1st April               |                                    | (19,980)               |
| Movement in Balance                             |                                    | (988)                  |
| Closing Working Balance 31st March              |                                    | <b>(20,968)</b>        |

## 4. CAPITAL SPENDING IN 2018/19

|   | <b>Actual<br/>£000</b> |
|---|------------------------|
| <b>Capital investment</b>                 | <b>43,395</b>          |
| <b>The expenditure was financed by:</b>   |                        |
| Government Grants and Other Contributions | (20,196)               |
| Loans                                     | (22,593)               |
| Direct Revenue Contributions and Reserves | (606)                  |
|   | <b>(43,395)</b>        |

# NARRATIVE REPORT

## 5. EXTERNAL DEBT

At the year end, the Authority's total external debt was £283.324m, which excludes accrued interest of £3.117m that is included within debt in the balance sheet. Sources of borrowing include the Public Works Loan Board and Banks for long term borrowing and other financial institutions for short term borrowing.

## 6. RESERVES AND BALANCES AT 31<sup>ST</sup> MARCH 2019

|   | <b>Actual<br/>£000</b> |
|---|------------------------|
| Earmarked reserves to support revenue expenditure | 39,514                 |
| Revenue reserve to support capital expenditure    | 912                    |
| General Reserve Working Balances                  | 20,968                 |
| <b>Total General Reserve Balance</b>              | <b>61,394</b>          |

## 7. REVALUATION OF ASSETS

The net book value of assets decreased during 2018/19 by £0.848m. There was a £10.053m loss relating to the revaluation of assets undertaken by the Director of Environment.

The Authority's Property, Plant and Equipment are valued on a 5 year rolling programme by the Director of Environment in accordance with the Royal Institute of Chartered Surveyors Statements of Asset Valuation Practice.

The significant assumption applied when estimating the fair value of Property, Plant and Equipment is that the asset will continue in its existing use. Where there is a market value for the asset, its value will be determined with reference to the market, but in instances where no market exists for an asset, Depreciated Replacement Cost, which is the current cost of replacing an asset with the modern equivalent asset less deductions for physical deterioration and all relevant forms of obsolescence and optimisation, will be used as the basis of valuation.

During 2018/19, the following categories of assets were revalued:

- Transportation was valued as at 1st December 2018 on a Current Value Existing Use Valuation and Current Value Depreciated Replacement Cost basis;
- Garage Compound Plots and Domestic Garages were valued as at 1st December 2018 on a Current Value Existing Use Valuation basis;
- Outdoor Leisure was valued as at 1st February 2019 on a Current Value Existing Use Valuation, Current Value Depreciated Replacement Cost and Fair Value Existing Use Valuation basis.

Assets held for sale are valued annually and twenty one assets with a value of £3.5m were valued at 31st March 2019.

# NARRATIVE REPORT

## 8. INTERNATIONAL ACCOUNTING STANDARD 19 - PENSIONS

The Accounts comply with the requirements of the above standard with the revenue accounts reflecting the current year cost of pension provision to employees as advised by the Pension Fund Actuary. The Balance Sheet contains the Actuary's assessment of the Authority's share of the Pension Fund liability at 31<sup>st</sup> March.

The pension fund liability disclosed in the Balance Sheet is the total projected deficit that exists over the expected life of the Fund. This deficit changes 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.

## 9. SIGNIFICANT PROVISIONS

There are three significant provisions:

- An insurance provision of £3.4m to cover the likely cost of settling outstanding insurance liabilities. This is made up of a long term provision of £2.1m and a short term provision of £1.3m.
- A provision of £0.9m for Housing Warranties following the transfer of the Housing stock to Tai Tarian (formerly Neath Port Talbot Homes) in March 2011.
- A provision of £0.8m to provide the costs of early retirements and redundancies which have been agreed by 31<sup>st</sup> March 2019, with leaving dates during 2019/20.

## 10. GROUP ACCOUNTS

There is a requirement for local authorities to produce Group Accounts to recognise material financial or controlling interests in companies, voluntary organisations, public bodies, etc. An assessment was made of all such interests and this did not identify any relationship which is considered material, therefore, Group Accounts have not been prepared.

## 11. IMPACT OF CURRENT ECONOMIC CLIMATE ON THE AUTHORITY

The Council continues to operate in an environment where further savings, cuts and income generation proposals are required to set its annual budget. It involves stakeholders as part of its consultation process to help to identify the savings required.

In setting the Budget, Members have to consider the requirement of delivering its statutory services, as well as those other services that the public and users have come to expect. The challenge has been to set a budget at activity levels that are sustainable and equitable. Members also have to consider the demand for services and changes to these services in light of the impact on:

- Service users
- Employees
- Legislation including the Equality Act 2010 and Wellbeing of Future Generations (Wales) Act 2015 considerations

# NARRATIVE REPORT

- Income generation
- Council tax level

The Welsh Government's headline figures for the funding settlement for 2019/20 are 0.7% for the Council, with the All Wales position at 0.2%. The Welsh Government has only published budget plans for 2019/20, as they await the outcome of the UK Government Spending Review, due for publication later in 2019.

The UK Government has stated that austerity has come to an end, but the uncertainty around the financial impact of Brexit and the outcome of the spending review means that we will not receive clarification on future funding until later in 2019. This Council will prepare further work to update its Forward Financial Plan when this information is available, but currently predicts that further savings will be required to address a predicted shortfall of £53m over the next three years.

## **12. CHANGE IN ACCOUNTING POLICIES**

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

## **13. FURTHER INFORMATION**

Further information relating to the accounts can be obtained from the Director of Finance and Corporate Services, Neath Port Talbot County Borough Council, Civic Centre, Port Talbot, SA13 1PJ.



# STATEMENT OF RESPONSIBILITIES

## 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 Director of Finance and Corporate Services;
- Manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets;
- Approve the Statement of Accounts.

## DIRECTOR OF FINANCE & CORPORATE SERVICES RESPONSIBILITIES

The Director of Finance and Corporate Services is responsible for the preparation of the Authority's Statement of Accounts in accordance with proper practice 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 Director of Finance and Corporate Services 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 Director of Finance and Corporate Services has also:

- kept proper accounting records which were up to date;
- taken reasonable steps for the prevention and detection of fraud and other irregularities;
- ensured that the accounts show a true and fair view of the financial position of the Authority as at the date of preparation and of its expenditure and income for the year ended 31<sup>st</sup> March 2019.



**Director of Finance and Corporate Services**

**Date: 22<sup>nd</sup> May 2019**

# EXPENDITURE AND FUNDING ANALYSIS

| Restated 2017/18                               |               |   |  | 2018/19  |               |   |
|--|---------------|---|--|--|---------------|---|
| Net Expenditure chargeable to the General Fund | Adjustments   | Net Expenditure in the Comprehensive Income and Expenditure Statement |  | Net Expenditure chargeable to the General Fund | Adjustments   | Net Expenditure in the Comprehensive Income and Expenditure Statement |
| £000   | £000          | £000  |  | £000   | £000          | £000  |
| 104,122  | 13,688        | 117,810   | Education, Leisure & Lifelong Learning | 108,632  | 11,082        | 119,714   |
| 74,913   | 2,419         | 77,332  | Social Services, Health & Housing      | 79,981   | 3,472         | 83,453  |
| 32,975   | 19,065        | 52,040  | Environment                            | 35,564   | 24,277        | 59,841  |
| 17,532   | 990           | 18,522  | Corporate Services                     | 17,768   | 629           | 18,397  |
| (142)  | -             | (142)   | Other Housing Services                 | (286)  | 99            | (187)   |
| 22,550   | (8,371)       | 14,179  | Other Central Services                 | 23,281   | (9,212)       | 14,069  |
| <b>251,950</b>                                 | <b>27,791</b> | <b>279,741</b>  | <b>Net Cost of Services</b>            | <b>264,940</b>                                 | <b>30,347</b> | <b>295,287</b>  |
| (260,142)                                      | (15,147)      | (275,289)   | Other Income & Expenditure             | (266,865)                                      | (5,980)       | (272,845)   |
| <b>(8,192)</b>                                 | 12,644        | <b>4,452</b>  | <b>Surplus or deficit</b>              | <b>(1,925)</b>                                 | 24,367        | <b>22,442</b>   |
| <b>51,277</b>                                  |               |   | <b>Opening General Fund Balance</b>    | <b>59,469</b>                                  |               |   |
| <b>8,192</b>                                   |               |   | In Year Movement Surplus / (Deficit)   | <b>1,925</b>                                   |               |   |
| <b>59,469</b>                                  |               |   | <b>Closing General Fund Balance</b>    | <b>61,394</b>                                  |               |   |

Further information in relation to the adjustments column in the Expenditure and Funding Analysis can be found in note 4.

# COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

| Restated 2017/18  |                  |                 |      | 2018/19           |                  |                 |
|-------------------|------------------|-----------------|------|-------------------|------------------|-----------------|
| Gross Expenditure | Gross Income     | Net Expenditure | Note | Gross Expenditure | Gross Income     | Net Expenditure |
| £000              | £000             | £000            |      | £000              | £000             | £000            |
| 152,226           | (34,416)         | 117,810         |      | 157,070           | (37,356)         | 119,714         |
|                   |                  |                 |      |                   |                  |                 |
| 115,736           | (38,404)         | 77,332          |      | 116,821           | (33,368)         | 83,453          |
|                   |                  |                 |      |                   |                  |                 |
| 77,804            | (25,764)         | 52,040          |      | 83,613            | (23,772)         | 59,841          |
| 21,649            | (3,127)          | 18,522          |      | 26,020            | (7,623)          | 18,397          |
| 55,073            | (55,215)         | (142)           |      | 49,688            | (49,875)         | (187)           |
| 14,693            | (514)            | 14,179          |      | 14,446            | (377)            | 14,069          |
| <b>437,181</b>    | <b>(157,440)</b> | <b>279,741</b>  |      | <b>447,658</b>    | <b>(152,371)</b> | <b>295,287</b>  |
| 22,669            | -                | 22,669          | 8    | 20,394            | -                | 20,394          |
| 21,206            | (569)            | 20,637          | 9    | 22,488            | (509)            | 21,979          |
| -                 | (318,595)        | (318,595)       | 10   | -                 | (315,218)        | (315,218)       |
| <b>481,056</b>    | <b>(476,604)</b> | <b>4,452</b>    |      | <b>490,540</b>    | <b>(468,098)</b> | <b>22,442</b>   |
|                   |                  |                 |      |                   |                  |                 |
|                   |                  | (9,712)         | 22   |                   |                  | 5,567           |
|                   |                  | 129             | 22   |                   |                  | -               |
|                   |                  | (2,400)         | 22   |                   |                  | 30,450          |
|                   |                  | <b>(11,983)</b> |      |                   |                  | <b>36,017</b>   |
|                   |                  | <b>(7,531)</b>  |      |                   |                  | <b>58,459</b>   |

## MOVEMENTS IN RESERVES STATEMENT

|   | General Fund<br>Balance | Capital Receipts<br>Reserves | Capital Grants<br>Unapplied | Total Usable<br>Reserves | Unusable<br>Reserves | Total Authority<br>Reserves |
|---|-------------------------|------------------------------|-----------------------------|--------------------------|----------------------|-----------------------------|
|   | £000                    | £000                         | £000                        | £000                     | £000                 | £000                        |
| <b>Balance at 31st March 2017</b>   | 51,277                  | 5,641                        | 7,903                       | <b>64,821</b>            | (65,867)             | <b>(1,046)</b>              |
| <b>2017/18</b>  |                         |                              |                             |                          |                      |                             |
| <b>Movement in reserves during 2017/18</b>  |                         |                              |                             |                          |                      |                             |
| Total Comprehensive Income and Expenditure  | (4,452)                 | -                            | -                           | <b>(4,452)</b>           | 11,983               | <b>7,531</b>                |
| Adjustments between accounting basis and funding basis under regulations (Note 6) | 12,644                  | 1,159                        | 2,205                       | <b>16,008</b>            | (16,008)             | -                           |
| <b>Increase/(Decrease) in Year</b>  | <b>8,192</b>            | <b>1,159</b>                 | <b>2,205</b>                | <b>11,556</b>            | <b>(4,025)</b>       | <b>7,531</b>                |
| <b>Balance at 31st March 2018</b>   | 59,469                  | 6,800                        | 10,108                      | <b>76,377</b>            | (69,892)             | <b>6,485</b>                |
| <b>2018/19</b>  |                         |                              |                             |                          |                      |                             |
| <b>Movement in reserves during 2018/19</b>  |                         |                              |                             |                          |                      |                             |
| Total Comprehensive Income and Expenditure  | (22,442)                | -                            | -                           | <b>(22,442)</b>          | (36,017)             | <b>(58,459)</b>             |
| Adjustments between accounting basis and funding basis under regulations (Note 6) | 24,367                  | 171                          | 369                         | <b>24,907</b>            | (24,907)             | -                           |
| <b>Increase/(Decrease) in Year</b>  | <b>1,925</b>            | <b>171</b>                   | <b>369</b>                  | <b>2,465</b>             | <b>(60,924)</b>      | <b>(58,459)</b>             |
| <b>Balance at 31st March 2019</b>   | 61,394                  | 6,971                        | 10,477                      | <b>78,842</b>            | (130,816)            | <b>(51,974)</b>             |

## BALANCE SHEET

| 31st Mar<br>2018        |                               | Note | 31st Mar<br>2019        |
|-------------------------|-------------------------------|------|-------------------------|
| £000                    |                               |      | £000                    |
| 705,840                 | Property, Plant and Equipment | 11   | 704,992                 |
| 1,183                   | Heritage Assets               | 12   | 1,183                   |
| 86                      | Long Term Investments         | 13   | 86                      |
| 1,488                   | Long Term Debtors             | 13   | 1,353                   |
| <b><u>708,597</u></b>   | <b>Long Term Assets</b>       |      | <b><u>707,614</u></b>   |
| 61,178                  | Short Term Investments        | 13   | 55,135                  |
| 5,129                   | Assets Held for Sale          | 18   | 3,536                   |
| 564                     | Inventories                   | 14   | 589                     |
| 39,923                  | Short Term Debtors            | 15   | 32,454                  |
| 4,134                   | Cash and Cash Equivalents     | 17   | 3,507                   |
| <b><u>110,928</u></b>   | <b>Current Assets</b>         |      | <b><u>95,221</u></b>    |
| (9,850)                 | Short Term Borrowing          | 13   | (10,638)                |
| (61,563)                | Short Term Creditors          | 19   | (48,831)                |
| (1,981)                 | Short Term Provisions         | 20   | (2,022)                 |
| <b><u>(73,394)</u></b>  | <b>Current Liabilities</b>    |      | <b><u>(61,491)</u></b>  |
| (24,628)                | Long Term Creditors           | 13   | (18,601)                |
| (260,471)               | Long Term Borrowing           | 13   | (275,803)               |
| (450,183)               | Other Long Term Liabilities   | 37   | (495,843)               |
| (4,364)                 | Long Term Provisions          | 20   | (3,071)                 |
| <b><u>(739,646)</u></b> | <b>Long Term Liabilities</b>  |      | <b><u>(793,318)</u></b> |
| <b><u>6,485</u></b>     | <b>Net Assets</b>             |      | <b><u>(51,974)</u></b>  |
| (76,377)                | Usable Reserves               | 21   | (78,842)                |
| 69,892                  | Unusable Reserves             | 22   | 130,816                 |
| <b><u>(6,485)</u></b>   | <b>Total Reserves</b>         |      | <b><u>51,974</u></b>    |

## CASH FLOW STATEMENT

| 2017/18<br>£000 |   | Note | 2018/19<br>£000 |
|-----------------|---|------|-----------------|
| (4,452)         | Net surplus or (deficit) on the provision of services   |      | (22,442)        |
| 30,864          | Adjustments to net surplus or deficit on the provision of services for non-cash movements   | 23a  | 37,899          |
| (31,079)        | Adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities | 23b  | (17,599)        |
| (4,667)         | Net cash flows from Operating Activities  | *    | (2,142)         |
| (12,526)        | Investing Activities  | 24   | (14,612)        |
| 15,971          | Financing Activities  | 25   | 16,127          |
| (1,222)         | Net increase or decrease in cash and cash equivalents   |      | (627)           |
| 5,356           | Cash and cash equivalents at the beginning of the reporting period  |      | 4,134           |
| <b>4,134</b>    | <b>Cash and cash equivalents at the end of the reporting period</b>   | 17   | <b>3,507</b>    |

\* The cash flows for operating activities include the following items:

| 2017/18<br>£000 |                   | 2018/19<br>£000 |
|-----------------|-------------------|-----------------|
| (512)           | Interest Received | (651)           |
| 10,367          | Interest Paid     | 9,919           |

# NOTES TO THE ACCOUNTS

## 1. ACCOUNTING POLICIES

### i. General Principles

The Statement of Accounts summarises the Council's transactions for the 2018/19 financial year and its position at the year-end of 31<sup>st</sup> March 2019.

The Council is required to prepare an annual Statement of Accounts by the Accounts and Audit (Wales) Regulations 2014 (as amended by The Accounts and Audit (Wales) (Amendment) Regulations 2018), in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2018/19, supported by International Financial Reporting Standards (IFRS).

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

The accounts are prepared on a going concern basis, that is, on the assumption that the functions of the Council will continue in operational existence for the foreseeable future.

### ii. Accruals of expenditure and income

Activity is accounted for in the year that it takes place, not simply when cash payments are made or received. The changes introduced as part of IFRS 15 have not had a material impact on this Council, which applies the treatment below:

- revenue from contracts with service recipients, whether for services or the provision of goods, is recognised when (or as) the goods or services are transferred to the service recipient in accordance with the performance obligations in the contract.
- 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 borrowing is accounted for respectively as income and expenditure on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.
- where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

# NOTES TO THE ACCOUNTS

## iii. Cash and cash equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in three months or less from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value. Cash equivalents held as part of Treasury Management arrangements are included as short term investments in accordance with the CIPFA Code.

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

## iv. Prior Period Adjustments, Changes in Accounting Policies, 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, that is, in the current and future years affected by the change and do not give rise to a prior period adjustment.

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Council's financial position or financial performance. Where a change 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.

## Comprehensive Income and Expenditure Statement, Expenditure and Funding Analysis and Grant Income.

The presentation of these Statements has been restated for 2017/18, to meet the Code of Practice requirement to present the accounts in the same segmental structure as the Council, without grossing up internal support service costs. There is no net impact on the accounts, but the analysis across Council services and between income and expenditure changes by £0.6m. Further changes have been made to the EFA and grant income, which reflect an update to the allocation of other Housing Services income of £1.6m between grants and income.

## v. 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.



## NOTES TO THE ACCOUNTS

- amortisation of intangible assets attributable to the service.

The Council 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 Council in accordance with statutory guidance. Depreciation, revaluation and impairment losses and amortisation are therefore replaced by the contribution in the General Fund Balance for a 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.

### vi. Employee Benefits

#### Benefits Payable during Employment

Short term employee benefits are those due to be settled wholly within 12 months of the year end. They include such benefits as wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits for current employees and are recognised as an expense for services in the year in which employees render service to the Council. An accrual is made for the cost of holiday entitlements 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 accounting year. 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 entitlements are charged to revenue in the financial year in which the holiday absence occurs.

#### Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Council to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy and they are charged on an accruals basis to the appropriate service or, where applicable, to a corporate service segment at the earlier of when the Council can no longer withdraw the offer of those benefits or when the Council recognises costs for a restructuring.

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

#### Post-Employment Benefits

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

- the Teachers' Pension Scheme, administered by Capita Teachers' Pensions on behalf of the Department for Education (DfE).

## NOTES TO THE ACCOUNTS

- the Local Government Pensions Scheme, administered by the City and County of Swansea.

Both schemes provided defined benefits to members (retirement lump sums and pensions), earned as employees worked for the Council.

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

### The Local Government Pension Scheme

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 Council are included in the Balance Sheet on an actuarial basis using the projected unit method which is an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc., and projections of projected earnings for current employees.
- liabilities are discounted to their value at current prices.
- the assets of the City and County of Swansea Pension Fund attributable to the Council are included in the Balance Sheet at their fair value.
  - quoted securities – current bid price
  - unquoted securities – professional estimate
  - utilised securities – current bid price
  - property – market value
- the change in the net pensions liability is analysed into the following components:
  - current service cost – the increase in liabilities as a result of years of service earned this year, which is 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 Council – the change during the period in the net defined benefit liability (asset) that arises from the passage of time charged to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement – this is calculated by applying the discount rate used to measure the defined benefit obligation at

## NOTES TO THE ACCOUNTS

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.

- Remeasurements comprising:
  - the return on plan assets – excluding amounts included in net interest on the net defined benefit liability (asset), which is 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, which is 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 Council to the pension fund or directly to pensioners in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, this means that there are transfers to and from the Pensions Reserve to remove the notional debits and credits for retirement benefits and replace them with debits for the cash paid to the pension fund and pensioners 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 Council also has restricted powers to make discretionary awards of retirement benefits in the event of early retirements. Any liabilities estimated to arise as a result of an award to any member of staff, including teachers, are accrued in the year of the decision to make the award and accounted for using the same policies as are applied to the Local Government Pension Scheme.

## vii. Financial Instruments

### Financial Liabilities

Financial liabilities are recognised on the Balance Sheet when the Council 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

# NOTES TO THE ACCOUNTS

payments over the life of the instrument to the amount at which it was originally recognised.

For most of the borrowings that the Council 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.

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 Council has a policy of spreading the gain or loss over the term of the replacement loan. 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 based on a classification and measurement approach that reflects the business model for holding the financial assets and their cashflow characteristics. There are three main classes of financial assets measured at:

- amortised costs
- fair value through profit or loss, and
- fair value through other comprehensive income.

The Council's investments at 31<sup>st</sup> March 2019 have a historic rate of default of 0.002%. There is no impairment allowance included for these financial assets, as the risk is considered immaterial.

The Council's debtors position is included within the financial assets statement. This differs from the debtors reported in the balance sheet as those relating to Council Tax do not meet the definition of a financial instrument.

The Council's debts have been reviewed and although there is no significant financing component, funds have been set aside for any potential impairment. The Council has adopted a simplified approach and based the impairment on a collective assessment of the value and age of the outstanding debt. The Council continues to try to collect all income and review outstanding debt on a regular basis.

## viii. Government Grants and Contributions

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

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

## NOTES TO THE ACCOUNTS

Amounts recognised as due to the Council are not credited to the Comprehensive Income and Expenditure Statement until conditions attached to the grant or contributions have been satisfied. Conditions are stipulations that specify that the future economic benefits or service potential embodied in the asset 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 reserve. Where it has been applied, it is posted to the Capital Adjustment Account. Amounts in the Capital Grants Unapplied reserve are transferred to the Capital Adjustment Account once they have been applied to fund capital expenditure.

### Business Improvement District

A Business Improvement District scheme applies within a restricted area in Neath Town Centre. The scheme is funded by non-domestic ratepayers in this area and the Council's role is to collect the levy due and to pay these funds across to the BID Company, which is called Neath Inspired. They will use their levy to fund projects within the BID boundaries.

### ix. Heritage Assets

The Council is required to include Heritage Assets in its Statement of Accounts and to provide information in relation to other Heritage Assets not included in the Accounts. Heritage assets are defined as assets that have historical, artistic, scientific, technological, geographical or environmental qualities that are held and maintained principally for their contribution to knowledge and culture. In the absence of historic cost the insurable sum is deemed as an appropriate and relevant method of valuation. The Council's works of art were last valued by Sotheby's in 2003.

The Council does not depreciate heritage assets and some of the other measurement rules have been varied in relation to Heritage Assets as follows:

If an item suffers physical deterioration the carrying value will be reviewed and any impairment recognised in the accounts. Also, any disposals will be recognised in the accounts and disclosed as a separate note to the financial statements.

The carrying amounts of heritage assets are reviewed where there is evidence of impairment for heritage assets, e.g. where an item has suffered physical deterioration or breakage or where doubts arise as to its authenticity. Any impairment is recognised and measured in accordance with the Council's general

# NOTES TO THE ACCOUNTS

policies on impairment. Where Heritage Assets are disposed of these are accounted for in accordance with the Council's general provisions relating to the disposal of property, plant and equipment. Disposal proceeds are disclosed separately in the notes to the financial statements and are accounted for in accordance with statutory accounting requirements relating to capital expenditure and capital receipts.

Because of the diverse nature of heritage assets and the potential cost implication of obtaining specialist valuations, the Council only recognises heritage assets in the balance sheet where an insurance valuation has been undertaken and where the valuation for an individual heritage asset is £5,000 or more. These items are deemed to have indeterminate lives and a high residual value and consequently the Council does not consider it appropriate to charge depreciation.

## **x. Interest in Companies and Other Entities**

The Council holds no material value interests in companies and other entities that have the nature of subsidiaries, associates and jointly controlled entities and therefore there is no requirement to prepare group accounts. Transactions for the Council's companies are included within the Council's own single entity accounts.

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

Inventories are included in the Balance Sheet at average purchase price or latest purchase price. This is a departure from normal practice which values stock at the lower of cost or net realisable value. The effect of this departure is not material.

Long term contracts are accounted for on the basis of charging the Surplus or Deficit on the Provision of Services with the consideration allocated to the performance obligations satisfied based on the goods or services transferred to the service recipient during the financial year.

## **xii. Joint Operations**

Joint operations are arrangements where the parties that have joint control of the arrangement have rights to the assets and obligations for the liabilities relating to the arrangement. The activities undertaken by the Council in conjunction with other joint operators involve the use of the assets and resources of those joint operators. In relation to its interest in a joint operation, the Council as a joint operator recognises:

- its assets, including its share of any assets held jointly
- its liabilities, including its share of any liabilities incurred jointly
- its revenue from the sale of its share of the output arising from the joint operation
- its share of the revenue from the sale of the output by the joint operation
- its expenses, including its share of any expenses incurred jointly.

The Council is not involved in any material joint operations.

# NOTES TO THE ACCOUNTS

## xiii. Leases

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

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

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

### **The Council as 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 Council are added to the carrying amount of the asset. Premiums paid on entry into a lease are applied to writing down the lease liability. Contingent rents are charged as expenses in the periods in which they are incurred.

Lease payments are apportioned between:

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

Property, Plant and Equipment recognised under finance leases 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 Council at the end of the lease period).

The Council 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

# NOTES TO THE ACCOUNTS

the life of the lease, even if this does not match the pattern of payments, for example, where there is a rent free period at the commencement of the lease.

## **The Council as Lessor**

### ***Operating Leases***

Where the Council grants an operating lease over a property or an item of plant or equipment, the asset is retained in the Balance Sheet. Rental income is credited to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Credits are made on a straight line basis over the life of the lease, even if this does not match the pattern of payments, for example, where 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.

## **xiv. Overhead and Support Costs**

The costs of overheads and support services are charged to service segments in accordance with the Council's arrangements for accountability and financial performance.

## **xv. 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 subject to a de-minimus limit of £10,000, provided that it is probable that the future economic benefits or service potential associated with the item will flow to the Council and the cost of the item can be measured reliably. Expenditure that maintains but does not add to an asset's potential to deliver future economic benefits or service potential, such as 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 Council 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, that is, it will not lead



## NOTES TO THE ACCOUNTS

to a variation in the cash flows of the Council. In the latter case, where an asset is acquired via an exchange, the cost of the acquisition is the carrying amount of the asset given up by the Council.

Donated assets are measured initially at fair value. The difference between fair value and any consideration paid is credited to the Taxation and Non-Specific Grant Income line of the Comprehensive Income and Expenditure Statement, unless the donation has been made conditionally. Until conditions are satisfied, the gain is held in the Donated Assets Account. Where gains are credited to the Comprehensive Income and Expenditure Statement, they are reversed out of the General Fund Balance to the Capital Adjustment Account in the Movement in Reserves Statement.

The Council's Accounting Policy for adopted roads is to recognise them as donated infrastructure assets. The measurement basis for adopted roads will be historic cost in line with other operational infrastructure assets. In the case of adopted roads the historic cost will be deemed to be zero.

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

- infrastructure, community assets and assets under construction – depreciated historical cost.
- council offices – current 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 for office accommodation the measurement adopted is depreciated replacement cost (instant build).
- school buildings – current value, but because of their specialist nature, they are measured at depreciated replacement cost MEA (Modern Equivalent Asset).
- surplus assets – the current value measurement base is fair value, estimated at highest and best use from a market participant's perspective.
- all other assets – current 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 current value because of the specialist nature of an asset, depreciated replacement cost (DRC) is used as an estimate of current value.

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

Assets included in the Balance Sheet at current value are revalued sufficiently regularly to ensure that their carrying amount is not materially different from their current 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.

## NOTES TO THE ACCOUNTS

Where decreases in value are identified, they are accounted for by:

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

The Revaluation Reserve contains revaluation gains recognised since 1st 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 by:

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

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

### Depreciation

Depreciation is provided for on all Property, Plant and Equipment assets by the systematic allocation of their depreciable amounts over their useful lives. An exception is made for assets without a determinable finite useful life, such as freehold land and certain Community Assets and assets that are not yet available for use, such as assets under construction.

Depreciation is calculated on the following basis:

- other buildings – straight line allocation over the useful life of the property as estimated by the valuer.
- vehicles, plant, furniture and equipment – straight line allocation over the useful life of the assets.
- infrastructure – straight line allocation over 40 years.

## NOTES TO THE ACCOUNTS

Where an item of Property, Plant and Equipment asset has major components whose cost is significant in relation to the total cost of the item, the components are depreciated separately.

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

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

When it becomes probable that the carrying amount of an asset will be recovered principally through a sale transaction rather than through its continuing use, it is reclassified as an Asset Held for Sale. The asset is revalued immediately before reclassification and then carried at the lower of this amount and fair value less costs to sell. Where there is a subsequent decrease to fair value less costs to sell, the loss is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Gains in fair value are recognised only up to the amount of any previous losses recognised in the Surplus or Deficit on Provision of Services. 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.

Assets that are to be abandoned or scrapped are not reclassified as Assets Held for Sale.

When an asset is disposed of or decommissioned, the carrying amount of the asset in the Balance Sheet (whether Property, Plant and Equipment or Assets Held for Sale) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. Receipts from disposals, if there are any, are credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal, that is, 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. The balance of receipts is required to be credited to the Capital Receipts Reserve, and can then only be used for new capital investment, or set aside to reduce the Council's underlying need to borrow. Receipts are appropriated to the Reserve from the General Fund Balance in the Movement in Reserves Statement.

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

# NOTES TO THE ACCOUNTS

## Componentisation

Land and buildings are separate assets and will always be accounted for separately.

Where a single asset may have a number of different components each having a different 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.

- Materiality with regards to the Council's financial statements.  
Componentisation will only be considered for individual non land assets that have a net book value of more than £2.5m or 0.5% of total net book value.
- Significance of component  
For individual assets meeting the above threshold, where services within a building, such as boilers, heating, lighting, ventilation, etc. are a material component of the cost of that asset, that is greater than 30%, then those services will be valued separately on a component basis.
- 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.

Consideration for componentisation is undertaken in the financial year after an asset is revalued or brought into use, this is due to the fact that the Council charges depreciation based on opening balances.

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

Where assets are material and are to be reviewed for significant components, it is recommended that the minimum level of apportionment for the non-land element of assets is:

- Mechanical and electrical services
- Structure

Professional judgement will be used in establishing materiality levels, the significance of components, 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 five year rolling programme basis, at which point, the revaluation takes into account the value and condition of the assets, relevant components and also derecognition where relevant. Where there is a major refurbishment of an asset, a new valuation is sought in the year of completion and a revision to the useful life.

The Council does not undertake componentisation of Infrastructure assets.

## NOTES TO THE ACCOUNTS

Materiality levels will be periodically reviewed to ensure that they remain appropriate.

### **xvi. Service Concessions**

Service concession arrangements are agreements to receive services, where the responsibility for making available the property, plant and equipment needed to provide the services passes to the contractor. As the Council is deemed to control the services that are provided under the arrangement, and as ownership of the property, plant and equipment will pass to the Council at the end of the contract period, the Council carries the assets on its Balance Sheet as part of Property, Plant and Equipment.

The original recognition of these assets is based on the amounts due to the contractor for the capital investment with a corresponding liability recognised on the Balance Sheet. Assets are subsequently revalued and depreciated in the same way as property, plant and equipment owned by the Council.

The amounts payable to the contractor each year are analysed into three elements:

Payment towards liability – applied to write down the Balance Sheet liability towards the contractor;

Finance cost – an interest charge on the outstanding Balance Sheet liability, debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement;

Payment for services – debited to the relevant Directorate in the Comprehensive Income and Expenditure Statement.

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

#### **Provisions**

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

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

When payments are eventually made, they are charged to the provision carried in the Balance Sheet. Estimated settlements are reviewed at the end of each financial year; 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.

## NOTES TO THE ACCOUNTS

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

### **Contingent Liabilities**

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

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

### **Contingent Assets**

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

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

### **xviii. Reserves**

The Council sets aside specific amounts as reserves for future policy purposes or to cover contingencies. Reserves are created by transferring amounts out of the General Fund Balance. 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 transferred back into the General Fund so that there is no net charge against council tax for the expenditure.

Certain reserves are kept to manage the accounting processes for non-current assets, financial instruments, local taxation, retirement and employee benefits and do not represent usable resources for the Council; these reserves are explained in the relevant policies.

### **xix. 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 Council 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.

# NOTES TO THE ACCOUNTS

## xx. Schools

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

## xxi. Value Added Tax (VAT)

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

## xxii. Fair Value Measurement

The Council measures some of its non-financial assets, such as surplus assets and assets held for sale at fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The fair value measurement assumes that the transaction to sell the asset or transfer the liability takes place either:

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

The Council measures the fair value of an asset or liability on the same basis that market participants would use when pricing the asset or liabilities, assuming those market participants were acting in their economic best interest.

When measuring the fair value of a non-financial asset, the Council takes into account a market participant's ability to generate economic benefits by using the asset in its highest and best use or by selling it to another market participant that would use the asset in its highest and best use.

## 2. ACCOUNTING STANDARDS ISSUED BUT NOT YET ADOPTED

The Code of Practice requires that the Council disclose information relating to the anticipated impact of any accounting change required by a new standard that has been issued but not yet adopted by the Code. This requirement applies to the adoption of the following new or amended standards.

The 2019/20 Code introduces changes arising from the accounting guidance in relation to several items that will not materially affect this Council. These are the transfer to and from investment properties (IAS40), Foreign Currency Transaction treatment relating to advance considerations (IFRIC 22), Uncertainty over Income Tax treatment when determining profit and loss (IFRIC 23) and Financial Instruments treatment of prepayment features with negative compensation (IFRS 9).

## NOTES TO THE ACCOUNTS

The Code requires implementation from 1<sup>st</sup> April 2019 and there is therefore no impact on the 2018/19 Statement of Accounts.

In addition, IFRS 16 Leases will require local authorities to recognise most leases on their balance sheet as assets, with a balancing lease liability. The implementation of this standard for local government was deferred to 1<sup>st</sup> April 2020 by CIPFA/LASAAC.

### 3. **ASSUMPTIONS MADE ABOUT THE FUTURE AND OTHER MAJOR SOURCES OF ESTIMATION UNCERTAINTY**

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

The items in the Council's Balance Sheet at 31<sup>st</sup> March 2019, for which there is a significant risk of material adjustment in the forthcoming financial year, are as follows:

#### **Provisions – Insurance Claims**

The Council has a provision of £3.404m as at 31<sup>st</sup> March 2019 to meet the potential cost of insurance liabilities. The number and value of potential claims includes actuarial assumptions particularly in respect of the most recent financial years, as these are immature in terms of insurance experience. Any significant change in assumptions and/or number and value of claims could significantly alter the value of the provision. The Council holds Insurance Reserves to mitigate any risk.

#### **Pensions Liability**

Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries was engaged to provide the Council with expert advice and assumptions and the various costings and disclosures necessary to comply with the code of practice. If any of the assumptions change as a result of actual experience then the net liability of the Council would increase or decrease as a result.



## NOTES TO THE ACCOUNTS

### 4. NOTE TO THE EXPENDITURE AND FUNDING ANALYSIS

These adjustments are made to present the Council's accounts on an accounting and funding basis in accordance with generally accepted accounting practices. Further details in relation to these adjustments can be found in the "Adjustments between accounting basis and funding basis under regulations" note 6 below.

|   | <b>2018/19</b>                         |                            |                      |                      |
|---|--|----------------------------|----------------------|----------------------|
|   | Adjustments<br>for Capital<br>Purposes | Net Charge<br>for Pensions | Other<br>Differences | Total<br>Adjustments |
|   | £000                                   | £000                       | £000                 | £000                 |
| Education, Leisure & Lifelong Learning                              | 10,190                                 | 1,321                      | (429)                | 11,082               |
| Social Services, Health & Housing                                   | 2,696                                  | 1,107                      | (331)                | 3,472                |
| Environment   | 23,442                                 | 849                        | (14)                 | 24,277               |
| Corporate Services  | 35                                     | 583                        | 11                   | 629                  |
| Other Housing Services  | -                                      | -                          | 99                   | 99                   |
| Other Central Services  | (9,218)                                | -                          | 6                    | (9,212)              |
|   | <b>27,145</b>                          | <b>3,860</b>               | <b>(658)</b>         | <b>30,347</b>        |
| Other Income & Expenditure  | (17,608)                               | 11,350                     | 278                  | (5,980)              |
| <b>Difference between General Fund and<br/>CIES surplus/deficit</b> | <b>9,537</b>                           | <b>15,210</b>              | <b>(380)</b>         | <b>24,367</b>        |

|   | <b>Restated 2017/18</b>                |                            |                      |                      |
|---|--|----------------------------|----------------------|----------------------|
|   | Adjustments<br>for Capital<br>Purposes | Net Charge<br>for Pensions | Other<br>Differences | Total<br>Adjustments |
|   | £000                                   | £000                       | £000                 | £000                 |
| Education, Leisure & Lifelong Learning                              | 11,461                                 | 1,949                      | 278                  | 13,688               |
| Social Services, Health & Housing                                   | 804                                    | 1,714                      | (99)                 | 2,419                |
| Environment   | 17,948                                 | 1,199                      | (82)                 | 19,065               |
| Corporate Services  | 129                                    | 908                        | (47)                 | 990                  |
| Other Central Services  | (8,371)                                | -                          | -                    | (8,371)              |
|   | <b>21,971</b>                          | <b>5,770</b>               | <b>50</b>            | <b>27,791</b>        |
| Other Income & Expenditure  | (25,767)                               | 10,620                     | -                    | (15,147)             |
| <b>Difference between General Fund and<br/>CIES surplus/deficit</b> | <b>(3,796)</b>                         | <b>16,390</b>              | <b>50</b>            | <b>12,644</b>        |

## NOTES TO THE ACCOUNTS

### 5. EXPENDITURE AND INCOME ANALYSED BY NATURE

The following table discloses the nature of expenses and income, analysing the Comprehensive Income and Expenditure on a subjective basis. These figures include the expenditure and income for all schools, which follows the reporting requirements stipulated by the Code of Practice.

| <b>Restated<br/>2017/18<br/>£000</b> |  | <b>2018/19<br/>£000</b> |
|--------------------------------------|--|-------------------------|
|                                      | <b>Expenditure</b>                                   |                         |
| 190,085                              | Employee Benefits                                    | 196,309                 |
| 223,942                              | Other Service Expenses                               | 226,190                 |
| 23,154                               | Depreciation, amortisation and Impairment            | 25,438                  |
| 21,206                               | Interest Payable                                     | 22,209                  |
| 19,219                               | Precepts and Levies                                  | 20,321                  |
| 3,450                                | Gain on the disposal of assets                       | 73                      |
| <b><u>481,056</u></b>                | <b>Total Expenditure</b>                             | <b><u>490,540</u></b>   |
|                                      | <b>Income</b>  |                         |
| (54,078)                             | Fees, charges and other service income               | (57,488)                |
| (569)                                | Interest and investment income                       | (509)                   |
| (127,831)                            | Income from Council Tax, National Non Domestic Rates | (130,803)               |
| (294,126)                            | Government Grants and contributions                  | (279,298)               |
| <b><u>(476,604)</u></b>              | <b>Total Income</b>                                  | <b><u>(468,098)</u></b> |
| <b><u>4,452</u></b>                  | <b>(Surplus) / Deficit for year</b>                  | <b><u>22,442</u></b>    |

The total income for Fees, charges and other service income identified in the table above is collected from the following service segments, which reflect the Council's management structure:

| <b>Restated<br/>2017/18<br/>£000</b> |   | <b>2018/19<br/>£000</b> |
|--------------------------------------|---|-------------------------|
|                                      | <b>Income</b>                                 |                         |
| (11,158)                             | Education, Leisure & Lifelong Learning        | (11,964)                |
| (21,754)                             | Social Services, Health & Housing             | (23,808)                |
| (17,145)                             | Environment                                   | (17,283)                |
| (2,062)                              | Corporate Services                            | (2,838)                 |
| (1,959)                              | Other Central Services                        | (1,595)                 |
| <b><u>(54,078)</u></b>               | <b>Fees, charges and other service income</b> | <b><u>(57,488)</u></b>  |

# NOTES TO THE ACCOUNTS

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

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

### **General Fund Balance**

The General Fund is the statutory fund into which all the receipts of the Council are required to be paid and out of which all liabilities of the Council are to be met, except to the extent that statutory rules might provide otherwise. These rules can also specify the financial year in which liabilities and payments should impact on the 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 at the end of the financial year.

### **Capital Receipts Reserve**

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

### **Capital Grants Unapplied**

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

# NOTES TO THE ACCOUNTS

|   | <b>Usable Reserves</b>  |                             |                             |                                     |
|---|-------------------------|-----------------------------|-----------------------------|-------------------------------------|
|   | General Fund<br>Balance | Capital Receipts<br>Reserve | Capital Grants<br>Unapplied | Movement in<br>Unusable<br>Reserves |
| <b>2018/19</b>  | £000                    | £000                        | £000                        | £000                                |
| <b>Adjustments primarily involving the Capital Adjustment Account</b>   |                         |                             |                             |                                     |
| <b><i>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</i></b>  |                         |                             |                             |                                     |
| Charges for depreciation and impairment of non current assets   | 25,438                  | -                           | -                           | (25,438)                            |
| Revaluation losses on Property Plant and Equipment  | 4,583                   | -                           | -                           | (4,583)                             |
| Capital grants and contributions applied  | (17,428)                | -                           | -                           | 17,428                              |
| Revenue expenditure funded from capital under statute   | 10,004                  | -                           | -                           | (10,004)                            |
| 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  | 244                     | -                           | -                           | (244)                               |
| <b><i>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</i></b>   |                         |                             |                             |                                     |
| Statutory provision for the financing of capital investment   | (9,216)                 | -                           | -                           | 9,216                               |
| Capital expenditure charged against the General Fund  | (606)                   | -                           | -                           | 606                                 |
| <b>Adjustments primarily involving the Capital Grants Unapplied Account:</b>  |                         |                             |                             |                                     |
| Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement   | (3,137)                 | -                           | 3,137                       | 0                                   |
| Application of grants to capital financing transferred to the Capital Adjustment Account  | -                       | -                           | (2,768)                     | 2,768                               |
| <b>Adjustments primarily involving the Capital Receipts Reserve:</b>  |                         |                             |                             |                                     |
| Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement  | (171)                   | 171                         | -                           | 0                                   |
| <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                           | (175)                   | -                           | -                           | 175                                 |
| <b>Adjustments primarily involving the Pensions Reserve:</b>  |                         |                             |                             |                                     |
| Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Account   | 42,630                  | -                           | -                           | (42,630)                            |
| Employer's pension contributions and direct payments to pensioners payable in the year  | (27,420)                | -                           | -                           | 27,420                              |
| <b>Adjustments 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 | (379)                   | -                           | -                           | 379                                 |
| <b>Total Adjustments</b>  | <b>24,367</b>           | <b>171</b>                  | <b>369</b>                  | <b>(24,907)</b>                     |

# NOTES TO THE ACCOUNTS

|   | <b>Usable Reserves</b>  |                             |                             |                                     |
|---|-------------------------|-----------------------------|-----------------------------|-------------------------------------|
|   | General Fund<br>Balance | Capital Receipts<br>Reserve | Capital Grants<br>Unapplied | Movement in<br>Unusable<br>Reserves |
| <b>2017/18</b>  | £000                    | £000                        | £000                        | £000                                |
| <b>Adjustments primarily involving the Capital Adjustment Account</b>   |                         |                             |                             |                                     |
| <b><i>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</i></b>  |                         |                             |                             |                                     |
| Charges for depreciation and impairment of non current assets   | 23,154                  | -                           | -                           | (23,154)                            |
| Revaluation losses on Property Plant and Equipment  | 1,905                   | -                           | -                           | (1,905)                             |
| Capital grants and contributions applied  | (29,920)                | -                           | -                           | 29,920                              |
| Revenue expenditure funded from capital under statute   | 9,447                   | -                           | -                           | (9,447)                             |
| 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  | 4,609                   | -                           | -                           | (4,609)                             |
| <b><i>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</i></b>   |                         |                             |                             |                                     |
| Statutory provision for the financing of capital investment   | (8,433)                 | -                           | -                           | 8,433                               |
| Capital expenditure charged against the General Fund  | (605)                   | -                           | -                           | 605                                 |
| <b>Adjustments primarily involving the Capital Grants Unapplied Account:</b>  |                         |                             |                             |                                     |
| Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement   | (2,630)                 | -                           | 2,630                       | 0                                   |
| Application of grants to capital financing transferred to the Capital Adjustment Account  | -                       | -                           | (425)                       | 425                                 |
| <b>Adjustments primarily involving the Capital Receipts Reserve:</b>  |                         |                             |                             |                                     |
| Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement  | (1,159)                 | 1,159                       | -                           | 0                                   |
| Transfer from Deferred Capital Receipts Reserve upon receipt of cash  | 10                      | -                           | -                           | (10)                                |
| <b>Adjustments primarily involving the Deferred Capital Receipts Reserve:</b>   |                         |                             |                             |                                     |
| Transfer of deferred sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement  | 1                       | -                           | -                           | (1)                                 |
| <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                           | (175)                   | -                           | -                           | 175                                 |
| <b>Adjustments primarily involving the Pensions Reserve:</b>  |                         |                             |                             |                                     |
| Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Account   | 41,050                  | -                           | -                           | (41,050)                            |
| Employer's pension contributions and direct payments to pensioners payable in the year  | (24,660)                | -                           | -                           | 24,660                              |
| <b>Adjustments 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 | 50                      | -                           | -                           | (50)                                |
| <b>Total Adjustments</b>  | <b>12,644</b>           | <b>1,159</b>                | <b>2,205</b>                | <b>(16,008)</b>                     |

## NOTES TO THE ACCOUNTS

### 7. MOVEMENT IN RESERVES

This note sets out the amounts set aside from the General Fund into reserves to provide financing for future expenditure plans.

|   | <b>Balance<br/>at<br/>1st Apr<br/>2017<br/>£000</b> | <b>Movement<br/>in<br/>2017/18</b> | <b>Balance<br/>at<br/>31st Mar<br/>2018<br/>£000</b> | <b>Movement<br/>in<br/>2018/19</b> | <b>Balance<br/>at<br/>31st Mar<br/>2019<br/>£000</b> |
|---|---|------------------------------------|--|------------------------------------|--|
| Balances held by schools under a scheme of delegation | (2,755)   | (113)                              | (2,868)  | 1,752                              | (1,116)  |
| Other Education and Leisure                           | (263)   | (72)                               | (335)  | (745)                              | (1,080)  |
| Hillside Secure Centre-Equalisation                   | (1,713)   | 26                                 | (1,687)  | 595                                | (1,092)  |
| Other Social Services                                 | (344)   | (610)                              | (954)  | (210)                              | (1,164)  |
| Environment   | (1,452)   | (353)                              | (1,805)  | (228)                              | (2,033)  |
| Operating Account                                     | (1,853)   | 260                                | (1,593)  | (263)                              | (1,856)  |
| Finance and Chief Executive                           | (3,326)   | 660                                | (2,666)  | 239                                | (2,427)  |
| Accommodation   | (2,761)   | 276                                | (2,485)  | 211                                | (2,274)  |
| Treasury Management                                   | (3,074)   | (2,681)                            | (5,755)  | (1,071)                            | (6,826)  |
| Housing Warranties                                    | (220)   | -                                  | (220)  | -                                  | (220)  |
| Landfill Site   | (988)   | 17                                 | (971)  | (34)                               | (1,005)  |
| Insurance   | (4,725)   | (1,894)                            | (6,619)  | (2,424)                            | (9,043)  |
| Fire Authority  | (52)  | 21                                 | (31)   | 21                                 | (10)   |
| Waste   | (423)   | 30                                 | (393)  | -                                  | (393)  |
| ERVR Transistional                                    | (6,243)   | 169                                | (6,074)  | 1,256                              | (4,818)  |
| Members Community Fund                                | -   | (672)                              | (672)  | 125                                | (547)  |
| Community Resilience                                  | -   | (2,000)                            | (2,000)  | -                                  | (2,000)  |
| Pantteg   | -   | (500)                              | (500)  | -                                  | (500)  |
| Joint Committees                                      | (186)   | (13)                               | (199)  | (120)                              | (319)  |
| Corporate Other                                       | (250)   | (500)                              | (750)  | (41)                               | (791)  |
| <b>Earmarked Reserves</b>                             | <b>(30,628)</b>                                     | <b>(7,949)</b>                     | <b>(38,577)</b>                                      | <b>(937)</b>                       | <b>(39,514)</b>                                      |
| Capital   | (912)   | -                                  | (912)  | -                                  | (912)  |
| General Fund  | (19,737)  | (243)                              | (19,980)   | (988)                              | (20,968)   |
| <b>GRAND TOTAL</b>                                    | <b>(51,277)</b>                                     | <b>(8,192)</b>                     | <b>(59,469)</b>                                      | <b>(1,925)</b>                     | <b>(61,394)</b>                                      |

## NOTES TO THE ACCOUNTS

| <b>Earmarked Reserves</b>                       |   | <b>2018/19<br/>£000</b> |
|---|---|-------------------------|
| <b>Education, Leisure and Lifelong Learning</b> |   |                         |
| Schools   | Delegated Schools Reserve-These reserves are ring-fenced for each individual school.  | 1,116                   |
| Education Equalisation                          | This account will be used to fund any unforeseen pressures arising within the Education Leisure and Lifelong Learning budget.   | 870                     |
| Other   | This includes funding to meet the cost of repairs and maintenance in schools, to fund one off school transport costs and to assist primary schools in funding ERVR.   | 210                     |
| <b>Education, Leisure and Lifelong Learning</b> |   | <b>2,196</b>            |
| <b>Social Services and Health</b>               |   |                         |
| Hillside General                                | The fund has been established to equalise the capital investment required over time for the Hillside Secure Unit.   | 1,092                   |
| Other Social Services                           | To fund development work required to transform services and deliver further savings in future, to fund expenditure on renewal of equipment over several years, to equalise expenditure on volatile services.                      | 1,164                   |
| <b>Social Services and Health</b>               |   | <b>2,256</b>            |
| <b>Environment</b>                              |   |                         |
| Environment Equalisation Account                | This reserve will be used to fund one off pressures across the Directorate.   | 640                     |
| Local Development Fund                          | To meet statutory obligation for LD Plan.   | 157                     |
| Winter Maintenance                              | To equalise the cost incurred during harsh winters.   | 764                     |
| Other   | This includes reserves for Concessionary Bus Pass replacement, Asset recovery reserve and Economic Development, transport infrastructure, renewable energy projects and to fund enforcement action to improve derelict buildings. | 508                     |

## NOTES TO THE ACCOUNTS

| <b>Earmarked Reserves</b>                     |   | <b>2018/19<br/>£000</b> |
|---|---|-------------------------|
| <b>Environment (continued)</b>                |   |                         |
| Vehicle                                       | This reserve will be used to fund a cost effective transport and plant renewal programme to meet service requirements.  | 1,728                   |
| General                                       | This reserve will be used to fund Vehicle Tracking maintenance.   | 92                      |
| <b>Environment</b>                            |   | <b>3,889</b>            |
| <b>Finance and Chief Executive's</b>          |   |                         |
| IT Renewals Fund                              | This Reserve will be used to fund the costs of major IT projects.   | 1,298                   |
| Corporate Equalisation                        | This reserve will fund one off pressures arising across the directorate.  | 532                     |
| Election Equalisation                         | This reserve will be used to meet the cost of the five year cycle of elections.   | 240                     |
| Building Capacity and Capability              | This relates to developing capacity in relation to transformational projects across the Council.  | 184                     |
| Other   | This includes reserves for Health and Safety, member development and voluntary organisations.   | 173                     |
| <b>Finance and Chief Executive's Reserves</b> |   | <b>2,427</b>            |
| <b>Corporate issues</b>                       |   |                         |
| Accommodation                                 | This reserve will be used to support the Authority's Accommodation Strategy and other property costs.   | 2,274                   |
| Treasury Management                           | This reserve will be used to equalise the impact of fluctuations in Treasury Management returns and future borrowing decisions.   | 6,826                   |
| Housing Warranties                            | This reserve has been set aside in recognition of the warranties to potential liabilities following the transfer of Housing Services.                                       | 220                     |
| Landfill Site                                 | This is held for aftercare obligations at the Giants Grave site, which might arise if the Council's wholly owned company (NPT Waste Mgmt Ltd) has insufficient resources.   | 1,005                   |
| Insurance - Claims                            | This reserve is generated from insurance settlements and surpluses from claims handling arrangements. It will be used to fund future insurance related projects and claims. | 9,043                   |



## NOTES TO THE ACCOUNTS

| <b>Earmarked Reserves</b>               | <b>2018/19<br/>£000</b>  |                             |
|---|--|-----------------------------|
| <b>Corporate issues (continued)</b>     |  |                             |
| Fire Authority                          | This relates to a refund from the Fire Authority and will be used to mitigate precept increases in future years.             | 10                          |
| Waste                                   | This reserve will be used to fund future Waste Service projects.   | 393                         |
| ER VR Transitional Reserve              | This reserve will fund future ER/VR costs.   | 4,818                       |
| Members Community Fund                  | The reserve is set up to enable members to invest in activities and projects that improve outcomes within their local wards. | 547                         |
| Communities Resilience Fund             | To fund work with and by the community to deliver local services that support the Council's priorities and objectives.       | 2,000                       |
| Pantteg                                 | The reserve is set up to fund ongoing costs.   | 500                         |
| Joint Committees                        | This reserve is for Intermediate Care pooled fund, the Western Bay Safeguarding Board, Substance Misuse and SWTRA.           | 319                         |
| Other                                   | This reserve will be used to fund income generation project work.  | 791                         |
| <b>Corporate issues</b>                 |  | <b><u>28,746</u></b>        |
| <b>Total Earmarked Reserves</b>         |  | <b>39,514</b>               |
| <b>Capital Reserves</b>                 | Revenue reserve earmarked for capital purposes.  | 912                         |
| <b>General Reserve Working Balances</b> | Revenue reserve to fund non-specific future expenditure.   | 20,968                      |
| <b>Total Reserves</b>                   |  | <b><u><u>61,394</u></u></b> |

## NOTES TO THE ACCOUNTS

### 8. OTHER OPERATING EXPENDITURE

| 2017/18<br>£000 |  | 2018/19<br>£000 |
|-----------------|--|-----------------|
| 1,941           | Community Council precepts                           | 1,997           |
| 17,278          | Levies (Police and Fire)                             | 18,324          |
| 3,450           | (Gains)/losses on the disposal of non current assets | 73              |
| <b>22,669</b>   | <b>Total</b>   | <b>20,394</b>   |

### 9. FINANCING AND INVESTMENT INCOME AND EXPENDITURE

| 2017/18<br>£000 |   | 2018/19<br>£000 |
|-----------------|---|-----------------|
| 10,586          | Interest payable and similar charges                        | 10,859          |
| 10,620          | Pension interest cost and expected return on pension assets | 11,350          |
| -               | Changes in impairment loss allowance                        | 279             |
| (569)           | Interest receivable and similar income                      | (509)           |
| <b>20,637</b>   | <b>Total</b>  | <b>21,979</b>   |

### 10. TAXATION AND NON SPECIFIC GRANT

| 2017/18<br>£000  |                                   | 2018/19<br>£000  |
|------------------|-----------------------------------|------------------|
| (82,019)         | Council Tax income                | (85,420)         |
| (45,812)         | Non domestic rates                | (45,383)         |
| (161,547)        | Non ring fenced government grants | (166,733)        |
| (29,217)         | Capital grants and contributions  | (17,682)         |
| <b>(318,595)</b> | <b>Total</b>                      | <b>(315,218)</b> |

# NOTES TO THE ACCOUNTS

## 11. PROPERTY, PLANT AND EQUIPMENT

| 2018/19  | Other Land and<br>Buildings | Vehicles, Plant,<br>Furniture and<br>Equipment | Infrastructure<br>Assets | Community Assets | Surplus Assets | Assets Under<br>Construction | Total PPE        | Service<br>Concession in PPE |
|--|-----------------------------|--|--------------------------|------------------|----------------|------------------------------|------------------|------------------------------|
|  | £000                        | £000   | £000                     | £000             | £000           | £000                         | £000             | £000                         |
| <b>Cost or Valuation</b>   |                             |  |                          |                  |                |                              |                  |                              |
| At 1st April 2018  | 390,683                     | 30,650   | 392,394                  | 695              | 10,691         | 45,692                       | <b>870,805</b>   | 18,563                       |
| additions  | 4,427                       | 2,458  | 7,451                    | 74               | 1,404          | 22,297                       | 38,111           | -                            |
| revaluation increases/(decreases)<br>recognised in the Revaluation<br>Reserve                          | (4,634)                     | -  | -                        | (871)            | (41)           | -                            | (5,546)          | -                            |
| revaluation increases/(decreases)<br>recognised in the Surplus/deficit on<br>the Provision of Services | (4,545)                     | -  | -                        | -                | 38             | -                            | (4,507)          | -                            |
| derecognition-disposals  | (154)                       | (1,781)  | -                        | -                | -              | -                            | (1,935)          | -                            |
| derecognition-other  | (4,062)                     | -  | (584)                    | (74)             | -              | -                            | (4,720)          | -                            |
| assets reclassified (to)/from Held for<br>Sale   | (188)                       | -  | -                        | -                | 1,605          | -                            | 1,417            | -                            |
| change in asset classification   | 62,673                      | -  | (215)                    | 877              | 2,589          | (65,924)                     | 0                | -                            |
| other movements in cost of valuation   | (5,838)                     | -  | -                        | -                | (2,284)        | -                            | (8,122)          | -                            |
| <b>At 31st March 2019</b>  | <b>438,362</b>              | <b>31,327</b>                                  | <b>399,046</b>           | <b>701</b>       | <b>14,002</b>  | <b>2,065</b>                 | <b>885,503</b>   | <b>18,563</b>                |
| <b>Accumulated Depreciation and Impairment</b>   |                             |  |                          |                  |                |                              |                  |                              |
| At 1st April 2018  | (40,774)                    | (18,574)                                       | (105,576)                | -                | (37)           | (4)                          | <b>(164,965)</b> | -                            |
| depreciation charge  | (13,322)                    | (2,345)  | (9,743)                  | -                | (28)           | -                            | (25,438)         | (890)                        |
| depreciation written out to the<br>Revaluation Reserve   | 5,838                       | -  | -                        | -                | 2,284          | -                            | 8,122            | -                            |
| derecognition-disposals  | -                           | 1,770  | -                        | -                | -              | -                            | 1,770            | -                            |
| change in asset classification   | 2,279                       | -  | 5                        | -                | (2,284)        | -                            | 0                | -                            |
| <b>At 31st March 2019</b>  | <b>(45,979)</b>             | <b>(19,149)</b>                                | <b>(115,314)</b>         | <b>0</b>         | <b>(65)</b>    | <b>(4)</b>                   | <b>(180,511)</b> | <b>(890)</b>                 |
| <b>Net Book Value</b>  |                             |  |                          |                  |                |                              |                  |                              |
| At 31st March 2019   | 392,383                     | 12,178   | 283,732                  | 701              | 13,937         | 2,061                        | <b>704,992</b>   | 17,673                       |
| At 31st March 2018   | 349,909                     | 12,076   | 286,818                  | 695              | 10,654         | 45,688                       | <b>705,840</b>   | 18,563                       |

## NOTES TO THE ACCOUNTS

| 2017/18  | Other Land and<br>Buildings | Vehicles, Plant,<br>Furniture and<br>Equipment | Infrastructure<br>Assets | Community<br>Assets | Surplus<br>Assets | Assets Under<br>Construction | Total PPE        | Service Concession<br>in PPE |
|--|-----------------------------|--|--------------------------|---------------------|-------------------|------------------------------|------------------|------------------------------|
| <b>Cost or Valuation</b>   | £000                        | £000   | £000                     | £000                | £000              | £000                         | £000             | £000                         |
| At 1st April 2017  | 399,278                     | 29,374   | 379,535                  | 612                 | 11,440            | 10,996                       | <b>831,235</b>   | 18,119                       |
| additions  | 4,379                       | 2,683  | 7,557                    | -                   | -                 | 38,806                       | 53,425           | -                            |
| revaluation increases/(decreases)<br>recognised in the Revaluation Reserve                             | (1,409)                     | -  | -                        | 30                  | (280)             | -                            | (1,659)          | 444                          |
| revaluation increases/(decreases)<br>recognised in the Surplus/deficit on the<br>Provision of Services | (3,150)                     | 95   | -                        | -                   | -                 | -                            | (3,055)          | -                            |
| derecognition-disposals  | (448)                       | (1,118)  | -                        | -                   | -                 | -                            | (1,566)          | -                            |
| derecognition - charged to the<br>revaluation reserve  | (129)                       | -  | -                        | -                   | -                 | -                            | (129)            | -                            |
| derecognition-other  | (6,864)                     | (417)  | -                        | -                   | -                 | -                            | (7,281)          | -                            |
| assets reclassified (to)/from Held for<br>Sale   | (35)                        | -  | -                        | -                   | (164)             | -                            | (199)            | -                            |
| change in asset classification   | (940)                       | -  | 5,302                    | 53                  | (305)             | (4,110)                      | 0                | -                            |
| other movements in cost of valuation   | 1                           | 33   | -                        | -                   | -                 | -                            | 34               | -                            |
| <b>At 31st March 2018</b>  | <b>390,683</b>              | <b>30,650</b>                                  | <b>392,394</b>           | <b>695</b>          | <b>10,691</b>     | <b>45,692</b>                | <b>870,805</b>   | <b>18,563</b>                |
| <b>Accumulated Depreciation and Impairment</b>   |                             |  |                          |                     |                   |                              |                  |                              |
| At 1st April 2017  | (41,469)                    | (17,606)                                       | (96,403)                 | -                   | (19)              | (4)                          | <b>(155,501)</b> | (362)                        |
| depreciation charge  | (11,362)                    | (2,327)  | (9,446)                  | -                   | (19)              | -                            | (23,154)         | (703)                        |
| depreciation written out to the<br>Revaluation Reserve   | 10,203                      | -  | -                        | -                   | -                 | -                            | 10,203           | 1,065                        |
| depreciation written out to the<br>Surplus/Deficit on the Provision of<br>Services                     | 375                         | -  | -                        | -                   | -                 | -                            | 375              | -                            |
| derecognition - disposals  | -                           | 958  | -                        | -                   | -                 | -                            | 958              | -                            |
| derecognition - other  | 293                         | 401  | 273                      | -                   | -                 | -                            | 967              | -                            |
| change in asset classification   | (1)                         | -  | -                        | -                   | 1                 | -                            | 0                | -                            |
| other movements in depreciation and<br>impairment  | 1,187                       | -  | -                        | -                   | -                 | -                            | 1,187            | -                            |
| <b>At 31st March 2018</b>  | <b>(40,774)</b>             | <b>(18,574)</b>                                | <b>(105,576)</b>         | <b>0</b>            | <b>(37)</b>       | <b>(4)</b>                   | <b>(164,965)</b> | <b>0</b>                     |
| <b>Net Book Value</b>  |                             |  |                          |                     |                   |                              |                  |                              |
| At 31st March 2018   | 349,909                     | 12,076   | 286,818                  | 695                 | 10,654            | 45,688                       | <b>705,840</b>   | 18,563                       |
| At 31st March 2017   | 357,809                     | 11,768   | 283,132                  | 612                 | 11,421            | 10,992                       | <b>675,734</b>   | 17,757                       |

### Depreciation

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

|  |                             |
|--|-----------------------------|
| Land                                     | Depreciation not applicable |
| Buildings                                | At least 40 years           |
| Vehicles, Plant, Furniture and Equipment | 5 - 20 years                |
| Infrastructure                           | 40 years                    |

# NOTES TO THE ACCOUNTS

## Effects of Changes in Estimates

During 2018/19, there have been no material changes made to the accounting estimates for property, plant and equipment.

## Revaluations

The Council carries out a rolling programme that ensures that all Property, Plant and Equipment required to be measured at fair value is revalued at least every five years. All valuations are carried out internally. Valuations of land and buildings is carried out in accordance with the methodologies and basis for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors. Valuations of vehicles, plant, furniture and equipment is based on historic cost.

## 12. HERITAGE ASSETS

The Council holds heritage assets on the balance sheet in relation to works of art, with the valuation based on information gathered for insurance purposes. The value of these assets has remained at £1.183m over the accounting period included in this Statement.

## 13. FINANCIAL INSTRUMENTS

### Categories of Financial Instruments

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

| 2018/19                            | Long Term<br>(Non-Current) |                  | Short Term<br>(Current) |                  |
|------------------------------------|----------------------------|------------------|-------------------------|------------------|
|                                    | Investments                | Debtors          | Investments             | Debtors          |
| Financial Assets                   | 31st Mar<br>£000           | 31st Mar<br>£000 | 31st Mar<br>£000        | 31st Mar<br>£000 |
| Amortised cost                     | 86                         | 1,353            | 55,135                  | 29,995           |
| <b>Total financial assets</b>      | <b>86</b>                  | <b>1,353</b>     | <b>55,135</b>           | <b>29,995</b>    |
| Financial Liabilities              | Long Term<br>(Non-Current) |                  | Short Term<br>(Current) |                  |
|                                    | Borrowings                 | Creditors        | Borrowings              | Creditors        |
| Financial Liabilities              | 31st Mar<br>£000           | 31st Mar<br>£000 | 31st Mar<br>£000        | 31st Mar<br>£000 |
| Amortised cost                     | (275,803)                  | (18,601)         | (10,638)                | (48,831)         |
| <b>Total financial liabilities</b> | <b>(275,803)</b>           | <b>(18,601)</b>  | <b>(10,638)</b>         | <b>(48,831)</b>  |

## NOTES TO THE ACCOUNTS

| 2017/18                       | Long Term<br>(Non-Current) |                  | Short Term<br>(Current) |                  |
|-------------------------------|----------------------------|------------------|-------------------------|------------------|
|                               | Investments                | Debtors          | Investments             | Debtors          |
|                               | 31st Mar<br>£000           | 31st Mar<br>£000 | 31st Mar<br>£000        | 31st Mar<br>£000 |
|                               | Amortised cost             | 86               | 1,488                   | 61,178           |
| <b>Total financial assets</b> | <b>86</b>                  | <b>1,488</b>     | <b>61,178</b>           | <b>37,462</b>    |

  

|                                    | Long Term<br>(Non-Current) |                  | Short Term<br>(Current) |                  |
|------------------------------------|----------------------------|------------------|-------------------------|------------------|
|                                    | Borrowings                 | Creditors        | Borrowings              | Creditors        |
|                                    | 31st Mar<br>£000           | 31st Mar<br>£000 | 31st Mar<br>£000        | 31st Mar<br>£000 |
|                                    | Amortised cost             | (260,471)        | (24,628)                | (9,850)          |
| <b>Total financial liabilities</b> | <b>(260,471)</b>           | <b>(24,628)</b>  | <b>(9,850)</b>          | <b>(61,563)</b>  |

Financial liabilities and financial assets represented by loans and receivables are carried in the Balance Sheet at principal plus accrued interest. Accrued interest is included within the current values above as it is effectively payable or receivable within one year.

The debtors position differs from that reported in the balance sheet as the debts relating to Council Taxation do not meet the definition of a financial instrument.

### Income, Expenses, Gains and Losses

|  | Surplus or Deficit on the Provision<br>of Services |                       |
|--|--|-----------------------|
|  | 31st Mar 2019<br>£000                              | 31st Mar 2018<br>£000 |
| Net gains / losses on:                           |  |                       |
| Financial liabilities measured at amortised cost | 10,859   | 10,586                |
| <b>Total net gains/losses</b>                    | <b>10,859</b>                                      | <b>10,586</b>         |
| <b>Interest expense</b>                          | <b>(509)</b>                                       | <b>(569)</b>          |

### Fair Values of Assets and Liabilities

Financial liabilities and financial assets represented by loans and receivables are carried on the Balance Sheet at amortised cost. The fair value of the loans and receivables and financial liabilities is determined by calculating the Net Present Value (NPV) of future cash flows, which provides an estimate of the value of payments in the future as at 31<sup>st</sup> March 2019, using the following assumptions:

- For loans from the PWLB and other loans payable, borrowing rates from the PWLB have been applied to provide the fair value under PWLB debt redemption procedures.

## NOTES TO THE ACCOUNTS

- For loans receivable prevailing benchmark market rates have been used to provide the fair value.
- No early repayment or impairment is recognised.
- Where an instrument has a maturity of less than 12 months or is a trade or other receivable the fair value is taken to be the carrying amount or the billed amount.
- The fair value of trade and other receivables is taken to be the invoiced or billed amount.

The discount rate used in the NPV calculation is equal to the current rate in relation to the same instrument from a comparable lender and is the rate applicable in the market as at 31<sup>st</sup> March 2019, for an instrument with the same duration. Where it is difficult to obtain the rate for an instrument with identical features in an active market then the prevailing rate of a similar instrument with a published market rate has been used as the discount factor. For those banks that have gone into administration or receivership the NPV calculation uses the rate at which the investment was originally placed.

The values calculated are as follows:

|                                   | 31st Mar 2019           |                    | 31st Mar 2018           |                    |
|-----------------------------------|-------------------------|--------------------|-------------------------|--------------------|
|                                   | Carrying Amount<br>£000 | Fair Value<br>£000 | Carrying Amount<br>£000 | Fair Value<br>£000 |
| PWLB Debt                         | (217,771)               | (262,007)          | (203,155)               | (243,553)          |
| Non-PWLB Debt                     | (62,500)                | (95,280)           | (62,500)                | (93,176)           |
| Non-PWLB Debt Temporary Borrowing | (3,053)                 | (3,053)            | (1,541)                 | (1,541)            |
| <b>Total debt</b>                 | <b>(283,324)</b>        | <b>(360,340)</b>   | <b>(267,196)</b>        | <b>(338,270)</b>   |
| <b>Long Term creditors</b>        | (18,601)                | (18,601)           | (24,628)                | (24,628)           |

### 31<sup>st</sup> March 2019 – Debt

The fair value of the liabilities is higher than the carrying amount because the Council's portfolio of loans includes a number of fixed rate loans where the interest payable is higher than the prevailing rates available for similar loans in the market at the Balance Sheet date. This shows a notional future loss, based on economic conditions at 31<sup>st</sup> March 2019, arising from a commitment to pay interest to lenders above market rates.

### Fair Value of Assets

|                       | 31st Mar 2019           |                    | 31st Mar 2018           |                    |
|-----------------------|-------------------------|--------------------|-------------------------|--------------------|
|                       | Carrying Amount<br>£000 | Fair Value<br>£000 | Carrying Amount<br>£000 | Fair Value<br>£000 |
| Loans and receivables | 55,100                  | 55,100             | 61,000                  | 61,000             |
| Long term debtors     | 1,353                   | 1,353              | 1,488                   | 1,488              |

## NOTES TO THE ACCOUNTS

### 14. INVENTORIES

|  | Stores          |                 |
|--|-----------------|-----------------|
|  | 2018/19<br>£000 | 2017/18<br>£000 |
| Balance outstanding at start of year   | 564             | 657             |
| Movement in year                       | 25              | (93)            |
| <b>Balance outstanding at year end</b> | <b>589</b>      | <b>564</b>      |

### 15. DEBTORS

| 31st Mar<br>2018<br>£000 |                                    | 31st Mar<br>2019<br>£000 |
|--------------------------|------------------------------------|--------------------------|
| 23,726                   | Central government bodies          | 16,180                   |
| 3,693                    | Other local authorities            | 3,085                    |
| 3,439                    | NHS bodies                         | 4,383                    |
| 10,042                   | Other entities and individuals     | 10,158                   |
| 3,416                    | Payments in advance                | 3,259                    |
| (4,393)                  | Less provision for impairment loss | (4,611)                  |
| <b>39,923</b>            | <b>Total</b>                       | <b>32,454</b>            |

### 16. DEBTORS FOR LOCAL TAXATION

Included within the total debtors figure above are debts relating to the collection of local taxation, as adjusted for those that are unlikely to be collected.

| 31st Mar<br>2018<br>£000 |                                    | 31st Mar<br>2019<br>£000 |
|--------------------------|------------------------------------|--------------------------|
| 1,304                    | Less than one year                 | 1,432                    |
| 2,348                    | More than one year                 | 2,158                    |
| (1,191)                  | Less provision for impairment loss | (1,131)                  |
| <b>2,461</b>             | <b>Total</b>                       | <b>2,459</b>             |

### 17. CASH AND CASH EQUIVALENTS

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

| 31st Mar<br>2018<br>£000 |                            | 31st Mar<br>2019<br>£000 |
|--------------------------|----------------------------|--------------------------|
| 100                      | Cash held by the Authority | 94                       |
| 4,034                    | Bank current accounts      | 3,413                    |
| <b>4,134</b>             | <b>Total</b>               | <b>3,507</b>             |



## NOTES TO THE ACCOUNTS

### 18. ASSETS HELD FOR SALE

|   | Current         |                 |
|---|-----------------|-----------------|
|   | 2018/19<br>£000 | 2017/18<br>£000 |
| <b>Balance outstanding at start of year</b> | 5,129           | 5,804           |
| Assets newly classified as held for sale:   |                 |                 |
| Property, Plant and Equipment               | 188             | 495             |
| Revaluation losses                          | (106)           | (1,025)         |
| Revaluation gains                           | 10              | 803             |
| Assets declassified as held for sale:       |                 |                 |
| Property, Plant and Equipment               | (1,605)         | (296)           |
| Assets sold                                 | (80)            | (652)           |
| <b>Balance outstanding at year end</b>      | <b>3,536</b>    | <b>5,129</b>    |

### 19. CREDITORS

| 31st Mar<br>2018<br>£000 |                                | 31st Mar<br>2019<br>£000 |
|--------------------------|--------------------------------|--------------------------|
| (3,343)                  | Central government bodies      | (5,225)                  |
| (6,420)                  | Other local authorities        | (6,904)                  |
| (438)                    | NHS bodies                     | (486)                    |
| (49,609)                 | Other entities and individuals | (33,914)                 |
| (1,753)                  | Receipts in advance            | (2,302)                  |
| <b>(61,563)</b>          | <b>Total</b>                   | <b>(48,831)</b>          |

### 20. PROVISIONS

#### Long Term Provisions

|                                   | Injury and<br>Damage<br>Compensation<br>Claims<br>£000 | Other<br>provisions-<br>Housing<br>Warranty<br>£000 | Total<br>£000  |
|-----------------------------------|--|---|----------------|
| <b>Balance at 1st April 2017</b>  | (4,328)  | (923)   | (5,251)        |
| Net Transfer from                 | 887  | -   | 887            |
| <b>Balance at 31st March 2018</b> | (3,441)  | (923)   | (4,364)        |
| Net Transfer from                 | 1,293  | -   | 1,293          |
| <b>Balance at 31st March 2019</b> | <b>(2,148)</b>   | <b>(923)</b>  | <b>(3,071)</b> |

# NOTES TO THE ACCOUNTS

## Short Term Provisions

|                                   | Injury and<br>Damage<br>Compensation<br>Claims<br><b>£000</b> | Other<br>provisions-<br>redundancy<br><b>£000</b> | <b>Total<br/>£000</b> |
|-----------------------------------|---|---|-----------------------|
| <b>Balance at 1st April 2017</b>  | (1,567)   | (336)   | (1,903)               |
| Net Transfer from                 | 222   | 336   | 558                   |
| Net Transfer (to)                 | (42)  | (594)   | (636)                 |
| <b>Balance at 31st March 2018</b> | (1,387)   | (594)   | (1,981)               |
| Net Transfer from                 | 132   | 594   | 726                   |
| Net Transfer (to)                 | (1)   | (766)   | (767)                 |
| <b>Balance at 31st March 2019</b> | <b>(1,256)</b>  | <b>(766)</b>                                      | <b>(2,022)</b>        |

### Long and Short Term - Injury and Damage Compensation Claims

This provision covers the estimated cost of settling all the outstanding insurance claims of the Council that existed at 31<sup>st</sup> March 2019.

### Long Term - Other Provisions – Housing Warranties

This long term provision has been set aside in recognition of the warranties and commitments relating to potential liabilities following the transfer of housing services in 2010/11. The provision reflects the costs likely to be incurred in future years.

### Short Term - Other Provisions – Redundancy

The Council undertook an exercise to seek volunteers for voluntary redundancy as part of the Council's savings strategy and in line with the Council's desire to avoid compulsory redundancy as far as is possible. Many of those who finished left the Council before the 31<sup>st</sup> March. However, there were some agreements to leave after this date and accounting regulations require the Council to account for the costs in the year that the agreement was made. A charge has been made to this year's individual revenue accounts, for the cost of these leaving during next year, with this provision being set up to meet the costs when the individuals actually leave.

## 21. USABLE RESERVES

Movements in the Council's usable reserves are detailed in the Movement in Reserves Statement and summarised below:

| <b>31st Mar<br/>2018<br/>£000</b> |   | <b>31st Mar<br/>2019<br/>£000</b> |
|-----------------------------------|---|-----------------------------------|
| (59,469)                          | Earmarked and General Reserve Working Balance | (61,394)                          |
| (10,108)                          | Unapplied Grants                              | (10,477)                          |
| (6,800)                           | Usable Capital Receipts                       | (6,971)                           |
| <b>(76,377)</b>                   | <b>Total</b>                                  | <b>(78,842)</b>                   |

## NOTES TO THE ACCOUNTS

### 22. UNUSABLE RESERVES

| 31st Mar<br>2018<br>£000 |  | 31st Mar<br>2019<br>£000 |
|--------------------------|--|--------------------------|
| (85,625)                 | Revaluation Reserve                      | (78,299)                 |
| (300,921)                | Capital Adjustment Account               | (292,429)                |
| 2,015                    | Financial Instruments Adjustment Account | 1,840                    |
| 450,183                  | Pensions Reserve                         | 495,843                  |
| (15)                     | Deferred Capital Receipts Reserve        | (15)                     |
| 4,255                    | Accumulated Absences Account             | 3,876                    |
| <b>69,892</b>            | <b>Total</b>                             | <b>130,816</b>           |

#### Revaluation Reserve

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

- 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<sup>st</sup> 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

| 2017/18  |                 | Revaluation Reserve   | 2018/19 |                 |
|----------|-----------------|---|---------|-----------------|
| £000     | £000            |   | £000    | £000            |
|          | (79,127)        | <b>Balance at 1st April</b>   |         | (85,625)        |
| (12,687) |                 | Upward revaluation of assets  | (3,412) |                 |
| 2,975    |                 | Downward revaluation of assets and impairment losses not charged to the Surplus/Deficit on the Provision of Services      | 8,979   |                 |
| 129      |                 | Impairment losses on non-current assets   | -       |                 |
|          | (9,583)         | Surplus or deficit on revaluation of non-current assets not posted to the Surplus or Deficit on the Provision of Services |         | 5,567           |
| 1,897    |                 | Difference between fair value depreciation and historical cost depreciation   | 1,597   |                 |
| 1,188    |                 | Accumulated gains on assets sold or scrapped  | 162     |                 |
|          | 3,085           | Amount written off to the Capital Adjustment Account  |         | 1,759           |
|          | <b>(85,625)</b> | <b>Balance at 31st March</b>  |         | <b>(78,299)</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 amortisations are charged to the Comprehensive Income and Expenditure Statement (with reconciling postings from the Revaluation Reserve to convert fair value figures to a historical cost basis). The Account is credited with the amounts set aside by the Council as finance for the costs of acquisition, construction and enhancement.

The Account also contains revaluation gains accumulated on Property, Plant and Equipment before 1<sup>st</sup> 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

| 2017/18  |                   | Capital Adjustment Account   | 2018/19  |                   |
|----------|-------------------|--|----------|-------------------|
| £000     | £000              |  | £000     | £000              |
|          | (297,569)         | <b>Balance at 1st April</b>  |          | (300,921)         |
|          |                   | Reversal of items relating to capital expenditure debited or credited to the CIES:   |          |                   |
| 23,154   |                   | Charges for depreciation and impairment of non current assets  | 25,438   |                   |
| 1,905    |                   | Revaluation losses on Property, Plant and Equipment  | 4,583    |                   |
| 9,447    |                   | Revenue expenditure funded from capital under statute  | 10,004   |                   |
| 4,609    |                   | 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 | 244      |                   |
|          | 39,115<br>(3,085) | Adjusting amounts written out of the Revaluation Reserve   |          | 40,269<br>(1,759) |
|          | (261,539)         | Net written out amount of the cost of non current assets consumed in the year  |          | (262,411)         |
|          |                   | Capital financing applied in the year:   |          |                   |
| (30,345) |                   | Application of grants to capital financing from the Capital Grants Unapplied Account   | (20,196) |                   |
| (8,433)  |                   | Statutory provision for the financing of capital investment charged against the General Fund   | (9,216)  |                   |
| (605)    |                   | Capital expenditure charged against the General Fund   | (606)    |                   |
| 1        | (39,383)          | Deferred Sale proceed to Comprehensive Income and Expenditure Account  | -        | (30,018)          |
|          | 1                 |  |          | -                 |
|          | <b>(300,921)</b>  | <b>Balance at 31st March</b>   |          | <b>(292,429)</b>  |

# NOTES TO THE ACCOUNTS

## 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. The Council uses the Account to release premiums and discounts paid which were received on the early redemption of loans. Over time, the premiums are posted back to the General Fund Balance in accordance with statutory arrangements for spreading the effect on council tax. In the Council's case, this period is the unexpired term that was outstanding on the loans when they were redeemed. As a result the balance of the premiums at 31<sup>st</sup> March 2019 will be charged to the General Fund until 2055.

| 2017/18 |              | Financial Instruments Adjustment   | 2018/19 |              |
|---------|--------------|--|---------|--------------|
| £000    | £000         |  | £000    | £000         |
| (175)   | 2,190        | <b>Balance at 1st April</b>  | (175)   | 2,015        |
|         |              | Proportion of premiums incurred in previous financial years to be charged against the General Fund Balance in accordance with statutory requirements |         |              |
|         | (175)        |  |         | (175)        |
|         | <b>2,015</b> | <b>Balance at 31st March</b>   |         | <b>1,840</b> |

## Pensions Reserve

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

## NOTES TO THE ACCOUNTS

| 2017/18<br>£000 | Pension Reserve  | 2018/19<br>£000 |
|-----------------|--|-----------------|
| 436,193         | <b>Balance at 1st April</b>  | 450,183         |
| (2,400)         | Actuarial gains or losses on pensions assets and liabilities   | 30,450          |
| 41,050          | Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement | 42,630          |
| (24,660)        | Employer's pensions contributions and direct payments to pensioners payable in the year  | (27,420)        |
| <b>450,183</b>  | <b>Balance at 31st March</b>   | <b>495,843</b>  |

### Deferred Capital Receipts Reserve

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

| 2017/18<br>£000 | Deferred Capital Receipts Reserve                             | 2018/19<br>£000 |
|-----------------|---|-----------------|
| (25)            | <b>Balance at 1st April</b>                                   | (15)            |
| 10              | Transfer to the Capital Receipts Reserve upon receipt of cash | -               |
| <b>(15)</b>     | <b>Balance at 31st March</b>                                  | <b>(15)</b>     |

### 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, that is, annual leave entitlement carried forward at 31<sup>st</sup> March. Statutory arrangements require that the impact on the General Fund Balance is neutralised by transfers to or from the Account.

## NOTES TO THE ACCOUNTS

| 2017/18 |              | Accumulated Absences Account  | 2018/19 |              |
|---------|--------------|---|---------|--------------|
| £000    | £000         |   | £000    | £000         |
| (4,205) | 4,205        | <b>Balance at 1st April</b>   | (4,255) | 4,255        |
| 4,255   |              | Settlement or cancellation of accrual made at the end of the preceding year   | 3,876   |              |
|         | 50           | Amounts accrued at the end of the current year  |         | (379)        |
|         |              | Amount by which officer remuneration charged to the CIES on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements |         |              |
|         | <b>4,255</b> | <b>Balance at 31st March</b>  |         | <b>3,876</b> |

### 23. CASH FLOW STATEMENT – OPERATING ACTIVITIES

- a. Adjustments to net surplus or deficit on the provision of services for non-cash movements

| 2017/18<br>£000 |  | 2018/19<br>£000 |
|-----------------|--|-----------------|
| 23,154          | Depreciation and impairment on non current assets  | 25,438          |
| 1,905           | Revaluation losses on Property Plant and Equipment   | 4,583           |
| (387)           | (Increase)/decrease in long term debtors   | 135             |
| (1,827)         | (Increase)/decrease in short term debtors  | 7,469           |
| 93              | (Increase)/decrease in inventories   | (25)            |
| 6,702           | Increase/(decrease) in short term creditors  | (12,732)        |
| (22,974)        | Increase/(decrease) in long term creditors   | (6,027)         |
| 78              | Increase/(decrease) in short term provisions   | 41              |
| (887)           | Increase/(decrease) in long term provisions  | (1,293)         |
| 4,609           | Amounts of non current assets written off on disposal or sale as part of the gain/loss on disposal to the CIES | 244             |
| 16,390          | Increase/ (decrease) in Pension Liability  | 15,210          |
| 129             | Impairments charged to the CIES  | -               |
| 3,879           | Other non-cash items charged to net surplus/deficit on the provision of services                               | 4,856           |
| <b>30,864</b>   |  | <b>37,899</b>   |

- b. Adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities

| 2017/18<br>£000 |   | 2018/19<br>£000 |
|-----------------|---|-----------------|
| 1,159           | Proceeds from the sale of property, plant and equipment | 171             |
| 29,920          | Other receipts from investing activities                | 17,428          |
| <b>31,079</b>   |   | <b>17,599</b>   |



## NOTES TO THE ACCOUNTS

### 24. CASH FLOW STATEMENT – INVESTING ACTIVITIES

| 2017/18<br>£000 |   | 2018/19<br>£000 |
|-----------------|---|-----------------|
| (53,425)        | Purchase of property, plant and equipment               | (38,111)        |
| (1,621,370)     | Purchase of short term and long term investments        | (2,009,880)     |
| 1,159           | Proceeds from the sale of property, plant and equipment | 171             |
| 1,631,190       | Proceeds from short term and long term investments      | 2,015,780       |
| 29,920          | Other receipts from investing activities                | 17,428          |
| <b>(12,526)</b> | <b>Net cash flows from Investing Activities</b>         | <b>(14,612)</b> |

### 25. CASH FLOW STATEMENT – FINANCING ACTIVITIES

| 2017/18<br>£000 |   | 2018/19<br>£000 |
|-----------------|---|-----------------|
| 40,457          | Cash receipts of short and long term borrowing  | 21,311          |
| (24,486)        | Repayments of short and long term borrowing     | (5,184)         |
| <b>15,971</b>   | <b>Net cash flows from Financing Activities</b> | <b>16,127</b>   |

The financing activities relate to non-cash changes. The financing cash flows can be further split between short and long term borrowing as follows:

|   | Long Term<br>£000 | Short Term<br>£000 | Total<br>£000   |
|---|-------------------|--------------------|-----------------|
| Cash Receipts                                   | (21,300)          | (11)               | (21,311)        |
| Repayments                                      | -                 | 5,184              | 5,184           |
| <b>Net cash flows from financing activities</b> | <b>(21,300)</b>   | <b>5,173</b>       | <b>(16,127)</b> |

### 26. AGENCY SERVICES

#### South Wales Trunk Road Agency

The Council performs agency work on trunk roads in South and West Wales on behalf of the Welsh Government and the expenditure is fully reimbursed. The financial activity relating to this contract is not included in the Comprehensive Income and Expenditure Statement.

## NOTES TO THE ACCOUNTS

### 27. POOLED BUDGETS

#### **Community Equipment Store – Health, Neath Port Talbot Council and the City and Country of Swansea**

Neath Port Talbot Council is party to a pooled arrangement with the ABMU Health Board (Swansea Bay University Health Board from April 2019) and the City and County of Swansea. This arrangement is led by the City and County of Swansea.

The agreement for this pool is that the host partner shall retain operational responsibility for any costs, expenses or liabilities in excess of the Pooled Fund at any time during its existence, other than where these have been incurred with the express agreement of the Partners. Where this agreement has been made, the Partners are jointly responsible in the proportions of their respective contributions to the pool.

| 2017/18 |         |   | 2018/19 |         |
|---------|---------|---|---------|---------|
| £000    | £000    |   | £000    | £000    |
|         |         | Funding provided to the pooled budget:                                    |         |         |
| (43)    |         | Grant   | (354)   |         |
| (706)   |         | City and County of Swansea  | (705)   |         |
| (470)   |         | Neath and Port Talbot Council   | (470)   |         |
| (1,176) |         | The Health Board  | (1,175) |         |
|         | (2,395) | In year contributions   |         | (2,704) |
|         | (2,395) | Total Income  |         | (2,704) |
|         | 2,395   | Expenditure met from the pooled budget:                                   |         | 2,333   |
|         | 0       | Net (surplus)/deficit arising on the pooled budget during the year        |         | (371)   |
|         | 0       | Authority share of the net (surplus)/deficit arising on the pooled budget |         | (74)    |

#### **Intermediate Care – Neath Port Talbot Council and Health**

Neath Port Talbot Council is host to a pooled arrangement with the Health Board, which covers arrangements to plan and arrange provision of adult and older people's services.

The arrangement for this pool is that the Partners shall be jointly responsible, in accordance with the funding agreement for any costs, claims, expenses or liabilities incurred in accordance with the terms of the pool agreement. Also, Partners to the agreement shall share any underspends in the proportions of their respective contributions to the pool.

## NOTES TO THE ACCOUNTS

| 2017/18 |         |   | 2018/19 |         |
|---------|---------|---|---------|---------|
| £000    | £000    |   | £000    | £000    |
| (2,812) |         | Funding provided to the pooled budget:                                    |         |         |
| (2,460) |         | Neath and Port Talbot Council   | (2,881) |         |
|         |         | The Health Board  | (2,511) |         |
|         | (5,272) | Total Contributions   |         | (5,392) |
|         | 5,272   | Expenditure met from the pooled budget:                                   |         | 5,392   |
|         | 0       | Net (surplus)/deficit arising on the pooled budget during the year        |         | 0       |
|         | 0       | Authority share of the net (surplus)/deficit arising on the pooled budget |         | 0       |

### 28. MEMBERS REMUNERATION

The Council paid the following amounts to members of the Council during the year, including on-costs for NI and pensions.

| 2017/18<br>£000 |                           | 2018/19<br>£000 |
|-----------------|---------------------------|-----------------|
| 1,271           | Basic and Senior Salaries | 1,329           |
| 7               | Expenses                  | 7               |
| <b>1,278</b>    | <b>Total</b>              | <b>1,336</b>    |

### 29. OFFICERS REMUNERATION

The Council is required to provide details on a range of remuneration issues, such as the median remuneration for all employees compared to the Chief Executive, the amounts earned by senior officers, salary costs greater than £60,000 and the cost and number of any exit packages. As the effect of including voluntary aided schools is not material, the information prepared for the remuneration notes includes the staff employed at the voluntary aided Faith Schools in the area, which are:

- Alderman Davies Church in Wales Primary
- Bryncoch Church in Wales Primary
- St Therese's Catholic Primary
- St Joseph's Catholic Primary, infants and junior schools
- St Joseph's Comprehensive.

The Accounts and Audit Regulations (Wales) 2014 introduced the requirement for the Statement of Accounts to include a ratio showing the remuneration of the Council's highest paid officer, its Chief Executive, compared to the median remuneration of all employees, which is £22,401. The ratio is:

## NOTES TO THE ACCOUNTS

|   |                     |
|---|---------------------|
|   | <b>Pay multiple</b> |
| Median employee earnings : Chief Executive's earnings | 1 : 6.11            |

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

|   |         | Salary,<br>Fees and<br>Allowances<br>£ | Expenses<br>Allowances<br>£ | Employers<br>Pension<br>Contribution<br>£ | <b>Total</b><br>£ |
|---|---------|--|-----------------------------|---|-------------------|
| Chief Executive<br>Mr Steven J Phillips               | 2018/19 | 136,952                                | -                           | 24,651                                    | 161,603           |
|   | 2017/18 | 134,253                                | -                           | 24,166                                    | 158,419           |
| Director of Education,<br>Leisure & Lifelong Learning | 2018/19 | 113,017                                | -                           | 20,343                                    | 133,360           |
|   | 2017/18 | 110,253                                | -                           | 19,846                                    | 130,099           |
| Director of Environment                               | 2018/19 | 113,017                                | -                           | -   | 113,017           |
|   | 2017/18 | 107,746                                | -                           | -   | 107,746           |
| Director of Social Services,<br>Health & Housing      | 2018/19 | 105,222                                | -                           | -   | 105,222           |
|   | 2017/18 | * 33,144                               | -                           | -   | 33,144            |
|   | 2017/18 | ** 89,600                              | -                           | -   | 89,600            |
| Director of Finance and<br>Corporate Services         | 2018/19 | 113,017                                | -                           | -   | 113,017           |
|   | 2017/18 | 110,253                                | -                           | -   | 110,253           |
| Assistant Chief Executive &<br>Digital Officer        | 2018/19 | 87,210                                 | -                           | 15,698                                    | 102,908           |
|   | 2017/18 | *** -                                  | -                           | -   | -                 |
| Head of Corporate Strategy<br>& Democratic Services   | 2018/19 | *** -                                  | -                           | -   | -                 |
|   | 2017/18 | 77,081                                 | -                           | 13,875                                    | 90,956            |

The Employers pension contribution of 18% (18% in 2017/18) excludes any deficit contribution to the Fund and represents the normal contribution required for the year. No contribution cost is included when an officer has left the employers pension scheme. This was not reflected in the 2017/18 accounts, so this element of the table has been restated.

The Chief Executive's figures do not include any remuneration for the Chief Executive in his role as Returning Officer. The amount paid in 2018/19 was £165 (2017/18 £12,997), which is based on rates defined by the respective election bodies.

\*The Director of Social Services, Health and Housing post was filled by appointment on the 5<sup>th</sup> December 2017. \*\*Prior to this, payments were made on an agency basis for the period between 1<sup>st</sup> April and 6<sup>th</sup> October 2017.

\*\*\*The Assistant Chief Executive and Digital Officer post was created for 2018/19, with the post of Head of Corporate Strategy and Democratic Services being deleted after the post holder was successful in being appointed to the new post.

## NOTES TO THE ACCOUNTS

The number of other staff employed by the Council, including Head teachers, receiving more than £60,000 remuneration for the year, excluding employer's pension contributions, is listed below, in bands of £5,000.

|          |   |          | Number of employees |           |
|----------|---|----------|---------------------|-----------|
|          |   |          | 2018/19             | 2017/18   |
| £60,000  | - | £64,999  | 24                  | 20        |
| £65,000  | - | £69,999  | 15                  | 12        |
| £70,000  | - | £74,999  | 10                  | 7         |
| £75,000  | - | £79,999  | 8                   | 12        |
| £80,000  | - | £84,999  | 4                   | 2         |
| £85,000  | - | £89,999  | 1                   | 2         |
| £90,000  | - | £94,999  | 4                   | 3         |
| £95,000  | - | £99,999  | 1                   | 2         |
| £100,000 | - | £104,999 | 1                   | -         |
|          |   |          | <b>68</b>           | <b>60</b> |

As a result of a voluntary redundancy scheme in 2018/19, a number of additional employees received remuneration above £60,000. These individuals were paid the following amounts:

|         |   |         | Number of employees |          |
|---------|---|---------|---------------------|----------|
|         |   |         | 2018/19             | 2017/18  |
| £60,000 | - | £64,999 | 1                   | 1        |
| £65,000 | - | £69,999 | 2                   | 1        |
| £70,000 | - | £74,999 | 1                   | 1        |
| £80,000 | - | £84,999 | 1                   | -        |
| £90,000 | - | £94,999 | 1                   | -        |
|         |   |         | <b>6</b>            | <b>3</b> |

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.

| Exit Package cost band | 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 |              |
|------------------------|-----------------------------------|----------|-----------------------------------|-----------|--|-----------|--|--------------|
|                        | 2018/19                           | 2017/18  | 2018/19                           | 2017/18   | 2018/19                                    | 2017/18   | 2018/19                                  | 2017/18      |
|                        |                                   |          |                                   |           |  |           | £000                                     | £000         |
| £0 - £20,000           | 8                                 | -        | 67                                | 53        | 75   | 53        | 702                                      | 446          |
| £20,001 - £40,000      | 2                                 | 1        | 35                                | 24        | 37   | 25        | 965                                      | 700          |
| £40,001 - £80,000      | -                                 | -        | 5                                 | 6         | 5  | 6         | 255                                      | 296          |
| £80,001 - £100,000     | -                                 | -        | 2                                 | -         | 2  | -         | 179                                      | -            |
| <b>Total</b>           | <b>10</b>                         | <b>1</b> | <b>109</b>                        | <b>83</b> | <b>119</b>                                 | <b>84</b> | <b>2,101</b>                             | <b>1,442</b> |

The Council continues to minimise compulsory redundancy as far as is possible by using alternatives such as voluntary redundancy and redeployment to alternative employment. Those who left under either voluntary or compulsory redundancy

## NOTES TO THE ACCOUNTS

received redundancy payments in line with the Council's Scheme and where eligible, accessed their pensions.

### 30. EXTERNAL AUDIT COSTS

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

| <b>2017/18<br/>£000</b> |  | <b>2018/19<br/>£000</b> |
|-------------------------|--|-------------------------|
| 173                     | Fees payable to Wales Audit Office for external audit services carried out by the appointed auditor for the year | 176                     |
| 100                     | Fees payable to Wales Audit Office for statutory work carried out under the local government measure             | 100                     |
| 52                      | Fees payable to Wales Audit Office for the certification of grant claims and returns for the year                | 46                      |
| <b>325</b>              | <b>Total</b>   | <b>322</b>              |

### 31. GRANT INCOME

The Council credited the following grants and contributions to the Comprehensive Income and Expenditure Statement:

## NOTES TO THE ACCOUNTS

| Restated<br>2017/18<br>£000 |   | 2018/19<br>£000 |
|-----------------------------|---|-----------------|
|                             | <b>Credited to Taxation and Non Specific Grant Income</b> |                 |
| 161,547                     | Revenue Support Grant                                     | 166,733         |
| 2,300                       | Harbour Way Peripheral Development Road (PDR)             | 50              |
| 513                         | Regeneration and Town Centre Redevelopments               | -               |
| 19,331                      | 21st Century Schools                                      | 9,192           |
| 350                         | Intermediate Care Fund                                    | 700             |
| 1,482                       | Local Transport Fund                                      | 1,328           |
| 818                         | Safe Routes / Accident Reduction Measures                 | 652             |
| 1,994                       | Port Talbot Integrated Transport Hub                      | 317             |
| -                           | Coastal Risk Management Projects                          | 134             |
| -                           | Aberafan Seafront Adventure Golf                          | 540             |
| 1,129                       | Additional Infrastructure Funding                         | -               |
| 536                         | Collaborative Change Funding for Waste                    | 903             |
| 322                         | Flood Prevention Grants                                   | -               |
| -                           | Additional General Capital Grant                          | 2,495           |
| -                           | Flying Start  | 199             |
| -                           | Childcare Offer Capital Grant                             | 510             |
| 442                         | Other Capital Grants                                      | 662             |
| <b>190,764</b>              | <b>Total</b>  | <b>184,415</b>  |
|                             | <b>Credited to Services</b>                               |                 |
| 5,312                       | Pupil Deprivation Grant                                   | 5,410           |
| 2,004                       | Families First Grant                                      | 1,944           |
| 1,386                       | Post 16 Provision in Schools Grant                        | 1,428           |
| 3,908                       | Flying Start Grant  | 3,812           |
| 5,591                       | Education Improvement Grant                               | 5,223           |
| 1,971                       | Other Education Grants                                    | 4,782           |
| 2,485                       | Concessionary Fares Re-imbursement Grant                  | 2,611           |
| 751                         | Other Highways Grants                                     | 484             |
| 8,527                       | Social Services Grants                                    | 5,505           |
| 53,088                      | Mandatory Rent Allowances Grant                           | 47,863          |
| 475                         | Mandatory Rent Rebates Grant                              | 340             |
| 4,790                       | Supporting People Grant                                   | 4,827           |
| 2,698                       | General Capital Grant for Housing Expenditure             | 2,695           |
| 635                         | Housing Energy Efficiency Grants                          | 188             |
| 2,602                       | Single Environment Grant                                  | 115             |
| -                           | Sustainable Waste Management Grant                        | 767             |
| 2,165                       | Community Development and Safety Grant                    | 1,809           |
| 491                         | Recreation and Sports Grant                               | 473             |
| 4,483                       | Other Services Grants                                     | 4,607           |
| <b>103,362</b>              | <b>Total</b>  | <b>94,883</b>   |

# NOTES TO THE ACCOUNTS

## 32. RELATED PARTIES

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

### Central Government

Central government has significant influence over the general operations of the Council – it is responsible for providing the statutory framework, within which the Council operates, provides the majority of its funding in the form of grants and prescribes the terms of many of the transactions that the Council has with other parties, such as council tax bills and housing benefits. Grants and contributions received from government departments are set out in the note to the Expenditure and Funding Analysis in Note 5. Grant receipts are shown in Note 31.

### Members

Members of the Council have direct control over the Council's financial and operating policies. The total paid to members in 2018/19, including on-costs, is shown in Note 28.

Under the Code of Conduct incorporated in the Council's Constitution, Members are required to record in the Register of Members Interests any financial and other personal interests, together with any gift, hospitality, material interest or advantage. The Register is open to inspection by the public and is available on an individual Member basis on the [Council Website](#).

Members of the Council serve on numerous outside bodies some of which either receive funding from the Council or issue levies and precepts to be paid by the Council. These payments are made with proper consideration of declarations of interest and relevant Members do not take part in any discussion or decision relating to the grants.

### Officers

The Chief Executive of the Council and the Director of Environment are both unpaid appointed directors of Baglan Bay Company Ltd and Coed Darcy Ltd. Baglan Bay Ltd has been established to oversee the transformation of the former BP Baglan Bay petrochemicals plant into a multi-million pound employment site by St Modwen, who is one of the UK's leading regeneration specialists. Coed Darcy Ltd has responsibility for overseeing the development of the former BP site at Llandarcy.

The Chief Executive and Head of Legal Services are unpaid shareholder representatives on behalf of the Council with Neath Port Talbot Waste Management Ltd. The role does not involve any decision making on the day to day running of the Company. The Council's Group Accountant-Environment is the Company Secretary for this company.



## NOTES TO THE ACCOUNTS

The Director of Environment, is a paid director of Neath Port Talbot Waste Management Company Ltd and Neath Port Talbot Recycling Ltd who are the companies providing waste disposal services to Neath Port Talbot County Borough Council.

The Director of Environment is a board member of the Neath Canal Company which oversees the running and development of the canal network within the Council's boundary.

The Director of Environment is a board member of the Neath Port Authority which oversees the running and development of the Neath Estuary and Harbour.

### **Entities Significantly influenced by the Council**

#### Waste

The Council owns a Waste Management Company (Neath Port Talbot Waste Management Company Ltd) and relevant transactions and details are included in notes to the Balance Sheet.

The Waste Management Company has a 100% shareholding in the operating company for the materials recycling plant (Neath Port Talbot Recycling Ltd). The Council paid waste management charges to NPT Recycling Ltd in 2018/19 on behalf of Neath Port Talbot CBC and Bridgend CBC of £9.025m (£9.07m in 2017/18) and received income from Bridgend CBC. At the 31<sup>st</sup> March 2019 the Council owed the Company £103,589.

#### Celtic Leisure

The Council has contracted with Celtic Leisure to manage its indoor leisure activities and the Gwyn Hall. This body is a company limited by guarantee. The Council pays Celtic Leisure an annual management fee to run the service (excluding the structural maintenance of buildings) which for 2018/19 was £1.74m (£1.84m in 2017/18). There was £16,000 (£4,000 in 2017/18) outstanding balance owed by Celtic Leisure on 31<sup>st</sup> March 2019.

#### Baglan Bay Company Limited

This is a company whose principal activity is that of monitoring the remediation of former BP sites in the Swansea Bay Area with the Council holding 50% of the shares. There is no ultimate controlling party for this company.

#### Coed Darcy Limited

The principal activity of this company is that of property investment and regeneration. The company is also responsible for monitoring the remediation of the former BP oil refinery at Llandarcy. It also has an aim to stimulate and promote the creation within Wales of new enterprises.

The Council holds a 46% share in Coed Darcy Limited and there is no ultimate controlling party for this company.

## NOTES TO THE ACCOUNTS

### 33. CAPITAL EXPENDITURE AND CAPITAL FINANCING

The total amount of capital expenditure incurred in the year is shown in the table below, together with the resources that have been used to finance it.

| 2017/18<br>£000 |   | 2018/19<br>£000 |
|-----------------|---|-----------------|
| 53,425          | <b>Capital Investment</b>   |                 |
| 5,538           | Property, Plant and Equipment   | 38,111          |
|                 | Revenue Expenditure Funded From Capital Under Statute                     | 5,284           |
| <b>58,963</b>   |   | <b>43,395</b>   |
|                 | <b>Sources of Finance</b>   |                 |
| (30,345)        | Government grants and other contributions:<br>Sums Set aside from revenue | (20,196)        |
| (605)           | Direct revenue contributions and reserves                                 | (606)           |
| (28,013)        | Loans   | (22,593)        |
| <b>(58,963)</b> |   | <b>(43,395)</b> |

Where Capital expenditure is to be financed in future years by charges to revenue as assets are used by the Council, the expenditure results in an increase in the Capital Financing Requirement (CFR), a measure of the capital expenditure incurred historically by the Council that has yet to be financed.

| 2017/18<br>£000  |  | 2018/19<br>£000  |
|------------------|--|------------------|
| <b>(305,661)</b> | <b>Opening Capital Financing Requirement</b>   | <b>(325,241)</b> |
| (4,433)          | Increase In Underlying Need To Borrow (Supported By Government Financial Assistance)   | (4,433)          |
| (23,580)         | Increase In Underlying Need To Borrow (Unsupported By Government Financial Assistance) | (18,160)         |
| 8,433            | Minimum Revenue Provision and prudential borrowing                                     | 9,216            |
| <b>(325,241)</b> | <b>Closing Capital Financing Requirement</b>   | <b>(338,618)</b> |

### 34. SERVICE CONCESSION

On 1<sup>st</sup> April 2012, the Council entered into a service concession arrangement with Tai Gwalia CYF (formerly Group Gwalia Cyfyngedig) to take over and operate the Council's long term care and short term respite care homes. As part of this arrangement, the Council transferred its existing care homes to Tai Gwalia CYF who have constructed two new residential care homes, Plas Bryn Rhosyn in Neath and Llys Y Seren in Port Talbot, on land owned by the Council. This arrangement is in place until 2037.

The agreement included the construction of two residential care homes with a commitment that the Council will purchase a guaranteed number of beds for the duration of the contract. The contract includes a series of events which could trigger termination of the contract. At the end of the contract the assets transfer into the

## NOTES TO THE ACCOUNTS

ownership of the Council for no additional charge. The Council carries the non-current assets used under the contract on the Balance Sheet as service concession assets.

The following table shows the payments to be made under the service concession:

|                       | <b>Payment for Services<br/>£000</b> | <b>Reimburse Capital Expenditure<br/>£000</b> | <b>Interest<br/>£000</b> | <b>Total<br/>£000</b> |
|-----------------------|--------------------------------------|---|--------------------------|-----------------------|
| Payable:              |                                      |   |                          |                       |
| Within 1 year         | 5,240                                | 85  | 168                      | 5,493                 |
| Within 2 to 5 years   | 19,081                               | 395   | 614                      | 20,090                |
| Within 6 to 10 years  | 19,308                               | 650   | 612                      | 20,570                |
| Within 11 to 15 years | 16,022                               | 880   | 382                      | 17,284                |
| Years 16 to 18        | 9,613                                | 672   | 86                       | 10,371                |
| <b>Total</b>          | <b>69,264</b>                        | <b>2,682</b>                                  | <b>1,862</b>             | <b>73,808</b>         |

The future service liability for reimbursing capital expenditure is:

| <b>2017/18<br/>£000</b> |                                  | <b>2018/19<br/>£000</b> |
|-------------------------|----------------------------------|-------------------------|
| 12,837                  | Balance outstanding at 1st April | 2,762                   |
| (10,075)                | Payments during the year         | (80)                    |
| <b>2,762</b>            |                                  | <b>2,682</b>            |

### 35. LEASES

#### Council as Lessee

##### Finance Leases

The Council has one finance lease recognised in its balance sheet.

| <b>31st Mar<br/>2018<br/>£000</b> |  | <b>31st Mar<br/>2019<br/>£000</b> |
|-----------------------------------|--|-----------------------------------|
| 3,452                             | Other Land and Buildings - asset value | 3,305                             |

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

## NOTES TO THE ACCOUNTS

| 31st Mar<br>2018<br>£000 |   | 31st Mar<br>2019<br>£000 |
|--------------------------|---|--------------------------|
|                          | <b>Finance Lease Liabilities</b>            |                          |
| 10                       | Current                                     | 10                       |
| 876                      | Non current                                 | 865                      |
| 916                      | Finance lease costs payable in future years | 875                      |
| <b>1,802</b>             | <b>Minimum Lease Payments</b>               | <b>1,750</b>             |

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

|                         | Minimum Lease Payments   |                          | Finance Lease Liabilities |                          |
|-------------------------|--------------------------|--------------------------|---------------------------|--------------------------|
|                         | 31st Mar<br>2018<br>£000 | 31st Mar<br>2019<br>£000 | 31st Mar<br>2018<br>£000  | 31st Mar<br>2019<br>£000 |
| Not later than one year | 52                       | 52                       | 10                        | 10                       |
| Between 1 and 5 years   | 206                      | 206                      | 45                        | 46                       |
| Later than 5 years      | 1,544                    | 1,492                    | 831                       | 819                      |
|                         | <b>1,802</b>             | <b>1,750</b>             | <b>886</b>                | <b>875</b>               |

### Council as Lessor

#### Operating Lease

The Council currently leases out property under operating lease agreements ranging from Indoor Market units to shops, clubs, land etc. Following a review of the agreements no changes to the accounts are necessary.

The lease income received in 2018/19 was £1.244m and in 2017/18 was £1.325m. The leases are short term by nature and future income streams will be affected by external factors most noticeably economic conditions and therefore cannot be estimated with certainty.

### 36. PENSION SCHEMES ACCOUNTED FOR AS DEFINED CONTRIBUTION SCHEMES

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

The Scheme is technically a defined benefit scheme. However, the Scheme is unfunded and the Department for Education uses a notional fund as the basis for calculating the employers' contribution rate paid by local authorities. The Council is not able to identify its share of 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.

# NOTES TO THE ACCOUNTS

In 2018/19, the Council paid £7.608m or 16.48% to Teachers' Pensions in respect of teachers' retirement benefits. The figures for 2017/18 were £7.341m and 16.48%.

The Council 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 discretionary basis within the defined benefit detailed in Note 37.

## 37. DEFINED BENEFIT PENSION SCHEMES

### Participation in Pension Schemes

As part of the terms and conditions of employment of its officers, the Council makes contributions towards the cost of post-employment benefits. Although these benefits will not actually be payable until employees retire, the Council has a commitment to make the payments that need to be disclosed at the time that employees earn their future entitlement. The Council participates in two post-employment schemes:

- the Local Government Pension Scheme, administered locally by the City and County of Swansea. This is a funded defined benefit final salary scheme, meaning that the Council and employees pay contributions into a fund, calculated at a level intended to balance the pensions' liabilities with investment assets. Benefits earned up to 31<sup>st</sup> March 2014 were linked to final salary, with benefits after this date based on a Career Average Revalued Earnings Scheme.
- 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 is no investment assets built up to meet these pensions' liabilities, and cash has to be generated to meet actual pension payments as they eventually fall due.

The City and County of Swansea Pension Fund is operated under the regulatory framework for the Local Government Pension Scheme and the governance of the scheme is the responsibility of the City and County of Swansea Council. Policy is determined in accordance with the Pension Fund Regulations.

The principal risks to the Council of the scheme are the longevity assumptions, statutory changes to the scheme, structural changes to the scheme, such as large-scale withdrawals, 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 the amounts required by statute.

## **NOTES TO THE ACCOUNTS**

### **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.

### **Transactions Relating to Post-employment Benefits**

The cost of retirement benefits is recognised in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge 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 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.

## NOTES TO THE ACCOUNTS

|   | Local Government Pension |                | Discretionary Benefits Arrangements |               |
|---|--------------------------|----------------|-------------------------------------|---------------|
|   | 2018/19                  | 2017/18        | 2018/19                             | 2017/18       |
|   | £m                       | £m             | £m                                  | £m            |
| <b>Comprehensive Income and Expenditure Statement (CIES)</b>  |                          |                |                                     |               |
| <b>Cost of Services:</b>  |                          |                |                                     |               |
| current service cost  | 31.41                    | 29.08          | -                                   | -             |
| past service costs  | 0.53                     | 0.31           | -                                   | 1.04          |
| (gain)/loss from settlements  | (0.66)                   | -              | -                                   | -             |
| <b>Financing and Investment Income and Expenditure</b>  |                          |                |                                     |               |
| Net interest expense  | 10.45                    | 9.67           | 0.90                                | 0.95          |
| <b>Total Post-employment Benefit Charged to the Surplus or Deficit on the Provision of Services</b>   | <b>41.73</b>             | <b>39.06</b>   | <b>0.90</b>                         | <b>1.99</b>   |
| <b>Other Post-employed Benefit Charged to the CIES</b>  |                          |                |                                     |               |
| <b>Remeasurement of the net defined benefit liability comprising</b>  |                          |                |                                     |               |
| Return on plan assets (excluding the amount included in the net interest expense)   | (32.32)                  | (4.23)         | -                                   | -             |
| Actuarial gains and losses arising on changes in financial assumptions  | 60.25                    | (0.82)         | 0.88                                | 0.17          |
| Actuarial gains and losses due to liability experience  | 1.54                     | 4.94           | 0.10                                | (2.46)        |
| <b>Total Amount recognised in Other Comprehensive Income</b>  | <b>29.47</b>             | <b>(0.11)</b>  | <b>0.98</b>                         | <b>(2.29)</b> |
| <b>Total Post Employment Benefit Charged to the CIES</b>  | <b>71.20</b>             | <b>38.95</b>   | <b>1.88</b>                         | <b>(0.30)</b> |
| <b>Movement in Reserves Statement</b>   |                          |                |                                     |               |
| reversal of net charges made to the Surplus or Deficit for the Provision of Services for post employment benefits in accordance with the Code | <b>(71.20)</b>           | <b>(38.95)</b> | <b>(1.88)</b>                       | <b>0.30</b>   |
| <b>Actual amount charged against the General Fund Balance for pensions in the year</b>  |                          |                |                                     |               |
| employers' contributions payable to scheme  | 24.90                    | 22.21          |                                     |               |
| retirement benefit payable to pensioners  |                          |                | 2.52                                | 2.45          |

## NOTES TO THE ACCOUNTS

### Pensions Assets and Liabilities recognised in the Balance Sheet

The amount included in the Balance Sheet arising from the Council's obligation in respect of its defined benefits plan is as follows:

|  | 2014/15<br>£m   | 2015/16<br>£m   | 2016/17<br>£m     | 2017/18<br>£m     | 2018/19<br>£m     |
|--|-----------------|-----------------|-------------------|-------------------|-------------------|
| <b>Present Value of liabilities:</b>                         |                 |                 |                   |                   |                   |
| Local Government Scheme                                      | (843.08)        | (839.99)        | (992.12)          | (1,031.05)        | (1,130.44)        |
| Discretionary Benefits                                       | (39.83)         | (36.70)         | (38.51)           | (35.76)           | (35.12)           |
| <b>Total</b>   | <b>(882.91)</b> | <b>(876.69)</b> | <b>(1,030.63)</b> | <b>(1,066.81)</b> | <b>(1,165.56)</b> |
| Less   |                 |                 |                   |                   |                   |
| Fair value of assets in the Local Government Pension Scheme: | 515.29          | 509.40          | 594.44            | 616.63            | 669.72            |
| <b>Total</b>   | <b>(367.62)</b> | <b>(367.29)</b> | <b>(436.19)</b>   | <b>(450.18)</b>   | <b>(495.84)</b>   |
| Equals   |                 |                 |                   |                   |                   |
| <b>Surplus/(deficit) in the scheme:</b>                      |                 |                 |                   |                   |                   |
| Local Government Pension Scheme                              | (327.79)        | (330.59)        | (397.68)          | (414.42)          | (460.72)          |
| Discretionary Benefits                                       | (39.83)         | (36.70)         | (38.51)           | (35.76)           | (35.12)           |
| <b>Closing balance at 31st March</b>                         | <b>(367.62)</b> | <b>(367.29)</b> | <b>(436.19)</b>   | <b>(450.18)</b>   | <b>(495.84)</b>   |

### Reconciliation of the movements in the fair value of the scheme (plan) assets.

| 2017/18<br>£m |  | 2018/19<br>£m |
|---------------|--|---------------|
| 594.44        | Opening fair value of scheme assets    | 616.63        |
| 14.90         | Interest Income on assets              | 16.10         |
| 4.23          | Remeasurement gains/(losses) on assets | 32.32         |
| 22.21         | Contributions by the employer          | 24.90         |
| 5.40          | Contributions by participants          | 5.81          |
| (24.55)       | Net benefits paid out                  | (25.13)       |
| -             | Settlements                            | (0.91)        |
| <b>616.63</b> | <b>Closing fair value of assets</b>    | <b>669.72</b> |



## NOTES TO THE ACCOUNTS

**Reconciliation of present value of the scheme liabilities (defined benefit obligation):**

|  | <b>Funded liabilities:<br/>Local Government<br/>Pension Scheme</b> |                       | <b>Unfunded<br/>liabilities:<br/>Discretionary<br/>Benefits</b> |                       |
|--|--|-----------------------|---|-----------------------|
|  | <b>2018/19<br/>£m</b>  | <b>2017/18<br/>£m</b> | <b>2018/19<br/>£m</b>   | <b>2017/18<br/>£m</b> |
| Opening Balance at 1st April   | (1,031.05)   | (992.12)              | (35.76)   | (38.51)               |
| Current service cost   | (31.41)  | (29.08)               | -   | -                     |
| Interest cost  | (26.55)  | (24.57)               | (0.90)  | (0.95)                |
| Contributions from scheme participants                                 | (5.81)   | (5.40)                | -   | -                     |
| Remeasurement gains and (losses)                                       |  |                       |   |                       |
| Actuarial gains/losses arising from<br>changes in financial assumption | (60.25)  | 0.82                  | (0.88)  | (0.17)                |
| Actuarial gains and losses due to liability<br>experience              | (1.54)   | (4.94)                | (0.10)  | 2.46                  |
| Net benefits paid out  | 25.13  | 24.55                 | 2.52  | 2.45                  |
| Past service cost (incl. curtailments)                                 | (0.53)   | (0.31)                | -   | (1.04)                |
| Settlements  | 1.57   | -                     | -   | -                     |
| <b>Closing balance at 31st March</b>                                   | <b>(1,130.44)</b>  | <b>(1,031.05)</b>     | <b>(35.12)</b>  | <b>(35.76)</b>        |

## NOTES TO THE ACCOUNTS

### Local Government Pension Scheme assets for Neath Port Talbot

The following table shows an analysis of the Scheme assets. The format of this table has been updated to reflect the latest guidance.

|   | Fair value of scheme assets |                  |                | Fair value of scheme assets |                  |                |
|---|-----------------------------|------------------|----------------|-----------------------------|------------------|----------------|
|   | 2018/19                     |                  |                | 2017/18                     |                  |                |
|   | UK<br>£000                  | Overseas<br>£000 | Total<br>£000  | UK<br>£000                  | Overseas<br>£000 | Total<br>£000  |
| <b>Equities</b>                             |                             |                  |                |                             |                  |                |
| Quoted                                      | -                           | -                | 0              | 136,627                     | 153,965          | 290,592        |
| <b>Pooled Investments</b>                   |                             |                  |                |                             |                  |                |
| <b>Vehicles</b>                             |                             |                  |                |                             |                  |                |
| Managed Funds:                              |                             |                  |                |                             |                  |                |
| Quoted                                      |                             |                  |                |                             |                  |                |
| Equity                                      | -                           | 4,764            | 4,764          | -                           | 5,550            | 5,550          |
| Fixed Interest                              | -                           | 38,860           | 38,860         | -                           | 37,857           | 37,857         |
| Unquoted                                    |                             |                  |                |                             |                  |                |
| Equity                                      | 53,248                      | 433,530          | 486,778        | 49,026                      | 105,143          | 154,169        |
| Fixed Interest                              | 20,810                      | 5,491            | 26,301         | 19,636                      | 5,037            | 24,673         |
| Index-linked                                | 11,305                      | -                | 11,305         | 10,485                      | -                | 10,485         |
| Property Unit Trust                         | 6,420                       | -                | 6,420          | 5,100                       | -                | 5,100          |
| Property Fund                               | 11,977                      | 10,878           | 22,855         | 10,643                      | 11,724           | 22,367         |
| Hedge Fund                                  | -                           | 17,809           | 17,809         | -                           | 17,590           | 17,590         |
| Private Equity                              | -                           | 26,185           | 26,185         | -                           | 20,957           | 20,957         |
| Infrastructure                              | -                           | 6,083            | 6,083          | -                           | -                | -              |
| <b>Total pooled</b>                         | 103,760                     | 543,600          | 647,360        | 94,890                      | 203,858          | 298,748        |
| <b>Total equities and pooled investment</b> | 103,760                     | 543,600          | 647,360        | 231,517                     | 357,823          | 589,340        |
| Cash Funds                                  |                             |                  | 252            |                             |                  | 245            |
| Cash  |                             |                  | 21,376         |                             |                  | 24,821         |
| Other Investment Balances Due               |                             |                  | -              |                             |                  | 1,183          |
| <b>Total Investments</b>                    |                             |                  | 668,988        |                             |                  | 615,589        |
| <b>Net Current Assets</b>                   |                             |                  | 732            |                             |                  | 1,041          |
| <b>Total Assets</b>                         |                             |                  | <b>669,720</b> |                             |                  | <b>616,630</b> |

In January 2019, the three segregated equity funds were transitioned to the Wales Pension Partnership Global Opportunities Fund as a pooled Equity Investment Vehicle. The Scheme no longer has any segregated global equity mandates.

## NOTES TO THE ACCOUNTS

All scheme assets have quoted prices in active markets.

The risks relating to assets in the scheme are analysed by company size below. The quoted equities instruments figure below differs from the table above as that includes Schroders Unit Trusts which do not fall into any of the Industry Type Categories:

|                             | <b>Neath Port Talbot Share</b>     |                         |
|-----------------------------|------------------------------------|-------------------------|
|                             | <b>Fair value of scheme assets</b> |                         |
|                             | <b>2018/19<br/>£000</b>            | <b>2017/18<br/>£000</b> |
| Equity instruments          |                                    |                         |
| By industry type            |                                    |                         |
| Consumer                    | -                                  | 63,733                  |
| Manufacturing               | -                                  | 45,489                  |
| Energy and utilities        | -                                  | 41,082                  |
| Financial institutions      | -                                  | 66,726                  |
| Health and care             | -                                  | 31,732                  |
| Information Technology      | -                                  | 29,001                  |
| Telecommunications Services | -                                  | 8,312                   |
| Property                    | -                                  | 623                     |
| Sub total                   | <b>0</b>                           | <b>286,698</b>          |

The risks relating to assets in the scheme are also analysed by company size below:

|                              | <b>Fair Value of scheme assets</b> |                         |
|------------------------------|------------------------------------|-------------------------|
|                              | <b>2018/19<br/>£000</b>            | <b>2017/18<br/>£000</b> |
|                              | Equity instruments:                |                         |
| By company size              |                                    |                         |
| Large capitalisation         | -                                  | 204,320                 |
| Small capitalisation         | -                                  | 82,378                  |
| Sub total equity instruments | <b>0</b>                           | <b>286,698</b>          |

The following investments represented more than 5% of the Fund's net assets:

|                                      | <b>Neath Port Talbot Share 2018/19</b> |                                 |  |
|--------------------------------------|--|---------------------------------|--|
|                                      | <b>Value of Net Assets</b>             | <b>Proportion of Net Assets</b> | <b>Proportion of Transaction Costs</b> |
|                                      | <b>£000</b>                            | <b>%</b>                        | <b>£000</b>                            |
| Blackrock UK Equity Index            | 53,248                                 | 8.0                             | 7                                      |
| Goldman Sachs Global Libor Plus II   | 38,860                                 | 5.8                             | 66                                     |
| Blackrock North America Equity Index | 57,681                                 | 8.6                             | 7                                      |
| WPP Global Opportunities Fund        | 309,992                                | 46.3                            | 2                                      |

## NOTES TO THE ACCOUNTS

### 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, an independent firm of actuaries, estimates for the City and County of Swansea Pension Fund being based on the latest full valuation of the scheme as at 30<sup>th</sup> 2017.

The significant assumptions used by the actuary have been:

|   | Local Government Pension |         | Discretionary Benefits Arrangements |         |
|---|--------------------------|---------|-------------------------------------|---------|
|   | 2018/19                  | 2017/18 | 2018/19                             | 2017/18 |
| <b>Mortality assumptions:</b>           |                          |         |                                     |         |
| Longevity at 65 for current pensioners: |                          |         |                                     |         |
| Men                                     | 23.0                     | 22.9    | 23.0                                | 22.9    |
| Women                                   | 24.6                     | 24.5    | 24.6                                | 24.5    |
| Longevity at 65 for future pensioners:  |                          |         |                                     |         |
| Men                                     | 24.7                     | 24.6    | -                                   | -       |
| Women                                   | 26.4                     | 26.3    | -                                   | -       |
| <b>Rate of inflation:</b>               |                          |         |                                     |         |
| RPI                                     | 3.3%                     | 3.2%    | 3.3%                                | 3.2%    |
| CPI                                     | 2.2%                     | 2.1%    | 2.2%                                | 2.1%    |
| Rate of increase in salaries            | 3.7%                     | 3.6%    | -                                   | -       |
| Rate of increase in pensions            | 2.2%                     | 2.1%    | 2.2%                                | 2.1%    |
| Rate for discounting scheme liabilities | 2.4%                     | 2.6%    | 2.4%                                | 2.6%    |

### Sensitivity Analysis

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the table above. The approximate impact of changing the key assumptions on the present value of the funded defined benefit obligation as at 31<sup>st</sup> March 2018 and the projected service cost for the year ending 31<sup>st</sup> March 2019 is set out below:

#### Discount Rate assumption

|  |                   |                   |
|--|-------------------|-------------------|
| Adjustment to discount rate                    | <b>+0.1% p.a.</b> | <b>-0.1% p.a.</b> |
| Present value of total obligation (£m's)       | 1,110.62          | 1,150.62          |
| % change in present value of total obligation  | -1.8%             | 1.8%              |
| Projected service cost (£m's)                  | 34.44             | 36.40             |
| Approximate % change in projected service cost | -2.7%             | 2.8%              |

## NOTES TO THE ACCOUNTS

### Rate of general increase in salaries

|  |                   |                   |
|--|-------------------|-------------------|
| Adjustment to salary increase rate             | <b>+0.1% p.a.</b> | <b>-0.1% p.a.</b> |
| Present value of total obligation (£M's)       | 1,136.12          | 1,124.82          |
| % change in present value of total obligation  | 0.5%              | -0.5%             |
| Projected service cost (£m's)                  | 35.41             | 35.41             |
| Approximate % change in projected service cost | 0.0%              | 0.0%              |

### Rate of increase to pensions in payment and deferred and rate of revaluation of pension accounts assumption

|  |                   |                   |
|--|-------------------|-------------------|
| Adjustment to pension increase rate            | <b>+0.1% p.a.</b> | <b>-0.1% p.a.</b> |
| Present value of total obligation (£M's)       | 1,144.89          | 1,116.19          |
| % change in present value of total obligation  | 1.3%              | -1.3%             |
| Projected service cost (£m's)                  | 36.40             | 34.44             |
| Approximate % change in projected service cost | 2.8%              | -2.7%             |

### Post retirement mortality assumption

|  |                |                |
|--|----------------|----------------|
| Adjustment to mortality age rating assumption  | <b>-1 year</b> | <b>+1 year</b> |
| Present value of total obligation (£M's)       | 1,166.28       | 1,094.89       |
| % change in present value of total obligation  | 3.2%           | -3.1%          |
| Projected service cost (£m's)                  | 36.73          | 34.10          |
| Approximate % change in projected service cost | 3.7%           | -3.7%          |

### Asset Liability Matching Strategy

The City and County of Swansea Pension Fund has not formally adopted any asset liability matching strategies within its current statement of investment principles. The Pension Fund is an open defined benefit LGPS fund which is open to new membership. Noting the positive cash flow of the Fund at this present time, the Fund has adopted a medium/long term investment horizon in its allocation to growth assets, however, the need to meet on-going liabilities, is addressed by the allocation to cash distributing assets in the form of bonds, property and infrastructure.

### Impact on the Council's Cash Flows

The objectives of the scheme are to keep employers' contributions at as constant a rate as possible. The City and County of Swansea Pension Fund has agreed a strategy with the scheme's actuary to achieve a funding level of 100% over the next twenty five years and they monitor these funding levels. Cash flows used in the valuation were estimated based on the 2017 actuarial valuation data provided.

The total contributions expected to be made to the Local Government Pension Scheme by the Council in the year to 31<sup>st</sup> March 2020 is £26.04m. Expected payments to beneficiaries of the Discretionary Benefits schemes in the year to 31<sup>st</sup> March 2020 are £1.01m for the LGPS Scheme and £1.57m for Teachers.

# NOTES TO THE ACCOUNTS

## 38. DISCLOSURE OF NATURE AND EXTENT OF RISK ARISING FROM FINANCIAL INSTRUMENTS

### Key Risks

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

- Credit Risk      the possibility that other parties might fail to pay amounts due to the Council
- Liquidity Risk    the possibility that the Council might not have funds available to meet its commitments to make payments
- Market Risk      the possibility that financial loss might arise for the Council as a result of changes in such measures as interest rates movements.

### Overall Procedures for Managing Risk

The Council's overall risk management procedures focus on the unpredictability of financial markets, and are structured to implement suitable controls to minimise these risks. Risk management is carried out by a central treasury team, under policies approved by Council in the Treasury Management Strategy, Annual Investment Strategy, Capital Strategy and Minimum Revenue Policy report. The full report can be accessed on the Council's web site

[Council Website](#)

### Credit Risk

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Council's customers.

This risk is minimised through the Annual Investment Strategy, which is available on the Council's website.

[Council Website](#)

The key areas of the Investment Strategy in relation to minimum criteria for investment counterparties and investment limits are included within Appendix 2 of the Annual Investment Strategy.

The Council's maximum exposure to credit risk in relation to its investments in individual banks and building societies cannot be assessed generally as the risk of any institution failing to make interest payments or repay the principal sum will be specific to each individual institution. A minimal risk of irrecoverability applies to all of the Council's deposits and by adopting stringent investment criteria this risk continues to be minimised.

No breaches of the Council's counterparty criteria occurred during the reporting period and the Council does not expect any losses from non-performance by any of its counterparties in relation to deposits and bonds.

## NOTES TO THE ACCOUNTS

The Council does not allow credit for its trade debtors. The following analysis shows the age profile of the due amounts:

| <b>31st Mar<br/>2018<br/>£000</b> |                           | <b>31st Mar<br/>2019<br/>£000</b> |
|-----------------------------------|---------------------------|-----------------------------------|
| 3,152                             | Current - up to one month | 5,844                             |
| 1,710                             | One to three months       | 644                               |
| 771                               | Three to six months       | 440                               |
| 486                               | Six months to one year    | 436                               |
| 1,750                             | More than one year        | 1,009                             |
| <b>7,869</b>                      | <b>Total</b>              | <b>8,373</b>                      |

### Liquidity Risk

The Council has a comprehensive cash flow management system that seeks to ensure that cash is available as needed. If unexpected movements happen, the Council has ready access to borrowings from the money and the Public Works Loan Board. There is no significant risk that it will be unable to raise finances to meet its commitments under financial instruments.

### Refinancing and Maturity Risk

The Council maintains a significant debt and investment portfolio. Whilst the cash flow procedures above are considered against the refinancing risk procedures, longer term risk to the Council relates to managing the exposure to replacing financial instruments as they mature. This risk relates to both the maturing of longer term financial liabilities and longer term financial assets.

The approved treasury indicator limits for the maturity structure of debt and the limits placed on investments placed for greater than one year in duration are the key parameters used to address this risk. The Council approved treasury and investment strategies address the main risks and the central treasury team address the operational risks within the approved parameters.

The maturity analysis of financial liabilities (excluding interest) is as follows:

| <b>31st Mar<br/>2018<br/>£000</b> |                        | <b>31st Mar<br/>2019<br/>£000</b> |
|-----------------------------------|------------------------|-----------------------------------|
| (6,725)                           | Less than 1 year       | (7,521)                           |
| (5,968)                           | Between 1 and 2 years  | (10,207)                          |
| (15,357)                          | Between 2 and 5 years  | (17,706)                          |
| (12,288)                          | Between 5 and 10 years | (1,232)                           |
| (226,858)                         | More than 10 years     | (246,658)                         |
| <b>(267,196)</b>                  | <b>Total</b>           | <b>(283,324)</b>                  |

# NOTES TO THE ACCOUNTS

## Market Risk

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

- borrowings at variable rates – the interest expense charged to the Surplus or Deficit on the Provision of Services will rise;
- borrowings at fixed rates – the fair value of the liabilities borrowing 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 on the balance sheet, 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.

The Council has a number of strategies for managing interest rate risk. The Annual Treasury Management Strategy draws together Council's prudential and treasury indicators and its expected treasury operations, including an expectation of interest rate movements. This Strategy is used to set a treasury indicator which provides maximum limits for fixed and variable interest rate exposure. The central treasury team will monitor the market and interest rate forecasts during the year and adjust exposures appropriately. For instance during periods of falling interest rates, and where economic circumstances make it favourable, fixed rate investments may be taken for longer periods to secure better long term returns, similarly the drawing of longer term fixed rates borrowing would be postponed.

If all interest rates had been 1% higher (with all other variables held constant) the financial effect at 31<sup>st</sup> March would be:

|  | <b>31st Mar<br/>2019<br/>£000</b> |
|--|-----------------------------------|
| Increase/decrease in interest received and credited to the CIES Account        | 568                               |
| Increase/decrease in external interest payable and debited to the CIES Account | 2,803                             |

**Price Risk** – The Council does not invest in equity shares or marketable bonds.



# NOTES TO THE ACCOUNTS

## 39. LOCAL TAXATION

### Council Tax

Council tax is the current form of local taxation for domestic properties. All domestic properties are placed into one of nine valuation bands according to their open market value at 1<sup>st</sup> April 2003. The average amount of council tax for a property in Band D in 2018/19 was £1,772.48. This was calculated by dividing the amount of council tax required by Neath Port Talbot CBC, each community council, and the South Wales Police Authority by the council tax base of 47,257 (which is the number of properties we collect council tax from, adjusted by discounts etc., and converted to the equivalent number of Band D properties). The amounts for properties in other bands are calculated by multiplying the Band D figure by the relevant multiplier in the table below:

| Band                        | A      | B      | C      | D     | E     | F     | G    | H    | I    | Total  |
|-----------------------------|--------|--------|--------|-------|-------|-------|------|------|------|--------|
| Multiplier                  | 6/9    | 7/9    | 8/9    | 9/9   | 11/9  | 13/9  | 15/9 | 18/9 | 21/9 |        |
| No. of chargeable dwellings | 13,077 | 26,256 | 11,235 | 7,030 | 4,250 | 1,355 | 492  | 89   | 16   | 63,800 |

### Business Rates

Non domestic rates are calculated by multiplying a property's rateable value by the rating multiplier (or rate in the pound). Rateable values are determined by the Valuation Office Agency and the multiplier is set by the Welsh Government. The multiplier for 2018/19 was 51.4p (2017/18 49.9p). The Council is responsible for collecting rates due from businesses 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.

In 2018/19, the total non domestic rateable value at the year end was £101.407m (2017/18 £103.373m).

### Significant precepts or demands

An element of the council tax bill relates to funding which is paid over to other organisations. The main demands and precepts were:

## NOTES TO THE ACCOUNTS

| Town or Community Councils                  | 2018/19<br>£000 |
|---|-----------------|
| Blaengwrach                                 | 36              |
| Blaenhonddan                                | 220             |
| Briton Ferry                                | 147             |
| Cilybebyll                                  | 91              |
| Clyne and Melincourt                        | 21              |
| Coedffranc                                  | 372             |
| Crynant                                     | 46              |
| Cwmllynfell                                 | 34              |
| Dyffryn Clydach                             | 47              |
| Glynneath                                   | 145             |
| Gwaencaegurwen                              | 81              |
| Neath                                       | 330             |
| Onllwyn                                     | 22              |
| Pelenna                                     | 38              |
| Pontardawe                                  | 176             |
| Resolven                                    | 50              |
| Seven Sisters                               | 48              |
| Tonna                                       | 29              |
| Ystalyfera                                  | 64              |
|   | <b>1,997</b>    |
| <b>Other Levies and Demands</b>             |                 |
| Police and Crime Commission for South Wales | 11,036          |
| Fire Authority                              | 7,288           |
|   | <b>18,324</b>   |

# ANNUAL GOVERNANCE STATEMENT

## Section One – Scope and responsibility

Neath Port Talbot County Borough Council must ensure that its business is conducted in accordance with the law and proper standards, that public money is safeguarded, properly accounted for and used economically, efficiently and effectively.

The Council has a duty to implement the Well-being of Future Generations (Wales) Act 2015, (which commenced on 1 April 2016). The Act needs to be applied to our governance structures to secure the type of changes the Act expects. The Act is about improving the social, economic, environmental and cultural well-being of Wales. To make sure we are all working towards the same vision, the Act puts in place seven well-being goals (a prosperous Wales, a resilient Wales, a healthier Wales, a more equal Wales, a Wales of cohesive communities, a Wales of vibrant culture and thriving Welsh language and globally responsible Wales). Furthermore, the Council must set well-being objectives that maximise the Council's contribution to the national well-being goals and embrace the sustainable development principle.

The Council also has a general duty under the Local Government (Wales) Measure 2009 to “make arrangements to secure continuous improvement in the exercise of [its] functions” and in discharging this duty, the Council must have regard in particular to the need to improve the exercise of its functions in terms of the following seven aspects of improvement:

1. Making progress towards an authority's strategic objectives (as set out in the Corporate Improvement Plan).
2. Improving service quality
3. Improving service availability.
4. Fairness especially in reducing inequality in accessing or benefiting from services, or improving the wellbeing of disadvantaged groups.
5. Exercising functions in ways that contribute to the sustainable development of an area.
6. Improving the efficiency of services and functions.
7. Innovation and change which contributes to any of the above.

## **ANNUAL GOVERNANCE STATEMENT**

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

### **Section Two - The Purpose of the Governance Framework:**

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

The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives and to evaluate the likelihood of those risks and the impact, and to manage them efficiently, effectively and economically.

### **Section Three - The Governance Framework:**

The Annual Governance Statement complies with the new 2016, Delivering Good Governance in Local Government: Framework published by the Chartered Institute of Public Finance and Accountancy (CIPFA) and in association with the Society of Local Authority Chief Executives (SOLACE). The Framework demonstrates the system of internal controls, which have been in place within the Council for the year ending 31<sup>st</sup> March 2019. The Framework illustrates examples of how the Council demonstrates compliance with good practice and meets the core and sub principles of effective governance. The Framework also provides details on the assurances taken during the year on the effectiveness of governance arrangements and the improvement work that arises from taking such assurances. The Council's governance environment embraces the seven core principles of the new Delivering Good Governance in Local Government: Framework (CIPFA/SOLACE, 2016).

## ANNUAL GOVERNANCE STATEMENT

The improvement work identified following the development of the Annual Governance Statement is overseen by the Corporate Governance Group and progress is reported as follows:

- Corporate Directors Group receive a quarterly progress report on the improvement action plan;
- Cabinet receive a half year and end of year progress report on the improvement action plan, the Cabinet will discharge this responsibility from 2018-2019 civic year, and;
- Audit Committee receive the end of year progress via the Annual Governance Statement.

# ANNUAL GOVERNANCE STATEMENT

## Section Three - The Governance Framework

Acting in the public interest requires a commitment to and effective arrangements for:

| <b>Core Principle A</b>  |   |
|--|---|
| Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law |   |
| <b>Sub principle</b>   | <b>Examples of our key systems, documents and processes</b>   |
| Behaving with integrity  | <ul style="list-style-type: none"> <li>➤ The Council’s political leadership have provided clear and consistent direction in terms of what is expected from senior officers, i.e. a workplace culture based on trust, respect, early and meaningful consultation.</li> <li>➤ <b>Anti-fraud, corruption and malpractice policy/whistle blowing policy:</b> conduct of Members is monitored by the Public Services Ombudsman for Wales and the Council’s Standards Committee. During 2018-2019, there were no referrals from the Public Services Ombudsman for Wales that required the Standards Committee to hear a matter.</li> <li>➤ <b>Whistle blowing Policy/Procedure:</b> whistle blowing complaints are monitored by the Council’s Audit Section to ensure that complaints are responded to. All whistleblowing complaints received were dealt with in line with the Policy.</li> <li>➤ <b>Standards Committee:</b> the Committee monitors the operation of the Council’s adopted Members Code of Conduct throughout the Authority.</li> <li>➤ <b>Annual monitoring</b> of key employment policies, discipline, grievance, and whistle blowing takes place and is reported to Members in the annual equalities employment information report (published on the Council’s website).</li> <li>➤ <b>Standing declarations register:</b> this is updated by Members as and when a declaration is made or amended when there has been a change in circumstances e.g. taking up new posts.</li> <li>➤ Officers’ declarations are audited annually and Members on a cyclical basis. No material considerations were known during 2018-2019. The information for Members is provided on the</li> </ul> |

## ANNUAL GOVERNANCE STATEMENT

### Core Principle A

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

| Sub principle           | Examples of our key systems, documents and processes   |
|-------------------------|--|
| Behaving with integrity | <p>Council's website.</p> <ul style="list-style-type: none"> <li>➤ <b>Internal Audit Service:</b> the service undertakes, when required, case-by-case checks on officer compliance with the Employee Code of Conduct. Last year a number of special investigations were undertaken in relation to non-compliance of the Employee Code of Conduct. Details of all such investigations and outcomes were fully reported to the Audit Committee.</li> <li>➤ <b>Audit Committee:</b> the Committee meets on a quarterly basis throughout the year and is responsible for examining, approving and keeping under review the adequacy and effectiveness of risk assessment, risk management and internal controls/compliance. The Committee is also responsible for reviewing the work and performance of both internal and external audit and receives reports from both. The terms of reference of the Committee are consistent with those recommended in the Public Sector Internal Auditing Standards (PSIAS). During 2018-2019, training on a number of topics was undertaken with members of the Audit Committee to support their role.</li> </ul> <p>The above arrangements ensure that Members and officers exercise leadership by behaving in ways that demonstrate high standards of conduct and effective governance.</p> <ul style="list-style-type: none"> <li>➤ <b>Corporate Comments, Compliments and Complaints Policy:</b> the policy is published on the Council's website with service related reports provided on a quarterly basis as part of the Council's performance management arrangements. Outcomes of investigations undertaken by service managers under stage 1 and the designated complaints officer under stage 2 of the policy should explain if the complaint was upheld/not upheld or partially upheld and lessons learned from the investigation should be recorded. This information helps to identify any systemic failings in service delivery provision.</li> <li>➤ The Public Services Ombudsman Wales (PSOW) overview report as it relates to Neath Port Talbot County Borough Council (NPTCBC) is provided by the Head of Legal Services on an annual basis.</li> </ul> |

## ANNUAL GOVERNANCE STATEMENT

| <b>Core Principle A</b>  |   |
|--|---|
| Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law |   |
| <b>Sub principle</b>   | <b>Examples of our key systems, documents and processes</b>   |
| Behaving with integrity  | <p>Complaints regarding the Welsh Language are separately reported within the Welsh Language annual report. That information must include the number of complaints received during the preceding year relating to the service delivery, operational and policy making standards with which the council is under a duty to comply.</p> <ul style="list-style-type: none"> <li>➤ All Wales complaints meetings are held twice yearly (also attended by the Public Services Ombudsman) to share learning and good practice across the 22 Welsh Local Authorities. The Principal Officer for Policy and Democratic Services attends these meetings as the NPTCBC representative. This group meets staff from the Public Services Ombudsman Wales office in Bridgend annually to help strengthen working relationships.</li> <li>➤ The Council's <b>Unreasonable/Unacceptable Customer Behaviour Policy</b> has been utilised on a few occasions over the last year to help manage persistent face-to-face, telephone and email contacts in keeping with actions identified within the policy. Limitations on contact arrangements are reviewed as needed by the relevant Head of Service in keeping with the policy.</li> </ul> |
| Demonstrating strong commitment to ethical values  | <ul style="list-style-type: none"> <li>➤ Across the Council, we have a number of professions that are obliged to comply with their relevant professional body's code of ethics. For example, all of our social workers must meet the standards set out in the code of conduct or code of practice from the Social Care Wales.</li> </ul>  |
| Respecting the rule of law   | <ul style="list-style-type: none"> <li>➤ <b>Council's Constitution:</b> the Constitution sets out how the Council operates and the process for policy and decision-making. Within this framework all the decisions are taken by Council, Cabinet or Cabinet Boards. The decisions are presented in a comprehensive written format in a standard template. The Cabinet Scrutiny Committee considers any decisions directly before the Cabinet meets. This is referred to as contemporaneous scrutiny.</li> </ul>   |



## ANNUAL GOVERNANCE STATEMENT

### Core Principle A

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

| Sub principle | Examples of our key systems, documents and processes   |
|---------------|--|
|               | <ul style="list-style-type: none"> <li>➤ The Council complies with a number of different legislation to ensure the proper running of the organisation, for example Employment statutory obligations, Health &amp; Safety legislation and Financial Regulations, with an overall good track record (as confirmed by our regulators).</li> </ul> |

### Core Principle B

Ensuring openness and comprehensive stakeholder engagement

| Sub principle | Examples of our key systems, documents and processes   |
|---------------|--|
| Openness      | <p>We aim to be a transparent Council that encourages those who use our services to tell us what is important to them and to suggest how services might improve. Examples of how we engage with individual citizens and service users effectively are listed under the sub principle included below.</p> <ul style="list-style-type: none"> <li>➤ <b>Corporate Communications and Community Relations Strategy 2018-2020:</b> During 2018-2019, work continued to deliver on the requirements of the Corporate Communications and Community Relations Strategy. Good progress was made in adopting a different operating model, making a shift in emphasis from a largely reactive communications function to a more proactive service. The business partner model became more embedded and we improved our use of insight in delivering more effective communications. We adopted a more confident and positive style of communications and made more use of interactive and multi-media content for a range of different channels, including a more engaging approach to promoting the Council's Corporate plan. This resulted in substantial growth in the number of Facebook followers and a higher level of engagement, both of which contribute to increasing the reach of our communications.</li> <li>➤ <b>Consultation:</b> A new Consultation and Engagement Strategy was developed and a Corporate Engagement Group (CEG) established to ensure a corporate and consistent approach to engagement and consultation activities across the Council and share learning and good practice. The Council's contract for Snap Survey Software, the corporate consultation software for internal and external stakeholder engagement, was renegotiated and renewed in line with the changing</li> </ul> |

# ANNUAL GOVERNANCE STATEMENT

## Core Principle B

Ensuring openness and comprehensive stakeholder engagement

| Sub principle | Examples of our key systems, documents and processes   |
|---------------|--|
| Openness      | <p>requirements of the CEG, making consultation exercises more accessible. The Council’s Planning Policy Service continues to use the Objective consultation software as that software enables consultation at all stages of Local Development Plan preparation and improves management of their consultee database.</p> <ul style="list-style-type: none"> <li>➤ <b>Council Website:</b> During the year, a dedicated ‘Have your say’ area was created on our website where all ‘current’ consultations can be accessed and responded to. This can be accessed from a ‘button’ on the homepage of the web and the friendly URLs <a href="http://www.npt.gov.uk/haveyoursay">www.npt.gov.uk/haveyoursay</a> / <a href="http://www.npt.gov.uk/dweudeichdweud">www.npt.gov.uk/dweudeichdweud</a>. An online newsroom was also launched where content from the Council, in a variety of formats, is curated.</li> <li>➤ A new area on the Council’s website ‘ShapingNPT’ has been designed to improve communications and engagement. The aim is to improve awareness of what the Council does and encourage engagement by simplifying the narrative around the Council’s Corporate Plan and Annual Reports. We are using citizens’ and wider stakeholders’ stories to bring the Council’s work to life and celebrate successes, but we are also highlighting areas where more work needs to be done to achieve our objectives.</li> <li>➤ <b>Scrutiny Committees:</b> All Scrutiny Members are continuing to undertake specific training to enhance their skills. Training will continue throughout this Council term on a Scrutiny by Scrutiny Committee basis and collectively, building on the Members’ individual skills and interests and focussing their work as a team to best enable them to discharge their functions and responsibilities.</li> <li>➤ <b>Performance reports:</b> we have a number of channels where performance is reported to and scrutinised, e.g. quarterly budget and performance monitoring reports are submitted to chief officers and Cabinet Board / Scrutiny Committees and an Annual Report is published in October which contains an assessment of our overall performance in the previous financial year. The</li> </ul> |

## ANNUAL GOVERNANCE STATEMENT

| Core Principle B   |   |
|--|---|
| Ensuring openness and comprehensive stakeholder engagement |   |
| Sub principle  | Examples of our key systems, documents and processes  |
| Openness   | <p>above information is available for our citizens to view on our website.</p> <ul style="list-style-type: none"> <li>➤ <b>NPT News:</b> Our online e-newsletter was launched. This is accessed via a free subscription and is available in English, Welsh or bilingually.</li> <li>➤ <b>Integrated Impact Assessment (IA) Framework:</b> following the initial revision of the Equality Impact Assessment framework during 2017-2018 in order to assist the Council in discharging its legislative duties (under the Equality Act 2010, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016), training for reporting officers took place during summer/autumn 2018. As a result of comments received during these sessions, the framework was further revised and is due to be rolled out, along with a revised reporting template, in April 2019.</li> <li>➤ <b>Record of decision-making and supporting materials:</b> all publicly accessible reports are published on the Council’s website via Modern.gov.</li> <li>➤ <b>Decision making protocols:</b> the Council agrees its meeting cycle at its Annual Meeting and this is published on the Council’s website. Forward work programmes are required to be maintained for the next three meetings of the relevant committee. Report templates ensure the relevant information and advice is presented to substantiate recommendations.</li> </ul> |
| Engaging comprehensively with institutional stakeholders   | <ul style="list-style-type: none"> <li>➤ <b>Stakeholders:</b> we have a list of key stakeholders that we engage with on major policies and plans. These include: Youth Council; Older Persons’ Council and the Black Minority Ethnic Community Association.</li> <li>➤ Working in partnership with trade unions and the Council’s formal employee relations framework is an important feature in how we engage with our employees. We have Staff Council at the highest level in the organisation, the LGS Green Book Negotiating Forum, LSPG (Schools trade union partnership forum), Service Joint Consultative Groups, and the Corporate Health &amp; Safety Trade Union forum. All of these groups meet regularly and are an opportunity for two-way information</li> </ul>   |

# ANNUAL GOVERNANCE STATEMENT

## Core Principle B

Ensuring openness and comprehensive stakeholder engagement

| Sub principle  | Examples of our key systems, documents and processes   |
|--|--|
| Engaging comprehensively with institutional stakeholders | <p>sharing, consultation (formal and informal) and where necessary, negotiation. As part of our approach to partnership working, trade unions have representation in other forums; so for example, trade unions sit as an integral part of the Heads of Service Workforce Planning Group.</p> <ul style="list-style-type: none"> <li>➤ <b>Partnership Governance Arrangements</b> (including Terms of Reference): the Council has in place governance arrangements for partnerships which:               <ul style="list-style-type: none"> <li>○ Clarify the roles of members both individually and collectively in relation to the partnership and to the Council;</li> <li>○ Clearly set out the legal status of the partnership; and</li> <li>○ Make clear the extent to which representatives or organisations both understand and make clear to all other partners the extent of their authority to bind their organisation to partner decisions.</li> </ul> </li> <li>➤ <b>Partnership working arrangements:</b> during 2018-2019 we continued to participate in a number of partnerships as follows: the Public Services Board, Think Family Partnership, Community Safety Partnership, Digital Inclusion Partnership, and Third Sector Partnership. Partnership working with our trade unions and teaching associations is a predominant feature of the Council’s culture in relation to workforce engagement. It involves elected Members, managers, employees and trade unions developing and implementing a way of working based on mutual respect and trust, shared objectives and joint ownership of problem solving.</li> <li>➤ <b>Regional collaborative arrangements:</b> we continued with our regional working arrangements via Education through Regional Working, Western Bay, City Region, Area Planning Board and Waste Services. A number of reports have been brought forward to the Council to ensure that Governance arrangements remain robust and proportionate. These arrangements are reviewed regularly to ensure they meet required needs of the Council and where they do not reports are brought to members highlighting various risks and concerns for the decisions to be made on future</li> </ul> |

## ANNUAL GOVERNANCE STATEMENT

### Core Principle B

Ensuring openness and comprehensive stakeholder engagement

| Sub principle  | Examples of our key systems, documents and processes  |
|--|---|
|  | <p>actions. The Council plays an active role in such regional collaborative arrangements to ensure the best return for our citizens and other stakeholders.</p>   |
| <p>Engaging with individual citizens and service users effectively</p><br><p>Engaging with individual citizens and service users effectively</p> | <ul style="list-style-type: none"> <li>➤ <b>Corporate communications and engagement activities:</b> It is important that our citizens and other stakeholders have a voice at an early stage to influence the development of policies and strategies that affect their lives and inform the way services are planned and delivered. However, due to the complexity of the differing needs of citizens it is not always possible to meet all needs, but a good understanding means we are better placed to divert valuable resource into the right places, at the right times and in the right ways.</li> <li>➤ <b>Corporate Communications and Community Relations Strategy</b> (see above)</li> <li>➤ <b>Consultation</b> (see above)</li> </ul> <p>We have a number of channels of communication in place with all sections of the community, stakeholders and staff. Our corporate communications and engagement system comprises of internal and external networks.</p> <ul style="list-style-type: none"> <li>➤ <b>Internal networks</b> include:               <ul style="list-style-type: none"> <li>○ Staff monthly e-newsletter 'In the Loop' - features important information relevant to staff.</li> <li>○ Staff Intranet which acts as an internal information portal (including staff news and a link to the Council's online Newsroom).</li> <li>○ Employee Portal – during the year ICT colleagues made developments to this web-based tool to enable employees to access it via their personal devices from home (it was previously only accessible internally). The Portal enables employees to access relevant information about the Council and their own HR and payroll information. Approximately 4,400 employees have now registered to the Portal.</li> </ul> </li> </ul> |

# ANNUAL GOVERNANCE STATEMENT

## Core Principle B

Ensuring openness and comprehensive stakeholder engagement

| Sub principle  | Examples of our key systems, documents and processes   |
|--|--|
| <p>Engaging with individual citizens and service users effectively</p> | <ul style="list-style-type: none"> <li>○ Staff consultations – during the year we undertook a number of staff consultations e.g. 2019-2020 budget proposals; Smart &amp; Connected – A Revised Digital Strategy 2018-2022; Social Services, Health and Housing staff survey (extended to adult services for the first time this year).</li> <li>○ Chief Executive Roadshows – a series of Chief Executive’s Staff Engagement Sessions were held with staff to explain the Forward Financial Plan and its implications. These were attended by almost 200 staff.</li> <li>○ Staff notice boards.</li> </ul> <p>➤ <b>External networks</b> including:</p> <ul style="list-style-type: none"> <li>○ Key stakeholders that we engage with on major policies and plans. These include: Youth Council; Older Persons’ Council; and the Black Minority Ethnic Community Association.</li> <li>○ Community Engagement events.</li> <li>○ Public meetings - last year senior officers from the Council continued with public meetings to brief the public on developments with the Pantteg Landslip area.</li> <li>○ Social media – we have corporate Facebook, Twitter, YouTube and LinkedIn accounts which are used to broadcast information and have two-way dialogue with stakeholders via facilities such as direct messaging and polls. In addition, there are more than 90 service specific accounts across the Council.</li> <li>○ E-newsletter – the council has a monthly e-newsletter, NPT News. This is available in a choice of languages (English, Welsh or bi-lingual). It is issued on a monthly basis, but can be issued more frequently in the case of breaking news or a major announcement. The e-</li> </ul> |



## ANNUAL GOVERNANCE STATEMENT

### Core Principle B

Ensuring openness and comprehensive stakeholder engagement

| Sub principle | Examples of our key systems, documents and processes  |
|---------------|---|
|               | <p>newsletter is available to stakeholders via a free subscription</p> <ul style="list-style-type: none"> <li>➤ <b>Budget 2019-2020:</b> an extensive public consultation exercise took place between 31<sup>st</sup> October 2018 and 11<sup>th</sup> January 2019, generating more than 1000 responses from a wide range of stakeholders, which shaped the final budget proposals.</li> <li>➤ The Communications and Community Relations Strategy sets out a range of measures designed to improve the effectiveness of the Council's mechanisms for involving people in its work.</li> </ul> |

### Core Principle C

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

| Sub principle     | Examples of our key systems, documents and processes  |
|-------------------|---|
| Defining outcomes | <p>The key plans listed below, describe the Council's short term and long term priorities to ensure citizens receive high quality services whether directly, or in partnership.</p> <p><b>Corporate Plan:</b> The Council's strategic vision and priorities (well-being objectives) for the county borough are set out in the Corporate Plan. The delivery of our vision and well-being objectives is organised at three levels:</p> <ul style="list-style-type: none"> <li>○ <b>Level 1- Improvement Priorities:</b> these are the areas prioritised for service change by the Council to respond to the challenges and opportunities that have been identified and to deliver on manifesto promises.</li> <li>○ <b>Level 2 - Corporate Change Programme:</b> the Council's corporate change programme was agreed by Council in 2017, focus continues to extending the use of digital technologies; exploiting new income sources and working differently with its communities.</li> <li>○ <b>Level 3 - Business Plans / Service Delivery:</b> the Council delivers or commissions an</li> </ul> |

# ANNUAL GOVERNANCE STATEMENT

## Core Principle C

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

### Examples of our key systems, documents and processes

#### Sub principle

Defining outcomes

enormous range of services and functions that affect the day to day life of everyone who lives in the county borough. During 2018-2019, a new Corporate Performance Management System (CPMS) was implemented which enables the integration of the Council's strategic planning, performance management and risk management arrangements.

Since the Corporate Plan was last updated, the Neath Port Talbot Public Services Board, published its Well-being Plan. There are a number of links between the priorities set out in the Corporate Plan and the objectives in the Well-being Plan. The Council is also continuously reviewing the effectiveness of collaborative working arrangements. As the model of collaborative working further matures the Council is better able to discern what works and what is ineffective.

- **Strategic Equality Plan:** The Council has a Strategic Equality Plan to make sure we work towards treating all people fairly, promoting equality of opportunity, combating discrimination and harassment and promoting good community relations. During 2018-2019, the focus and membership of the Equality and Community Cohesion Group have been revised. Local equality groups are now represented on the Group and its focus is more outward looking with promoting cohesiveness, addressing issues and concerns of the various communities, monitoring progress of corporate equality policies and action plans and sharing expertise and experience amongst its aims. The Group has identified a number of 'business as usual' work area audits, the outcome of which will help inform the revision of the SEP which will be undertaken during 2019-2020.
- **Biodiversity Duty Plan:** The Environment (Wales) Act 2016 introduces a duty (the S6 Duty) on public authorities to maintain and enhance biodiversity, thereby promoting the resilience of ecosystems, in the exercise of its functions. The Council's Biodiversity Duty Plan was adopted on 8<sup>th</sup> December 2017. The Plan focuses on evaluating our existing work practices and assimilating the new statutory duty into wider Council functions. This will result in a more joined-up approach between services, fulfilling both the Environment (Wales) Act 2016 requirements and the sustainable



# ANNUAL GOVERNANCE STATEMENT

## Core Principle C

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

### Examples of our key systems, documents and processes

| Sub principle     |  |
|-------------------|--|
| Defining outcomes | <p>development principle embedded in the Well-Being of Future Generations (Wales) Act 2015. The six objectives incorporated into the Plan, include requirements such as embedding biodiversity into decision making at all levels; managing and enhancing our habitats; improving our understanding and monitoring of biodiversity; and putting in place a framework for delivery. The Act further requires that before the end of 2019, and every third year thereafter, all public authorities must publish a report on what they have done to comply with the S6 Duty.</p> <ul style="list-style-type: none"> <li>➤ <b>Property Asset Management Plan:</b> Progress on the Property Asset Management Plan (2016-2021) is reported via annual Property Performance Reviews. The Plan and annual progress statements continue to link, feed off, and react to a range of other corporate plans, programmes and strategies, including the Forward Financial Plan, the ICT Strategy and the Council’s workforce planning arrangements.</li> <li>➤ <b>ICT Asset Management:</b> An audit of the council’s ICT equipment has been undertaken and the data is now held within the new Asset Management system. This information is being used to inform the ICT replacement programme.</li> <li>➤ <b>Other Asset Management Plans/Registers:</b> we have well-established mechanisms in place to manage our other assets. Our other asset management plans and registers provide information on the number and condition of different classes of assets, these include the Highways Asset Management Plan (which also includes bridges and structures) and a Fleet Asset Register (includes vehicles, small plant and machinery).</li> <li>➤ The asset management plans and registers inform our risk register and are an important consideration when determining revenue and capital budget priorities and our wider strategies.</li> <li>➤ <b>The Corporate Asset Management Group</b> has continued to meet through 2018-2019. The emphasis has been to develop work streams from the reported accommodation strategy and the</li> </ul> |

## ANNUAL GOVERNANCE STATEMENT

### Core Principle C

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

#### Examples of our key systems, documents and processes

| Sub principle  |  |
|--|--|
|  | <p>emerging agile working agenda. These priorities are being led by Property and ICT with support from HR and the remaining corporate members of the group.</p>  |
| <p>Sustainable economic, social and environmental benefits</p> | <p>➤ <b>Revenue and Capital Budgets:</b> the Council's Annual Budget and Capital Programme were set in the context of the revised Forward Financial Plan and Corporate Plan. Monthly reports are produced for senior officers and quarterly reports for elected Members, to support the monitoring expenditure forecasts against the agreed cash limits for the revenue budget. A Capital Programme Steering Group meets regularly to review expenditure against budget on the capital programme and to update the capital programme as funding decisions are made on relevant specific grants, with reports to senior officers and elected Members as appropriate. Capital expenditure is also monitored and reported to Members quarterly.</p> |
| <p>Sustainable economic, social and environmental benefits</p> | <p>➤ <b>Well-being of Future Generations (Wales) Act 2015:</b> The Corporate Plan 2018-2022 sets out the steps we will take to achieve the Council's well-being objectives and related improvement priorities through which we will maximise our contribution to the seven well-being goals and improve citizen's social, economic, environmental and cultural well-being. The Plan also demonstrates how the sustainable development principle has been applied in developing those steps.</p>  |
|  | <p>➤ The Neath Port Talbot Public Services Board published its Well-being Plan in May 2018. There are a number of links between the priorities set out in the Corporate Plan and the objectives in the Well-being Plan. The Council is also continuously reviewing the effectiveness of collaborative working arrangements. As the model of collaborative working further matures the Council is better able to discern what works and what is ineffective.</p>  |
|  | <p>➤ <b>Budget 2018-2019:</b> whilst the Council has made efforts to embrace the sustainable development principle in developing its budget proposals, it is inevitable, given the scale of changes that there will be some negative impacts arising from proposals.</p>   |

## ANNUAL GOVERNANCE STATEMENT

| <b>Core Principle D</b>  |  |
|--|--|
| Determining the interventions necessary to optimise the achievement of the intended outcomes |  |
| <b>Sub principle</b>   | <b>Examples of our key systems, documents and processes</b>  |
| Determining interventions  | <ul style="list-style-type: none"> <li>➤ <b>Record of decision making and supporting materials</b> (see above)</li> <li>➤ <b>Decision making protocols</b> (see above)</li> </ul>  |
| Planning interventions   | <ul style="list-style-type: none"> <li>➤ <b>Corporate Planning Arrangements:</b> the Council has a number of robust corporate planning and control arrangements in place in the following areas: Strategic Plans, Forward Financial Plan, Workforce Plan, Asset Plans, Risk Management and Performance Management.</li> <li>➤ <b>Committee Cycle dates:</b> committee dates are confirmed at the annual Council meeting and have clear terms of reference and membership. Amendments to committee arrangements are taken back to full Council for consideration and agreement during the civic year. The dates of committee meetings are circulated in the form of work programmes to ensure officers produce reports in a timely manner. Forward work programmes have also been developed for Cabinet Board and Scrutiny Committees.</li> <li>➤ <b>Key stakeholders:</b> we have a list of key stakeholders (internally and externally) that we engage with on major policies and plans throughout the year.</li> <li>➤ <b>Corporate Risk Policy:</b> The Council's Corporate Risk Management Policy has been updated to reflect improvements made to the way in which both strategic risks and operational risks are recorded, managed and reported. The revised Policy will continue to promote an open, consistent and proactive risk management attitude.</li> <li>➤ <b>Corporate Performance Management Framework:</b> we have a range of performance indicators that enable the Council to measure performance of services. To support the delivery of the framework, there is a corporate performance management team as well as directorate performance management teams.</li> </ul> <p style="margin-left: 40px;">During 2018-2019, a new Corporate Performance Management System (CPMS) was implemented</p> |

## ANNUAL GOVERNANCE STATEMENT

### Core Principle D

Determining the interventions necessary to optimise the achievement of the intended outcomes

| Sub principle                               | Examples of our key systems, documents and processes  |
|---|---|
| Planning interventions                      | <p>which enables the integration of the Council’s strategic planning, performance management and risk management arrangements. In implementing the new CPMS, the Council has taken the opportunity to ensure that there is a golden thread running from the three corporate well-being objectives, through to key corporate strategies and to service business plans. This enables the Council to clearly demonstrate how its services and functions contribute to the Council’s well-being objectives, which in turn support the seven national well-being goals.</p>  |
| Optimising achievement of intended outcomes | <ul style="list-style-type: none"> <li>➤ <b>Financial management arrangements:</b> the Council has sound financial management arrangements in place (including a range of policies and procedures such as financial regulations, financial procedures, contract standing orders, accounting instructions and officer delegations). These arrangements conform to the governance requirements of the CIPFA Statement of the Role of the Chief Financial Officer in Local Government (2010), all relevant legislation and within the terms of its Constitution.</li> <li>➤ The Director of Finance and Corporate Services is responsible for ensuring there are proper arrangements in place for the administration of the financial affairs of the Council. Corporate Directors are responsible for the financial management of their respective services and are supported by regular financial management information, which includes monthly financial monitoring reports.</li> <li>➤ In addition, quarterly budget and Forward Financial Plan monitoring reports are submitted to the Council, Chief Officers and Scrutiny Committees, culminating in the production of the statutory Annual Statement of Accounts.</li> <li>➤ The budget setting process for last year continued to be challenging and difficult decisions on cuts were unavoidable as a consequence, however the final settlement from Welsh Government was better than expected. The savings identified came from a prolonged and intense professional and Cabinet Member input and where appropriate subject to consultation with service users, staff and trade unions, and scrutinised by the relevant committee.</li> </ul> |

## ANNUAL GOVERNANCE STATEMENT

| <b>Core Principle E</b>   |  |
|---|--|
| Developing the entity's capacity including the capability of its leadership and the individuals within it |  |
| <b>Sub principle</b>  | <b>Examples of our key systems, documents and processes</b>  |
| Developing the entity's capacity  | <ul style="list-style-type: none"> <li>➤ In April 2018 the Council adopted a Corporate Workforce Plan with the ambition of ensuring the Council has the right number of people with the right skills and attitudes in place at the right time to deliver its services and functions. The Plan's action plan sets out how this will be achieved. A progress report will be presented to Members at Personnel Committee early in 2019.</li> </ul>  |
| Developing the capability of the entity's leadership and other individuals                                | <ul style="list-style-type: none"> <li>➤ The Council's Constitution clearly sets out the different, but complementary, responsibilities of Members and Officers to ensure there is effective leadership throughout the authority and there are clear job descriptions for all staff, which highlight their roles and responsibilities.</li> <li>➤ <b>Cross party panel:</b> the panel which is made up elected Members (chaired by the Leader) undertakes the Chief Executive's appraisal and agrees the objectives for year ahead and personal learning aims.</li> <li>➤ The <b>Chief Executive</b> (as Paid Head of Service) leads the Council Officers and chairs the Corporate Directors and Corporate Management Groups (includes all Heads of Service). The Director of Finance and Corporate Services is the <b>Section 151 officer</b> under the Local Government Act 1972 and the <b>Designated Monitoring Officer</b> (Head of Legal Services) carries overall responsibility for legal compliance. The <b>Head of Democratic Services</b> created by the Local Government Measure 2011 is the Assistant Chief Executive and Chief Digital Officer (previously the Head of Corporate Strategy and Democratic Services) and reports formally to the Democratic Services Committee on the adequacy of resources available to deliver the support related to the democratic functions of the Council.</li> <li>➤ <b>Members' induction programme:</b> all new Members and those returning Members following an election, receive an induction programme to familiarise themselves with protocols, procedures, values and aims of the Council. Following Local Government Elections in May 2017, the Council saw the introduction of 64 Members who were offered a focussed and tailored Induction programme providing them with the skills and knowledge to perform their roles effectively. This included 27 Elected Members taking public office</li> </ul> |

## ANNUAL GOVERNANCE STATEMENT

### Core Principle E

Developing the entity's capacity including the capability of its leadership and the individuals within it

| Sub principle   | Examples of our key systems, documents and processes   |
|---|--|
| <p>Developing the capability of the entity's leadership and other individuals</p> | <p>for the first time and those Members elected following by-elections held during the year.</p> <ul style="list-style-type: none"> <li>➤ <b>Member Support and Development:</b> A schedule of Member Seminars was delivered over the Civic Year covering a wide range of topics such as: substance misuse, asset based community development and Brexit as well as matters such as the 2018-2019 Budget Consultation.</li> <li>➤ <b>Officer Development (Performance Appraisal System and Employment Development Review):</b> the Council's corporate training and development capacity has been reduced significantly over several years. Learning, training and development opportunities are primarily service-initiated, with staff within adult and children's services being best supported as a result of the Welsh Government Social Care Workforce Development Programme and Council match funding. Social workers receive a full induction programme in their first year of practice and ongoing support throughout their career.</li> <li>➤ Resources have been made available support the digital development of the workforce, and this will commence early in 2019-2020 focusing the leadership development necessary to initiate the workforce changes necessary to deliver the Council's ambitious Digital Strategy.</li> <li>➤ During 2018-2019, despite constraints on corporate training capacity, we continued to support and deliver a considerable amount of training and qualifications, supporting staff development and progression at all levels in the organisation.</li> <li>➤ In 2018-2019, priority was given to workforce development across the social care sector through the Social Care Wales Workforce Development Programme (SCWWDP) Grant. The SCWWDP Grant has continued to be used to support the continued implementation of the Social Services and Well-being (Wales) Act 2014 as well as identified regional and local priorities.</li> <li>➤ Other priority training areas for the wider workforce included; Awareness of Child Sexual Exploitation; Digital Literacy Skills; Welsh Language; Data Protection; Violence against Women Domestic Abuse and Sexual Violence and Workshops to Raise Awareness of PREVENT.</li> </ul> |



## ANNUAL GOVERNANCE STATEMENT

### Core Principle E

Developing the entity's capacity including the capability of its leadership and the individuals within it

| Sub principle  | Examples of our key systems, documents and processes   |
|--|--|
| Developing the capability of the entity's leadership and other individuals | <ul style="list-style-type: none"> <li>➤ In 2018-2019, we have supported a number of apprenticeships in various designations throughout the organisation with the aim of supporting people into work and career development. Apprenticeships in building, construction and engineering as well as social care have proved to have been successful.</li> <li>➤ <b>Health and wellbeing of the workforce:</b> we have a number of arrangements in place to maintain the health and wellbeing of the workforce, these include:               <ul style="list-style-type: none"> <li>○ Maximising Attendance at Work Policy, which has a number of options to support people to return to work and remain in work, for example, early occupational health referrals, rehabilitation and phased return</li> <li>○ Stress risk assessments are available for everyone signed off work with stress even if its non-work related stress</li> </ul> </li> <li>➤ In 2019-2020, we will be working with Time to Change Wales to raise awareness in relation to Mental Health and developing an action plan to support the mental health of employees in the workplace.</li> </ul> |

### Core Principle F

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

| Sub principle | Examples of our key systems, documents and processes  |
|---------------|---|
| Managing risk | <ul style="list-style-type: none"> <li>➤ <b>Corporate Risk Policy, Corporate Risk Register and procedures for Risk management:</b> The Director of Finance is responsible for overseeing the implementation and continuous development of corporate risk. During 2018-2019, a new Corporate Risk Management Policy was approved by Cabinet. The risk module of the CPMS performance management system is being utilised to strengthen and underpin risk management arrangements.</li> </ul> |

## ANNUAL GOVERNANCE STATEMENT

| <b>Core Principle F</b>   |  |
|---|--|
| Managing risks and performance through robust internal control and strong public financial management |  |
| <b>Sub principle</b>  | <b>Examples of our key systems, documents and processes</b>  |
|   | <p>➤ <b>Senior Information Risk Owner (SIRO):</b> during 2018-2019 the Head of Information and Communications Technology was the Authority's designated Senior Information Risk Owner (SIRO), a role recommended in the Local Government Data Handling guidance and which is reinforced by the Public Services Network (PSN) Information Assurance requirements. Following retirement, a new SIRO must be designated.</p> <p>It has been agreed that the SIRO will report directly to the Corporate Directors Group on information security matters. The SIRO is accountable for information risk throughout the Authority.</p>  |
| Managing performance  | <p>➤ <b>Performance Management:</b> during 2018-2019, a new Corporate Performance Management System (CPMS) was implemented which enables the integration of the Council's strategic planning, performance management and risk management arrangements. In implementing the new CPMS, the Council has taken the opportunity to ensure that there is a golden thread running from the three corporate well-being objectives, through to key corporate strategies and to service business plans. This enables the Council to clearly demonstrate how its services and functions contribute to the Council's well-being objectives, which in turn support the seven national well-being goals.</p>   |
| Robust internal control   | <p>➤ <b>Internal Audit Section:</b> Internal audit is 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.</p> <p>➤ In March 2018, the Internal Audit Service was externally assessed in accordance with the Public Sector Internal Audit Standards and the service was assigned the highest rating.</p> <p>➤ During 2018-2019, 56 formal reports were issued with recommendations made where appropriate and all audit work undertaken complied with the Public Sector Internal Audit Standards. Details of achievement against the 2018-2019 audit plan will be presented in June to the Audit Committee, in</p> |
| Robust internal control   |  |



## ANNUAL GOVERNANCE STATEMENT

### Core Principle F

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

| Sub principle           | Examples of our key systems, documents and processes   |
|-------------------------|--|
| Robust internal control | <p>addition an opinion will be given via the Annual Internal Audit Report that “<b><i>Reasonable assurance can be given that there have been no major weaknesses noted in relation to the various internal control systems operating within the Authority</i></b>”.</p> <ul style="list-style-type: none"> <li>➤ Each year, the section has a risk based <b>Internal Audit Plan</b> approved by Audit Committee, which involves carrying out a series of audits in order to provide an opinion on the internal controls, risk management and governance arrangements of the Council. In addition, the section also carries out a number of special investigations, which will include investigations into suspected incidents of fraud, irregularity and malpractice. No significant governance issues were identified during 2018-2019. The <b>Audit Manager</b> provides quarterly reports to Audit Committee highlighting any concerns and to give assurance to elected Members regarding the Council’s internal controls.</li> <li>➤ The <b>Audit Committee</b> monitors the work plan of the Internal Audit Section, and the work of external audit, throughout the year. Enhancements have been made throughout the year to the reports provided to Members by Internal Audit. Work is ongoing to strengthen the role of Audit Committee.</li> <li>➤ <b>IT Health Checks:</b> the Council continues to undertake annual IT Health Checks, which incorporate internal and external penetration testing as part of yearly PSN (Public Services Network) accreditation. The accreditation takes the form of an annual submission detailing how the Authority performs against a host of controls based upon ISO27001 and will give the Council confidence that effective arrangements are in place regarding the collection, storage and use of data (including personal data). The last reaccreditation, which was successful, took place in January 2019.</li> </ul> <p>As well as this, as part of an all-Wales exercise, the ICT Service is working towards achieving Cyber Essentials Plus (CE+). The first stage has been successfully completed and forthcoming work will include on-site audits and health checks.</p> <ul style="list-style-type: none"> <li>➤ <b>IT audits:</b> we will work with both the Wales Audit Office and the Internal Audit Section to put in place a</li> </ul> |

## ANNUAL GOVERNANCE STATEMENT

### Core Principle F

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

| Sub principle                      | Examples of our key systems, documents and processes   |
|------------------------------------|--|
|                                    | <p>series of IT audits which will be undertaken during 2019-2020.</p> <ul style="list-style-type: none"> <li>➤ <b>Annual Governance Statement:</b> annually, officers undertake a review of the effectiveness of the Council's governance framework when compiling the annual governance statement. This is a shared effort with wide input from a range of services outside the finance and audit functions (e.g. Legal, ICT, H&amp;S and HR). The Annual Governance Statement is presented by senior officers of the Corporate Governance Group to the Corporate Directors Group and Cabinet for agreement.</li> </ul>   |
| Managing data                      | <ul style="list-style-type: none"> <li>➤ <b>Senior Information Risk Owner (SIRO)</b> – see above - sub principle Managing Risk.</li> <li>➤ <b>General Data Protection Regulation (GDPR)</b> - As a result of the implication of the General Data Protection Regulations, the Council has updated its data protection policies and information sharing protocols to ensure compliance with the same during the financial year 2018-2019 and will continue to develop this into 2019-2020. Ongoing review will take place to ensure the effectiveness of the policies and protocols.</li> <li>➤ <b>Strengthening and Modernising Democratic Arrangements</b> - In 2018-2019, we continued to embed the 'Modern.Gov' Committee Administration Management software system. 100% of the elected Members now receive papers electronically via iPad or the 'Modern Gov' system.</li> </ul> |
| Strong public financial management | <ul style="list-style-type: none"> <li>➤ The Director of Finance and Corporate Services is the responsible officer for the proper administration of the financial affairs of the Authority. This finance function provides support to directorates and determines the budget preparation and financial monitoring processes. This function also provides the annual statement of accounts for the Authority.</li> </ul>  |
| Strong public financial management | <ul style="list-style-type: none"> <li>➤ The budget setting process for last year continued to be challenging and difficult decisions on cuts were unavoidable as a consequence, however the final settlement from Welsh Government was better than expected. The savings identified came from a prolonged and intense professional and Cabinet Member input and subject to an extensive programme of consultation with service users, staff and</li> </ul>  |

## ANNUAL GOVERNANCE STATEMENT

### Core Principle F

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

| Sub principle | Examples of our key systems, documents and processes  |
|---------------|---|
|               | <p>trade unions, and scrutinised by the relevant committee. The Council also took steps to ensure the equality impact of budget proposals was explicitly considered when developing and agreeing the proposals within the revised Forward Financial Plan.</p> <ul style="list-style-type: none"> <li>➤ In addition, quarterly budget and Forward Financial Plan monitoring reports are submitted to the Council, Chief Officers and Scrutiny Committees, culminating in the production of the statutory Annual Statement of Accounts, all available for the public to view on the Council's website.</li> <li>➤ The Annual Statement of Accounts is a statutory summary of the Council's financial affairs for the financial year and is prepared in accordance with the local government Accounting Code of Practice (ACOP). The purpose of the Statement of Accounts is to give electors, local taxpayers, council members and any other interested parties clear information on the overall finances of the Council and to demonstrate the good stewardship of public money for the year.</li> <li>➤ Capital and revenue expenditure and related activities are subject to annual audit by the Wales Audit Office and an unqualified opinion (our information in the financial statements was sound) was provided on the Annual Statement of Accounts by WAO for 2017-2018.</li> </ul> |

### Core Principle G

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

| Sub principle                              | Examples of our key systems, documents and processes   |
|--|--|
| Implementing good practice in transparency | <ul style="list-style-type: none"> <li>➤ Members' Allowance scheme and Staff Pay Structure: the Council has a clear scheme setting out the terms and conditions for remunerating members and officers and an effective structure for managing the process. No new non-compliance issues were identified by the Independent Remuneration Panel</li> </ul> |

## ANNUAL GOVERNANCE STATEMENT

### Core Principle G

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

| Sub principle                            | Examples of our key systems, documents and processes  |
|--|---|
|  | for Wales in relation to the NPT Scheme during 2017-2018.   |
| Implementing good practices in reporting | <ul style="list-style-type: none"> <li>➤ <b>Annual Governance Statement:</b> annually, officers undertake a review of the effectiveness of the Council's governance framework when compiling the annual governance statement. This is a shared effort with wide input from a range of services outside the finance and audit functions (e.g. Legal, ICT, H&amp;S and HR). The Annual Governance Statement is presented by senior officers of the Corporate Governance Group to the Corporate Directors Group and Cabinet for agreement.</li> </ul>  |
| Assurance and effective accountability   | <ul style="list-style-type: none"> <li>➤ <b>Procurement:</b> the Procurement Team aim to ensure that best use is made of resources and that tax payers and service users receive value for money. The team continue to make improvements to the way goods and services are procured and the roll out of the electronic ordering and receipting system is ongoing. The electronic systems replace the old fashioned, labour intensive paper based process and has resulted in better management information regarding the goods and services the Authority buys as well as better adherence to corporate, regional and national procurement frameworks.</li> <li>➤ Internal Audit undertakes a review of all of the Authority's major financial systems on an annual basis.</li> <li>➤ The Auditor General for Wales reports annually on his audit and assessment work in relation to whether the Council has discharged its duties and met the requirements under the Local Government (Wales) Measure 2009. At the time of preparing this Statement, the Council is yet to receive the WAO's Annual Improvement Report for 2018–2019.</li> </ul> |

# ANNUAL GOVERNANCE STATEMENT

## Section Four - Review of effectiveness

The Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the Chief Officers and the Internal Audit Service who have responsibility for the development and maintenance of the governance environment and also by comments made by the external auditors and other review agencies and inspectorates. A Corporate Governance Group, reporting to the Corporate Directors Group ensures that improvement work is scheduled, resourced and monitored.

The review mechanism includes:

- **Constitution review and monitoring** - the Chief Executive and the Head of Legal Services are required to monitor and review the operation of the Constitution, and to report to Council at least annually on any proposed changes. During 2018-2019, the Head of Legal Services reported to Council on a number of occasions with amendments to the Constitution relating to changes to scrutiny rules, designation of duties to officers and changes to rules of procedure to encourage and facilitate better scrutiny and decision making.
- **Standards Committee** – During the year, the committee met to consider reports relating to decisions of the Adjudication Panel for Wales and the Ombudsman grant of dispensations to Councillors. Last year there were no referrals from the Public Services Ombudsman for Wales that required the Standards Committee to hear a matter.
- **Audit Committee** - work has been ongoing to strengthen the role of the Audit Committee. In July 2018, members of the Audit Committee undertook training on risk management and they received a presentation from the Wales Audit Office on the role of Audit Committees.
- **Internal Audit Service** – the service prepares an annual plan of work, which is then monitored throughout the year by the Audit Committee. A series of audit reviews are carried out throughout the year, in order to provide an opinion on the internal control, risk management and governance arrangements of the Council. During 2018-2019, 56 formal reports were issued.
- **Wales Audit Office audit report** (Annual Improvement Report) – The Council did not receive any statutory recommendations within the report during the course of the year 2017-2018.

## ANNUAL GOVERNANCE STATEMENT

- **Annual Reports** – the Council produces a number of annual reports throughout the year to give assurances on our governance arrangements. These include the following: Asset Management, Audit Service Annual Report, Complaints, Compliments and Comments Annual Report, Occupational Health and Safety and Joint Resilience Annual Report, Information Management & Information Governance Annual report, Ombudsman Annual Report, Performance Annual Report, Social Services Director’s Annual Report, Strategic Equality Plan Annual Report, Welsh Language Scheme - Annual Monitoring Report. The Corporate Governance Group will oversee any risks identified to governance arrangements, arising from these annual reports and none were received during 2018-2019.

### Governance Issues – progress to date

The table below describes the governance issues identified during 2017-2018 and the progress made against these during 2018-2019.

| Key Improvement Area  | Lead Officer    | Progress  |
|---|-----------------|---|
| 1. Equalities – roll-out of training, implementation, review and evaluation of the revised Impact Assessment Tool | Caryn Furlow    | <ul style="list-style-type: none"> <li>• Integrated Impact Assessment (IIA) tool has been developed and training delivered to relevant officers across the Council.</li> <li>• Training sessions for those officers originally identified but unable to attend earlier sessions were held in early February 2019.</li> <li>• A number of additional officers have been identified to undertake training and sessions are to be held at the end of April 2019.</li> <li>• Report template has been revised to include IIA and WBFG Act and will be introduced by April 2019.</li> <li>• IIA and Report Template to be rolled out during April 2019.</li> </ul> |
| 2. General Data Protection  | Craig Griffiths | <ul style="list-style-type: none"> <li>• The documentation in respect of GDPR is continually being rolled out</li> </ul>  |

## ANNUAL GOVERNANCE STATEMENT

| Key Improvement Area                                  | Lead Officer | Progress  |
|---|--------------|---|
| <p>Regulation (GDPR) – monitoring of arrangements</p> |              | <p>to officers of the Council and work is presently ongoing to ensure compliance with the same and to ensure the Council is meeting its legislative obligations. As new methods of working are being operated, the consideration of GDPR issues and the need for updated Privacy Statements are being implemented. Further work is presently ongoing to ensure that directorates are uploading their Service Specific Privacy Statements to the Internet.</p> <ul style="list-style-type: none"> <li>• Training for elected Members has been developed and presented to Members in the first week of February 2019 to demonstrate what Members must consider in line with GDPR and they are to be provided with practical and easy to use documents to aid in compliance. Members have now been registered as individual data controllers with the Information Commissioner’s Office in their own right.</li> <li>• Officers are continuing to regularly provide advice to client departments on GDPR requirements and the need to consider data protection in all their areas of work to the extent that data protection is now factoring into all processes undertaken by the Council. Further work is required to continue with this rollout.</li> <li>• A report was taken to Corporate Directors Group on the 8th January 2019 regarding additional steps that the Head of Legal Services and Head of ICT feel should be implemented to ensure further safeguarding against GDPR non-compliance, including:             <ol style="list-style-type: none"> <li>a. Each Directorate nominates a member of staff to be a Data Protection Champion to undertake detail training and guidance in Data Protection matters and to assist directorates in compliance</li> </ol> </li> </ul> |

## ANNUAL GOVERNANCE STATEMENT

| Key Improvement Area   | Lead Officer | Progress  |
|--|--------------|---|
|  |              | <p>related issues. It is envisaged that this could be the current Information Officers.</p> <p>b. Information Security awareness to become a mandatory item for Employee Induction.</p> <p>c. Information Security training to be mandated for all staff who collect and/or handle data relating to individuals or families. Refresher training to also become mandatory and delivered as required.</p> <p>d. The Directorate based Champion(s) to be responsible for ensuring staff undertake both training and awareness sessions and to maintain a register of attendance. The Champion(s) also to be responsible for scheduling refresher training as required.</p> |
| 3. Information Management – update the Information Strategy and bring forward for approval                                     | Karen Jones  | The Information Strategy is currently under review in light of the change to the Council’s obligations introduced under the recent GDPR legislation. Once this exercise is complete the updated strategy will be forwarded to the Corporate Governance Group for ratification before being presented to Members for approval  |
| 4. Code of Corporate Governance – review of assurances in place to fully comply with Core Principle A on Behaviours and Values | Caryn Furlow | A desktop exercise has been undertaken to review what assurances the Council has in place (e.g. systems, documentation and evidence) to ensure we fully comply with Core Principle A on Behaviours and Values and good practice.  |



## ANNUAL GOVERNANCE STATEMENT

### Section Five - Governance Issues for 2019-2020 (including those carried forward from last year and new ones identified)

| Key Improvement Area  | Carried Over from 2018-2019 | New 2019-2020 |
|---|-----------------------------|---------------|
| 1. Integrated Impact Assessment – review and evaluate the revised Integrated Impact Assessment Tool | ✓                           |               |
| 2. General Data Protection Regulation (GDPR) – monitoring of arrangements                           | ✓                           |               |
| 3. Information Management – update the Information Strategy and bring forward for approval          | ✓                           |               |
| 4. Corporate Performance Management System – review system implementation                           |                             | ✓             |
| 5. Review of the Council’s collaborative / regional working arrangements                            |                             | ✓             |

We propose over the coming year to take steps to address the above matters to further enhance our governance arrangements and we will monitor their implementation and operation as part of our next annual review.

**Signed:**



**Chief Executive: Steven Phillips**

**Date: 13<sup>th</sup> May 2019**

**Signed:**



**Leader of the Council: Councillor Rob Jones**

**Date: 13<sup>th</sup> May 2019**

## **The independent auditor's report of the Auditor General for Wales to the members of Neath Port Talbot County Borough Council**

The Independent Auditors Report will be incorporated into the final statement of accounts once the auditors have completed their audit work. It is a requirement that this is completed and reported when the Accounts are signed off.

## **The independent auditor's report of the Auditor General for Wales to the members of Neath Port Talbot County Borough Council**

The Independent Auditors Report will be incorporated into the final statement of accounts once the auditors have completed their audit work. It is a requirement that this is completed and reported when the Accounts are signed off.

## **The independent auditor's report of the Auditor General for Wales to the members of Neath Port Talbot County Borough Council**

The Independent Auditors Report will be incorporated into the final statement of accounts once the auditors have completed their audit work. It is a requirement that this is completed and reported when the Accounts are signed off.

## GLOSSARY OF TERMS

This Glossary of Terms has been prepared on the basis that a basic knowledge of accountancy terms is held. It provides a description of specialist terms relating to local government finance.

|  |  |
|--|--|
| Accumulated Absences                           | The Code of Practice requires an adjustment for accumulated absences which gives a monetary value to the cost of holidays accrued by staff but not taken at the end of the financial year. The net effect of this adjustment is reversed from the accounts.  |
| Actuary  | An actuary is someone who works with complex mathematical models to predict the likelihood of future years. Their skills are used to work out insurance and pension fund valuations, taking into account relevant factors such as trends in insurance claims and life expectancy.  |
| Cash flow Statement                            | This statement summarises the movements in cash during the year for both revenue activities and capital activities.  |
| CIPFA/LASAAC                                   | CIPFA/LASAAC is the body that sets the Code of Practice on Local Authority Accounting in the United Kingdom.   |
| Comprehensive Income and Expenditure Statement | This accounts records day to day spending and income on items such as salaries and wages, the running costs of services and the financing of capital expenditure. It shows the accounting cost in the year, in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation. |
| Componentisation                               | Accounting standards require that assets are split into separate components where there are significant differences in the life of elements of the assets which would have a significant effect on the depreciation costs.   |
| Contingent Asset                               | This is a possible asset that arises from past events but whose existence will only be confirmed after an uncertain future.  |
| Contingent Liability                           | This is a possible obligation that may arise from past events and whose existence will be confirmed by the occurrence of uncertain future events.  |
| Expenditure and Funding Analysis               | This analysis is designed to provide a more direct link between the Council's budgeted spend and the figures reported under generally accepted accounting practices. It provides a link between management information and the figures included in the Comprehensive Income and Expenditure Statement.                     |
| Fair Value                                     | This is the estimated value of an asset or liability at the balance sheet date. The fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.   |
| Financial Instruments                          | This relates to any contract which gives rise to a financial asset in on organisation and a financial liability or equity instrument of  |

## GLOSSARY OF TERMS

another. A collective name for investments, trade debtors and borrowings.

|                                    |   |
|------------------------------------|---|
| General Fund Balance               | This represents the cumulative retained surpluses on the Council's revenue budget. It includes reserves the Council has earmarked to fund its plans as well as a cushion against unexpected events or emergencies. The level of the balance is considered as part of the annual budget process each year.           |
| Impairment                         | This happens when fixed asset or investment values change significantly due to changes in circumstances. It can occur if there is a significant change in a fixed asset's market value or significant physical damage such as fire. The cost of impairment is charged to the revenue account in the year it occurs. |
| Minimum Revenue Provision (MRP)    | A minimum annual charge that has to be made to the revenue accounts to systematically reduce the principal element of loans which have been raised and used to pay for capital schemes.   |
| Movement in Reserves Statement     | This statement shows the movement in the year on the different reserves held by the Council, analysed between the usable reserves which can be applied to fund expenditure or reduce local taxation and other reserves and the unusable reserves which cannot be utilised in this way.                              |
| National Non Domestic Rates (NNDR) | Also known as the Business Rate, it is the charge occupiers of business premises pay which is collected by this Council and paid to the Welsh Government for reallocation. The charge is based on the rateable value of the business premises.  |
| Pension Reserve                    | The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post-employment benefits (pensions) and for funding benefits in accordance with statutory provisions.  |
| Pooled Budgets                     | These are budgets which are joined up across differing organisations with similar objectives and used to ensure improvements through coordinating expenditure.  |
| Precepts                           | Precepts are levied on the Council by non-billing organisations such as the police and community councils to enable them to cover their costs in the performance of their services or duties.   |
| Provision                          | This is an amount set aside in the accounts for a past event which is likely or certain to result in a financial cost some time in the future, though the exact amount and date may be uncertain.   |
| Public Works Loans Board (PWLB)    | This is a Government Agency which provides longer term loans to local authorities.  |

## GLOSSARY OF TERMS

|   |   |
|---|---|
| Related Party Transactions                            | These are disclosed to highlight any relationships that may exist between the Council and third parties who may materially affect or influence the way the Council or third parties are able to operate.  |
| Reserves  | These are sums set aside to meet future expenditure. This Council splits the total reserve to show those earmarked to fund specific expenditure and those held to fund non-specific future expenditure in the general reserve.  |
| Revaluation Reserve                                   | This reserve is used to record gains in fixed asset values as a result of formal revaluations of the Council's fixed assets.  |
| Revenue Expenditure funded from Capital under Statute | This represents revenue expenditure which the Council is allowed to apply to Capital under statutory provisions. It does not result in fixed assets controlled by the Council.  |
| Revenue Support Grant/NNDR                            | This is general government grant in support of local council services which is paid by the Welsh Government. The distribution of this grant tries to take account of the differing needs in each Council.   |
| Service Concession                                    | A service concession arrangement arises when a Council grants a contract to a supplier who provides or maintains capital assets on the Council's behalf, which revert to the Council's ownership at the end of the contract. The grantor regulates the services the operator must provide using the assets and also controls any significant residual interest in the assets at the end of the term of the arrangement.   |
| The Code of Practice                                  | <p>The Code of Practice incorporates guidance in line with IFRS, IPSAS and UK GAAP Accounting Standards. It sets out the proper accounting practice to be adopted for the Statement of Accounts to ensure they 'present fairly' the financial position of the Council.</p> <p>Note: values throughout these accounts are presented rounded to whole values as shown throughout the accounts. Totals in supporting tables and notes may not appear to cast, cross-cast, or exactly match to the core statements or other tables due to rounding differences.</p> |
| Wales Audit Office (WAO)                              | A body that independently examines the activities of the Council.   |