

### **Audit committee**

**Date: Tuesday, 26 September 2017**

**Time: 17:30**

**Venue: Westwick room, City Hall, St Peters Street, Norwich, NR2 1NH**

**Committee members:**

**Councillors:**

Price (chair)  
Driver (vice chair)  
Bradford  
Coleshill  
Jones (B)  
Lubbock  
Maxwell  
Schmierer

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## Agenda

### Page nos

**1 Apologies**

To receive apologies for absence

**2 Public questions/petitions**

To receive questions / petitions from the public

Please note that all questions must be received by the committee officer detailed on the front of the agenda by **10am on Thursday, 21 September 2017.**

Petitions must be received must be received by the committee officer detailed on the front of the agenda by **10am on Monday, 25 September 2017.**

For guidance on submitting public questions or petitions please see appendix 1 of the council's constitution.

**3 Declarations of interest**

(Please note that it is the responsibility of individual members to declare an interest prior to the item if they arrive late for the meeting)

**4 Minutes**

**5 - 8**

To agree the accuracy of the minutes of the meeting held on 5 September 2017

**5 Statement of Accounts and Audit Results Report 2016-17**

**9 - 184**

**Purpose** - This reports presents the 2016-17 audited Statement of the 2016-17 audited Statement of Accounts, the Audit Results report and draft letter of management representation.

Date of publication: **Monday, 18 September 2017**





**Audit committee**

**16:35 to 17:25**

**5 September 2017**

Present: Councillors Price (chair), Driver (vice chair following election), Bradford, Coleshill (replacing Councillor Bremner as a member of the committee), Jones (B), Lubbock, Maxwell and Schmierer

Also present: Councillor Kendrick (cabinet member for resources)

(The members listed above attended an informal pre-meeting briefing on the council's approach to IT security facilitated by Steve Day, head of IT (LGSS).)

**1. Public questions/petitions**

There were no public questions or petitions received.

**2. Declarations of interest**

There were no declarations of interest.

**3. Minutes**

**RESOLVED** to agree the accuracy of the minutes of the meeting held on 20 June 2017.

(The following two items are set out in the supplementary agenda for the meeting.)

**4. Annual Governance Statement 2016-17**

The principal audit manager (LGSS) presented the report.

The chair said that the committee had a lengthy discussion on the Annual Governance Statement at its last meeting and that he concurred with the principal audit manager that the changes to the Statement, shown as tracked changes, were minor and not significant.

**RESOLVED** to approve the Annual Governance Statement 2016-17.

**5. Extraordinary meeting – Audit Results Report 2016-17 and Statement of Accounts 2016-17**

The chief finance officer explained that the external audit had not been completed and therefore it was not possible to present the Audit Results Report 2016-17 or the Statement of Accounts 2016-17 to this meeting. She had consulted the chair and vice chair who had agreed that an extraordinary meeting of the committee should be

convened to consider these reports and sign off the accounts by 30 September 2017. The finance team would work with the external auditors to ensure that the production and audit of the financial statements met the earlier deadlines for 2017-18.

The chair said that he had a request to hold the extraordinary meeting at 17:30 on Tuesday, 26 September 2017 rather than the earlier time proposed on the supplementary agenda.

Councillor Lubbock said that she would not be available to attend the meeting on 26 September 2017 and gave her apologies.

**RESOLVED** to hold an extraordinary meeting of the committee at 17:30 on Tuesday, 26 September 2017.

## **6. Internal Audit 2017-18 – April to August Update (Quarter 1)**

The principal audit manager presented the report, and together with the head of internal audit (LGSS) and the chief finance officer, answered members' questions.

During discussion the vice chair asked whether the internal audit plan allocation took into account the earlier completion of the financial statements in 2018-19. Members were advised that the internal audit plan was agreed at the March meeting and that the internal audit plans would not be significantly affected by the new deadlines but external audit would be. The Annual Governance Statement which accompanied the Statement of Accounts would be completed to the earlier timetable. Members considered that it would be useful to have a year on year comparison on the number of days spent on audit so that progress could be tracked against previous years.

In reply to a question, the principal audit manager confirmed that the outcome of internal audits would be reported to the committee if there were serious concerns. A summary of the results of internal audits was included in the committee report. Members could request copies of the audit reports which could be redacted if necessary.

The principal audit manager said that five days had been agreed by the corporate leadership team and the committee as being sufficient to conduct an audit of fees and charges. A discussion would be held with the corporate leadership team and committee if it were necessary to increase the number of days allocated to this audit. The head of internal audit explained that the focus of the internal audit was to give assurance on the control environment for fees and charges and he did not envisage that it would be necessary to increase the number of days. The culture of the council and its policies and procedures created a good control environment where it was possible to check a sample for compliance and provide assurance.

Members noted that the Annual Governance Statement covered the governance of the council and would include ensuring that actions arising from council motions were followed up.

The chair thanked the officers for the excellent report. He pointed out that under the section on "Customer Satisfaction", on page 18 of the agenda papers, only 84 per cent of managers replied positively when asked whether they 'understand the risk

management strategy and how to apply it' and asked what steps were being taken in mitigation. The principal audit manager said that the corporate leadership team and members had engaged with the audit team to promote risk management. The results of the survey identified a further opportunity to engage with heads of service and operational managers to promote the strategy and to review the council's online training. In reply to a members' question, the principal audit manager explained that the 84 per cent was of the total responses made and not of all managers. The survey results were useful to identify training needs.

**RESOLVED** to:

- (1) note the report;
- (2) ask the principal audit manager to provide comparisons on progress against the audit plan with previous years as part of the regular monitoring report to committee.

## **7. External Audit Appointment**

The principal audit manager presented the report. He confirmed that the committee had approved the use of Public Sector Audit Appointments Ltd (PSAA) to act as the audit panel to appoint the external auditor at its meeting on 20 September 2016 (2017 was a typographical error in the purpose of the report).

During discussion members considered that local government external audit must comply with regulations set by the government. The PSAA set the scale of fees and the final fees would be published in the audit results report. Members noted that the Local Audit and Accountability Act 2014 had been introduced to change the appointment process of external auditors with the objective to maintain or reduce costs to local authorities.

The chair said that he was fully satisfied with the process that had been undertaken by the audit panel and its recommendation that Ernst & Young LLP continue as this council's external auditor.

Councillor Kendrick, cabinet member for resources, said that he supported the recommendation.

**RESOLVED** to note the report and recommend to cabinet that it endorses the proposal from the panel of the Public Sector Audit Appointments Ltd (PSAA) that Ernst & Young LLP continues to be the council's external auditor.

CHAIR





**Report to** Audit committee  
26 September 2017  
**Report of** Chief finance officer  
**Subject** Statement of Accounts and Audit Results Report 2016-17

Item

5

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### **Purpose**

This report presents the 2016-17 audited statement of accounts, the Audit Results Report, and draft letter of management representation.

### **Recommendation**

The committee is asked to:

- (1) approve the statement of accounts presented in Appendix 1 of the report, and delegate to the chief finance officer, in consultation with the chair, the signing of the accounts by 30 September 2017.
- (2) review and note the Audit Results Report, Appendix 2, from the council's external auditor;.
- (3) review and approve the draft letter of management representation presented in Appendix 3 of the report, including the chief finance officer's rational for not correcting an audit difference within the financial statements.

### **Corporate and service priorities**

The report helps to meet the council priority to provide value for money services.

### **Financial implications**

The report has no direct financial consequences however it does report on the performance of the council and the provision of value for money services.

**Council Ward/s:** All wards

**Cabinet member:** Councillor Kendrick – Resources

### **Contact officers**

Karen Watling, chief finance officer

01603 212440

## **Background documents**

None

## **Report**

### **2016-17 Statement of Accounts**

1. The chief finance officer (CFO) authorised the unaudited draft statement of accounts on 8 June 2016, well before the statutory deadline of 30 June, as required in the Accounts and Audit Regulations 2015, and earlier than last year's date of 22 June.
2. There is no requirement for the committee to approve the draft financial statements. These were however presented to the audit committee on 20 June 2017 for review.
3. Appendix 1 shows the fully audited statement of accounts. There are no significant differences in the core statements from those the committee reviewed in June.

### **Audit Results Report**

4. The audit results report is attached at Appendix 2. It summarises the findings from the 2016-17 external audit which is now substantially complete. It includes the external auditor's opinion, their conclusions on significant risks, their assessment of the control environment, as well as the results of the work undertaken to assess arrangements to secure value for money in the council's use of resources.
5. Subject to satisfactory completion of the outstanding items highlighted in page 5 of the Audit Results report, the external auditor expects to issue an unqualified opinion on the 2016-17 financial statements.
6. The audit results report draws attention to the significant risks around both the General Fund and Housing Revenue Account funding positions going forwards. The council is well aware of these risks and the report recognises the actions, both already taken by the council, and ongoing, to address these gaps.
7. The external auditor has identified one unadjusted audit difference within the financial statements. This is discussed later in the report.
8. In addition, the external auditor has noted that the council did not fully comply with the Account and Audit Regulations 2015. Under these regulations the council is required to set and advertise a public audit inspection period that includes the first ten working days of July. However the council undertook its inspection period from 12 July to 22 August 2017. Despite this, the external auditor is satisfied that members of the public had an appropriate period to inspect the accounts as the length of the inspection period complied with the 30 working days required by the regulations. The closure of accounts project plan for next year will include actions and dates to ensure full compliance in the future.

## **Letter of Management Representation**

9. Appendix 3 contains the draft Letter of Management Representation to be discussed and approved by the audit committee, as those charged with governance of the council, and signed by the chair of the audit committee and the chief finance officer (CFO).
10. The external auditor has identified one unadjusted audit difference within the financial statements which the CFO has chosen not to adjust. The accounting error relates to the calculation of notional interest charges on decent home grants. The CFO has not corrected the error because it is immaterial in size (£386k), it does not have an impact on the council's usable reserves, and to adjust the error would have meant a disproportionate amount of work for the amount involved. Working papers and accounting procedures will be modified so that the error is corrected for next year's Statement of Accounts.
11. Audit committee is asked to consider and approve this rationale, as stated in the Letter of Management Representation.



# Statement of accounts

for the year ending  
31 March 2017



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**2016-17 Statement of Accounts**

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## Narrative Report

### 1. Introduction to Norwich

Norwich City Council is one of four Councils that provide services to the City of Norwich along with Broadland District Council, South Norfolk Council and Norfolk County Council.

The City Council is responsible for approximately 60% of the urban area of the City, including the historic city centre, covering a population of approximately 138,872 people (Source: 2016 midyear estimates, Office of National Statistics ONS).

Norwich is an innovative, creative city with big ambition for both the place and the people who live here. The fastest growing economy in the east of England, it is home to the headquarters of 50 major companies, is in the top shopping destinations in the country and is the regional cultural capital. Yet in sharp contrast to this outward economic prosperity, Norwich has a low-wage economy and high levels of deprivation.

Norwich's position as a regional centre means there are high levels of inward travel into the City for work, shopping, cultural and leisure activities. This means that many of the services the City Council provides are used by people who live outside of the City, placing additional pressures on Council resourcing. However, this must be balanced against the range of benefits this high inward travel provides, including to the local economy and to the council financially, through its share of business rates etc.

#### **Norwich - facts and figures**

Norwich has been a success story for almost 1,000 years. It is a modern city with a historic heart. It is vibrant and growing fast. Its economic, social, cultural and environmental influence is out of proportion to its size, and extends far beyond its boundary. Norwich's importance to the people of Norfolk and the wider region is clear.

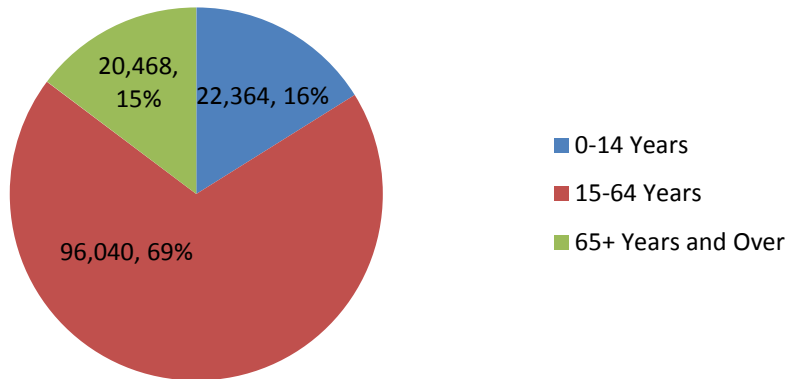
But it is also a city that hides significant inequality. While the city has many positive aspects, it also has many of the severe issues that urban city centres can experience, poor educational attainment, poor health, and above average crime and antisocial behaviour, although this is reducing. Below we set out some key facts about the City.

#### **Population**

Office for National Statistics Mid-Year Estimate for 2016 reported Norwich's estimated population was 138,872 with age profile as presented below

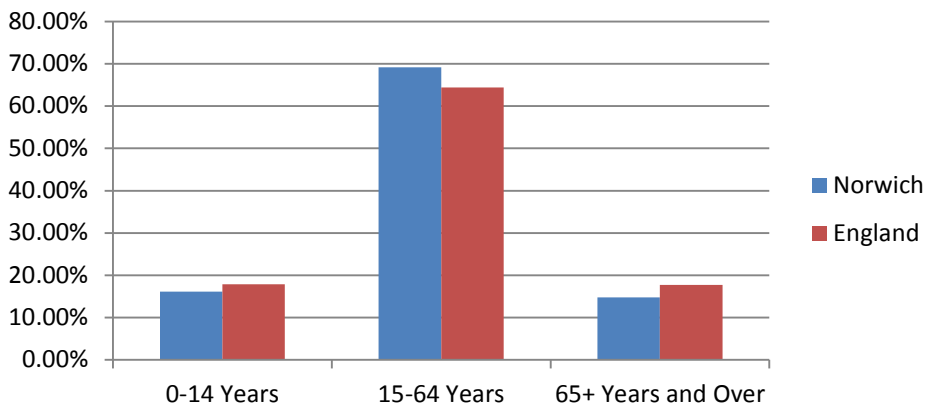


## Composition of Norwich population



Norwich has a mainly working age profile. This trend goes against national averages as demonstrated below:

## Comparison of Norwich's age profile to England wide



### Economy

Economic data tells us:

- The median annual pay for full time workers in Norwich is £26,107 per annum which is less than the national average of £28,503
- Office for National Statistics Model Based unemployment rate in Norwich January to December 2016 was 5.0% which is higher than the national average of 4.8%
- According to the 2015 Indices of Deprivation Norwich households rank 47<sup>th</sup> (lower number indicates higher deprivation) out of 324 local authorities for overall deprivation – for Education , Skills and Training and Health and Disability both rank 18 out of 324
- According to the 2015 Indices of Deprivation 18.9% of Norwich residents live in income deprived households
- Around three in ten Norwich children aged 0-15 (29%) live in income deprived households (Income Deprivation Affecting Children Index)
- More than one in five Norwich residents aged over 65 (22.8%) live in income deprived households (Income Deprivation Affecting Older People Index)

Further information about Norwich and how it compares to the rest of Norfolk and the UK can be found here [https://www.norwich.gov.uk/downloads/file/3602/state\\_of\\_norwich\\_2015-2016](https://www.norwich.gov.uk/downloads/file/3602/state_of_norwich_2015-2016)

## 2. The Council

The City Council, along with various partner organisations, provide a range of different services for Norwich residents and visitors including:

- Street cleansing, waste collection and recycling services
- Planning, regeneration and economic development services
- Transport services
- Public protection services including licensing and environmental health
- Housing services including providing and maintaining 14,987 Council homes - making us one of the largest local Council landlords
- Parks and open spaces
- Cultural, tourism and leisure services
- Processing housing and council tax benefits
- Electoral services

The Council has 39 Councillors representing 13 Wards (three Councillors for each ward), each serving a four year term. In February each year the Council sets the policy framework, budget and level of council tax for the coming financial year.

The political make-up of the Council during 2016-17 was:

- Labour – 26 seats
- Green Party - 10 seats
- Liberal Democrats - 3 seats

The Council operates a 'leader and cabinet' structure. The cabinet during 2016/17 consisted of seven members of the Labour group, including the leader of the Council.

- Leader of the Council
- Deputy leader and cabinet member for council housing
- Cabinet member for fairness and equality
- Cabinet member for environment and sustainable development
- Cabinet member for neighbourhoods and community safety
- Cabinet member for customer care and leisure
- Cabinet member for resources and business liaison

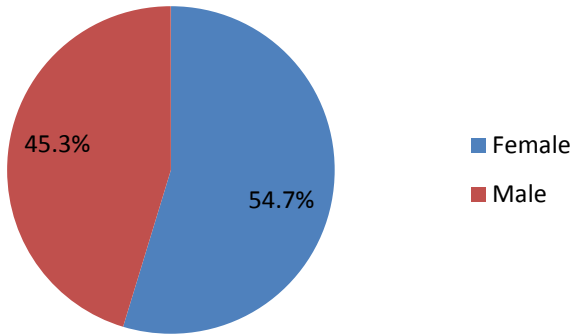
The cabinet makes recommendations to the Council on the policy and budget framework. It also carries out all the executive functions of the Council which are not reserved to the full Council, exercised by another committee or delegated to an officer.

### People

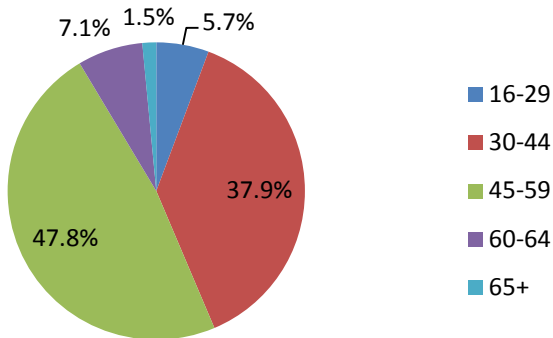
The council employed 490.43 fulltime equivalent (FTE) staff at 31<sup>st</sup> March 2017. The actual number of staff was 594 of whom 352 were full time and 242 were part-time.

Below are the profiles of staff within the council.

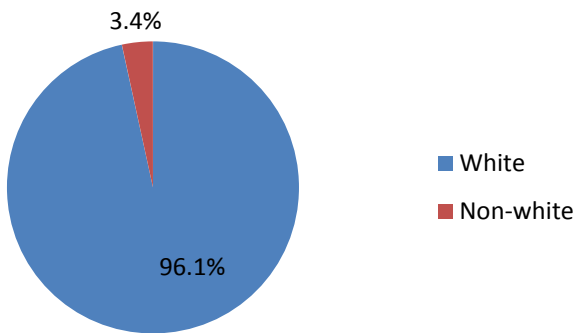
### By Gender

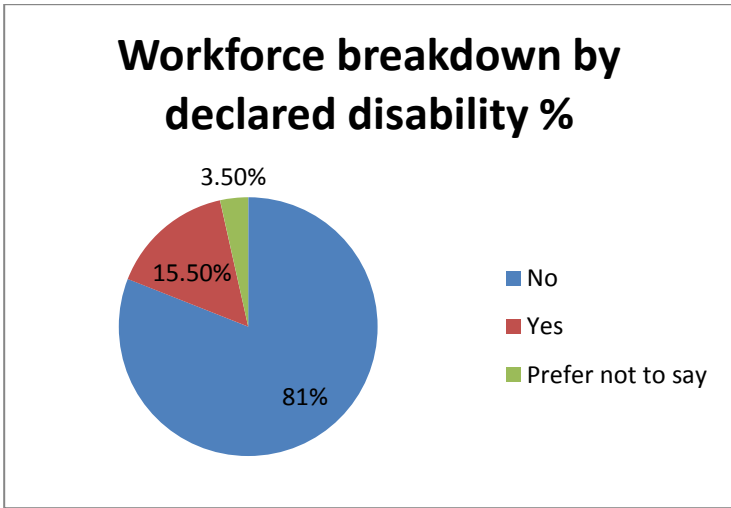


### Workforce breakdown by Age %



### Workforce breakdown by ethnicity %





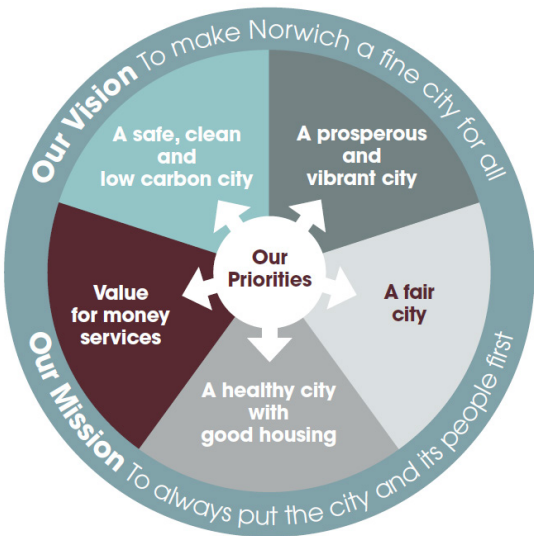
**3. Council's Performance**

**Core Values**

Everything we ever do as an organisation, whether in teams or as individuals, will be done with our core values in mind. These are:

- P** **Pride** We will take pride in what we do and demonstrate integrity in how we do it.
- A** **Accountability** We will take responsibility, do what we say we will do and see things through.
- C** **Collaboration** We will work with others and help others to succeed
- E** **Excellence** We will strive to do things well and look for ways to innovate and improve.

Our vision, mission, priorities and values 2015-2020



## Our priority

### A safe, clean and low carbon city

The council wants to ensure that Norwich is safe and clean for all citizens and visitors to enjoy and that we create a sustainable city where the needs of today can be met without compromising the ability of future citizens to meet their own needs.

To support this priority the council will work with its citizens and partners to enable and deliver the following key actions over the next five years:

- To maintain street and area cleanliness.
- To provide efficient and effective waste collection services and reduce the amount of waste sent to landfill.
- To work effectively with the police to reduce anti-social behaviour, crime and the fear of crime.
- To protect residents and visitors by maintaining the standards of food safety.
- To maintain a safe and effective highway network in the city and continue to work towards 20mph zones in residential areas.
- To mitigate and reduce the impact of climate change wherever possible and protect and enhance the local environment including biodiversity.
- To reduce the council's own carbon emissions through a carbon management programme.

### A prosperous and vibrant city

The council wants Norwich to be a prosperous and vibrant city in which businesses want to invest and where everyone has access to economic, leisure and cultural opportunities.

To support this priority the council will work with its citizens and partners to enable and deliver the following key actions over the next five years:

- To support the development of the local economy and bring in inward investment through economic development and regeneration activities.
- To advocate for an effective digital infrastructure for the city.
- To maintain the historic character of the city and its green heritage through effective planning and conservation management.
- To provide effective cultural and leisure opportunities for people in the city and encourage visitors and tourists.

### A fair city

The council wants Norwich to be a fair city where people are not socially, financially or digitally excluded and inequalities are reduced as much as possible.

To support this priority the council will work with its citizens and partners to enable and deliver the following key actions over the next five years:

- To reduce financial and social inequalities
- To advocate for a living wage
- To encourage digital inclusion so local people can take advantage of digital opportunities
- To reduce fuel poverty through a programme of affordable warmth activities

### A healthy city with good housing

The council wants to ensure that people in Norwich are healthy and have access to appropriate and good quality housing.

To support this priority the council will work with its citizens and partners to enable and deliver the following key actions over the next five years:

- To deliver our annual Healthy Norwich action plan with our key partners to improve health and wellbeing.
- To support the provision of an appropriate housing stock including bringing long term empty homes back into use and building new affordable homes.
- To prevent people in the city from becoming homeless through providing advice and alternative housing options.
- To improve the council's own housing stock through a programme of upgrades and maintenance and provide a good service to tenants.
- To improve the standard of private housing in the city through advice, grants and enforcement and supporting people's ability to live independently in their own homes through provision of a home improvement agency.

**Norwich City Council**  
**2016-17 Statement of Accounts**

The council is also committed to keeping the housing stock council owned and run and not to initiate a transfer process to a housing association. It is also committed to explore and, where possible in the future, take advantage of the ideas and opportunities suggested within the Lyons Housing Review.

**Value for money services**

The council is committed to ensuring the provision of efficient, effective and quality public services to residents and visitors. Whilst it will continue to face considerable savings targets over the next five years, we will continue to protect and improve those services our citizens' value most as much as it possibly can.

To support this priority the council will work with its citizens and partners to enable and deliver the following key actions over the next five years:

- To engage and work effectively with customers, communities and partner organisations, utilising data and intelligence and collaborative and preventative approaches to improve community outcomes.
- To continue to reshape the way the council works to realise our savings target and improving council performance wherever possible.
- To improve the efficiency of the council's customer access channels.
- To maximise council income through effective asset management, trading and collection activities

### Performance against our priorities

For each of the key performance measures the council sets targets it aims to achieve. These are set out in service plans and progress against target is reported to the Council's Cabinet and Scrutiny committees. Performance against targets will be published in the audited accounts later in the year.

## 4. Statement of Accounts

Each year Norwich City Council publishes a Statement of Accounts that incorporates all the financial statements and disclosure notes required by statute. These accounts relate to the year ended 31 March 2017. This foreword intends to give a general guide to the significant matters reported in the statements.

The Statements of Accounts for 2016/17 have been prepared in accordance with the 'Code of Practice on Local Authority Accounting in the United Kingdom 2016/17'. This sets out the principles and practices of accounting required to prepare accounts that present a true and fair view of the financial position and transactions of a local Council. This code is based on International Financial Reporting Standards (IFRS).

Accounts drawn up under the Code assume that a local authority's services will continue to operate for the foreseeable future. This assumption is made because local authorities carry out functions essential to the local community and are themselves revenue-raising bodies. Those charged with governance consider that this is a reasonable assumption and the council is a going concern.

The accounts contain a series of statements, summarising financial activity during the year and setting out the Council's assets and liabilities at the end of the Council's financial year on 31 March 2017, as follows:

- **Statement of Responsibilities for the Statement of Accounts** which sets out the respective responsibilities of the Council and the Chief Finance Officer for the accounts.
- **Expenditure Funding Analysis**  
The Expenditure and Funding Analysis shows how annual expenditure is used and funded from resources (government grants, rents, council tax and business rates) by local authorities in comparison with 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 the council's directorates/services/departments. 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 (CIES)** which shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation. Authorities raise taxation to cover expenditure in accordance with regulations; this may be different from the accounting cost. The taxation position is shown in the Movement in Reserves Statement.
- **Movement in Reserves Statement** showing the movement in the year on the different reserves held by the Council, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and other reserves. The Surplus or (Deficit) on the Provision of Services line shows the true economic cost of providing the Council's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund Balance and the Housing Revenue Account for Council tax setting and dwellings rent setting purposes. The Net Increase / Decrease before Transfers to Earmarked Reserves line shows the statutory General Fund Balance and Housing Revenue Account Balance before any discretionary transfers to or from earmarked reserves undertaken by the Council.
- **The Balance Sheet** which shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Council. The net assets of the Council (assets less liabilities) are matched by the reserves held by the Council. Reserves are reported in two categories. The first category of reserves are usable reserves, i.e. those reserves that the Council may use to provide services, subject to the

need to maintain a prudent level of reserves and any statutory limitations on their use (for example the Capital Receipts Reserve that may only be used to fund capital expenditure or repay debt). The second category of reserves is those that the Council is not able to use to provide services. This category of reserves includes reserves that hold unrealised gains and losses (for example the Revaluation Reserve), where amounts would only become available to provide services if the assets are sold; and reserves that hold timing differences shown in the Movement in Reserves Statement line 'Adjustments between accounting basis and funding basis under regulations'.

- **Cash Flow Statement** which shows the changes in cash and cash equivalents of the Council during the reporting period. The statement shows how the Council generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities. The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the Council are funded by way of taxation and grant income or from the recipients of services provided by the Council. Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the Council's future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (i.e. borrowing) to the Council.
- **The Housing Revenue Account (HRA)** which summarises the income and expenditure in respect of the provision of local Council housing.
- **The Collection Fund Revenue Account** which shows the total level of income received by the Council from Non-Domestic Rates and Council Tax and how this has been distributed to all the authorities it has been collected for, including the Council.

## 5. Financial Performance

### Economic climate

Since 2010 Norwich City council has faced significant financial challenge due to reductions in funding from central government along with cost pressures within services and greater volatility in financing. These challenges continue and the Medium Term Financial Strategy will be continuously reviewed as the Council develops a stronger understanding of the financial challenges it faces.

Two pieces of legislation were announced in 2015 which have had a significant impact on the future financial position of the Housing Revenue Account. The Welfare Reform and Work Act, which received Royal Assent on 16 March 2016, requires that social rents are reduced by 1% per year for four years (2016/17 to 2019/20). The impact on the HRA 30 year Business Plan is a reduction of income of £313m.

The 2015 Queen's Speech also announced that a *Housing Bill* would be introduced to "dramatically extend the RTB to the tenants of Housing Associations, the funding for this to come, in part, from the sale of Local Authorities most valuable vacant stock." The *Housing and Planning Act*, which received Royal Assent on 12 May 2016, contains measures that will require English local authorities to make an annual payment to Government in respect of the expected sales of 'high value' vacant stock over the year. These payments will be used to compensate housing associations for selling housing assets at a discount to tenants. The Act also provides for grants to be paid to associations to cover the cost of RTB discounts. No details of the amounts of the annual payments or how they are to be calculated are available yet but there will be an impact on the council's ability to build new/retain homes.

On the General Fund finances, the Spending Review announced on 25 November 2015 was wide ranging and raised some new issues not previously anticipated. It set out fundamental changes to Local Government and its future financial arrangements including:

- The end of Revenue Support Grant, the main un-ringfenced grant to Councils by 2020
- The ability of Local Authorities to retain 100% of Business Rates by the end of the current Parliament
- The assignment of yet to be notified additional responsibilities
- A new power to levy up to a 2% Council Tax Precept ringfenced to Adult Social Care; and
- The expectation that Health and Social Care will integrate.



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In addition, a review of the New Homes Bonus Grant in 2016 has resulted in significant reductions in this funding stream, particularly for District Councils. The council's Revenue Support Grant is decreasing by 39% from 2016/17 to 2017/18 and is expected to continue to reduce until there is no further grant by 2020. The New Homes Bonus Grant is decreasing by 40% from 2016/17 to 2017/18 and will continue to reduce significantly until 2020.

Norwich city council has successfully managed financial reductions since the recession with a range of efficiency measures including lean systems reviews, smart procurement and reconfiguring services in addition to investing in new website design to make on line services easier to access and increasing income to the council for example by opening the new car park on Rose Lane. These measures earned the council the award of 'most improved council of the year' in 2015 and a shortlisting for 'Council of the year' in 2016 by the Local Government chronicle.

However, the Council has reached the point where the potential for reconfiguration of services is increasingly limited and a redesign of the council is necessary. With the resources available to the council in future, it will not be able to meet the aspirations of the corporate plan and new priorities need to be set that can be delivered within the reduced resources available.

### Financial Management

#### Revenue

The financial standing of the Council is robust with sound and improving financial management practices. The outturn for the Council is a contribution to general reserves of £2.184m

Due to the efforts of staff and management, more than the planned for contribution of £0.451k is available to put into General Fund reserves. Officers will seek Members' views as part of the MTFs and budget planning process on how to use this additional contribution to reserves.

The Council prepared the Medium Term Financial Strategy (MTFS) for 2017/18 to 2021/20 with the aim to align to the objectives set out in the Corporate Plan. The MTFs was presented to Council as part of the 2017/18 budget setting process and it set the framework to enable the Council to determine an appropriate course of action to address significant financial challenges not only for 2017/18 but for future years. The MTFs shows a budget reduction requirement of £1.92m per year to 2021/22

The net expenditure and income for the Council's services compared to the budget for 2016/17 were as follows:

<b>Cost of Services</b>	<b>Budget £'000</b>	<b>Actual £'000</b>	<b>Unbudgetted Items £'000</b>	<b>Adjusted Actual £'000</b>	<b>Variance £'000</b>
Business Services	9,304	9,360	985	8,375	(929)
Chief Executive	774	550	(44)	594	(180)
Communications & Culture	4,721	4,088	(224)	4,312	(409)
Regeneration & Growth	1,126	7,016	6,762	254	(872)
Neighbourhoods	12,179	11,546	(412)	11,958	(221)
Housing Revenue Account	(22,035)	(34,120)	(8,494)	(25,626)	(3,591)
<b>Net Cost of Services</b>	<b>6,069</b>	<b>(1,560)</b>	<b>(1,427)</b>	<b>(133)</b>	<b>(6,202)</b>
<b>Other Non Cost of Services</b>	<b>Budget £'000</b>	<b>Actual £'000</b>	<b>Unbudgetted Items £'000</b>	<b>Adjusted Actual £'000</b>	<b>Variance £'000</b>
Other Operating Expenditure	(214)	793	1,125	(332)	(118)
Financing and Investment Income and Expenditure	7,100	11,116	4,740	6,376	(724)
Taxation and Non-Specific Grant Income	(19,655)	(30,055)	(9,296)	(20,759)	(1,104)
<b>Total Other Non Cost of Service</b>	<b>(12,769)</b>	<b>(18,146)</b>	<b>(3,431)</b>	<b>(14,715)</b>	<b>(1,946)</b>
<b>(Surplus) / Deficit on Provision of Services</b>	<b>(6,700)</b>	<b>(19,706)</b>	<b>(4,858)</b>	<b>(14,848)</b>	<b>(8,148)</b>

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The council does not budget for some items that are accounting adjustments such as impairments and revaluation gains and losses, adjustments made under IAS19 Pension Fund and profit / loss on sales of assets. These amounts have been taken out of the calculation for the variance between actual expenditure and budgeted expenditure in the table above. For the General Fund these charges are reversed out in the Movement in Reserves and therefore have no impact on Council Tax.

Business Services

This includes income and expenditure relating to the corporate management, council tax & benefit administration, finance, HR, IT services and democratic services. Major variances include:

- Unspent contingency budget £(503)k as not required in year
- Budgeted contribution to reserves included within the underspend £(451)k
- HR salary and training underspend £(96)k due to vacant posts

Chief Executive

This includes income and expenditure relating to the chief executive and the policy and transformation teams. Major variances include:

- Salary underspends from vacant posts £(150)k

Communications & Culture

This includes income and expenditure relating to the communications, customer contact and the cultural activity of the council. Major variances include:

- Grant-funded digital inclusion project spend deferred to next year £(221)k as part of a three year project
- Underspent events budget £(41)k due to higher than budget income receipts and reduced events costs
- Depreciation lower than budgeted £(90)k
- Salary underspends from vacant posts £(32)k

Regeneration & Growth

This includes income and expenditure relating to highways, transportation and parking, strategic housing, planning and economic development activities. Major variances include:

- Recharges variance due to budget re-alignment for parking services £(262)k
- Salary underspends from vacant £(253)k
- Additional income for bus shelter advertisement £(106)k from new digital screens installed
- Depreciation charge lower than budgeted £(72)k
- Empty business rate underspent due to less vacant properties £(51)k
- Business rates charges lower than budgeted £(21)k
- Additional grant income not budgeted £(26)k
- Utilities charges on City Hall underspent £(39)k

Neighbourhoods

This includes income and expenditure relating to street sweeping and waste collection, parks and open spaces, public health, licensing, food safety and housing options (including homelessness). Major variances include:

- Estimated redundancy costs following service restructure £321k
- Receipt of income relating to waste contract £(229)k

- Depreciation lower than budgeted £(146)k
- Surplus recycling credit and garden waste income £(129)k

#### Housing Revenue Account

This includes income and expenditure relating to the Council's own social rented housing. Major variances include:

- Outturn being below the anticipated requirement for the general major and minor repairs responsive budget £(779)k
- Insulation underspend due to less projects requiring this type of work £(338)k
- Lower than originally anticipated requirement for drainage works £(224)k
- Gas central heating repairs and servicing contract savings £(206)k
- Other underspends on general estate repairs and specific maintenance budgets e.g. balconies, water mains works and stair lifts £(625)k
- No work required on unadopted roads £(105)k
- Lower requirement for fire prevention works £(88)k
- Lower number of general estate improvement projects than anticipated £(190)k
- Additional income from contributions to HRA repairs (from tenants and leaseholders) £(394)k
- Lower than anticipated requirement for void repairs £(103)k
- Reduced requirement on the responsive garage repair budget £(76)k
- Reduced bad debt provision in line with reducing debt balance £(415)k
- Lower district heating costs due to mild winter £(305)k
- Sheltered housing mainly due to lower heating costs £(218)k
- Central expenses including depreciation £480k

#### Other Operating Income

This includes items that are non-core business income and expenditure, including the provision market and depots. Major variances include:

- Market rents received lower than budgeted £35k due to occupancy rates
- Market repairs costs higher than budgeted £39k
- Unbudgeted unwinding of the discount on deferred capital receipt due to receipt of monies three years early £(120)k

#### Financing & Investment Income & Expenditure

This includes income from interest and investment properties.

- Higher than budgeted net income from investment properties £(138)k as a result of rent reviews
- Unbudgeted financial instruments adjustment reversed through the movement in reserves £(542)k

#### Taxation and Non-Specific Grant Income

This includes the income from local taxation and grants. Major variances include:

- Deferral of digital inclusion grant to use against planned future projects £221k as part of three year project
- Additional central government grants than budgeted £(216)k announced after budget setting
- In year business rate deficit lower than budgeted £(1,073)k
- Council Tax surplus receipt higher than budgeted £(163)k

#### *Capital*

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The Capital Strategy and Capital programme were approved at the Council meeting of 23 February 2016. The Capital Strategy provided the framework within which the Council's investment plans were to be delivered. The reduced level of Government resources available and the uncertainty about the level of resources for future years influenced the shape and size of the 2015/2020 Capital Programme.

The Capital Programme for 2016/17 to 2020/21 mirrors the timeframe of the Medium Term Financial Strategy so that over the five years, resources available to the Council matched planned expenditure.

The table below sets out the overall level of anticipated available resources by category for the period 2016/21. This shows that, in total, funding the Capital Programme in 2016/17 was £77m. As the year progressed these estimates were revised in line with new assumptions and information as they became available.

	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Capital Grants	4,053	5,313	798	1,418	1,823
Major Repairs Reserve	2,423	6,060	10,915	12,780	12,648
Borrowing	33,483	12,290	6,644	-	-
Revenue Contribution to Capital	26,104	10,788	6,572	4,843	4,523
Leaseholder Contributions to major works	275	275	275	275	275
Capital Receipts	10,445	9,113	5,364	5,390	4,341
s106 Contributions	183	653	170	175	-
	<b>76,966</b>	<b>44,492</b>	<b>30,738</b>	<b>24,881</b>	<b>23,610</b>

Longer term borrowing to finance capital transactions is normally undertaken through the Public Works Loan Board, a division of the UK Debt Management Office.

The Council has not undertaken any new borrowing in 2016/17; however it did repay £10.75m.

Long Term Borrowing is disclosed and analysed in note 16.

#### *Balance Sheet*

Despite the challenges, the Council maintains a strong Balance Sheet.

	<b>31-Mar-17</b>	<b>31-Mar-16</b>
	<b>£000</b>	<b>£000</b>
Non-current Assets	944,497	936,089
Current Assets / Liabilities	41,475	28,886
Long Term Liabilities and Provisions	(393,777)	(337,627)
Net Assets	592,195	627,348
<b>Represented by</b>		
Useable Reserves	79,861	62,791
Unuseable Reserves	512,334	564,557

#### *Provisions*

The Council's most significant provisions relate to Business Rates valuation appeals. Following Business Rates localisation, introduced in 2013, the Council has to set aside a provision for any future successful ratepayer appeals against rateable valuations. Norwich has a high degree of exposure to risk in this

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regard. The Council currently has 574 (767 at 31 March 2016) rating appeals outstanding (excluding any appeals where the ratepayer has appealed on multiple basis)

Business Rates rating appeals provision (full provision)	£5.405m at 31 March 2017	£3.931m at 31 March 2016
(Norwich share)	£2.162m at 31 March 2017	£1.572 at 31 March 2016
Business Rates write-off	£0.448m in 2016/17	£1.237m in 2015/16

*Housing Revenue Account*

The HRA is a ringfenced landlords account for the running of the Council's housing stock. During 2016/17, the HRA reported an operating surplus this led to an increase in the HRA fund balance of £4.20m. The HRA fund balance at year end is £30.38m

*Treasury Management*

	<b>31-Mar-17</b>	<b>31-Mar-16</b>
	<b>£000</b>	<b>£000</b>
Cash and Cash Equivalents	18,834	21,551
Short term investments	55,715	35,278
	<b>74,549</b>	<b>56,829</b>

Total cash and equivalents and investments at 31 March 2017 is £74.549m. The main factors that would affect cash in the future are:

- Acquisitions and disposals relating to the capital programme
- The value of reserve balances
- Successful business rates appeals
- Grants and contributions unapplied.

*Pension Liabilities*

The Council has net pension liabilities of £184.829m in the Balance Sheet. This reflects the value of pension liabilities which the Council is required to pay in the future as they fall due, offset by the value of assets invested in the pension fund. In addition, the Council's pension has to be revalued every three years to set future contribution rates. The latest triennial valuation took place at 31 March 2016.

Statutory arrangements are in place for funding the deficit, which will be by increased employer contributions over the remaining working life of the employees.

Details of the Council's pension liability calculated under IAS19 are shown at note 43 of the core financial statements

**6. Material Items of Income and Expense**

Changes in the Code of Practice under s3.4.2.38 such that the face of Comprehensive Income and Expenditure Statement (CIES) should present the service analysis on the basis of the organisational structure (including, where relevant, corporate support services) under which local authorities operate, as opposed to that under SeRCOP. Therefore the CIES has been changed to reflect the business areas reported in budget monitoring, with 2015-16 being restated in the new format.

On 7 October 2016, the council transferred 3.35 hectares of land at Bowthorpe at full market value to its wholly owned subsidiary Norwich Regeneration Ltd in exchange for 22,000 £100 shares in the company.

**7. Changes in Accounting Policies**

There are no changes to the accounting policies in the year.

## 8. Environmental

The council is committed to addressing environmental issues, as shown by one of its priorities being 'a safe, clean and low carbon city'. The Council's first Environmental Strategy was produced in 2008. The current strategy for 2015-2018 can be found on the Council's website on the link below:

[https://www.norwich.gov.uk/downloads/download/1861/environmental\\_strategy](https://www.norwich.gov.uk/downloads/download/1861/environmental_strategy)

Achievements include the per capita carbon dioxide (CO<sub>2</sub>) emissions for the city have fallen by 14%, which is the largest for the East of England (source: Department of Energy and Climate Change) and the council's own CO<sub>2</sub> emissions have fallen by nearly 27%.

### Waste Collection

Waste collection has changed over the last 10 years, in 2005/6 the Council collected 42,000 tonnes of waste which mainly went to landfill, 18% being recycled. In 2015/16 26,862 tonnes was collected which either went to landfill or were shipped abroad for incineration, 38.5% was recycled.

In 2010 the Council introduced food waste collection; current collection is about 2,000 tonnes per annum. The waste is sent to a Biogen Anaerobic digestion plant, this produces enough energy to run the plant (10% of output) leaving 90% to be fed into the National Grid. Bio-fertiliser is a by-product which is used on local farms.

### Air Quality

The Environment Act 1995 imposes a statutory duty on Local authorities to review and assess the air quality in their districts to determine whether certain air pollutants are likely to meet prescribed government air quality objectives. The objectives give maximum allowable mass concentration limits for 8 different pollutants and, if exceeded, there is then a statutory duty to declare an Air Quality Management Area (AQMA).

Since November 2012 central Norwich has been designated as a single AQMA – this provides a more holistic approach to be adopted to try and reduce pollution levels as opposed to dealing with the problem of isolated pollution hot spots.

The Council's Air Quality Action Plan was approved by Cabinet on 7 October 2015 and can be found on the following link:

[https://www.norwich.gov.uk/downloads/file/3020/2015\\_air\\_quality\\_action\\_plan](https://www.norwich.gov.uk/downloads/file/3020/2015_air_quality_action_plan)

This Action Plan is a statutory requirement resulting from the declaration of the AQMA and the continued exceedance of the annual mean objective for nitrogen dioxide (NO<sub>2</sub>), but for no other pollutants. The purpose of this statutory duty is to produce and implement an Action Plan to reduce local levels of the specified pollutant in the area declared.

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## Statement of Responsibilities for the Statement of Accounts

### 1. The Council's Responsibilities

The Council is required to:

- make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In Norwich City Council that officer is the Chief Finance Officer;
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets;
- approve the Statement of Accounts;

### 2. The Chief Finance Officer's Responsibilities

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

In preparing this Statement of Accounts, the Chief Finance Officer has:

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

The Chief Finance Officer has also:

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

### 3. Certificate of Chief Finance Officer

I certify that the Statement of Accounts presents a true and fair view of the financial position of Norwich City Council as at 31 March 2017 and its income and expenditure for the year then ended.

Signed:

Date:

Karen Watling  
Chief Finance Officer

## Certificate of Approval of the Statement of Accounts

Signed:

Date:

Councillor Ben Price  
Chair of Audit Committee  
Signed on behalf of Norwich City Council

## Expenditure Funding Analysis 2016/17

The Expenditure and Funding Analysis is a note to the Financial Statements, however, it is positioned here as it provides a link from the figures reported in the Strategic Report to the CIES

	Net Expenditure Chargeable to the GF & HRA balances £'000	Adjustments between Funding and Accounting Basis £'000	Net Expenditure in the CIES £'000
Business Services	11,288	(1,928)	9,360
Chief Executive	594	(44)	550
Communications & Culture	3,968	119	4,088
Regeneration & Growth	4,112	2,905	7,016
Neighbourhoods	11,317	229	11,546
Housing Revenue Account	(1,902)	(32,219)	(34,120)
<b>Net Cost of Services</b>	<b>29,378</b>	<b>(30,938)</b>	<b>(1,560)</b>
Other income & expenditure	(11,920)	12,713	793
Financing and Investment Income	6,375	4,741	11,116
Taxation and non-specific grant income	(30,055)	0	(30,055)
	0	0	0
<b>Surplus or deficit</b>	<b>(6,222)</b>	<b>(13,484)</b>	<b>(19,706)</b>
Opening General Fund and HRA balance at 31 March 2016	(38,347)		
Net (Surplus) / Deficit on General Fund and HRA balance in year	(6,222)		
Transfer between reserves	(159)		
<b>Closing General Fund and HRA balance at 31 March 2017</b>	<b>(44,728)</b>		
<b>Analysed between General fund and HRA balances</b>	<b>General Fund</b>	<b>HRA</b>	<b>Total</b>
Opening General Fund and HRA balance at 31 March 2016	(12,160)	(26,187)	(38,347)
Net (Surplus) / Deficit on General Fund and HRA balance in year	(1,976)	(4,246)	(6,222)
Transfer between reserves	(208)	49	(159)
<b>Closing General Fund and HRA balance at 31 March 2017</b>	<b>(14,344)</b>	<b>(30,384)</b>	<b>(44,728)</b>

	Adjustments for capital purposes £'000	Net Changes for Pension adjustments £'000	Other Difference £'000	Total Adjustments £'000
Business Services	6	(153)	2,075	1,928
Chief Executive	-	44	-	44
Communications & Culture	(443)	324	-	(119)
Regeneration & Growth	(3,383)	478	-	(2,905)
Neighbourhoods	(656)	428	-	(229)
Housing Revenue Account	31,641	577	-	32,219
<b>Net Cost of Services</b>	<b>27,164</b>	<b>1,699</b>	<b>2,075</b>	<b>30,938</b>
Other income & expenditure	(12,713)	-	-	(12,713)
Financing and Investment Income	(577)	(4,164)	-	(4,741)
<b>Surplus or deficit</b>	<b>13,874</b>	<b>(2,465)</b>	<b>2,075</b>	<b>13,484</b>

## Expenditure Funding Analysis 2015/16

	Net Expenditure Chargeable to the GF & HRA balances £'000	Adjustments between Funding and Accounting Basis £'000	Net Expenditure in the CIES £'000
Business Services	8,607	(4,003)	4,604
Chief Executive	901	(37)	864
Communications & Culture	4,366	91	4,457
Regeneration & Growth	2,880	3,665	6,545
Neighbourhoods	11,915	486	12,401
Housing Revenue Account	(17,932)	(61,678)	(79,610)
<b>Net Cost of Services</b>	<b>10,738</b>	<b>(61,477)</b>	<b>(50,739)</b>
Other income & expenditure	(221)	(1,166)	(1,387)
Financing and Investment Income	7,578	(3,103)	4,475
Taxation and non-specific grant income	(26,494)	0	(26,494)
<b>Surplus or deficit</b>	<b>(8,398)</b>	<b>(65,747)</b>	<b>(74,145)</b>
Opening General Fund and HRA balance at 31 March 2015	(29,794)		
Net (Surplus) / Deficit on General Fund and HRA balance in year	(8,398)		
Transfer between reserves	(155)		
<b>Closing General Fund and HRA balance at 31 March 2016</b>	<b>(38,347)</b>		
<b>Analysed between General fund and HRA balances</b>	<b>General Fund</b>	<b>HRA</b>	<b>Total</b>
Opening General Fund and HRA balance at 31 March 2015	(9,614)	(20,180)	(29,794)
Net (Surplus) / Deficit on General Fund and HRA balance in year	(2,391)	(6,007)	(8,398)
Transfer between reserves	(155)	0	(155)
<b>Closing General Fund and HRA balance at 31 March 2016</b>	<b>(12,160)</b>	<b>(26,187)</b>	<b>(38,347)</b>

	Adjustments for capital purposes £'000	Net Changes for Pension adjustments £'000	Other Difference £'000	Total Adjustments £'000
Business Services	369	3,395	239	4,003
Chief Executive	-	37	-	37
Communications & Culture	(297)	206	-	(91)
Regeneration & Growth	(3,961)	296	-	(3,665)
Neighbourhoods	(750)	264	-	(486)
Housing Revenue Account	61,331	348	-	61,678
<b>Net Cost of Services</b>	<b>56,693</b>	<b>4,545</b>	<b>239</b>	<b>61,477</b>
Other income & expenditure	1,166	-	-	1,166
Financing and Investment Income	7,623	(4,520)	-	3,103
<b>Surplus or deficit</b>	<b>65,482</b>	<b>25</b>	<b>239</b>	<b>65,747</b>

## Comprehensive Income and Expenditure Statement

	Notes	2016/17			2015/16 Restated		
		Gross Expenditure	Gross Income	Net Expenditure	Gross Expenditure	Gross Income	Net Expenditure
		£'000	£'000	£'000	£'000	£'000	£'000
Business Services		75,975	(66,615)	9,360	76,197	(71,593)	4,604
Chief Executive		551	(1)	550	952	(88)	864
Communications & Culture		5,050	(963)	4,087	5,576	(1,119)	4,457
Regeneration & Growth		17,984	(10,967)	7,017	16,944	(10,399)	6,545
Neighbourhoods		19,176	(7,630)	11,546	18,833	(6,432)	12,401
Housing Revenue Account		37,455	(71,575)	(34,120)	(6,952)	(72,658)	(79,610)
<b>Cost of Services</b>		<b>156,191</b>	<b>(157,751)</b>	<b>(1,560)</b>	<b>111,550</b>	<b>(162,289)</b>	<b>(50,739)</b>
Other Operating Expenditure	9			794			(1,387)
Financing and Investment Income and Expenditure	10			11,117			4,475
Taxation and Non-Specific Grant Income	11			(30,055)			(26,494)
<b>(Surplus) / Deficit on Provision of Services</b>				<b>(19,704)</b>			<b>(74,145)</b>
(Surplus) / deficit on revaluation of non-current assets	12&13			(4,153)			(8,231)
Actuarial (gains) / losses on pension assets / liabilities	43			59,013			(23,621)
<b>Other Comprehensive (Income) and Expenditure</b>				<b>54,860</b>			<b>(31,852)</b>
<b>Total Comprehensive (Income) and Expenditure</b>				<b>35,156</b>			<b>(105,997)</b>

The amounts disclosed above relating to the Housing Account do not match those in the Housing Revenue Account Income and Expenditure Account as the figures above are before corporate recharges and those in the Housing Revenue Account Income and Expenditure Account are after these recharges.

## Movement in Reserves Statement

	General Fund Balance	Earmarked General Fund Balance Reserves	Housing Revenue Account	Earmarked H.R.A. Balance Reserves	Capital Receipts Reserve	Major Repairs Reserve	Capital Grants Unapplied	Total Usable Reserves	Unusable Reserves	Total Council Reserves
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Balance at 31 March 2016 carried forward</b>	12,160	3,932	26,187	3	17,313	-	3,200	62,794	564,557	627,351
<u>Movement in reserves during 2016/17</u>										
Surplus/ (deficit) on provision of services	(4,331)	-	24,036	-	-	-	-	19,705	-	19,705
Other Comprehensive Income & Expenditure	-	-	-	-	-	-	-	-	(54,860)	(54,860)
<b>Total Comprehensive Income &amp; Expenditure</b>	<b>(4,331)</b>	<b>-</b>	<b>24,036</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>19,705</b>	<b>(54,860)</b>	<b>(35,155)</b>
Adjustments between accounting basis & funding basis under regulations (note 7)	6,307	-	(19,790)	-	9,083	-	1,679	(2,722)	2,722	-
<b>Net Increase/ (Decrease) before Transfers to Earmarked Reserves</b>	<b>1,976</b>	<b>-</b>	<b>4,245</b>	<b>-</b>	<b>9,083</b>	<b>-</b>	<b>1,679</b>	<b>16,983</b>	<b>(52,138)</b>	<b>(35,155)</b>
Transfers to/from Earmarked Reserves (note 8)	208	(233)	-	-	25	-	-	-	-	-
Transfers between reserves	-	-	(49)	-	133	-	-	84	(84)	-
<b>Increase/(Decrease) in 2016/17</b>	<b>2,184</b>	<b>(233)</b>	<b>4,196</b>	<b>-</b>	<b>9,241</b>	<b>-</b>	<b>1,679</b>	<b>17,067</b>	<b>(52,222)</b>	<b>(35,155)</b>
<b>Balance at 31 March 2017 carried forward</b>	<b>14,344</b>	<b>3,699</b>	<b>30,383</b>	<b>3</b>	<b>26,554</b>	<b>-</b>	<b>4,879</b>	<b>79,861</b>	<b>512,335</b>	<b>592,196</b>

	General Fund Balance	Earmarked General Fund Balance Reserves	Housing Revenue Account	Earmarked H.R.A. Balance Reserves	Capital Receipts Reserve	Major Repairs Reserve	Capital Grants Unapplied	Total Usable Reserves	Unusable Reserves	Total Council Reserves
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Balance at 31 March 2015 carried forward</b>	<b>9,614</b>	<b>4,081</b>	<b>20,180</b>	<b>4</b>	<b>24,896</b>	<b>-</b>	<b>5,078</b>	<b>63,853</b>	<b>457,497</b>	<b>521,349</b>
<u>Movement in reserves during 2015/16</u>										
Surplus/ (deficit) on provision of services	5,571	-	68,576	-	-	-	-	74,147	-	74,147
Other Comprehensive Income & Expenditure	-	-	-	-	-	-	-	-	31,852	31,852
<b>Total Comprehensive Income &amp; Expenditure</b>	<b>5,571</b>	<b>-</b>	<b>68,576</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>74,147</b>	<b>31,852</b>	<b>105,999</b>
Adjustments between accounting basis & funding basis under regulations (note 7)	(3,180)	-	(62,566)	-	(7,645)	-	(1,878)	(75,269)	75,269	-
<b>Net Increase/ (Decrease) before Transfers to Earmarked Reserves</b>	<b>2,391</b>	<b>-</b>	<b>6,010</b>	<b>-</b>	<b>(7,645)</b>	<b>-</b>	<b>(1,878)</b>	<b>(1,122)</b>	<b>107,121</b>	<b>105,999</b>
Transfers to/from Earmarked Reserves (note 8)	153	(153)	-	-	-	-	-	-	-	-
Transfers between reserves	-	-	-	-	62	-	-	62	(62)	-
<b>Increase/(Decrease) in 2015/16</b>	<b>2,544</b>	<b>(153)</b>	<b>6,010</b>	<b>-</b>	<b>(7,583)</b>	<b>-</b>	<b>(1,878)</b>	<b>(1,060)</b>	<b>107,060</b>	<b>105,999</b>
<b>Balance at 31 March 2016 carried forward</b>	<b>12,158</b>	<b>3,928</b>	<b>26,190</b>	<b>4</b>	<b>17,313</b>	<b>-</b>	<b>3,200</b>	<b>62,793</b>	<b>564,557</b>	<b>627,348</b>

## Balance Sheet

	Notes	31-Mar-17	31-Mar-16
		£'000	£'000
Property, Plant & Equipment	12	863,279	857,271
Heritage Assets	13	25,525	20,668
Investment Properties	14	41,773	43,294
Intangible Assets	15	553	776
Long term Investments	17	3,042	3,842
Long Term Debtors	18	10,325	10,238
<b>Long Term Assets</b>		<b>944,497</b>	<b>936,089</b>
Short Term Investments	19	55,715	35,278
Assets Held for Sale	22	424	2,536
Short term Debtors	20	8,681	11,258
Stock		28	23
Cash and Cash Equivalents	21	18,834	21,551
<b>Current Assets</b>		<b>83,682</b>	<b>70,646</b>
Short Term Borrowing	16	(7,993)	(11,962)
Short Term Creditors	23	(33,420)	(28,819)
Capital Grants Receipts in Advance Short Term	38	(794)	(979)
<b>Current Liabilities</b>		<b>(42,207)</b>	<b>(41,760)</b>
Long Term Creditors	24	(3,035)	(3,211)
Long term Borrowing	16	(201,903)	(208,905)
Other Long Term Liabilities	42	(184,932)	(123,446)
Provisions	25	(2,553)	(1,572)
Capital Grants Receipts in Advance Long Term	38	(1,354)	(493)
<b>Long Term Liabilities</b>		<b>(393,777)</b>	<b>(337,627)</b>
<b>Net Assets</b>		<b>592,195</b>	<b>627,348</b>
Usable Reserves	26	79,860	62,791
Unusable Reserves	27	512,334	564,557
<b>Total Reserves</b>		<b>592,194</b>	<b>627,348</b>

I certify that the statement of accounts gives a true and fair view of the financial position of the authority at 31 March 2017 and its income and expenditure for the year ended 31 March 2017.

These financial statements replace the unaudited financial statements signed by the Chief Finance Officer on 8th June 2017

Signed:

Date:

Chief Finance Officer



## Cash Flow Statement

	Notes	2016/17 £'000	2015/16 £'000
Net surplus or (deficit) on provision of services		19,706	74,146
Adjustments to net surplus or deficit on provision of services for non-cash movements	28	31,181	(28,799)
Adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities	28	(14,439)	(12,081)
<b>Net cash flows from Operating Activities</b>		<b>36,448</b>	<b>33,266</b>
Investing Activities	29	(31,997)	(21,007)
Financing Activities	30	(7,168)	(4,011)
<b>Net Increase or (decrease) in cash and cash equivalents</b>		<b>(2,717)</b>	<b>8,248</b>
Cash and cash equivalents at the beginning of the reporting period	21	21,551	13,303
<b>Cash and cash equivalents at the end of the reporting period</b>	21	<b>18,834</b>	<b>21,551</b>

## Notes to the Accounts

### 1. Accounting Policies

#### General Principles

The Statement of Accounts summarises the Council's transactions for the 2016/17 financial year and its position at 31 March 2017. The Council is required to prepare an annual Statement of Accounts by the Accounts and Audit Regulations 2015. These regulations require the Statement of Accounts to be prepared in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2016/17 and the Service Reporting Code of Practice 2016/17, supported by International Financial Reporting Standards (IFRS) and statutory guidance issued under section 12 of the 2003 Act. The accounting convention adopted in the Statement of Accounts is principally historical cost, modified by the revaluation of certain categories of non-current assets and financial instruments.

#### Accruals of Income & Expenditure

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

- Revenue from the sale of goods is recognised when the Council transfers the significant risks and rewards of ownership to the purchaser and it is probable that economic benefits or service potential associated with the transaction will flow to the Council.
- Revenue from the provision of services is recognised when the Council can measure reliably the percentage of completion of the transaction and it is probable that economic benefits or service potential associated with the transaction will flow to the Council.
- Expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made.
- Interest receivable on investments and payable on borrowings is accounted for respectively as income and expenditure on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.

Where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet; the de minimis for accruals is five thousand pounds. 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.

#### Agency services

Where the Council is acting as an agent for another party (e.g. in the collection of business rates and Council Tax), income and expenditure are recognised only to the extent that commission is receivable by the Council for the agency services rendered or the Council incurs expenses directly on its own behalf in rendering services

#### Cash & 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 investments that mature within 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.

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.

## Prior Period Adjustments, Changes in Accounting Policies & Estimates & Errors

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

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

## Charges to Revenue for Non-Current Assets

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

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

The Council is not required to raise Council tax to fund depreciation, revaluation and impairment losses or amortisations. However, it is required to make an annual contribution from revenue towards the reduction in its overall borrowing requirement, this provision known as the Minimum Revenue Provision (MRP), is equal to an amount calculated on a prudent basis determined by the Council in accordance with statutory guidance (England and Wales). Depreciation, revaluation and impairment losses and amortisations are therefore replaced by the contribution in the General Fund Balance (Minimum Revenue Provision), by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two. No MRP is currently charged on HRA debt, as the debt acquired in relation to the HRA, as it is outside the scope of this regime.

## Debtors and Creditors

The accounts of the Council are maintained on an accruals basis in accordance with the Code. This ensures that provision has been made for known outstanding debtors and creditors, estimated amounts being used where actual figures are not available. The exceptions to this principle are public utility bills, which are accounted for on a payments basis, i.e. four quarters or 12 months being charged in each year. This policy is applied consistently each year and therefore does not have a material effect on the year's accounts.

Rental income from the Council's housing stock is accounted for on the basis of a full year, i.e. 365 or 366 days as appropriate.

## Employee Benefits

### Benefits Payable During Employment

Short term employee benefits are those due to be settled within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave 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 following accounting year. The accrual is charged to Surplus or Deficit on the Provision of Services.

### Termination Benefits

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

Where termination benefits involve the enhancement of pensions, statutory provisions require the 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 The Local Government Pensions Scheme, administered by Norfolk County Council.

The scheme provides defined benefits to members (retirement lump sums and pensions), earned as employees worked for the Council.

### The Local Government Pension Scheme

Membership of the Local Government Pension Scheme is available to employees of the Council; the scheme is accounted for as a defined benefits scheme:

The liabilities of the Norfolk pension fund attributable to the Council are included in the Balance Sheet on an actuarial basis using the projected unit method – i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc., and projections of projected earnings for current employees.

Liabilities are discounted to their value at current prices, using a discount rate of 5.5% (based on the indicative rate of return on high quality corporate bonds).

The assets of Norfolk 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
- unitised securities – current bid price
- property – market value.

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

- Service cost comprising:
  - current service cost – the increase in liabilities as a result of years of service earned this year – allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked
  - past service cost – the increase in liabilities as a result of a scheme amendment or curtailment whose effect relates to years of service earned in earlier years – debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs
  - net interest on the net defined benefit liability (asset), ie net interest expense for the authority – the change during the period in the net defined benefit liability (asset) that arises from the passage of time charged to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement – this is calculated by applying the discount rate used to measure the defined benefit obligation at the beginning of the period to the net defined benefit liability (asset) at the beginning of the period – taking into account any changes in the net defined benefit liability (asset) during the period as a result of contribution and benefit payments.

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

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

#### Discretionary Benefits

The 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 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.

#### **Events after the Balance Sheet Date**

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

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

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

#### **Exceptional Items**

When items of income and expense are material, their nature and amount is disclosed separately, either on the face of the Comprehensive Income and Expense Statement or in the notes to the account.

#### **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 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.

Gains and losses on the repurchase or early settlement of borrowing are credited and debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement in the year of repurchase/settlement. However, where repurchase has taken place as part of a restructuring of the loan portfolio that involves the modification or exchange of existing instruments, the premium or discount is respectively deducted from or added to the amortised cost of the new or modified loan and the write-down to the Comprehensive Income and Expenditure Statement is spread over the life of the loan by an adjustment to the effective interest rate.

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 that was remaining on the loan against which the premium was payable or discount receivable when it was repaid. The reconciliation of amounts charged to the Comprehensive Income and Expenditure Statement to the net charge required against the General Fund Balance is managed by a transfer to or from the Financial Instruments Adjustment Account in the Movement in Reserves Statement.

#### Financial Assets

Financial assets are classified into two types:

- loans and receivables – assets that have fixed or determinable payments but are not quoted in an active market
- available-for-sale assets – assets that have a quoted market price and/or do not have fixed or determinable payments.

#### **Loans & Receivables**

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

However, the Council has made a number of loans to individuals for decent homes and for home improvements at less than market rates (soft loans). When soft loans are made, a loss is recorded in the Comprehensive Income and Expenditure Statement (debited to the appropriate service) for the present value of the interest that will be foregone over the life of the instrument, resulting in a lower amortised cost than the outstanding principal. Interest is credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement at a marginally higher effective rate of interest than the rate receivable from individuals, with the difference serving to increase the amortised cost of the loan in the Balance Sheet. Statutory provisions require that the impact of soft loans on the General Fund Balance is the interest receivable for the financial year – the reconciliation of amounts debited and credited to the Comprehensive Income and Expenditure Statement to the net gain required against the General Fund Balance is managed by a transfer to or from the Financial Instruments Adjustment Account in the Movement in Reserves Statement.

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

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

### Available-for-Sale Assets

Available-for-sale assets are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured and carried at fair value. Where the asset has fixed or determinable payments, annual credits to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest receivable are based on the amortised cost of the asset multiplied by the effective rate of interest for the instrument. Where there are no fixed or determinable payments, income (e.g., dividends) is credited to the Comprehensive Income and Expenditure Statement when it becomes receivable by the Council.

Assets are maintained in the Balance Sheet at fair value. Values are based on the following principles:

- instruments with quoted market prices – the market price
- other instruments with fixed and determinable payments – discounted cash flow analysis
- equity shares with no quoted market prices – independent appraisal of company valuations.

Changes in fair value are balanced by an entry in the Available-for-Sale Reserve and the gain/loss is recognised in the Surplus or Deficit on Revaluation of Available-for-Sale Financial Assets. The exception is where impairment losses have been incurred – these are debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement, along with any net gain or loss for the asset accumulated in the Available-for-Sale Reserve.

Where assets are identified as impaired because of a likelihood arising from a past event that payments due under the contract will not be made (fixed or determinable payments) or fair value falls below cost, the asset is written down and a charge made to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. If the asset has fixed or determinable payments, the impairment loss is measured as the difference between the carrying amount and the present value of the revised future cash flows discounted at the asset's original effective interest rate. Otherwise, the impairment loss is measured as any shortfall of fair value against the acquisition cost of the instrument (net of any principal repayment and amortisation).

Any gains and losses that arise on the derecognition of the asset are credited or debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement, along with any accumulated gains or losses previously recognised in the Available-for-Sale Reserve.

Fair Value of the equity shares in Norwich Airport cannot be measured reliably therefore the instrument is carried at cost.

### Government Grants & 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.

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

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

### **Community Infrastructure Levy**

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

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

### **Investment Property**

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

Investment properties are measured initially at cost and subsequently at fair value, being the price that would be received to sell such an asset in an orderly transaction between market participants at the measurement date. As a non-financial asset, investment properties are measured at highest and best use. Properties are not depreciated but are revalued on a five year rolling programme according to market conditions at the year-end. Carrying values are reviewed annually to ascertain if materially different from market values for those assets not valued in year. Gains and losses on revaluation are posted to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The same treatment is applied to gains and losses on disposal.

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

### **Jointly Controlled Operations & Jointly Controlled Assets**

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

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

### **Group Accounts**



The Code requires local authorities to consider all their interests (including those in local authorities and similar bodies) and to prepare a full set of group financial statements where they have material interests in subsidiaries, associates or joint ventures. The Council has gone through a process in line with the Code guidance flowcharts to demonstrate that the relevant provisions do not apply and that the Council has fully complied with the 2015 Code Group Accounts' requirements in its 2016/2017 Statement of Accounts.

## 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 the life of the lease, even if this does not match the pattern of payments (e.g., there is a rent-free period at the commencement of the lease).

### The Council as Lessor

#### **Finance Leases**

Where the Council grants a finance lease over a property or an item of plant or equipment, the relevant asset is written out of the Balance Sheet as a disposal. At the commencement of the lease, the carrying amount of the asset in the Balance Sheet (whether Property, Plant and Equipment or Assets Held for Sale) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain

or loss on disposal. A gain, representing the Council's net investment in the lease, is credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal), matched by a lease (long-term debtor) asset in the Balance Sheet.

Lease rentals receivable are apportioned between:

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

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

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

### **Operating Leases**

Where the 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 (e.g., there is a premium paid at the commencement of the lease). Initial direct costs incurred in negotiating and arranging the lease are added to the carrying amount of the relevant asset and charged as an expense over the lease term on the same basis as rental income.

### **Overheads & Support Services**

From 2016/17 the Code of Practice on Local Authority Accounting in the United Kingdom introduced the requirement for local authorities to report their service segments based on the way in which they operate and manage services, thereby allowing the reporting on the face of the Comprehensive Income and Expenditure Statement to align with how a local authority reports its performance internally to its management.

Corporate overhead allocations are made at the year-end and shared between users in proportion to the benefits received. However, during the year the authority reports to budget holders and members the financial performance without the impact of the corporate recharges. In deference to the intentions of CIPFA's review, the 2016/17 accounts have been reported without support cost recharges, showing support and overhead costs within their respective portfolio lines.

### **Intangible Assets**

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

Expenditure on the development of websites is not capitalised if the website is solely or primarily intended to promote or advertise the Council's goods or services.

Intangible assets are measured initially at cost. Amounts are only revalued where the fair value of the assets held by the Council can be determined by reference to an active market. In practice, no intangible asset held by the Council meets this criterion, and they are therefore carried at amortised cost. The depreciable amount of an intangible asset is amortised over its useful life to the relevant service line(s) in the Comprehensive Income and Expenditure Statement. An asset is tested for impairment whenever there is an indication that the asset might be

impaired – any losses recognised are posted to the relevant service line(s) in the Comprehensive Income and Expenditure Statement. Any gain or loss arising on the disposal or abandonment of an intangible asset is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement.

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

### **Property, Plant & 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. The de minimis level for accounting for expenditure as capital is £5,000

#### Recognition

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

#### 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 (i.e., it will not lead 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.

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

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

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

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

Assets included in the Balance Sheet at fair value are revalued sufficiently regularly to ensure that their carrying amount is not materially different from their fair value at the year-end, but as a minimum every five years. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Gains

are credited to the Comprehensive Income and Expenditure Statement where they arise from the reversal of a loss previously charged to a service.

Where decreases in value are identified, they are accounted for 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 1 April 2007 only, the date of its formal implementation. Gains arising before that date have been consolidated into the Capital Adjustment Account.

#### Componentisation

The 2016/17 CIPFA Code of Practice on Local Authority Accounting states that each part of an item of Property, Plant and Equipment (PP&E) with a cost that is significant in relation to the total cost of the item shall be depreciated separately, applied from 1 April 2010 onwards. Where there is more than one significant part of the same asset which has the same useful life and depreciation method, such parts may be grouped in determining the depreciation charge. In adopting the Code, the Authority has developed the following Componentisation Policy using the approach set out in LAAP bulletin 86:

- Assets within PP&E, excluding Council dwellings with a carrying value of £1m and below, will be disregarded for componentisation as the impact upon the reported cost of service is not considered material.
- Assets, excluding Council dwellings that are above the £1m de-minimis threshold will be componentised where the cost of the component:
  - is significant in relation to the overall total cost of the asset and
  - has a different useful life and/or method of depreciation to the main asset.

This policy excludes land assets which are already identified separately.

Council dwellings are not individually componentised. The valuation of dwellings is based on a beacon approach using the assumption that the beacon property is fully upgraded. Each property in that beacon has a reduction in value, as a percentage, for each component that is not upgraded.

#### 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 (i.e., freehold land and certain Community Assets) and assets that are not yet available for use (i.e., assets under construction).

Depreciation is calculated on the following bases:

- Dwellings – from 1<sup>st</sup> April 2012 depreciation is calculated based on the useful life of the individual components of the dwelling.
- other buildings – straight-line allocation over the useful life of the property as estimated by the valuer
- vehicles – a percentage of the value of each class of assets in the Balance Sheet, as advised by a suitably qualified officer
- Infrastructure – straight-line allocation of between 25-40 years.
- Plant, furniture & equipment – straight line allocation over the useful life of asset.

Where an item of Property, Plant and Equipment assets 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 & 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 any) are credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal). Any revaluation gains accumulated for the asset in the Revaluation Reserve are transferred to the Capital Adjustment Account.

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts. A proportion of receipts relating to housing disposals (75% for dwellings, 50% for land and other assets, net of statutory deductions and allowances) is payable to the Government. 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 (the capital financing requirement). Receipts are appropriated to the Reserve from the General Fund Balance in the Movement in Reserves Statement.

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

### **Heritage Assets**

Heritage assets are assets with historic, artistic, scientific, technological, geophysical or environmental qualities which are held and maintained principally for their contribution to knowledge & culture.

### **Museums collections**

The museums are run by the Norfolk Museums & Archaeology Service (NMAS) which is regarded as one of the leaders in the museum sector. Through a Joint Committee established under delegated powers by the County and district councils in Norfolk, the Service runs museums throughout the County to preserve and interpret material evidence of the past with the aim of "bringing history to life

The Council's heritage assets are relatively static, and significant acquisitions and donations are rare. Where they do occur acquisitions are initially recognised at cost and subsequently at valuation where available

Material disposals are rare. However, any disposals are accounted for in accordance with the Council's accounting policies on property, plant and equipment. The proceeds of disposals, if any, 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.

### **Heritage Buildings**

There are a number of buildings within the city which are considered to be of significant historical value.

Where the buildings have an operational use, as offices or museums for instance, they are classified as operational assets and are depreciated and valued on a rolling five year program

Four of the buildings are considered to be heritage assets and in the category of National Treasures. The March 2009 Report of Kingston University London, on behalf of RICS and HM Treasury, recommended that a category of asset defined as National Treasures be created. These are assets which are incapable of meaningful valuation, in that there is no recognised method of traditional valuation which gives any degree of accuracy. Therefore these assets are held at nil value

### **Civic Plate & Regalia**

The Council owns a large collection of Civic Plate and Regalia which date back to the 19<sup>th</sup> century. This collection is stored, managed and cared for on behalf of the Council by NMAS in line with County Council and National Museums standards. Valuation and insurance of the collection is the responsibility of the Council. The collection of Civic Plate and Regalia is reported in the Balance Sheet at market value. Individual items in the collection are periodically revalued by an external valuer with any surplus being credited to the revaluation reserve. Any deficit on revaluation, after utilisation of any revaluation reserve in respect of the individual asset, is reported in the Comprehensive Income and Expenditure Statement. The Civic Plate and Regalia collection are deemed to have indeterminate lives and a high residual value; hence the Council do not consider it appropriate to charge depreciation.

### **Paintings**

The Council owns a collection of paintings which are stored, managed insured, valued and cared for on behalf of the Council by NMAS in line with County Council and National Museums standards. The collection of paintings is reported in the Balance Sheet at insurance value. Individual items in the collection are periodically revalued by an external valuer with any surplus being credited to the revaluation reserve. Any deficit on revaluation, after utilisation of any revaluation reserve in respect of the individual asset, is reported in the Comprehensive Income and Expenditure Statement. The collection of paintings is deemed to have indeterminate lives and a high residual value; hence the Trustees do not consider it appropriate to charge depreciation.

Following the 1974 Local Government reorganisation the budgets for income and expenditure relating to paintings, were vired to Norfolk County Council, who run NMAS. Therefore any expenditure which, in the Trustees' view, is required to preserve or clearly prevent further deterioration of individual collection items is recognised in the Income and Expenditure account of Norfolk County Council.



### **Sculptures and Bronzes**

The Council owns 25 sculptures and bronzes which are situated in external locations around the city. The Sculptures and Bronzes are reported in the Balance Sheet at insurance value and are periodically revalued by an external valuer with any surplus being credited to the revaluation reserve. Any deficit on revaluation, after utilisation of any revaluation reserve in respect of the individual asset, is reported in the Comprehensive Income and Expenditure Statement.

### **Statues, Architectural Ornamentation, Plaques, Fountains etc**

The Council owns 60 of the above which are situated in external locations around the city. The assets are reported in the Balance Sheet at insurance value and are periodically revalued by an external valuer with any surplus being credited to the revaluation reserve. Any deficit on revaluation, after utilisation of any revaluation reserve in respect of the individual asset, is reported in the Comprehensive Income and Expenditure Statement

### **Fair value measurement**

The council measures some of its non-financial assets such as surplus assets and investment properties at fair value at each reporting date. 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:

- a) in the principal market for the asset or liability, or
- b) 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 using the assumptions that market participants would use when pricing the asset or liability, assuming that market participants act 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.

The council uses valuation techniques that are appropriate in the circumstances and for which sufficient data is available, maximising the use of relevant observable inputs and minimising the use of unobservable inputs. Inputs to the valuation techniques in respect of assets and liabilities for which fair value is measured or disclosed in the council's financial statements are categorised within the fair value hierarchy, as follows:

- .. Level 1 – quoted prices (unadjusted) in active markets for identical assets or liabilities that the council can access at the measurement date
- .. Level 2 – inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly
- .. Level 3 – unobservable inputs for the asset or liability.

### **Provisions, Contingent Assets & Liabilities**

#### 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 in the year that the Council becomes aware of the obligation, and are measured at the best estimate at the balance sheet date of the expenditure required to settle the obligation, taking into account relevant risks and uncertainties.

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

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

#### Contingent Assets

A contingent asset arises where there is a possibility of an economic benefit which will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Council. Due to the uncertainty of future events, these assets are not placed on the balance sheet, even when they are probable and the amount can be estimated.

#### 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.

#### **Reserves**

The Council sets aside specific amounts as reserves for future policy purposes or to cover contingencies. Reserves are created by appropriating amounts out of the General Fund Balance in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred it is charged to the appropriate service in that year to score against the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement. The reserve is then appropriated back into the General Fund Balance in the Movement in Reserves Statement so that there is no net charge against Council tax for the expenditure.

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

#### **Revenue Expenditure Funded from Capital under Statute (REFCUS)**

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.

#### **The Collection Fund**

This account reflects the statutory requirement for billing authorities to maintain a separate Collection Fund, which shows the transactions of the billing authority in relation to national nondomestic rates and the Council Tax and illustrates the way in which these have been distributed to preceptors and the General Fund. The transactions of the Collection Fund are wholly prescribed by legislation. Billing authorities have no discretion to determine which receipts and payments are accounted for within the fund and which outside.

#### **Council Tax**

The council tax included in the Comprehensive Income and Expenditure Statement for the year is the accrued income for the year. The difference between the income included in the Income and Expenditure Account and the amount required by regulation to be credited to the Collection Fund is taken to the Collection Fund adjustment Account and included as a reconciling item in the Statement of Movement on the General Fund balance.



Cash collected by the billing authority from council tax debtors belongs proportionately to the billing authority and the major precepting authorities. There will be a debtor or creditor position between the billing authority and each major preceptor to be recognised at the end of each year as the net cash paid to each major preceptor during the year will not exactly match its share of the cash collected from Council Taxpayers.

The cash flow statement only includes in revenue activities cash flows relating to its own share of Council Tax collected. The difference between the government and the preceptors' share of the net cash collected from Council Tax payers and the net cash paid to them is included as a net movement in other liquid resources.

#### National Non-Domestic Rates

Cash collected by the billing authority from National non-domestic rates (NNDR) debtors belongs proportionately to the government, the billing authority and the major precepting authority. There will be a debtor or creditor position between the billing authority and major preceptor to be recognised at the end of each year as the net cash paid to each major preceptor during the year will not exactly match its share of the cash collected from NNDR Taxpayers.

The NNDR included in the Comprehensive Income and Expenditure Statement (CIES) for the year is the accrued income. The difference between the income included in the CIES and the amount required by regulation to be credited to the General fund is taken to the Collection Fund Adjustment Account and is included as a reconciling item in the Movement in Reserves Statement (MiRS).

The cash flow statement only includes in revenue activities cash flows relating to its own share of NNDR collected. The difference between the government and the preceptors' share of the net cash collected from NNDR payers and the net cash paid to them is included as a net movement in other liquid resources.

There are a number of NNDR reliefs available to NNDR payers which are mandatory, the government funds these reliefs in full (except for Small Business Rate relief which it funds 50%) via s31 grant to each authority. The s31 grant included in the CIES for the year that which is equal to the deficit claimed back within that year. Any excess over this amount is transferred to a S31 earmarked reserve.

To ensure that BRRS is equitable when compared to the previous system of NNDR, the government has calculated the Funding Baseline which each authority needs to fund its business as well as a Business Rate Baseline which relates to the collectable NNDR, the difference between the two will either result in an individual authority paying a tariff to, or receiving top-up from the government. In a two tier authority the County Council will be in a top-up position and the billing authority in a tariff position. The tariff or top-up is reflected in the authority's individual CIES i.e. does not go through the Collection Fund.

The authority is required to calculate whether it is in a levy or safety net position at year end. If the authority's income from NNDR and the s31 grant less the tariff paid is greater than the funding baseline then a levy is payable according to the levy formula, the percentage of levy is capped at 50%. If the authority's income from NNDR and the s31 grant less the tariff paid is less than 92.5% of the funding baseline then the authority is entitled to a safety net payment. Any levy/ safety net amounts are accrued and included in the CIES and in creditors/debtors as appropriate in the Balance Sheet.

#### **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.

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

The following standards have been amended and will be introduced in the 2017/18 Code; IFRS 10 *Consolidated Financial Statements*, IFRS 12 *Disclosure of Interests in Other Entities* and IAS 28 *Investments in Associates and Joint Venture (Investment Entities – Applying the Consolidated Exception)*. These amendments will not have any effect on the authority's 2017/18 accounts, as we are not an investment entity. In addition, the 2017/18 Code has adopted definitions set out in IAS 39 *Financial Instruments, Recognition and Measurement* and IAS 40 *Investment Property*. This will affect the disclosure requirements of authorities which administer pension funds, and will not apply to Norwich City Council.

### 3. Critical Judgments in Applying Accounting Policies

In applying the accounting policies set out in Note 1, the Council has had to make certain judgments about complex transactions or those involving uncertainty about future events. The critical judgments made in the Statement of Accounts are:

- There is a high degree of uncertainty about future funding for local government. However, the Council has determined that this uncertainty is not yet sufficient to provide an indication that the assets of the Council might be impaired as a result of a need to close facilities and reduce levels of service provision.
- Note 16 Financial Instruments details the authority's Investment Strategy and approach to managing risk. None of the authority's investments are impaired;
- The Council has undertaken an analysis to classify the leases it holds, both as a lessee and lessor, as either operating or finance leases. The accounting policy for leases has been applied to these arrangements and assets are recognised or derecognised (as appropriate) as Property, Plant and Equipment in the Council's Balance Sheet
- The Council has reviewed all property assets in accordance with the policy for Investment Properties and classified as appropriate
- The Council has reviewed all property assets in accordance with the policy for Assets Held for Sale and reclassified as appropriate
- Insurance fund

The preparation of financial statements also requires management to exercise judgement in applying the council's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions or estimates are significant are disclosed below:

#### Property, plant and equipment

In determining the useful economic life of property, plant and equipment, judgement needs to be exercised in estimating the length of time that assets will be operational. Judgements are also required regarding the classification of specialist/non-specialist assets and in determining residual values.

Valuers also make a range of judgements when determining the values of assets held at fair value.

The significant assumptions applied in estimating the fair values are:

- For income producing properties, the Valuers adopted an investment approach where they applied a capitalisation rate, as a multiplier, against the current and, if any, reversionary income streams. Following market practice they construct their valuations adopting hardcore methodology where the reversions are generated from regular short-term uplifts of market rent. They would normally apply a term and reversion approach where the next event is one which fundamentally changes the nature of the income or characteristics of the investment. Where there is an actual exposure or a risk thereto of irrecoverable costs, including those of achieving a letting, an allowance is reflected in the valuation;
- The assessment of rental values is formed purely for the purposes of assisting in the formation of an opinion of capital value and is generally on the basis of Market Rent, as defined in "the Red Book". Where circumstances dictate that it is necessary to utilise a different rental value in the capital valuation, the valuers will generally set out the reasons for this in their report;
- Vacant buildings, in addition to the above methodology, may also be valued and analysed on a comparison method with other capital value transactions where applicable; and
- Owner-occupied properties are valued on the basis of existing use value, thereby assuming the premises are vacant and will be required for the continuance of the existing business. Such valuations ignore any higher value that might exist from an alternative use.

### Investment Properties

IAS 40 *Investment properties* ("IAS 40") requires that properties are classified as investment properties where they are held for the purpose of capital appreciation or to earn rentals. To comply with IAS 40, judgement needs to be exercised in determining whether these properties should be classified as investment properties in accordance with IAS 40. As investment properties are valued at fair value with movements in the fair value being recorded in the income statement this could have a significant effect on the reported surplus or deficit of the Council

### Post Retirement Benefits

Pensions liability – the 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. Actuaries are engaged to provide the Authority with expert advice about the assumptions to be applied. The assumptions made and sensitivity analyses are provided in note 43

### Group boundaries

The group boundaries have been estimated using the criteria associated with the Code of Practice. In line with the Code, the Council has not identified any companies within the group boundary that would require it to complete Group Accounts on grounds of materiality

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

The preparation of financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for the revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates.

The key judgements and estimation uncertainty that have a significant risk of causing material adjustment to the carrying amounts of assets and liabilities within the next financial year are:

Items	Uncertainties	Effect if Actual Results differ from Assumptions
Business Rates	Since the introduction of Business Rates Retention Scheme effective from 1 April 2013, Local Authorities are liable for successful appeals against business rates charged to businesses in 2016/17 and earlier financial years in their proportionate share. Therefore, a provision has been recognised for the best estimate of the amount that businesses have been overcharged up to 31 March 2017. The estimate has been calculated using the Valuation Office (VAO) ratings list of appeals.	Should the outstanding appeals be successful, the amount owed to businesses may be more than estimated, in which case the proportionate share of this would require an increase to the provision. However there may be appeals that are not successful or they may be successful but the amount owed to businesses be less than estimated, which would result in a reduction in the appeals provision
Property, Plant and Equipment £863.28m	Assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance that will be incurred in relation to individual assets. The current economic climate makes it uncertain that the Council will be able to sustain its current spending on repairs and maintenance, bringing into doubt the useful lives assigned to assets	If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets falls. It is estimated that the annual depreciation charge for buildings would increase by £0.376m for every year that useful lives had to be reduced
Pensions Liability £184.9m	Estimation of the net liability to pay pensions depends on a number of complex judgments relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Council with expert advice about the assumptions to be applied.	The sensitivities resulting in an impact on the Council's finances are disclosed in Note 43

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Arrears	At 31 March 2017, the Council had a balance of sundry debtors for £2.685m. A review of significant balances suggested that an impairment of doubtful debts ranging from 10% to 100% was appropriate. However, in the current economic climate it is not certain that such an allowance would be sufficient.	If collection rates were to deteriorate, an increase in the amount of the impairment for doubtful debt would be required.
Housing Stock	The housing stock is not individually componentised, for valuation purposes a beacon approach is used with the assumption that the beacon property is fully upgraded. Each property in that beacon is then reduced by percentages for each component that is not upgraded.	The percentages used to reduce the value may not reflect the true depreciated value of the individual components.  The valuation of housing stock may be under or overstated
Housing Stock	The housing stock is not individually componentised, for depreciation purposes council dwellings have their individual components identified as to date of upgrade and using the asset life as advised by the council's valuers, the depreciation associated with each properties components is calculated.	The use of standard lives to calculate components and assumption of full depreciation on components not upgraded may not be valid.  The depreciation of council dwellings may be under or overstated
Fair value measurements	When the fair value of financial assets and financial liabilities cannot be measured based on quoted prices in active markets (level 1 inputs), their fair value is measured using valuation techniques (e.g. quoted prices for similar assets or liabilities in active markets or the discounted cash flow [DCF] model). Where possible, the inputs to these valuation techniques are based on observable data but where this is not possible judgement is required in establishing fair values. These judgements typically include considerations such as uncertainty and risk. However, changes in the assumptions used could affect the fair value of the council's assets and liabilities.  Where level 1 inputs are not available, the council employs relevant experts to identify the most appropriate valuation techniques to determine the fair value.  Information about the valuation techniques and inputs used in determining the fair value of the council's assets and liabilities is disclosed in notes 14 and 16 below.	The council uses the model disclosed in note 14 to measure the fair value of its investment properties and financial assets.  The significant unobservable inputs used in the fair value measurement include management assumptions regarding rent growth, vacancy levels (for investment properties) and discount rates – adjusted for regional factors (for investment properties, surplus assets and assets held for sale) Significant changes in any of the unobservable inputs would result in a significantly lower or higher fair value measurement for investment properties and financial assets.

## 5. Material Items of Income and Expense

On 7 October 2016, the council transferred 3.35 hectares of land at Bowthorpe at full market value to its wholly owned subsidiary Norwich Regeneration Ltd in exchange for 22,000 £100 shares in the company.

The table below details material items of Income and Expense

<b>Expenditure and Income by Nature</b>		
The authority's income and expenditure is analysed as follows:		
	<b>31-Mar-17</b>	<b>31-Mar-16</b>
	<b>£000</b>	<b>£000</b>
<b>Income</b>		
Fees, charges and other service income	(94,301)	(93,445)
Interest and investment income	(3,861)	(3,309)
Authority's share of income from Council Tax and Non-Domestic Rates	(39,726)	(38,041)
Government grants and contributions	(14,382)	(14,338)
Gain on disposal of non-current assets	(367)	(2,133)
Housing Benefit contributions and allowances	(62,940)	(68,039)
Equity Transfer	(2,200)	-
<b>Expenditure</b>		
Employee benefits expenses	22,926	19,331
Pension Interest cost and expected return on assets	4,164	4,520
Other service expenses	58,305	57,634
Depreciation, amortisation, revaluation and impairment	12,135	(40,801)
Interest payments	9,432	9,906
Payments to Housing Capital Receipts Pool	1,471	1,123
Housing Benefit expenditure	63,384	67,562
Non-Domestic rates levy	26,253	25,885
<b>Surplus or deficit on the Provision of services</b>	<b>(19,706)</b>	<b>(74,147)</b>
<b>Segmental Income</b>		
Income received on a segmental basis is analysed below:		
	<b>31-Mar-17</b>	<b>31-Mar-16</b>
	<b>£000</b>	<b>£000</b>
Revenue from External customers	(96,808)	(95,990)
Other Income	(120,969)	(123,316)
<b>Total Income</b>	<b>(217,777)</b>	<b>(219,306)</b>

## 6. Events after the Reporting Date

The draft statement of accounts were authorised for issue by the Chief Finance Officer on 1<sup>st</sup> June 2017. Events taking place after this date are not reflected in the financial statements or notes. Where events taking place before this date provided information about conditions existing at 31 March 2017, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.

On 12<sup>th</sup> May 2017, a major business rate payer withdrew its application to be merged into a single hereditament. In 2015/16 the potential loss to the council was disclosed as a contingent liability, in 2016/17 this disclosure has been removed.

On 1 April 2017 the Revenue and Benefits team TUPE'd back to Norwich City Council, this involved 98 officers, 60 full time and 38 part-time staff were involved which represents 83.39 full time equivalents.

## 7. 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 an authority are required to be paid and out of which all liabilities of the authority are to be met, except to the extent that statutory rules might provide otherwise. These rules can also specify the financial year in which liabilities and payments should impact on the General Fund Balance, which is not necessarily in accordance with proper accounting practice. The General Fund Balance therefore summarises the resources that the Council is statutorily empowered to spend on its services or on capital investment (or the deficit of resources that the Council is required to recover) at the end of the financial year– however, the balance is not available to be applied to funding HRA services.

### Housing Revenue Account Balance

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

### Major Repairs Reserve

The Authority is required to maintain the Major Repairs Reserve. The MRR is restricted to being applied to new capital investment in HRA assets or the financing of historical capital expenditure by the HRA. The balance shows the MRR that has yet to be applied at the year-end.

### 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

### Capital Grants Unapplied

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

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2016/17	General Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Major Repairs Reserve	Capital Grants Unapplied	Movement in Usable Reserves	Movement in Unusable Reserves
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Adjustments involving the Capital Adjustment Account</b>							
<u>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement</u>							
Charges for depreciation and impairment of non-current assets	(3,206)	(15,834)				(19,040)	19,040
Excess dep'n over HRA MRA							
Revaluation gains/ (Losses) on Property, Plant and Equipment	(1,589)	10,426				8,837	(8,837)
Movement in Market Value of Investment Properties	(577)					(577)	577
Capital Grants and Contributions Applied	1,147	31				1,178	(1,178)
Movement in Donated Assets Account							
Revenue expenditure funded from capital under statute	(6,479)					(6,479)	6,479
Amounts of non-current assets written off on disposal or sale as part of a gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(1,262)	(9,584)				(10,846)	10,846
<u>Insertion of items not debited or credited to the Comprehensive Income and expenditure Statement</u>							
Statutory provision for the financing of capital investment	278	85				363	(363)
Capital expenditure charged against the General Fund and HRA balances	95	9,531				9,626	(9,626)
<b>Adjustments involving the Capital Grants Unapplied Account</b>							
Capital Grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	5,500	442			(5,942)	-	
Application of grants to capital financing transferred to the Capital Adjustment Account					4,262	4,262	(4,262)
<b>Adjustments 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	1,277	11,984	(13,261)			-	
Use of Capital Receipts Reserve to finance new capital expenditure			3,231			3,231	(3,231)
Contribution from the Capital receipts Reserve towards administration costs of non-current asset disposals	(39)	(237)	276			-	
Contribution from the Capital receipts Reserve to Finance the payments to the Government capital receipts pool	(1,471)		1,471			-	



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2016/17	General Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Major Repairs Reserve	Capital Grants Unapplied	Movement in Usable Reserves	Movement in Unusable Reserves
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Adjustments 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	(197)		197			-	
Transfer to the Capital receipts Reserve upon receipt of cash			(997)			(997)	997
<b>Adjustments involving the Major Repairs Reserve</b>							
Reversal of Major Repairs Allowance credited to the HRA		13,553		(13,553)		-	
Use of Major Repairs Reserve to finance new capital expenditure				13,553		13,553	(13,553)
<b>Adjustments 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	839					839	(839)
<b>Adjustments involving the Pensions Reserve</b>							
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	(6,600)	(2,290)				(8,890)	8,890
Employer's pension contributions and direct payments to pensioners payable in the year	4,740	1,685				6,425	(6,425)
<b>Adjustments involving the Collection Fund Adjustment Account</b>							
Amount by which Council tax and business rates income credited to the Comprehensive Income and Expenditure Statement is different from Council tax income calculated for the year in accordance with statutory requirements	1,236					1,236	(1,236)
<b>Total Adjustments</b>	(6,308)	19,792	(9,083)	-	(1,680)	2,721	(2,721)



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2015/16 comparative figures	General Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Major Repairs Reserve	Capital Grants Unapplied	Movement in Usable Reserves	Movement in Unusable Reserves
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Adjustments involving the Capital Adjustment Account</b>							
<u>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement</u>							
Charges for depreciation and impairment of non-current assets	(4,258)	(15,576)				(19,834)	19,834
Excess dep'n over HRA MRA							
Revaluation (gains)/ Losses on Property, Plant and Equipment	(776)	54,557				53,781	(53,781)
Movement in Market Value of Investment Properties	7,779					7,779	(7,779)
Capital Grants and Contributions Applied	2,100					2,100	(2,100)
Movement in Donated Assets Account	215					215	(215)
Revenue expenditure funded from capital under statute	(4,881)					(4,881)	4,881
Amounts of non-current assets written off on disposal or sale as part of a gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(383)	(7,497)				(7,880)	7,880
<u>Insertion of items not debited or credited to the Comprehensive Income and expenditure Statement</u>							
Statutory provision for the financing of capital investment	(20)	80				60	(60)
Capital expenditure charged against the General Fund and HRA balances		9,400				9,400	(9,400)
<b>Adjustments involving the Capital Grants Unapplied Account</b>							
Capital Grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	3,010	416			(3,426)	-	
Application of grants to capital financing transferred to the Capital Adjustment Account					5,304	5,304	(5,304)
<b>Adjustments 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	405	9,576	(9,981)			-	
Use of Capital Receipts Reserve to finance new capital expenditure			16,279			16,279	(16,279)
Contribution from the Capital receipts Reserve towards administration costs of non-current asset disposals	(10)	(207)	217			-	
Contribution from the Capital receipts Reserve to Finance the payments to the Government capital receipts pool	(1,123)		1,123			-	

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	General Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Major Repairs Reserve	Capital Grants Unapplied	Movement in Usable Reserves	Movement in Unusable Reserves
2015/16 comparative figures	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Adjustments 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	(16)		16			-	
Transfer to the Capital receipts Reserve upon receipt of cash			(9)			(9)	9
<b>Adjustments involving the Major Repairs Reserve</b>							
Reversal of Major Repairs Allowance credited to the HRA		12,691		(12,691)		-	
Use of Major Repairs Reserve to finance new capital expenditure				12,691		12,691	(12,691)
<b>Adjustments 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	(30)					(30)	30
<b>Adjustments involving the Pensions Reserve</b>							
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	(3,869)	(2,261)				(6,130)	6,130
Employer's pension contributions and direct payments to pensioners payable in the year	4,768	1,387				6,155	(6,155)
<b>Adjustments involving the Collection Fund Adjustment Account</b>							
Amount by which Council tax and business rates income credited to the Comprehensive Income and Expenditure Statement is different from Council tax income calculated for the year in accordance with statutory requirements	269					269	(269)

## 8. Transfers to/from Earmarked and Other Reserves

This note sets out the amounts set aside from the General Fund and HRA balances in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund and HRA expenditure in 2016/17 and 2015/16.

The following sets out a description of the reserves;

### Insurance reserve

The Insurance Reserve was established to cover the excesses carried in respect of claims under various insurance policies, particularly public and employers' liability, subject to periodic review of the appropriate level at which any 'stop-loss' arrangements apply.

The Council only insures housing stock three storeys and above in height, sheltered and listed accommodation, and only for limited perils (fire, lightening, explosion and storm). The risk has been identified and assessed and it has been decided that the most cost effective way to manage risk is for the Council to self-insure losses via the Housing Revenue Account.

An evaluation of the balance on the Insurance Reserve has been undertaken and the amount set aside to cover the uninsured risks at 31 March 2017 is based on the assessed liability.

### S31 Earmarked Reserve

Under the system of business rates retention an element of the business rates is retained locally (split between the County and Districts). The budget for the year assumed the baseline funding allocation in respect of business rates announced as part of the Local Government Finance Settlement announcement in December 2013. The outturn position is based on the National Non Domestic Rates (NNDR) Return which is submitted annually.

In the same way that Council Tax operates a 'collection fund' which distributes the precepts/shares of council tax collected to the respective authorities, the business rates collection fund distributes the respective shares of business rates based on the NNDR return. Should the actual income collected from business rates exceed or not meet the anticipated amounts there would be a surplus or deficit on the fund. For 2015/16 there was a deficit on the collection fund for NNDR and an estimated deficit for 2016/17 (on NNDR for 2017/18) that will be clawed back from the Government, County and the council of in future years under regulation.

The reason for the deficit is due to a greater number of reliefs being granted and the impact of successful appeals above the level assumed. The impact of some of the reliefs has been mitigated by the Section 31 Grant. The overall position (including the S31 Grant) will be used to calculate the levy payable for the year and this will be based on the NNDR3 return submitted in May

A S31 Earmarked Reserve has been established which at 31<sup>st</sup> March 2017 holds the unutilised balance of the S31 grant monies received in 2015/16 and 2016/17. These monies will be transferred to the General Fund Reserves during 2017/18 and 2018/19 to mitigate the delayed impact of the 2015/16 & 2016/17 deficit on the NNDR Collection Fund as properly accounted for under regulation.

Similar transfers in and out of the reserve will take place each year whilst the S31 grant is received.

### Revenue Grants Unapplied Reserves

This reserve is the balance of revenue grant income received that has no conditions applied to it, but where the grant has yet to be applied and there are restrictions as to how the monies are to be applied. This ensures that amounts are set aside from the General Fund and the Housing Revenue Account balances to provide financing to meet the requirements of the grant. The amounts set aside will be transferred back to meet General Fund and Housing Revenue Account expenditure in future years, the transfer being accounted for in the Movement in Reserves Statement within the transfers to/or from Earmarked reserves line.

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	Balance at 31 March 2015	Transfers Out 2015/16	Transfers In 2015/16	Balance at 31 March 2016	Transfers Out 2016/17	Transfers In 2016/17	Balance at 31 March 2017
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>General Fund</b>							
Insurance Reserve	407	(199)	187	395	(265)	277	407
S31 Earmarked Reserve	1,526	(1,247)	1,188	1,467	(1,455)	1,041	1,053
Revenue Grants Unapplied Reserve GF	2,148	(216)	133	2,065	(65)	233	2,233
Revenue Grants Unapplied Reserve HRA	4	-	-	4	-	-	4
<b>Total</b>	<b>4,085</b>	<b>(1,662)</b>	<b>1,508</b>	<b>3,931</b>	<b>(1,785)</b>	<b>1,551</b>	<b>3,697</b>

Transfers between other reserves of £233,406 (2015/16 £61,691) in the Movement in Reserves Statement comprise of Decent Home Loans & Home Improvement Loans repayments £84,467 (2015/16 £61,691) and Repayment of discount £48,652 (2015/16 £nil)

### 9. Other Operating Expenditure

	2016/17	2015/16
	£'000	£'000
Payments to the Government Housing Capital Receipts Pool	1,471	1,123
(Gains)/Losses on the disposal of non-current assets	(367)	(2,133)
Provision Market	(129)	(308)
Livestock Market	(182)	(42)
<b>Total</b>	<b>793</b>	<b>(1,360)</b>

The surplus of £0.289m (2015/16 surplus £0.351m) on trading of the markets is not allocated back to services but included in other operating expenditure above

### 10. Financing and Investment Income and Expenditure

	2016/17	2015/16
	£'000	£'000
Interest payable and similar charges	9,432	9,906
Pension interest cost and expected return on pension assets	4,164	4,520
Interest Receivable and similar income	(1,353)	(765)
Income and expenditure in relation to investment properties and changes in their fair value	(1,279)	(9,409)
Impairment of Soft Loans	152	223
<b>Total</b>	<b>11,116</b>	<b>4,475</b>

### 11. Taxation and Non-Specific Grant Income

	2016/17	2015/16
	£'000	£'000
Council tax income	(8,658)	(8,335)
Non domestic rates income and expenditure	(31,068)	(29,706)
Non-ring fenced government grants	(7,263)	(8,598)
Capital grants and contributions	(7,120)	(5,741)
Business Rates - Tariff & Levy	26,253	25,885
Equity Transfer	(2,200)	-
<b>Total</b>	<b>(30,056)</b>	<b>(26,495)</b>

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12. Property, Plant and Equipment

Movements in 2016/17	Council Dwellings	Other Land and Buildings	Vehicles, Plant, Furniture and equipment	Infrastructure Assets	Community Assets	Surplus Assets	Assets Under Construction	Total Property, Plant & Equipment
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Cost or Valuation</b>								
At 1 April 2016	710,559	126,232	27,063	2,816	11,447	328	19,135	897,580
Additions	18,960	1,764	197	45	130	-	6,185	27,281
Revaluation increases / (decreases) recognised in the Revaluation Reserve	(1,860)	(73)	-	-	-	-	-	(1,933)
Revaluation decreases recognised in the Surplus / (Deficit) on the Provision of Services	(14,263)	(1,672)	-	-	-	-	-	(15,935)
Revaluation write back of prior year deficit recognised in the Surplus / (Deficit) on the Provision of Services	11,424	2	-	-	-	-	-	11,426
Derecognition – Disposals	(7,993)	-	(241)	-	-	-	-	(8,234)
Derecognition - Other	(500)	-	-	(89)	-	-	-	(589)
Demolition	-	-	-	-	-	-	-	-
Assets Reclassified (to) / from Held for Sale	(715)	(1,115)	-	-	-	-	-	(1,830)
Other Movements in Cost or Valuation	5,829	7,381	181	-	-	(59)	(13,332)	-
<b>At 31 March 2017</b>	<b>721,441</b>	<b>132,519</b>	<b>27,200</b>	<b>2,772</b>	<b>11,577</b>	<b>269</b>	<b>11,988</b>	<b>907,766</b>
<b>Accumulated Depreciation &amp; Impairment</b>								
At 1 April 2016	(4,800)	(11,675)	(22,745)	(989)	(91)	(8)	-	(40,308)
Depreciation charge	(13,553)	(2,762)	(714)	(79)	(9)	(8)	-	(17,125)
Depreciation written out to the Surplus/Deficit on Provision of Services	12,554	31	-	-	-	-	-	12,585
Depreciation write-back on revaluation to Revaluation Reserve	999	553	-	-	-	8	-	1,560
Impairment losses / (reversals) recognised in CIES	(31)	(1,446)	-	-	-	-	-	(1,477)
Impairment losses / (reversals) recognised in RR	-	-	-	-	-	-	-	-
Derecognition – Disposals	-	32	242	-	-	-	-	274
Derecognition - Other	-	29	(29)	4	-	-	-	4
<b>At 31 March 2017</b>	<b>(4,831)</b>	<b>(15,238)</b>	<b>(23,246)</b>	<b>(1,064)</b>	<b>(100)</b>	<b>(8)</b>	<b>-</b>	<b>(44,487)</b>
<b>Net Book Value</b>								
<b>At 31 March 2017</b>	<b>716,610</b>	<b>117,281</b>	<b>3,954</b>	<b>1,708</b>	<b>11,477</b>	<b>261</b>	<b>11,988</b>	<b>863,279</b>
<b>At 31 March 2016</b>	<b>705,757</b>	<b>114,556</b>	<b>4,318</b>	<b>1,827</b>	<b>11,356</b>	<b>322</b>	<b>19,135</b>	<b>857,271</b>

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Comparative Movements in 2015/16	Council Dwellings	Other Land & Buildings	Vehicles, Plant, Furniture & equipment	Infrastructure Assets	Community Assets	Surplus Assets	Assets Under Construction	Total Property, Plant & Equipment
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Cost or Valuation</b>								
At 1 April 2015	641,387	125,958	26,720	2,893	11,126	937	5,030	<b>814,051</b>
Additions	27,969	2,034	438	142	250	-	16,127	<b>46,960</b>
Revaluation increases / (decreases) recognised in the Revaluation Reserve	5,912	1,308	-	-	-	216	-	<b>7,436</b>
Revaluation decreases recognised in the Surplus / (Deficit) on the Provision of Services	(3,531)	(1,038)	-	-	-	(835)	-	<b>(5,404)</b>
Prior year revaluation decrease reversals recognised in the Surplus / (Deficit) on the Provision of Services	44,444	240	-	-	-	11	-	<b>44,695</b>
Derecognition – Disposals	(6,725)	(38)	(94)	(148)	-	-	-	<b>(7,005)</b>
Derecognition - Other	(396)	-	-	-	-	-	-	<b>(396)</b>
Demolition	-	(71)	-	-	-	-	-	<b>(71)</b>
Assets Reclassified (to) / from Held for sale	(178)	(2,567)	-	-	-	-	-	<b>(2,745)</b>
Other Movements in Cost or Valuation	1,676	406	-	(71)	71	-	(2,022)	<b>60</b>
<b>At 31 March 2016</b>	<b>710,558</b>	<b>126,232</b>	<b>27,064</b>	<b>2,816</b>	<b>11,447</b>	<b>329</b>	<b>19,135</b>	<b>897,581</b>
<b>Accumulated Depreciation &amp; Impairment</b>								
At 1 April 2015	(3,892)	(7,954)	(22,057)	(1,063)	(58)	(740)	-	<b>(35,764)</b>
Depreciation charge	(12,691)	(2,746)	(783)	(76)	(7)	(10)	-	<b>(16,313)</b>
Depreciation written out to the Surplus/Deficit on Provision of Services	12,688	235	-	-	-	6	-	<b>12,929</b>
Depreciation write-back on revaluation to Revaluation Reserve	3	792	-	-	-	3	-	<b>798</b>
Impairment losses / (reversals) recognised in CIES	(909)	(2,025)	-	-	-	734	-	<b>(2,200)</b>
Impairment losses / (reversals) recognised in RR	-	-	-	-	-	-	-	-
Derecognition – Disposals	-	22	94	124	-	-	-	<b>240</b>
Derecognition - Other	-	-	-	26	(26)	-	-	-
<b>At 31 March 2016</b>	<b>(4,801)</b>	<b>(11,676)</b>	<b>(22,746)</b>	<b>(989)</b>	<b>(91)</b>	<b>(7)</b>	<b>-</b>	<b>(40,310)</b>
<b>Net Book Value</b>								
<b>At 31 March 2016</b>	<b>705,757</b>	<b>114,556</b>	<b>4,318</b>	<b>1,827</b>	<b>11,356</b>	<b>322</b>	<b>19,135</b>	<b>857,271</b>
<b>At 31 March 2015</b>	<b>637,495</b>	<b>118,005</b>	<b>4,663</b>	<b>1,830</b>	<b>11,067</b>	<b>196</b>	<b>5,030</b>	<b>778,286</b>

The Council operates a 5-year rolling programme of revaluations in relation to land and buildings except for revaluation of Housing Revenue Account Assets which is carried out on an annual basis. The assets are valued by our external valuers NPS.

Current year valuations were carried out by:  
Gillian Knox MRICS (NPS)  
Deborah O'Shea MRICS (NPS)  
Grant Brewer MRICS (NPS)

## HRA Dwellings

The date of valuation is 31 March 2017

The valuers undertook a full revaluation at 31<sup>st</sup> March 2017. The valuations were undertaken in accordance with the RICS Valuation – Professional Standards 2012 as published by the Royal Institution of Chartered Surveyors.

For each operational asset, that is, those held, occupied and used by the Council in the direct delivery of services for which the Council has either a statutory or a discretionary responsibility, a Current Value Existing Use Value (EUV) has been provided, except in the case of housing stock where Existing Use Value for Social Housing is appropriate (EUV-SH). EUV-SH assumes the property is let for its existing use as social housing.

EUV-SH valuations are arrived at by means of a beacon approach. The beacons are valued on the additional assumptions that there is no potential residential redevelopment of the site or intensification of use. They are then adjusted by a regional adjustment factor, in this case for the Eastern region at 62% (2015/16 61%), to arrive at EUV-SH to reflect the fact that sitting tenants enjoy rents lower than market rents and tenants' rights including Right to Buy

Any reference to Existing Use Value is not recognised under International Financial Reporting Standards and the use of Existing Use Value (Social Housing) is a departure from International Accounting Standards. This departure is in accordance with current CIPFA and DCLG guidance

Under paragraph 4.1.2.40 of the Code, if an item of property comprises two or more significant components with substantially different useful lives, then each component is treated separately for depreciation purposes and depreciated over its individual lives.

Due to the onerous amount of work that would be involved in componentising all the council dwellings, this has not been done. However for valuation purposes, the property used as the beacon in each beacon type, are fully upgraded. For all other dwellings in the beacon; a percentage reduction is made for each component that has not been upgraded. The percentage reduction is that advised by the Council's valuers.

The valuations are made on the following assumptions:

- That no high alumina cement, asbestos, or other deleterious material was used in the construction of any property and that none has been subsequently incorporated.
- That the properties are not subject to any unusual or especially onerous restrictions, encumbrances or outgoing and that good titles can be shown.
- That the properties and their values are unaffected by any matters which would be revealed by a local search or inspection of any register and that the use and occupation are both legal.
- That inspection of those parts which have not been inspected would not cause us to alter our opinion of value.
- That the land and properties are not contaminated, nor adversely affected by radon.
- That no allowances have been made for any rights obligations or liabilities arising from the Defective Premises Act 1972.

### HRA Non-Dwellings

The date of valuation is 31 March 2017

The valuers undertook a full revaluation at 31<sup>st</sup> March 2016. The valuations were undertaken in accordance with the RICS Valuation – Professional Standards 2012 as published by the Royal Institution of Chartered Surveyors.

Apart from infrastructure, community and assets under construction, the basis of value for all assets is Current Value. Current value may be either the Existing Use Value, Depreciated replacement Cost or Fair Value depending on the property type and classification.

EUV is used only for valuing property that is owner-occupied. Fair value is used to value property held as surplus assets or properties held for sale.

### General Fund Assets

The date of valuation is 1 April 2016

The Council carries out a rolling programme that ensures that all Property, Plant and equipment required to be measured at current value is revalued at least every five years. Valuations are carried out by the Council's external valuers, NPS Norwich Ltd, in accordance with the methodologies and bases for estimation set out by the Royal Institution of Chartered surveyors.

Apart from infrastructure, community and assets under construction, the basis of value for all assets is Current Value. Current value may be either the Existing Use Value, Depreciated replacement Cost or Fair Value depending on the property type and classification.

EUV is used only for valuing property that is owner-occupied. Fair value is used to value property held for investment purposes, surplus assets or properties held for sale.

The valuation cycle fluctuated due to asset reclassifications, disposals and additions and any additional revaluations which occur due to the portfolio review and impairment review.

VALUATION CYCLE	Council dwellings	Other Land & Buildings	Community assets	Infrastructure	Vehicles, Plant, & Equipment	AUC	Surplus properties	Total PPE
'000s								
Valued at historical cost			11,477	1,707	3,952	11,988		29,124
Valued at current value								-
2016-17	716,609	31,683					261	748,553
2015-16		18,544						18,544
2014-15		4,239						4,239
2013-14		28,169						28,169
2012-13		34,645						34,645
<b>Total</b>	<b>716,609</b>	<b>117,280</b>	<b>11,477</b>	<b>1,707</b>	<b>3,952</b>	<b>11,988</b>	<b>261</b>	<b>863,274</b>



## Depreciation

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

- Council Dwellings – 50–70 years
- Other Land and Buildings – 30–50 years
- Vehicles – 25% of carrying amount
- Plant Furniture & Equipment 5 – 20years
- Infrastructure – 25 years

## 13. Heritage Assets

Reconciliation of the carrying value of the Heritage Assets held by the Council

	Civic Plate & Regalia	Paintings	Sculptures & Bronzes	Statues, Fountain etc	Buildings	Total Heritage Assets
	£000	£000	£000	£000	£000	£000
<b>Valuation</b>						
1st April 2015	8,061	4,675	2,235	2,287	3,405	<b>20,663</b>
Additions	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Revaluations	5	-	-	-	-	<b>5</b>
<b>31st March 2016</b>	<b>8,066</b>	<b>4,675</b>	<b>2,235</b>	<b>2,287</b>	<b>3,405</b>	<b>20,668</b>
<b>Valuation</b>						
1st April 2016	8,066	4,675	2,235	2,287	3,405	20,668
Additions	7	-	-	-	-	7
Disposals	-	(5)	(5)	-	-	(10)
Revaluations	5	-	4,700	155	-	4,860
<b>31st March 2017</b>	<b>8,078</b>	<b>4,670</b>	<b>6,930</b>	<b>2,442</b>	<b>3,405</b>	<b>25,525</b>

The Council's external valuer (Christopher Hartop) carried out a full valuation of the collection of civic plate and regalia as at 31 January 2014. The valuations were based on commercial markets, including recent transaction information from auctions where similar types of silverware are regularly being purchased.

There are two particularly significant exhibits within the collection which are:

- The Reade Salt - A rare and important Elizabeth I silver-gilt standing or drum salt (William Cobbold I 1568), valued by our external valuers as £2.5m
- The Howard Ewer and Basin - An early 17th century silver-gilt ewer and basin or rosewater dish (1617), valued by our external valuers as £2.0m

At any time approximately 50 per cent of the collection of regalia and civic plate are on display in Shirehall museum, 34 percent in the Castle Museum and 15 per cent in public meeting rooms at City Hall.

The Council's external valuer (Bonhams Fine Art Valuer and Auctioneers) carried out a full valuation of the collection of paintings, sculptures, bronzes, statues, plaques, fountains, memorials etc as at 31 March 2012.

In accordance with the accounting code a full valuation every five years is not required as there is no prescribed minimum period between valuations however, the code includes a requirement that authorities review the carrying amounts of these heritage assets carried at valuation with sufficient regularity to ensure they remain current.

In 2016-17 a review of the valuations was carried out by Bonhams who advised that the only piece that would need updating at this stage would be the Barbara Hepworth which was last valued at £1,300,000. The Modern British Art specialists have provided an up-to-date auction estimate of £3,000,000 - £5,000,000 and for insurance suggested £6,000,000. This has been updated in the accounts.

A particularly significant exhibit within the collection is the portrait of Sir Harbord Harbord by Gainsborough. The portrait has been valued by an external valuer at £2.5m.

At any time approximately 17 per cent of the collection of paintings are on display in the Castle Museum, 19 per cent in Blackfriars Hall, 10 per cent in public meeting rooms at City Hall, 9 percent in St Andrews Hall and 5 per cent in Strangers Hall. The remaining items are held in storage but access is permitted to scholars and others for research purposes.

The Heritage buildings valuations have been reviewed by NPS who advised that no revaluations were required

#### 14. Investment Properties

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

	2016/17	2015/16
	£000	£000
Rental income from investment property	(2,508)	(2,545)
Direct operating expenses arising from investment property	1,229	(6,865)
<b>Total</b>	<b>(1,279)</b>	<b>(9,410)</b>

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

	2016/17	2015/16
	£000	£000
Balance at start of the year	43,294	35,767
Additions:		
Subsequent expenditure	12	102
Disposals	(1,136)	(294)
Net gains / (losses) from fair value adjustments	(397)	7,779
Transfers (to) / from Property, Plant & Equipment	-	(60)
Balance at end of year	41,773	43,294

The Councils investment properties have reverted to a 5 year valuation programme following a full revaluation in 2015/16 due to the introduction of IFRS13. In 2015/16 revaluation gains were £7.623m leading to the direct operating expenses becoming a credit of £6.865m. Direct operating expenses excluding revaluation gains were £0.758m

The revaluation gains are reversed out in the movement in Reserve Statement so as to have no impact on Council Tax requirement

The introduction of IFRS 13 fair value measurement from 1 April 2015 resulted in a change in the classification of properties into different 'levels' which are based on the relevant fair value hierarchy .

<b>Investment Property Fair Value Hierarchy</b>			
Details of the authority's investment properties and information about the fair value hierarchy as at 31 March 2017			
Recurring fair value measurements using:	Other significant observable inputs (level 2)	Significant unobservable inputs (level 3)	Fair value as at 31 March 2017
	£000	£000	£000
Industrial	3,010	12,552	15,562
Offices	7,680	544	8,224
Other	4,351	3,900	8,251
Residential	898	2,940	3,838
Retail	5,832	66	5,898
<b>Total</b>	<b>21,771</b>	<b>20,002</b>	<b>41,773</b>

<b>Investment Property Fair Value Hierarchy</b>			
Details of the authority's investment properties and information about the fair value hierarchy as at 31 March 2016			
Recurring fair value measurements using:	Other significant observable inputs (level 2)	Significant unobservable inputs (level 3)	Fair value as at 31 March 2016
	£000	£000	£000
Industrial	3,299	11,923	15,222
Offices	7,564	1,328	8,892
Other	4,223	7,605	11,828
Residential	1,290	-	1,290
Retail	5,996	66	6,062
<b>Total</b>	<b>22,372</b>	<b>20,922</b>	<b>43,294</b>

There were no transfers between Levels 1 and 2 during the year

### **Valuation techniques used to determine Level 2 and 3 Fair values for Investment Properties**

#### Valuation techniques used to determine Level 2 fair values for Investment Properties

The fair value of Level 2 investment property has been measured using a market approach, which takes into account comparable evidence for similar transactions, for similar properties in similar locations, with yields chosen by comparison to similar transactions adjusted to allow for factors such as lease terms, strength of covenant, rent review periods and other lease clauses, voids, etc.

There are significant observable inputs, including physical inspection of location, size, accommodation, facilities, suitability etc. detailed lease terms, strength of covenant, general repair and condition together with yield evidence from comparable transactions.

#### Valuation techniques used to determine Level 3 fair values for Investment Properties

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The fair value of level 3 investment property, valuations have been based on comparable transactions to calculate gross development costs and gross development values to arrive at a residual land value. The following factors have been also been taken into account: location and topography, title and legal constraints, planning advice, access and ground conditions.

The authority's Investment properties categorised as Level 3 in the fair value hierarchy due to the fact that the measurement technique uses significant unobservable inputs to determine the fair value measurements (and there is no reasonably available information that indicates that market participants would use different assumptions).

### Highest and Best use of Investment Properties

In estimating the fair value of the Authority's investment properties, the highest and best use of the properties is deemed to be their current use.

### Valuation Techniques

There has been no change in the valuation techniques used during the year for investment properties.

### Reconciliation of fair value measurements (using significant observable inputs) categorised within Level 2 of the fair value hierarchy

	2016/17					
	Industrial £000	Offices £000	Other £000	Residential £000	Retail £000	Total £000
<b>Investment Properties Level 2</b>						
Opening balance	3,298	7,565	4,223	1,290	5,996	22,372
Transfer between disclosure category	-	-	182	-	(182)	-
Transfers into Level 2	-	-	-	-	-	-
Transfers out of Level 2	(285)	-	-	-	-	(285)
Total gains or (losses ) for the period included in surplus or deficit on the provision of services resulting from changes in the fair value	(4)	199	(53)	-	18	160
Additions	-	-	-	-	-	-
Disposals	-	(84)	-	(392)	-	(476)
<b>Balance at end of year</b>	<b>3,009</b>	<b>7,680</b>	<b>4,352</b>	<b>898</b>	<b>5,832</b>	<b>21,771</b>

	2015/16					
	Industrial £000	Offices £000	Other £000	Residential £000	Retail £000	Total £000
<b>Investment Properties Level 2</b>						
Opening balance	-	-	-	-	-	-
Transfers into Level 2	3,007	6,009	4,230	1,876	5,163	20,285
Total gains or (losses ) for the period included in surplus or deficit on the provision of services resulting from changes in the fair value	291	1,540	287	(586)	833	2,365
Additions	-	16	-	-	-	16
Disposals	-	-	(294)	-	-	(294)
<b>Balance at end of year</b>	<b>3,298</b>	<b>7,565</b>	<b>4,223</b>	<b>1,290</b>	<b>5,996</b>	<b>22,372</b>

Gains or losses arising from changes in the fair value of the investment property are recognised in surplus or deficit on the provision of services – financing and investment income and expenditure line. The transfers out of level 2 were due to new lettings being agreed.

**Reconciliation of fair value measurements (using significant unobservable inputs) categorised within Level 3 of the fair value hierarchy**

	2016/17					
	Industrial £000	Offices £000	Other £000	Residential £000	Retail £000	Total £000
<b>Investment Properties Level 3</b>						
Opening balance	11,923	1,328	7,605	-	66	20,921
Transfer between disclosure category	784	-	(3,724)	2,940	-	-
Transfers into Level 3	285	-	-	-	-	285
Transfers out of Level 3						-
Total gains or (losses ) for the period included in surplus or deficit on the provision of services resulting from changes in the fair value	(451)	(124)	19		-	(556)
Additions	12	-			-	12
Disposals		(660)				(660)
<b>Balance at end of year</b>	<b>12,553</b>	<b>544</b>	<b>3,900</b>	<b>2,940</b>	<b>66</b>	<b>20,002</b>

	2015/16					
	Industrial £000	Offices £000	Other £000	Residential £000	Retail £000	Total £000
<b>Investment Properties Level 3</b>						
Opening balance	-	-	-	-	-	-
Transfers into Level 3	8,784	1,584	5,042	-	23	15,433
Total gains or (losses ) for the period included in surplus or deficit on the provision of services resulting from changes in the fair value	3,067	(268)	2,563	-	39	5,401
Additions	72	12	-	-	3	87
<b>Balance at end of year</b>	<b>11,923</b>	<b>1,328</b>	<b>7,605</b>	<b>-</b>	<b>65</b>	<b>20,921</b>

Gains or losses arising from changes in the fair value of the investment property are recognised in surplus or deficit on the provision of services – financing and investment income and expenditure line. The transfers into level 3 followed reassessment by the valuers in 2016/17.

**Valuation process for Investment Properties**

The fair value of the council's investment property is valued in a five year rolling programme; except for the year ended 31 March 2016 the whole portfolio was valued as at 1 April 2015 following the introduction of IFRS13. All valuations are carried out by our external valuers NPS Property Consultants Ltd. All valuations are carried out in accordance with methodologies and bases for estimation set out in the professional standards of the Royal Institute of Chartered Surveyors.

Current year valuations were carried out by:

Gillian Knox MRICS (NPS)  
Deborah O'Shea MRICS (NPS)  
Grant Brewer MRICS (NPS)

**15. Intangible Assets**

The Council accounts for its software as intangible assets, to the extent that the software is not an integral part of a particular IT system and accounted for as part of the hardware item of Property, Plant and Equipment. The intangible assets are purchased software and licenses. The software is given a finite useful life, based on assessments of the period that the software is expected to be of use to the Council.

The carrying amount of intangible assets is amortised on a straight-line basis. Of the amortisation of £250,120 charged to revenue in 2016/17, £89,770 was charged in respect of the telephony system to the Customer Contact cost centre and then absorbed as an overhead across all the service headings in the Cost of Services. It is not possible to quantify exactly how much of the amortisation is attributable to each service heading. Of the remaining £160,350, £151,344 related to software.

£50,868 was charged to the Housing Revenue Account, £199,252 to the General Fund

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

	<b>2016/17</b>	<b>2015/16</b>
	<b>£000</b>	<b>£000</b>
<b>Balance at the start of the year</b>		
· Net carrying amount	776	848
· Additions	27	149
Amortisation for the period	(250)	(221)
<b>Net Carrying amounts at the end of the year</b>	<b>553</b>	<b>776</b>
Comprising:		
· Gross carrying amount	1,479	1,452
· Accumulated amortisation	(926)	(676)
	<b>553</b>	<b>776</b>

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## 16. Financial Instruments

The borrowings and investments disclosed in the Balance Sheet are made up of the following categories of financial instruments:

	Long Term		Current	
	31-Mar-17 £000	31-Mar-16 £000	31-Mar-17 £000	31-Mar-16 £000
Financial Liabilities (principle amount)	201,617	208,617	7,000	10,750
Accrued interest	-	-	993	1,212
Other accounting adjustments	287	288	-	-
Financial liabilities at amortised cost	201,904	208,905	7,993	11,962
<b>Total Borrowings</b>	<b>201,904</b>	<b>208,905</b>	<b>7,993</b>	<b>11,962</b>
Finance lease liabilities	1,099	1,189	90	85
<b>Other long term liabilities</b>	<b>1,099</b>	<b>1,189</b>	<b>90</b>	<b>85</b>
Financial liabilities carried at contract amount	-	-	(22,096)	19,940
<b>Total creditors</b>	<b>203,003</b>	<b>210,094</b>	<b>(14,013)</b>	<b>31,987</b>
Loans and receivables	-	3,000	73,560	55,300
Accrued interest	-	102	315	281
Total Loans and receivables (principle amount)	-	3,102	73,875	55,581
Unquoted equity investment at cost	824	824	-	-
Loans & receivables at amortised costs	824	3,926	73,875	55,581
NPT,HIL & DHL	3,146	3,217	-	-
Finance Leases	1,256	1,424	18	30
<b>Total Investments</b>	<b>5,226</b>	<b>8,567</b>	<b>73,893</b>	<b>55,611</b>
Financial assets carried at contract amounts	-	-	3,832	5,766
<b>Total Debtors</b>	<b>5,226</b>	<b>8,567</b>	<b>77,725</b>	<b>61,377</b>
<b>Soft Loans Provided</b>	<b>3,128</b>	<b>3,201</b>		

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Financial assets carried at contract amount exclude statutory amounts, for example Council Tax Payers and Trade Creditors exclude receipts in advance as these are not classified as financial instruments.

The movement of £18.3m in short term loans and receivables is due to increased money available to invest as a result of asset sales and retention of social housing rents.

The Council has made a number of loans to residents in respect of decent home loans and home improvement loans at less than market rates (soft loans). There are a number of small loans making up the balance owing of £3.128m. When soft loans are made, a loss is recorded in the Comprehensive Income and Expenditure Statement (debited to the appropriate service) for the present value of the interest that will be foregone over the life of the instrument, resulting in a lower amortised cost than the outstanding principal. Interest is credited at a marginally higher effective rate of interest than the rate receivable from the voluntary organisations, with the difference serving to increase the amortised cost of the loan in the Balance Sheet. Statutory provisions require that the impact of soft loans on the General Fund Balance is the interest receivable for the financial year – the reconciliation of amounts debited and credited to the Comprehensive Income and Expenditure Statement to the net gain required against the General Fund Balance is managed by a transfer to or from the Financial Instruments Adjustment Account. The detailed decent home loans information is as follows:

<b>Decent Home Loans</b>	<b>31-Mar-17</b>	<b>31-Mar-16</b>
	<b>£000</b>	<b>£000</b>
Opening Balance	2,448	2,498
Fair value adjustment	400	11
Loans repaid	(80)	(62)
<b>Balance carried forward</b>	<b>2,768</b>	<b>2,447</b>
<b>Nominal value carried forward</b>	<b>2,882</b>	<b>2,962</b>

The home improvement loans carrying value after fair value adjustments (minus£50k) total £196k.

**Valuation Assumptions**

The interest rate at which the fair value of this soft loan has been made is arrived at by taking the authority's prevailing cost of borrowing (5 per cent) and adding an allowance for the risk that the loan might not be repaid, in this case a zero rate. The loans are held as a land charge on the properties.



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

	2016/17			
	Financial Liabilities measured at amortised cost	Financial Assets Loans and receivables	Assets & Liabilities at Fair Value through Profit & Loss	Total
	£000	£000	£000	£000
Interest expense	9,432	-	-	9,432
Reductions in fair value	-	-	-	-
<b>Total expenses in Surplus or Deficit on the Provision of Services</b>	9,432	-	-	9,432
Interest Income	-	(1,353)	-	(1,353)
Increases in fair value	-	-	-	-
<b>Total income in Surplus or Deficit on the Provision of Services</b>	-	(1,353)	-	(1,353)
<b>Net gain/(loss) for the year</b>	9,432	(1,353)	-	8,079
	2015/16			
	Financial Liabilities measured at amortised cost	Financial Assets Loans and receivables	Assets & Liabilities at Fair Value through Profit & Loss	Total
	£000	£000	£000	£000
Interest expense	9,906	-	-	9,906
Reductions in fair value	-	-	-	-
<b>Total expenses in Surplus or Deficit on the Provision of Services</b>	9,906	-	-	9,906
Interest Income	-	(765)	-	(765)
Increases in fair value	-	-	-	-
<b>Total income in Surplus or Deficit on the Provision of Services</b>	-	(765)	-	(765)
<b>Net gain/(loss) for the year</b>	9,906	(765)	-	9,141

The fair value of trade and other receivables is taken to be the invoiced, billed amount or cost, less any bad debt provision. The fair values calculated are as follows:

Fair Values of Assets and Liabilities

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

- estimated interest rates at 31 March 2017 of 7.63% for loans from the PWLB and 4.5% as an effective interest rate for a stepped loan.
- no early repayment or impairment is recognised
- where an instrument will mature in the next 12 months, carrying amount is assumed to approximate to fair value
- the fair value of trade and other receivables is taken to be the invoiced or billed amount

The Code of Practice requires the fair value of each class of financial asset and liability to be disclosed to enable it to be compared to its carrying amount.

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The purpose of the valuation is to allow the user to evaluate quantitatively the council's financial position and performance with regard to each class of financial instrument, and also to indicate the extent of the council's risk exposure arising as a result of these transactions.

Fair value is defined as the amount for which an asset could be exchanged or a liability settled, assuming that the transaction was negotiated between parties knowledgeable about market in which they are dealing and willing to buy/sell at an appropriate price with no other motive in their negotiations other than to secure a fair price.

Financial liabilities and financial assets represented by loans and receivables are carried on the balance sheet at amortised cost (in long term assets/liabilities with accrued interest in current assets/liabilities). Their fair value can be assessed by calculating the present value of the cash flows that take place over the remaining life of the instruments, using the following assumptions:

- For loans from the PWLB and other loans payable, borrowing rates from the PWLB have been applied to provide the fair value under PWLB debt redemption procedures;
- For loans receivable prevailing benchmark market rates have been used to provide the fair value;
- No early repayment or impairment is recognised;
- 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 fair values of liabilities calculated are as follows:

	31-Mar-17		31-Mar-16	
	Carrying amount	Fair value	Carrying amount	Fair value
	£000	£000	£000	£000
Financial Liabilities	187,891	249,500	240,956	297,453
Long Term Creditors	1,099	1,099	1,189	1,189
<b>Total Liabilities</b>	<b>188,990</b>	<b>250,599</b>	<b>242,145</b>	<b>298,642</b>

The fair value is greater than the carrying amount because the Councils' portfolio of loans includes a number of fixed rate loans, where the interest rate payable is higher than the rates available for similar loans in the market at the balance sheet date.

	Debt at 31-Mar-16	Repayments	Reclassifications	Fair Value discount unwind	Debt at 31-Mar-17
	£000	£000	£000	£000	£000
PWLB	203,107	-	(7,000)	-	196,107
UK Banks	5,288	-	-	(1)	5,287
Other Financial Intermediaries	462	-	-	-	462
Local Government	1	-	-	-	1
Household Sector	47	-	-	-	47
European Investment Bank	-	-	-	-	-
<b>Total</b>	<b>208,905</b>	<b>-</b>	<b>(7,000)</b>	<b>(1)</b>	<b>201,904</b>

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The fair values of assets calculated are as follows:	31-Mar-17		31-Mar-16	
	Carrying amount	Fair value	Carrying amount	Fair value
	£000	£000	£000	£000
Loans & Receivables	60,056	60,471	44,590	44,991
Long Term Debtors	4,491	4,256	4,671	4,921
<b>Total Assets</b>	<b>64,547</b>	<b>64,727</b>	<b>49,261</b>	<b>49,912</b>

The differences are attributable to fixed interest instruments receivable being held by the authority whose interest rate is higher than the prevailing rate estimated to be available at 31 March. This increases the fair value of loans and receivables.

The fair values for loans and receivables have been determined by reference to similar practices, as above, which provide a reasonable approximation for the fair value of a financial instrument and includes accrued interest. The comparator market rates prevailing have been taken from indicative investment rates at each balance sheet date. In practice rates will be determined by the size of the transaction and the counterparty, but it is impractical to use these figures, and the difference is likely to be immaterial.

### **Nature & Extent of Risks Arising from Financial Instruments**

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

- credit risk – the possibility that other parties might fail to pay amounts due to the Council
- liquidity risk – the possibility that the Council might not have funds available to meet its commitments to make payments
- re-financing risk – the possibility that the Council might be requiring to renew a financial instrument on maturity at disadvantageous interest rates or terms.
- market risk – the possibility that financial loss might arise for the Council as a result of changes in such measures as interest rates and stock market movements.

### **Overall procedures for managing risk**

The Council's overall risk management programme focuses on the unpredictability of financial markets and implementing restrictions to minimise these risks. The procedures for risk management are set out through a legal framework in the Local Government Act 2003 and the associated regulations. These require the Council to comply with the CIPFA Prudential Code, the CIPFA Treasury Management in the Public Services Code of Practice and Investment Guidance issued through the Act. Overall these procedures require the Council to manage risk in the following ways:

- by formally adopting the requirements of the Code of Practice;
- by the adoption of a Treasury Policy Statement and treasury management clauses within its financial regulations
- by approving annually in advance prudential and treasury indicators for the following three years limiting:
  - The Council's overall borrowing;
  - Its maximum and minimum exposures to fixed and variable rates;
  - Its maximum and minimum for exposures the maturity structure of its debt;
  - Its maximum annual exposures to investments maturing beyond a year.
- by approving an investment strategy for the forthcoming year setting out its criteria for both investing and selecting investment counterparties in compliance with the Government Guidance;

These are required to be reported and approved at or before the Council's annual Council Tax setting budget or before the start of the year to which they relate. These items are reported with the annual treasury management strategy which outlines the detailed approach to managing risk in relation to the Council's financial instrument exposure. Actual performance is also reported at annually to Members.

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The annual treasury management strategy which incorporates the prudential indicators was approved by Council on 23 February 2016 and is available on the Council website. The key issues within the strategy were:

- The Authorised Limit for the 2016/17 was set at £294.8m. This is the maximum limit of external borrowings or other long term liabilities.
- The Operational Boundary was expected to be £254.8m. This is the expected level of debt and other long term liabilities during the year.
- The maximum amounts of fixed and variable interest rate exposure were set at 100% and 20% based on the Council's net debt.
- The maximum and minimum exposures to the maturity structure of debt are shown within this note.

These policies are implemented by a central treasury team. The Council maintains written principles for overall risk management, as well as written policies covering specific areas, such as interest rate risk, credit risk, and the investment of surplus cash through Treasury Management Practices (TMPs). These TMPs are a requirement of the Code of Practice and are reviewed periodically.

**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 contained in the Council's Treasury Management Strategy), which requires that deposits are not made with financial institutions unless they meet identified minimum credit criteria, in accordance with the Fitch, Moody's and Standard and Poors Credit Ratings Services. The Annual Investment Strategy also considers maximum amounts and time limits in respect of each financial institution. Deposits are not made with banks and financial institutions unless they meet the minimum requirements of the investment criteria outlined above. Additional selection criteria are also applied after this initial criterion is applied. The key areas of the Investment Strategy are that the minimum criteria for investment counterparties include:

- Credit ratings of Short Term of F1, Long Term A, Support C and Individual 3 (Fitch or equivalent rating), with the lowest available rating being applied to the criteria.
- UK institutions provided with support from the UK Government;
- Building societies with assets in excess of £2bn

The full Treasury Management Strategy for 2016/17 was approved by Full Council on 3rd February 2016 and is available on the Council's website.

[https://www.norwich.gov.uk/info/20189/finance\\_and\\_transparency/1601/treasury\\_management\\_strategy](https://www.norwich.gov.uk/info/20189/finance_and_transparency/1601/treasury_management_strategy)

Commercial Tenants are assessed, taking into account their financial position, past experience via trade and bank references, if these are not available then rent deposits may be requested or a guarantor required. Heads of Terms state rent liability and commitments in accordance with parameters set by Norwich City Council.

Norwich City Council has debentures, unquoted equity investments and loans to related parties where there is no observable market or historical experience of default and has assessed the credit risk as nil.

The following analysis summarises the Council's maximum exposure to credit risk.

	Amount	Historical experience of default	Estimated maximum exposure to default	Estimated maximum exposure to default
	£000	%	£000	£000
	31 March 2017	31 March 2017	31 March 2017	31 March 2016
Customers	2,074	12%	765	289

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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.

The Council does not generally allow credit for its customers, such that £2.074m of the balance is past its due date for payment. The past due amount can be analysed by age as follows:

	31 March 2017	31 March 2016
	£000	£000
Less than three months	920	410
Three to six months	225	284
Six months to one year	201	325
More than one year	728	635
<b>Total</b>	<b>2,074</b>	<b>1,654</b>

The Council initiates a legal charge on property where clients cannot afford to pay immediately. The total debt where there are legal charges at 31 March 2017 was £43,868 (31 March 2016 £43,868).

### Liquidity risk

The Council manages its liquidity position through the risk management procedures above (the setting and approval of prudential indicators and the approval of the treasury and investment strategy reports), as well as through a comprehensive cash flow management system, as required by the CIPFA Code of Practice. This seeks to ensure that cash is available when it is needed.

The Council has ready access to borrowings from the Money Markets to cover any day to day cash flow need, and whilst the PWLB provides access to longer term funds, it also acts as a lender of last resort to Councils (although it will not provide funding to a Council whose actions are unlawful). The Council is also required to provide a balanced budget through the Local Government Finance Act 1992, which ensures sufficient monies are raised to cover annual expenditure. There is therefore no significant risk that it will be unable to raise finance to meet its commitments under financial instruments.

The maturity analysis of financial assets, excluding sums due from customers, is as follows:

	2016/17	2015/16
	£000	£000
Repayable between:		
Less than one year	73,560	55,300
Between 1 & 2 years	-	3,000
	<b>73,560</b>	<b>58,300</b>

### Refinancing & 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. This includes:

- monitoring the maturity profile of financial liabilities and amending the profile through either new borrowing or the rescheduling of the existing debt; and
- monitoring the maturity profile of investments to ensure sufficient liquidity is available for the Council's day to day cash flow needs, and the spread of longer term investments provide stability of maturities and returns in relation to the longer term cash flow needs.

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The maturity analysis of financial liabilities is as follows, with the maximum and minimum limits for fixed interest rates maturing in each period (approved by Council in the Treasury Management Strategy):

	Approved Minimum Limit	Approved Maximum Limit	Actual 31 March 2017 £000	Actual 31 March 2016 £000
Less than 1 year	0%	10%	7,993	11,962
Between 1 & 2 years	0%	10%	2,000	7,000
Between 2 & 5 years	0%	30%	2,500	2,000
Between 5 & 10 years	0%	50%	118,159	113,159
More than 10 years	0%	95%	78,448	86,236
			<b>209,100</b>	<b>220,357</b>
Perpetually irredeemable Loan	0%	10%	573	573
Stock				
			<b>209,673</b>	<b>220,930</b>

## Market risk

### Interest rate risk

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

- borrowings at variable rates – the interest expense charged to the Income and Expenditure Account will rise;
- borrowings at fixed rates – the fair value of the borrowing will fall (no impact on revenue balances);
- investments at variable rates – the interest income credited to the Income and Expenditure Account will rise; and
- investments at fixed rates – the fair value of the assets will fall (no impact on revenue balances).

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, subject to influences from Government grants (i.e. HRA). Movements in the fair value of fixed rate investments that have a quoted market price will be reflected in the Other Comprehensive Income and Expenditure Statement

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. From this Strategy a treasury indicator is set which provides maximum limits for fixed and variable interest rate exposure. The central treasury team will monitor market and forecast interest rates within the year to adjust exposures appropriately. For instance during periods of falling interest rates, and where economic circumstances make it favourable, fixed rate investments may be taken for longer periods to secure better long term returns, similarly the drawing of longer term fixed rates borrowing would be postponed.

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

If all interest rates had been 1% higher (with all other variables held constant) the financial effect would be:

	<b>£000s</b>
Increase in interest payable on variable rate borrowings (all Norwich City Council borrowing is at fixed rate)	-
Increase in interest receivable on variable rate investments	636
Impact on Surplus or Deficit on Provision of Services	636
Increase in Government grant receivable for financing costs	-
Share of overall impact debited to the HRA	-
Decrease in fair value of fixed rate investment assets	-
Impact on Comprehensive Income & expenditure	-
Increase in fair value of fixed rate borrowings liabilities (no impact CIES)	21,247

The impact of a 1% fall in interest rates on interest receivable would be £ (589)k – where the fall of 1% would take the interest lower than zero, this interest received has been taken as zero. The impact of a 1% fall in interest rates on the fair value of fixed rate borrowing liabilities would be as above, but with the movement being reversed.

### **Indemnity**

In February 2014 the Council advanced £1m to Lloyds Banking Group as part of the Local Authority Mortgage Scheme (LAMS). LAMS is aimed at first time buyers within the district and the advance reflects the Council's share of financial assistance through the provision of an indemnity. This indemnity will be in place for a fixed five year period, at which point the advance will be returned to the Council plus an amount of interest. As at 31 March 2017, the total commitment against the £1m indemnity is £0.938m. There have been no defaults requiring a call on this indemnity to date.

### **Price risk**

The Council, excluding the pension fund, does not generally invest in equity shares or marketable bonds.

However it does have shareholdings to the value of £0.8m in Norwich Airport. Whilst these holding are generally illiquid, the Council is exposed to losses arising from movements in the price of the shares.

As the shareholdings have arisen in the acquisition of specific interests, the Council is not in a position to limit its exposure to price movements by diversifying its portfolio. Instead it only acquires shareholdings in return for "open book" arrangements with the company concerned so that the Council can monitor factors that might cause a fall in the value of specific shareholdings.

### **Foreign exchange risk**

The Council has no financial assets or liabilities denominated in foreign currencies at the balance sheet date. It therefore has no exposure to loss arising from movements in exchange rates.



## 17. Long Term Investments

	2016/17	2015/16
	£000	£000
Banks	-	3,000
Equity Shareholding in Subsidiary	2,200	-
Norwich Airport Ltd	824	824
Norwich Preservation Trust	18	18
	<b>3,042</b>	<b>3,842</b>

In October 2016 the council disposed of land at Bowthorpe to its wholly owned subsidiary Norwich Regeneration Limited in exchange for 22,000 £100 shares in the company

### Norwich Airport Ltd

As part of a Public Private Partnership Agreement, 80.1% of the shares held in Norwich Airport Ltd (NAL) by Norfolk County Council and Norwich City Council were sold in March 2004 to Omniport Ltd., thereby taking NAL out of local Council control. The remaining shares are held by the City Council (6%), the County Council (9%) and a jointly owned Local Authority company, Legislator 1656 (4.9%).

A second jointly owned Local Authority company - Legislator 1657, a wholly owned subsidiary of Legislator 1656 - holds some land associated with the airport which was excluded from the sale to Omniport. The City Council holds 40% of Legislator 1656, with Norfolk County Council holding the other 60%, effectively giving the City Council a further holding of 2% in NAL. The sale valued Norwich Airport Ltd at £13.7m (previously £15.3m) and the investment value shown in the Balance Sheet represents the Council's 6% direct holding in the company. The shares of Norwich Airport Ltd are carried in the accounts at cost. Consideration has been given to measuring the fair value of Norwich Airport Ltd from Norwich City Councils percentage shareholding from the Airports balance sheet for 2013 and draft balance sheet for 2014. These calculations gave a fair value higher than that of the carrying value at cost but were subjective and could not reliably measure fair value. An impairment review was undertaken in accordance with the Code which states that 'where fair value cannot be measured reliably, the instrument is carried at cost (less any impairment losses).' Norwich City Council have assessed that there has been no impairment of the asset as a potential purchaser has shown an interest in purchasing NCC airport holding, although no price has yet been established. Norwich City Council has an interest in Legislator Companies 1656 and 1657 which has been assessed as immaterial for the purpose of Group Accounts.

### Norwich Preservation Trust Ltd

The long-term investment of £18,270 consists of loans made to the Trust.



## 18. Long Term Debtors

	2016/17			2015/16
	Debtors	Provision for Bad Debt	Net Debtors	Net Debtors
	£000	£000	£000	£000
Advances for House Purchase: Council Houses Sold	3	-	3	3
Norfolk County Council Transferred Debt	919	-	919	892
Deferred Capital Receipt Sale of Airport Shares	400	-	400	400
Deferred Capital Receipt – Livestock Market	-	-	-	636
Decent Home Loans	2,768	-	2,768	2,448
Finance Lease > 1 year	1,255	-	1,255	1,423
Home Improvement Loans	195	-	195	196
Local Authority Mortgage Scheme	1,000	-	1,000	1,000
Housing Benefit Overpayments	6,843	(4,707)	2,136	2,407
Shared Equity Dwellings	297	-	297	311
SALIX	241	-	241	185
Debts with legal charge over property	44	-	44	44
Wholly owned subsidiary	794	-	794	23
Other Long Term Debtors	273	-	273	270
	<b>15,032</b>	<b>(4,707)</b>	<b>10,325</b>	<b>10,238</b>

Long Term Debtors consist of:

- Transferred Debt - This debt represents the value of assets transferred to other Public Bodies. The value of these assets was determined by the amount of related outstanding loan at the time of transfer.
- Deferred Capital Receipts Sales of Airport Shares - 80.1% of the shares held in Norwich Airport Ltd. by Norfolk County Council and Norwich City Council were sold in March 2004 to Omniport Ltd. £1m of the total sale price is payable after 15 years or, should Omniport sell its interest before then, at the time of the sale. The City Council's share of this deferred capital receipt is £400,000.
- Deferred Capital Receipts Livestock Market –the Livestock Market was sold in July 2010, the purchaser withheld £800,000 relating to the area of the cattle market as this is leased back to the Council. The monies have to be paid over in 10 years' time or sooner if the cattle market is re-sited. The monies due are treated as a soft loan and discounted. On 30 March 2017 the council completed the sale of the livestock market and received £800,000.
- In February 2014 the Council advanced £1m to Lloyds Banking group as part of the Local Authority Mortgage Scheme. The Scheme is aimed at first time buyers; the advance reflects the Council's share of financial assistance through the provision of an indemnity. This indemnity will be in place for a fixed five year period; at the end of this term, the advance will be returned to the Council. No calls have been made on the indemnity during the year.

### 19. Short Term Investments

The amounts invested at 31 March were as follows:

	2016/17	2015/16
	£000	£000
Banks	28,217	10,158
Building Societies	27,496	25,119
Local Authority	2	-
<b>Total Short Term Investments</b>	<b>55,715</b>	<b>35,277</b>

### 20. Short Term Debtors

	2016/17	2015/16
	£000	£000
Central Government Bodies	1,194	1,917
Other entities & individuals	4,952	5,656
Other Local Authorities	2,535	3,684
<b>Total Short Term Debtors</b>	<b>8,681</b>	<b>11,257</b>

### 21. Cash & Cash Equivalents

Cash equivalent short term deposits are those for a period of 3 months or less at inception and represent the lending of surplus monies to other local authorities and major financial institutions

	2016/17	2015/16
	£000	£000
Cash held by Council	16	30
Bank current accounts	1,398	1,222
Short term deposits with banks	9,920	10,000
Short term deposits with building societies	-	2,300
Short term deposits with local authorities	7,500	8,000
<b>Total Cash &amp; Cash Equivalents</b>	<b>18,834</b>	<b>21,552</b>

### 22. Assets Held for Sale

	Current	
	2016/17	2015/16
	£000	£000
<b>Balance outstanding at start of year</b>	<b>2,536</b>	<b>150</b>
Assets newly classified as held for sale:		
Property, Plant & Equipment	1,830	2,744
Assets declassified as held for sale:		
Property, Plant & Equipment	-	-
Asset disposals	(3,294)	(350)
Other movements	(648)	(8)
<b>Balance outstanding at year-end</b>	<b>424</b>	<b>2,536</b>

### 23. Short Term Creditors

	2016/17	2015/16
	£000	£000
Central Government Bodies	5,134	2,909
Other Local Authorities	12,520	10,214
National Health Bodies	5	12
Trade Creditors	8,750	9,052
Receipts in Advance	2,618	2,434
Other entities & individuals	4,393	4,198
<b>Total Short Term Creditors</b>	<b>33,420</b>	<b>28,819</b>

### 24. Long Term Creditors

	2016/17	2015/16
	£000	£000
Developer Contributions	1,704	1,726
Lease Liability	1,098	1,188
Rent Prepayments	200	250
SALIX	32	46
<b>Total Long Term Creditors</b>	<b>3,034</b>	<b>3,210</b>

### 25. Provisions

	2016/17	2015/16
	£000	£000
Balance at 1 April 2016	1,572	573
Additional provisions	980	998
<b>Balance at 31 March 2017</b>	<b>2,553</b>	<b>1,572</b>

The provision includes £2.162m in respect of NNDR appeals following the introduction of Business Rates Retention on 1 April 2013. There is £0.391m provision based on probable redundancy costs for a number of officers as part of the restructure of several service areas during 2016/17. Officers affected were issued with redundancy notices prior to 31 March 2017; however where there were potential redeployment opportunities available, the estimated costs have been included within a redundancy provision.

### 26. Usable Reserves

Movements in the Council's usable reserves are detailed in the Movement in Reserves Statement

### 27. Unusable Reserves

	2016/17	2015/16
	£000	£000
Revaluation Reserve	60,296	58,234
Capital Adjustment Account	635,305	629,189
Financial Instruments Adjustments Account	(642)	(1,108)
Deferred Capital Receipts	1,434	2,059
Pensions Reserve	(184,829)	(123,351)
Collection Fund Adjustment Account	771	(465)
<b>Total Unusable Reserves</b>	<b>512,335</b>	<b>564,558</b>

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Revaluation Reserve

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

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

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

	2016/17		2015/16
	£000	£000	£000
<b>Balance at 1 April</b>		<b>58,234</b>	<b>50,749</b>
Upward revaluation of assets	7,450		8,344
Downward revaluation of assets & impairment losses not charged to the Surplus/Deficit on the Provision of Services	(3,297)		(113)
<b>Surplus or deficit on revaluation of non-current assets not posted to the Surplus/Deficit on the Provision of Services</b>		<b>4,153</b>	<b>8,231</b>
Difference between fair value depreciation & historical cost depreciation	(597)		(543)
Other amount written off to Capital Adjustment Account	-		-
Accumulated gains on assets sold or scrapped	(1,494)		(203)
<b>Amount written off to the Capital Adjustment Account</b>		<b>(2,091)</b>	<b>(746)</b>
Other movements		-	-
<b>Balance at 31 March</b>		<b>60,296</b>	<b>58,234</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 contains accumulated gains and losses on Investment Properties and gains recognised on donated assets that have yet to be consumed by the Council.

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

Note 7 provides details of the source of all the transactions posted to the Account, apart from those involving the Revaluation reserve.

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	2016/17		2015/16
	£000	£000	£000
<b>Balance at 1 April</b>		<b>629,189</b>	<b>553,490</b>
Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income & Expenditure Statement:			
Charges for depreciation & impairment of non current assets	(19,040)		(19,834)
Revaluation gains / (losses) on Property, Plant & Equipment	8,837		53,781
Revenue expenditure funded from capital under statute	(6,479)		(4,881)
Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income & Expenditure Statement	(10,846)		(7,880)
Difference between historic cost & carrying value depreciation	597		543
<b>Net written out amount of the cost of non-current assets consumed in the year</b>		<b>(26,931)</b>	<b>21,729</b>
Adjusting amounts written out of the Revaluation Reserve		1,494	203
<b>Net written out amount of the cost of non-current assets consumed in the year</b>		<b>(25,437)</b>	<b>21,932</b>
<b>Capital financing applied in the year:</b>			
Use of the Capital Receipts Reserve to finance new capital Expenditure	3,231		16,279
Use of the Major Repairs Reserve to finance new capital expenditure	13,553		12,691
Capital grants & contributions credited to the Comprehensive Income & Expenditure Statement that have been applied to capital financing	1,178		2,100
Application of grants to capital financing from the Capital Grants Unapplied Account	4,262		5,303
Statutory provision for the financing of capital investment charged against the General Fund & HRA balances	363		60
Capital expenditure charged against the General Fund & HRA balances	9,626		9,400
		<b>32,213</b>	<b>45,833</b>
Movements in the market value of Investment Properties debited or credited to the Comprehensive Income & Expenditure Statement		(577)	7,779
Movement in the Donated Assets Account credited to the Comprehensive Income and Expenditure Statement		-	215
HRA Self Financing Debt		-	-
Other		(84)	(62)
<b>Balance at 31 March</b>		<b>635,304</b>	<b>629,187</b>

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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 manage premiums paid on the early redemption of loans. Premiums are debited to the Comprehensive Income and Expenditure Statement when they are incurred, but reversed out of the General Fund Balance to the Account in the Movement in Reserves Statement. Over time, the expense is posted back to the General Fund Balance in accordance with statutory arrangements for spreading the burden 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 on the Account at 31 March 2017 will be charged to the General Fund over the next 15 years.

	<b>2016/17</b>	<b>2015/16</b>
	<b>£000</b>	<b>£000</b>
<u>Financial Instruments Adjustment Account</u>		
<b>Balance at 1 April</b>	<b>1,108</b>	<b>1,078</b>
Proportion of premiums incurred in previous financial years to be charged against the General Fund Balance in accordance with statutory requirements	(454)	42
	<b>654</b>	<b>1,120</b>
Amount by which finance costs charged to the Comprehensive Income & Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	(12)	(12)

Deferred Capital Receipts Reserve

The Deferred Capital Receipts Reserve holds the gains recognised on the disposal of noncurrent 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.

	<b>2016/17</b>	<b>2015/16</b>
	<b>£000</b>	<b>£000</b>
<b>Balance at 1 April</b>	<b>2,059</b>	<b>2,068</b>
Transfer of deferred sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	373	-
Transfer to the Capital Receipts Reserve upon receipt of cash	(997)	(9)
<b>Balance at 31 March</b>	<b>1,435</b>	<b>2,059</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.

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	<b>2016/17</b>	<b>2015/16</b>
	<b>£000</b>	<b>£000</b>
<b>Balance at 1 April</b>	<b>(123,351)</b>	<b>(146,997)</b>
Actuarial gains or (losses) on pensions assets & liabilities	(59,013)	23,621
Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income & Expenditure Statement	(8,890)	(6,130)
Employer's pensions contributions & direct payments to pensioners payable in the year	5,645	5,377
Non-Council Employer's pensions contributions payable in the year in respect of TUPE'd employees still in pension fund	780	778
<b>Balance at 31 March</b>	<b>(184,829)</b>	<b>(123,351)</b>

**Collection Fund Adjustment Account**

The Collection Fund Adjustment Account manages the differences arising from the recognition of Council tax and business rates income in the Comprehensive Income and Expenditure Statement as it falls due from Council tax payers compared with the statutory arrangements for paying across amounts to the General Fund from the Collection Fund.

	<b>2016/17</b>	<b>2015/16</b>
	<b>£000</b>	<b>£000</b>
<b>Balance at 1 April</b>	<b>(465)</b>	<b>(734)</b>
Amount by which Council tax income credited to the Comprehensive Income & Expenditure Statement is different from Council tax income calculated for the year in accordance with statutory requirements	163	20
Amount by which NNDR income credited to the Comprehensive Income & Expenditure Statement is different from Council tax income calculated for the year in accordance with statutory requirements	1,073	249
<b>Balance at 31 March</b>	<b>771</b>	<b>(465)</b>

**28. Cash Flow Statement – Operating Activities**

The surplus or deficit on the provision of services has been adjusted for the following non-cash movements. The cash flows for operating activities include the following items:

	<b>2016/17</b>	<b>2015/16</b>
	<b>£000</b>	<b>£000</b>
Interest received	(1,113)	(706)
Interest paid	9,651	9,913
	<b>8,538</b>	<b>9,207</b>

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	<b>2016/17</b>	<b>2015/16</b>
	<b>£000</b>	<b>£000</b>
Depreciation	17,126	16,313
Amortisation	250	220
Impairment and revaluations	(3,778)	(50,118)
Reductions in the fair value of soft loans (non Subsidiary) made in the year	(12)	180
Soft Loans (non Subsidiary) – interest adjustment credited to the CIES during the year	(557)	(139)
(Decrease)/Increase in provision for doubtful debts re: Loans and Advances	1,003	1,186
Increase/(Decrease) in Interest Creditors	(256)	-
Increase/(Decrease) in Creditors	1,374	758
(Increase)/Decrease in Interest Debtors	-	118
(Increase)/Decrease in Debtors	1,678	1,610
(Increase)/Decrease in Inventories	(5)	-
(Decrease)/Increase in Pension Liability	-	(25)
Contributions to Provisions	981	999
Carrying amount of non-current assets sold	12,979	7,876
Movement in Investment Property values	397	(7,777)
	<b>31,180</b>	<b>(28,799)</b>

The adjustment for items in the net surplus or deficit on the provision of services that are investing and financing activities is comprised of:

	<b>2016/17</b>	<b>2015/16</b>
	<b>£000</b>	<b>£000</b>
Capital grants credited to surplus or deficit on the provision of services	(1,178)	(2,100)
Proceeds from the sale of property, plant and equipment and investment properties	(13,261)	(9,981)
	<b>(14,439)</b>	<b>(12,081)</b>

## 29. Cash Flow Statement – Investing Activities

	<b>2016/17</b>	<b>2015/16</b>
	<b>£000</b>	<b>£000</b>
Purchase of property, plant & equipment, investment property & intangible assets	(27,011)	(45,794)
Other Capital Payments	-	-
Purchase of short term & long-term investments	(86,600)	(48,700)
Other payments for investing activities	(1,371)	(1,204)
Proceeds from the sale of property, plant & equipment, investment property & intangible assets	13,261	9,982
Other Capital Cash Receipts	914	175
Capital grants received	1,810	834
Proceeds from short term & long-term investments	67,000	63,700
<b>Net cash flows from investing activities</b>	<b>(31,997)</b>	<b>(21,007)</b>



### 30. Cash Flow Statement – Financing Activities

	2016/17	2015/16
	£000	£000
Cash payments for the reduction of the outstanding liabilities relating to finance leases	(85)	(81)
Repayments of short- & long-term borrowing	(10,750)	(5,060)
Other receipts /(payments) for financing activities	3,667	1,130
<b>Net cash flows from financing activities</b>	<b>(7,168)</b>	<b>(4,011)</b>

### 31. Trading Operations

The Authority has established various trading units where the service manager is required to operate in a commercial environment and balance their budget by generating income from other parts of the authority or other organisations. The financial results for which are disclosed below:

	2016/17			2015/16
	Expenditure	Income	(Surplus) / Deficit	(Surplus) / Deficit
	£000	£000	£000	£000
Car Parks	4,338	(5,575)	(1,237)	(1,555)
Industrial Estates	1,506	(657)	849	(2,670)
Corporate Estates	2,603	(4,628)	(2,025)	(7,110)
Civic Halls	478	(220)	258	312
Markets	545	(834)	(289)	(351)
Yacht Station	-	-	-	-
<b>Net (Surplus) / Deficit</b>	<b>9,470</b>	<b>(11,914)</b>	<b>(2,444)</b>	<b>(11,374)</b>

Other than for Markets, the income and expenditure of the remaining Trading Operations for 2016/17 and 2015/16 have been consolidated within the Net Cost of Services. Income and expenditure of the markets are within Other Operating Expenditure.

The large surpluses on Industrial Estates, Corporate Estates and Markets in 2015/16 are due to the introduction of IFRS 13 on 1 April 2015 which resulted in large revaluation gains. These are reversed out in the Movement in Reserves Statement and have no impact on General Fund Balance or Council Tax requirements

The reduction of surplus on car parks is due to capital works carried out on St Andrews car park which did not increase the value therefore these costs had to be impaired. The impairment is reversed out in the Movement in Reserves Statement and has no impact on the General Fund Balance and Council Tax requirement.

### 32. Associates

Norwich City Council has three associate companies; NPS Norwich Limited, Norwich Norse Environmental Limited and Norwich Norse Building Limited– see disclosure of services produced in note 45. The results of these associates have not been consolidated in the Council’s accounts on the grounds of immateriality; therefore results of the associates are detailed in the table below of which Norwich City Council’s share is 50%. Draft results from the entities below are awaited and will be published in the audited accounts later in the year.

	NPS (Norwich) Ltd		Norwich/Norse Environmental Ltd		Norwich Norse Building Ltd	
	2016/17	2015/16	2016/17	2015/16	2016/17	2015/16
	£000	£000	£000	£000	£000	£000
<b>Profit &amp; Loss Account</b>						
Operating Profit	263	251	126	141	(7)	117
Interest (Payable) /Receivable	(10)	2	(17)	(5)	-	-
<b>Profit on Ordinary Activities before Corporation Tax</b>	<b>253</b>	<b>253</b>	<b>109</b>	<b>136</b>	<b>(7)</b>	<b>117</b>
Corporation Tax	(51)	(51)	(25)	(29)	(33)	(22)
<b>Retained Profit for the financial year</b>	<b>202</b>	<b>202</b>	<b>84</b>	<b>107</b>	<b>(40)</b>	<b>95</b>
<b>Balance Sheet</b>						
Profit & Loss b/f	<b>469</b>	<b>267</b>	<b>244</b>	<b>137</b>	<b>87</b>	<b>(8)</b>
Profit & Loss for the financial year	202	202	84	107	(40)	95
<b>Profit &amp; Loss reserve c/f</b>	<b>671</b>	<b>469</b>	<b>328</b>	<b>244</b>	<b>47</b>	<b>87</b>

### 33. Agency Services

The City Council is a member of four Joint Committees – Norfolk Joint Museums and Archaeology Committee, Norfolk Joint Records Committee, Norfolk Highways Joint Committee and CNC Building Control Consultancy Joint Committee (Building Control Partnership).

The Norwich Highways Joint Committee oversees the operation of the Highways Agency Agreement providing the services for highways, traffic management and on-street car parking. The Council acts as agent for the County in relation to the work governed by the Joint Committee. The amounts of income and expenditure for 2016/17 and 2015/16 are as follows:-

Highways	2016/17	2015/16
	£000	£000
Expenditure	2,542	2,588
Income	(2,569)	(2,700)
(Surplus) paid over to Norfolk County Council/ Deficit reimbursed to Norwich City Council	<b>(27)</b>	<b>(112)</b>

On-Street Car parking	2016/17	2015/16
	£000	£000
Expenditure	1,039	1,171
Income	(1,252)	(1,275)
(Surplus) paid over to Norfolk County Council	<b>(213)</b>	<b>(104)</b>

The non-agency elements of the Norwich Highways Joint Committee are not material.

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The Council's interest in the Norfolk Joint Museums and Archaeology Committee and the Norfolk Joint Records Committee are not material.

On 1<sup>st</sup> November 2012 Norwich Business Improvement District was launched. A Business Improvement District (BID) is a defined area within which businesses pay an additional tax or fee in order to fund projects within the district's boundaries. The council acts as agent for Norwich BID by billing and collecting the additional tax.

Billed	624	624
Collected	(490)	(469)
Paid over to Norwich BID	436	364

**34. Members' Allowances**

The total of members' allowances paid in the year was £357,081 (2015/16 £350,804) in accordance with the Members' Allowance Scheme as set out in Appendix 16 of the Council's Constitution.

### 35. Officers Remuneration

Post Holder	Salary (incl Fees & allowances) £	Expenses £	Compensation for loss of office £	Total Remuneration (excl Pension contributions) £	Pension Contributions £	Total Remuneration (incl Pension contributions) £
Chief Executive Officer 2016/17 <sup>1 3</sup>	119,020	-	-	119,020	17,217	136,237
Chief Executive Officer 2015/16 <sup>1</sup>	132,997	-	-	132,997	18,543	151,540
Director of Regeneration & Development 2016/17	81,225	-	-	81,225	11,702	92,927
Executive Head of Service for Regeneration & Development 2015/16 <sup>2</sup>	89,592	-	-	89,592	11,459	101,051
Director of Customer & Culture 2016/17	84,739	-	-	84,739	12,287	97,026
Executive Head of Service for Communications, Customer & Cultural Services 2015/16	80,255	-	-	80,255	11,586	91,841
Director of Neighbourhoods 2016/17	73,575	-	-	73,575	10,605	84,180
Interim director of Neighbourhoods 2015/16	17,479	-	-	17,479	2,534	20,013
Director of Neighbourhoods 2015/16	59,929	-	-	59,929	8,690	68,619
Director of Business Services 2016/17	82,140	-	-	82,140	11,702	93,842
Executive Head of Service for Business Relationship Management & Democracy 2015/16 <sup>1</sup>	81,260	-	-	81,260	11,586	92,846
<b>TOTAL 2016/17</b>	<b>440,699</b>	<b>-</b>	<b>-</b>	<b>440,699</b>	<b>63,513</b>	<b>504,212</b>
<b>TOTAL 2015/16</b>	<b>461,512</b>	<b>-</b>	<b>-</b>	<b>461,512</b>	<b>64,398</b>	<b>525,910</b>

<sup>1</sup>Remuneration includes payments made in respect of election duties for the Chief executive and Director of business services.

<sup>2</sup> Director of regeneration and development remuneration 2015/16 includes relocation expenses.

<sup>3</sup> Chief executive officer reduced to 4 days in 2016/17

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Senior officer's remuneration disclosed on the tables above is included in the bandings in the table below.

The number of employees whose remuneration, excluding pension contributions, was £50,000 or more in bands of £5,000 was:

Remuneration Band	2016/17	2015/16
£50,000 to £54,999	1	4
£55,000 to £59,999	1	4
£60,000 to £64,999	-	1
£65,000 to £69,999	5	6
£70,000 to £74,999	1	-
£75,000 to £79,999	2	-
£80,000 to £84,999	3	3
£85,000 to £89,999	-	2
£90,000 to £94,999	-	2
£95,000 to £99,999	-	1
£100,000 to £104,999	2	-
£105,000 to £109,999	1	-
£115,000 to £119,999	1	-
£130,000 to £134,999	-	1
	<b>17</b>	<b>24</b>

The number of exit packages with total cost per band and total of the compulsory and other redundancies are set out in the table below:-

2016/17					
Exit package cost band (including special payments)	Number of compulsory redundancies	Number of other departures agreed	Total number of exit packages by cost band	Total cost of exit packages in each band	
£0 - £20,000			1	1	16,091
£20,001 - £40,000			2	2	45,901
£40,001 - £60,000			1	1	42,853
£80,001 - £100,000			1	1	93,650
£100,001 - £150,000			2	2	208,977
<b>Total</b>	<b>0</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>407,472</b>

The table above represents redundancies during 2016/17. The accounts include an estimate of £979,371 based on probable redundancy costs for a number of officers as part of the restructure of several service areas during 2016/17. Officers affected were issued with redundancy notices prior to 31 March 2017. As there are redeployment opportunities some of these officers may not be made redundant whilst others will leave during 2017/18, any variance between the accrual in 2016/17 and the final exit package costs will be disclosed as part of the 2017/18 accounts.

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2015/16					
Exit package cost band (including special payments)		Number of compulsory redundancies	Number of other departures agreed	Total number of exit packages by cost band	Total cost of exit packages in each band
£0 - £20,000		-	6	6	75,596
£20,001 - £40,000		-	3	3	89,583
£40,001 - £60,000		-	3	3	128,927
£60,001 - £80,000		-	1	1	67881
£80,001 - £100,000		-	1	1	95,293
£100,001 - £150,000		-	2	2	216,953
<b>Total</b>		<b>0</b>	<b>16</b>	<b>16</b>	<b>674,233</b>

### 36. External Audit Costs

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

In 2016/17 and 2015/16 the following fees were payable by the Council to our external auditors.

	<b>2016/17</b>	<b>2015/16</b>
	<b>£000</b>	<b>£000</b>
		<b>restated</b>
Fees payable to the External Auditors with regard to external audit services carried out by the appointed auditor for the year	80	80
Fees payable to external auditors for the certification of grant claims and returns for the year	30	36
Fees payable in respect of any other services provided by external auditors during the year	2	5
<b>Total</b>	<b>112</b>	<b>121</b>

The fees for 'other services' payable in 2016/17 relate to the Right to Buy retained receipts audit. For 2015/16 'other services' relate to the auditor's consideration of calculation of the council's new Minimum Revenue Provision Policy and the Right to Buy audit.

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### 37. Grants Income

The Council credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Statement in 2016/17:

	2016/17	2015/16
	£000	£000
<b>Credited to Taxation &amp; Non-Specific Grant Income</b>		
Revenue Support Grant	(2,756)	(4,096)
Local Strategic Partnership - Second Homes	(102)	(49)
New Homes Bonus	(2,768)	(2,373)
NNDR Administration Grant	(271)	(271)
Small Business Rate Relief Grant	(887)	(1,298)
Other Grants (Non Capital)	(479)	(511)
<b>Sub-Total inc NNDR</b>	<b>(7,263)</b>	<b>(8,598)</b>
<b>Capital Grants &amp; Contributions</b>		
DfT Cycle Ambition Grant	(4,166)	(915)
Home and Communities Agency	(48)	(935)
Community Infrastructure Levy (Funding from developers)	(678)	(933)
Community Infrastructure Levy (Funding from GNGB Strategic Pool)	(118)	(249)
Disabled Facilities Grant	(820)	(472)
Capital Grant Income (Government bodies)	7	(728)
Capital Grants & contribution income (non Government)	(1,243)	(810)
<b>Sub Total</b>	<b>(7,066)</b>	<b>(5,042)</b>
<b>Capital Grants &amp; Contributions (REFCUS expenditure)</b>		
DECC Green Deal Community Fund	(15)	(395)
Capital Grants & contribution income (from non Government)	(39)	(87)
<b>Sub Total</b>	<b>(54)</b>	<b>(482)</b>
Donated Assets	-	(215)
<b>Sub Total</b>	<b>-</b>	<b>(215)</b>
<b>Total</b>	<b>(14,383)</b>	<b>(14,337)</b>
<b>Credited to Services</b>		
Rent Allowance Subsidy	(27,300)	(29,841)
Rent Rebate Subsidy	(32,755)	(34,751)
Discretionary Housing Payments	(406)	(365)
Housing Benefit Administration Grant	(835)	(991)
PFI Grant	(1,429)	(1,429)
Home and Communities Agency	-	(59)
Supporting People	(484)	(477)
Other Revenue Grants & Contributions (from Government)	(583)	(625)
Other Non Govt revenue grants and contributions	(45)	(31)
<b>Sub Total</b>	<b>(63,837)</b>	<b>(68,569)</b>

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The Council has received a number of grants, contributions and donations that have yet to be recognised as income as they have conditions attached to them that will require the monies or property to be returned to the giver. The balances at the year-end are as follows:

<b>CURRENT LIABILITIES</b>		<b>2016/17</b>	<b>2015/16</b>
		<b>£000</b>	<b>£000</b>
<b>Grants Receipts in Advance (Capital Grants)</b>			
Home and Communities Agency Capital Grant		(11)	(59)
DECC Green Deal Community Fund		(6)	(20)
Developers Contributions (S.106)		(777)	(900)
<b>Total</b>		<b>(794)</b>	<b>(979)</b>
<b>Grants Receipts in Advance (Revenue Grants)</b>			
Other Government Grants & Contributions		(490)	(460)
Other Non Government Grants & Contributions		(316)	(336)
LEGI Re Guildhall		(50)	(50)
SALIX		(44)	(67)
Developers Contributions (S.106)		(254)	(264)
<b>Total</b>		<b>(1,154)</b>	<b>(1,177)</b>
<b>LONG TERM LIABILITIES</b>			
		<b>£000</b>	<b>£000</b>
<b>Grants Receipts in Advance (Capital Grants)</b>			
Disabled Facilities Grant		(62)	-
Other Government Grants & Contributions		(28)	(33)
Developers Contributions (S.106)		(1,175)	(408)
Other Non-Government Grants & Contributions		(89)	(52)
<b>Total</b>		<b>(1,354)</b>	<b>(493)</b>
<b>Grants Receipts in Advance (Revenue Grants)</b>			
Local Enterprise Growth Initiative re Guildhall		(200)	(250)
SALIX		(32)	(46)
Developers Contributions (S.106)		(1,704)	(1,726)
<b>Total</b>		<b>(1,936)</b>	<b>(2,022)</b>

The council continues to collect a Community Infrastructure Levy in accordance with a charging schedule adopted on the 25<sup>th</sup> June 2013.

The contributions collected from developments liable to pay the levy are designated to fund both the infrastructure required to support the planned growth in housing and jobs across the Greater Norwich area and improvements to address the demands that development places on local neighbourhoods within the city.

Section 106 agreements and planning conditions will also continue to be used for local infrastructure requirements on development sites, such as site specific local provision of open space, access roads and affordable housing.



### 38. Capital Expenditure & Capital Financing

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

	2016/17	2015/16
	£000	£000
Opening Capital Financing Requirement 1st April	238,988	234,453
Correction of prior years error	-	(1,294)
Adjusted Opening Capital Financing Requirement	<b>238,988</b>	<b>233,159</b>
Property, Plant & Equipment	21,096	30,833
Assets under Construction	6,185	16,127
Investment Property	12	102
Heritage Assets	7	-
Intangible Assets	27	149
Decent Home Loans granted net of repaid	(71)	(19)
Municipal Bond Agency Investment	-	50
Revenue Expenditure Funded from Capital Under Statute	6,479	4,881
	<b>272,723</b>	<b>285,282</b>
<b>Sources of Finance</b>		
Capital Receipts	(3,757)	(16,279)
Government Grants & Other Contributions	(5,441)	(7,404)
Housing Revenue Account Major Repairs Allowance	(13,553)	(12,691)
Revenue Contributions & Minimum Revenue Provision *	(11,412)	(9,460)
	<b>238,560</b>	<b>239,448</b>
HRA non-dwelling depreciation, revaluation & impairments	(856)	(460)
<b>Closing Capital Financing Requirement 31 March</b>	<b>237,704</b>	<b>238,988</b>
Increase (decrease) in underlying need to borrow (unsupported by government financial assistance)	(1,284)	4,535
<b>Increase (decrease) in Capital financing Requirement</b>	<b>(1,284)</b>	<b>4,535</b>

Each local Council has a borrowing limit determined by the level of debt which it can afford. The system is governed by CIPFA's 'Prudential Code for Capital Finance in Local Authorities' and the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003.

\* The Minimum Revenue Provision 2016/17 is £0.278m (2015/16 £0.225m) and this represents a provision against the Council's underlying debt that has been acquired to finance capital expenditure.

### 39. Leases

#### Council as Lessee

##### Operating Leases

The Council leases cars and equipment to facilitate provision of services. It also leases privately owned properties to provide a decent, affordable housing alternative to those facing homelessness.

The Council's future minimum lease payments due under non-cancellable lease in future years are:

	31-Mar-17		31-Mar-16	
	Vehicles, Plant & Equipment	Land & Buildings	Vehicles, Plant & Equipment	Land & Buildings
	£000	£000	£000	£000
<b>Future Rental Liabilities</b>				
Not later than one year *	108	1,305	169	1,498
Later than one year & not later than five years	356	1,825	345	1,710
<b>Total</b>	<b>464</b>	<b>3,130</b>	<b>514</b>	<b>3,208</b>

\* based on Pool Car contract extension to October 2017

The expenditure charged to the Housing Revenue Account, Cultural, Environmental, Regulatory and Planning Services lines in the Comprehensive Income and Expenditure Statement during the year in relation to these leases was £2.117m (2015/16 £2.293m)

	2016/17	2015/16
	£000	£000
Sublease payments receivable	2,026	2,201
<b>Total</b>	<b>2,026</b>	<b>2,201</b>

##### Finance Leases

The council has acquired communal aerials for its dwellings under a finance lease, these assets are disclosed as Property, Plant and Equipment in the Balance Sheet under Vehicles, Plant and Equipment at the net amount of £0.927m (2015/16 £1.020m)

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.

	2016/17	2015/16
	£000	£000
<b>Finance Lease Liabilities</b>		
Current	90	85
Non-Current	1,099	1,189
Financing Costs payable in future years	425	662
<b>Minimum Lease Payments</b>	<b>1,614</b>	<b>1,936</b>

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

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	<b>2016/17</b>	<b>2015/16</b>
	<b>£000</b>	<b>£000</b>
<b>Future Rental Liabilities</b>		
No later than one year	161	161
Later than one year & not later than 5 years	646	646
Over 5 years	807	968
<b>Total</b>	<b>1,614</b>	<b>1,775</b>

**Council as Lessor**

Operating Leases

The Council leases out property and equipment under operating leases for the following purposes:

- The provision of community services such as sports facilities, tourism services and community centres
- economic development purposes to provide suitable affordable accommodation for local businesses

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

	<b>2016/17</b>	<b>2015/16</b>
	<b>£000</b>	<b>£000</b>
<b>Tenants Future Rental Liabilities</b>		
Not later than one year	3,108	3,200
Later than one year & not later than five years	11,179	10,683
Over five years	60,085	59,691
<b>Total</b>	<b>74,372</b>	<b>73,574</b>

In addition to the above, there are 97 properties (112 in 2015/16) where the rent is in perpetuity that amounts annually to £0.269m per annum (2015/16 £0.351m).

The minimum lease payments receivable do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews.

Finance Leases

- The Council leases out twenty one properties on a finance lease.

The Council has gross investments in the leases, made up of the minimum lease payments expected to be received over the remaining term and the residual value anticipated for the property when the lease comes to an end. The minimum lease payments are the payments over the lease term that the lessee is or can be required to make, excluding contingent rent. The gross investment is made up of the following amounts

	<b>2016/17</b>	<b>2015/16</b>
	<b>£000</b>	<b>£000</b>
Finance lease debtor (net present value of minimum lease payments):		
Current	18	30
Non-current	1,256	1,424
Unearned finance income	2,104	2,021
Unguaranteed residual value of property	-	85
<b>Gross investment in the leases</b>	<b>3,378</b>	<b>3,560</b>

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The gross investment in the lease and the minimum lease payments will be received over the following periods:

	Gross Investment in the Lease		Minimum Lease Payments	
	31-Mar-17	31-Mar-16	31-Mar-17	31-Mar-16
	£000	£000	£000	£000
<b>Future Rental Liabilities</b>				
Not later than one year	24	51	24	51
Later than one year & not later than five years	95	224	95	224
Later than five years	3,259	3,285	3,259	3,200
<b>Total</b>	<b>3,378</b>	<b>3,560</b>	<b>3,378</b>	<b>3,475</b>

#### 40. Impairment Losses

During the year the Council carried out adaptations at a cost of £745,144 (2015/16 £947,584) to a number of council dwellings under Disabled Facilities legislation. No individual adaptation was significant in value. As advised by our valuer these adaptations added no value to the dwellings, therefore this expenditure was impaired as shown in note 12 (combined with the impairments detailed below).

The Council also impaired the cost of works to flats within blocks for which the lease has been sold £1,121,095, of which structural work constituted £1,075,369, bathrooms £18,807, roofing £23,991 and the enhancement of HRA estates £1,837. Other impairments include the enhancement of HRA estates £27,157 and work benefitting dwellings or the area surrounding dwellings subsequently sold £9,252.

The Council also impaired the cost of works to HRA shops £190,200 and HRA development land £95,749 as it was deemed not to add value.

Remedial works were carried out on the Yacht station £90,728 which the valuer advised would not increase the valuation therefore that expenditure was impaired immediately.

#### 41. Termination Benefits

The Council terminated the contracts of a number of employees in 2016/17, incurring liabilities of £407,472 (2015/16 £674,233). These were payable to 7 (16 in 2015/16) officers who were made redundant as part of the Council's rationalisation of Services and include amounts payable in respect of early retirement to the pension fund.

The accounts include an estimate of £979,371 based on probable redundancy costs for a number of officers as part of the restructure of several service areas during 2016/17. Officers affected were issued with redundancy notices prior to 31 March 2017. As there are redeployment opportunities some of these officers may not be made redundant whilst others will leave during 2017/18, any variance between the accrual in 2016/17 and the final exit package costs will be disclosed as part of the 2017/18 accounts

#### 42. Other Long Term Liabilities

The Council has other long term liabilities as detailed in the table below

	2016/17	2015/16
	£000	£000
Pension Fund Liability	184,829	123,351
Other	103	95
	<b>184,932</b>	<b>123,446</b>

### 43. Defined Benefit Pension Schemes

#### Participation in Pension Schemes

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

The Council participates in the Local Government Pension Scheme (LGPS), administered by Norfolk County Council – this is a funded defined benefit final salary scheme, meaning that the Authority and employees pay contributions into a fund, calculated at a level intended to balance the pensions liabilities with investment assets.

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

The LGPS pension scheme is operated under the regulatory framework for the Local Government Pension Scheme and the governance of the scheme is the responsibility of the pensions committee of Norfolk County Council. Policy is determined in accordance with the Pensions Fund Regulations. The investment managers of the fund are appointed by the committee which includes the Interim Head of Finance of Norfolk County Council.

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

#### Transactions relating to Retirement Benefits

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

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	<b>2016/17</b>	<b>2015/16</b>
	<b>£000</b>	<b>£000</b>
<b>Comprehensive Income &amp; Expenditure Statement</b>		
<i>Cost of Services</i>		
Current service cost	4,391	4,868
(Gain)/loss from settlements	335	(3,258)
<i>Financing and Investment Income and expenditure</i>		
Net Interest expense	4,164	4,520
<b>Total Post-employment Benefits Charged to the Surplus or Deficit on the Provision of Services</b>	<b>8,890</b>	<b>6,130</b>
<i>Other post-employment Benefits charged to the Comprehensive Income and Expenditure Statement</i>		
Return on plan assets (excluding the amount included in the net interest expense)	(20,718)	2,065
Actuarial (Gains) and Losses arising on changes in demographic assumptions	(4,029)	-
Actuarial (Gains) and Losses arising on changes in financial assumptions	76,183	(18,495)
Other experience	7,577	(7,191)
<b>Total Post-employment Benefits Charged to the Comprehensive Income and Expenditure Statement</b>	<b>67,903</b>	<b>(17,491)</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 and HRA balances for pensions in the year	(8,890)	(6,130)
<b>Total Remeasurements recognised in Other Comprehensive Income</b>	<b>59,013</b>	<b>(23,621)</b>

The cumulative amount of actuarial gains and losses recognised in the Comprehensive Income and Expenditure Statement to the 31 March 2017 is a loss of £159.117m (31 March 2016 loss of 100.104m)

**Pensions Assets and Liabilities Recognised in the Balance Sheet**

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

	<b>2016/17</b>	<b>2015/16</b>
	<b>£000</b>	<b>£000</b>
Present Value of funded liabilities	(440,331)	(358,282)
Present Value of unfunded liabilities	(21,157)	(19,759)
Fair Value of plan assets	276,581	254,635
<b>Net Liability arising from defined benefit obligation</b>	<b>(184,907)</b>	<b>(123,406)</b>

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	<b>2016/17</b>	<b>2015/16</b>
<b>Reconciliation of present value of the scheme liabilities:</b>	<b>£000</b>	<b>£000</b>
At 1 April	(378,041)	(408,779)
Total service Cost	(4,391)	(4,868)
Interest Cost	(12,693)	(12,489)
Contributions by Members	(1,259)	(1,299)
Remeasurement (gains)/Losses		
- actuarial gains/losses arising from changes in demographic assumptions	-	-
- actuarial gains/losses arising from changes in financial assumptions	(76,183)	18,495
- other	(3,548)	7,191
Benefits Paid	14,962	14,677
Losses/(Gains ) on curtailments	(335)	9,031
<b>At 31 March</b>	<b>(461,488)</b>	<b>(378,041)</b>

	<b>2016/17</b>	<b>2015/16</b>
<b>Reconciliation of fair value of the scheme assets</b>	<b>£000</b>	<b>£000</b>
At 1 April	254,635	261,772
Interest Income	8,529	7,969
Remeasurement Gain/(loss) the return on plan assets excluding amount included in net interest expense	20,718	(2,065)
Employer Contributions	5,210	4,909
Contributions by Members	1,259	1,299
Contributions in respect of unfunded benefits	1,192	1,201
Benefits Paid	(13,770)	(13,476)
Unfunded benefits paid	(1,192)	(1,201)
(gains)/loss on curtailments	-	(5,773)
<b>At 31 March</b>	<b>276,581</b>	<b>254,635</b>

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Local Government Pension Scheme assets comprised:

	2016/17				2015/16			
	Quoted Prices in active markets	Quoted prices not in active markets	Total	% of total assets	Quoted Prices in active markets	Quoted prices not in active markets	Total	% of total assets
	£000	£000	£000		£000	£000	£000	
Cash & Cash Equivalents		7,968	7,968	2.9%		5,628	5,628	2.2%
Equity Instruments								
<i>by industry type</i>								
Consumer	20,598		20,598	7.4%	18,273		18,273	7.2%
Manufacturing	16,073		16,073	5.8%	13,269		13,269	5.2%
Energy and Utilities	7,683		7,683	2.8%	5,719		5,719	2.2%
Financial institutions	17,777		17,777	6.4%	16,661		16,661	6.5%
Health and care	8,362		8,362	3.0%	8,133		8,133	3.2%
Information Technology	7,905		7,905	2.9%	7,659		7,659	3.0%
Other	-		-	0.0%	-		-	0.0%
<b>Sub-total Equity Instruments</b>	<b>78,398</b>		<b>78,398</b>		<b>69,714</b>		<b>69,714</b>	
Private equity		17,286	17,286	6.2%		16,372	16,372	6.4%
Bonds								
<i>by sector</i>								
Corporate								
Other								
<b>Sub-total Bonds</b>								
Property								
<i>by geographical location</i>								
UK property		25,817	25,817	9.3%		29,022	29,022	11.4%
Overseas property		4,317	4,317	1.6%		3,924	3,924	1.5%
<b>Sub-total Property</b>		<b>30,134</b>	<b>30,134</b>			<b>32,946</b>	<b>32,946</b>	
Investment Funds & Unit Trusts								
Equities	73,460		73,460	26.6%	65,387		65,387	25.7%
Bonds	69,908		69,908	25.3%	65,509		65,509	25.7%
<b>Sub-total Investment Funds &amp; Unit Trusts</b>	<b>143,368</b>		<b>143,368</b>		<b>130,896</b>		<b>130,896</b>	
Derivatives	(573)		(573)	-0.2%	(787)		(787)	-0.3%
Other								
<b>Total Assets</b>	<b>221,193</b>	<b>55,388</b>	<b>276,581</b>		<b>199,823</b>	<b>54,946</b>	<b>254,769</b>	



### Basis for Estimating Assets & 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. Liabilities have been assessed by Hymans Robertson, an independent firm of actuaries, based on the latest full valuation of the scheme at 31 March 2016.

The principle assumptions used in their calculations have been:

Mortality Assumptions:	2016/17	2015/16
Longevity at 65 for current pensioners		
Men	22.1yrs	22.1yrs
Women	24.4yrs	24.3yrs
Longevity at 65 for future pensioners		
Men	24.1yrs	24.5yrs
Women	26.4yrs	26.9yrs
Rate of inflation	2.40%	2.10%
Rate of increase in salaries	2.70%	3.10%
Rate of increase in pensions	2.40%	2.10%
Rate for discounting scheme liabilities	2.50%	3.40%
Take up of option to convert annual pension into retirement lump		
Pre-April 2008 service	50%	50%
Post-April 2008 service	75%	75%

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

#### Increase in Assumption £000

Rate of increase in salaries (increase by 0.5%)	3,997
Rate of increase in pensions (increase by 0.5%)	35,056
Rate for discounting scheme liabilities (decrease by 0.5%)	39,517

### 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 County Council has agreed a strategy with the scheme's actuary to achieve a funding level of 100% over the next 20 years. Funding levels are monitored on an annual basis. The next triennial valuation is due to be completed on 31 March 2019.

The scheme will need to take account of the national changes to the scheme under the Public Pensions Services Act 2013. Under the Act, the Local Government Pension Scheme in England and Wales and the other main existing public service schemes may not provide benefits in relation to service after 31 March 2014 (or service after 31 March 2015 for other main existing public service pension schemes in England and Wales). The Act provides for scheme regulations to be made within a common framework, to establish new career average revalued earnings schemes to pay pensions and other benefits to certain public servants.

The total contribution expected to be made to the scheme by the Council for the year to March 2018 is £5.34m

The weighted average duration of the defined benefit obligation for scheme members is 16.2 years, 2015/16 16.4 years

#### 44. Contingent Assets and Liabilities

##### Liabilities

###### NHS Trusts

During January and February 2016, NHS Trusts wrote to local authorities countrywide claiming charitable status and requesting mandatory relief from business rates under s.43(5) and (6) of the Local Government Act 1988, the request being backdated to 2010. If granted this would lead to a backdated payment by Norwich City Council and ongoing reduced business rates going forward as well as impacting the Norfolk business rates pool.

The decision to grant relief to the Trust related to the council has not yet been taken and is subject to ongoing investigation. The view of the council is that the claim is unfounded. The timing, probability and amount of any relief is therefore uncertain at the current time.

###### Dispute

The council is in dispute with one of its contractors over some construction costs. The council met with the contractor on 26 April 2017 as a final attempt to settle the amount in dispute, which did not result in resolution. The council now expects that the claim will be escalated through formal dispute resolution processes which will involve mediation and may move to formal adjudication. The council does not believe that there is any liability for these costs.

##### Assets

###### VAT Compound Interest

There have been a number of recent developments in relation to the ability of taxpayers to claim 'compound', as opposed to 'simple', interest on monies repaid (or to be repaid) to them by HMRC. Compound interest can far exceed that of simple interest and the Council has been advised that claims for compound interest can, potentially, go back to 1973. In view of the significant value of VAT repayment claims already made by the Council, both in relation to that still outstanding (as above) and those already repaid by HMRC under 'Fleming', the Council has engaged PWC to submit a claim for compound interest to the High Court. It is currently unclear when these claims will be determined.

#### 45. 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.

UK government has significant influence over the general operations of the council– it is responsible for providing the statutory framework within which the council operates, and prescribes the terms of many of the transactions that the council has with other parties (e.g. council tax bills, housing benefits). Grants received from government departments are set out in Note 37 on reporting for resources allocation decisions. Grant receipts in advance outstanding at 31 March 2017 are also shown in Note 37; debtors are shown in Note 20 and creditors in Note 23.

Members of the council have direct control over the council's financial and operating policies. The total of members' allowances paid in 2016/17 and 2015/16 is shown in Note 34. During 2016/17, no works and services (2015/16 £17,028 to one organisation) were commissioned from organisations in which any members had an interest. Contracts were entered into in full compliance with the council's standing orders. In addition members approved £306,828 (2015/16 £329,223) and officer working parties a further £5,046 (2015/16 £6,453) as grants to voluntary organisations in which five members had an interest. In all instances, the grants were made with proper consideration of declarations of interest. The relevant members did not take part in any discussion or decision relating to the grants. Details of all these transactions are recorded in the Register of Members' Interests, open to public inspection at City Hall during office hours.

During 2016/17, grants totalling £24,603 were made to one organisation (2015/16 £39,223 to one organisation) in which a member of senior management had an interest. The member of senior management did not take part in any discussion, decision, or administration relating to the grants.

During 2016/17, there were no works and services commissioned (2015/16 Nil) from entities in which officers had interests.

Companies and joint ventures – the council has interests in:

- I. Two companies, Legislator 1656 and 1657 Ltd, which the Council has shares in and are related to developments at Norwich Airport.
- II. Norwich Norse (Environmental) Ltd – provides a range of facilities, management, and contract services to Norwich and surrounding areas.
- III. Norwich Norse (Building) Ltd – provides maintenance, repairs and upgrades to housing and non-housing buildings for Norwich City Council.
- IV. NPS Norwich Ltd – provides property management services to Norwich City Council.
- V. Norwich Regeneration Ltd – a wholly owned subsidiary company set up by the council to carry out redevelopment projects.

For all the above, the Council has officer and member representatives on the boards of these companies, and relevant information is disclosed in the notes to the accounts about such interests. No amounts of money have been paid to or from the Legislator companies during 2016/17. £6,191,560 (2015/16 £5,922,569) has been spent with Norwich Norse Environmental Ltd, and £10,691,455 (2015/16 10,047,013) with Norwich Norse Building Ltd during 2016/17 and £4,022,199 (2015/16 £4,901,877) has been spent with NPS Norwich Ltd. Amounts due to Norwich Norse Building Ltd are £201,352, Norwich Norse Environmental Ltd are £1,881,508 and NPS Norwich Ltd are £92,203. Amounts due from NPS Norwich Ltd are £250,000, Norwich Norse Building Ltd are £253,648 and Norwich Norse Environmental Ltd are £100,000. At 31 March 2016 the council had entered into a development agreement with Norwich Regeneration Ltd for the development of social housing at Threescore in Norwich. The company has issued shares to the council in exchange for land (at the full market value) upon which it will carry out the development work at Threescore. During 2016/17 £770,962 (2015/16 Nil) has been spent with Norwich Regeneration Ltd. Amounts due to Norwich Regeneration Ltd are £1,223,267 and amounts due from Norwich Regeneration Ltd are £793,592, £770,962 being lent during 2016/17( £22,360 2015/16).

Several councillors are appointed to represent the Council on various Strategic Partnership boards. During the year there have been a number of transactions with the Strategic Partnerships totalling £363,574 (2015/16 £338,812). There have also been a number of transactions on behalf of the strategic partnerships with the Highways Agency, disclosed in Note 33. These partnership activities are integrated into the council's usual budget setting and management processes.

## Housing Revenue Account Income & Expenditure Statement

	Notes	2016/17	2015/16
		£000	£000
<b>Expenditure</b>			
Repairs & Maintenance		12,059	12,432
Supervision & Management		16,218	16,073
Rents, Rates, Taxes & Other Charges		5,848	5,940
Depreciation & Impairment of Non-current Assets	HRA10&11	16,420	16,178
Local Authority Housing - Revaluation loss (gain) on Dwellings		(10,156)	(54,699)
Debt Management Costs		133	85
Movement in Allowance for Bad Debts		(27)	258
<b>Total Expenditure</b>		<b>40,495</b>	<b>(3,733)</b>
<b>Income</b>			
Dwelling Rents		58,701	59,942
Non-dwelling Rents		2,141	2,215
Charges for Services & Facilities		3,192	3,089
Contributions towards expenditure		7,541	7,411
<b>Total Income</b>		<b>71,575</b>	<b>72,657</b>
<b>Net (Income)/Cost of HRA Services included in the Comprehensive Income &amp; Expenditure Statement</b>		<b>(31,080)</b>	<b>(76,390)</b>
HRA services share of Corporate & Democratic Core		529	585
<b>Net (Income)/Cost of HRA Services</b>		<b>(30,551)</b>	<b>(75,805)</b>
<b>HRA share of operating income &amp; expenditure included in the Comprehensive Income &amp; Expenditure Statement</b>			
Other Operating Expenditure		(2,455)	(2,111)
Financing & Investment Income & expenditure		9,440	9,756
Taxation & Non-Specific Grant Income		(472)	(416)
<b>(Surplus)/deficit for the year on HRA services</b>		<b>(24,038)</b>	<b>(68,576)</b>

Of the revaluation gains of £10.156m, £9.3m relates to council dwellings. This gain is reversed out in the Movement in Reserves Statement and has no impact on the HRA fund balance. The remaining £0.856m relates to non-dwelling assets and is not reversed, so does have an impact on the HRA fund balance.

The amounts disclosed above do not match those in the Comprehensive Income and Expenditure Statement disclosure relating to the Housing Revenue Account as the figures above are after corporate recharges and those in the Comprehensive Account Income and Expenditure Statement are before these recharges.

## Movement in Reserves Statement (Housing Revenue Account)

	2016/17	2015/16
	£000	£000
<b>Balance at 1 April</b>	26,190	20,180
<u>Movement in reserves during Year</u>		
Surplus/ (deficit) on provision of services	24,038	68,576
<b>Total Comprehensive Income &amp; Expenditure</b>	<b>24,038</b>	<b>68,576</b>
Adjustments between accounting basis & funding basis under regulations (note 7 main accounts)	(19,790)	(62,566)
<b>Net Increase/ Decrease before Transfers to Earmarked Reserves</b>	4,246	6,010
Transfers between reserves	(49)	-
<b>Increase/Decrease in Year</b>	4,197	6,010
<b>Balance at 31 March carried forward</b>	30,387	26,190

## Notes to Housing Revenue Account Income & Expenditure Statement

### 1. Other Operating (Income) / Expenditure

	2016/17	2015/16
	£000	£000
(Gains)/Losses on the disposal of non-current assets	(2,455)	(2,111)
<b>Total</b>	<b>(2,455)</b>	<b>(2,111)</b>

### 2. Financing and Investment Income and Expenditure

	2016/17	2015/16
	£000	£000
Interest payable and similar charges	8,480	8,724
Pension interest cost and expected return on pension assets	1,182	1,222
Interest receivable and similar income	(222)	(190)
<b>Total</b>	<b>9,440</b>	<b>9,756</b>

### 3. Taxation and Non-Specific Grant Income

	2016/17	2015/16
	£000	£000
Capital Grants and contributions	(472)	(416)
<b>Total</b>	<b>(472)</b>	<b>(416)</b>

### 4. Loan Charges

Under HRA self-financing the Council has adopted a 'two-pool' approach so that HRA self-financing loans and the resultant interest are directly attributable to the HRA. This has led to external interest charges of £8.405m being charged to the HRA in 2016/17 (2015/16 £8.644m).

## 5. HRA Council Dwellings

At 31 March 2017 there were 14,987 HRA Council dwellings, of which 923 were sheltered housing units.

	31-Mar-17	31-Mar-16
	<b>Total Stock</b>	<b>Total Stock</b>
Parlour houses	307	312
Non-parlour houses	5,180	5,248
Non-traditional houses	639	645
Bungalows	337	340
Cottage properties	211	220
Flats	6,479	6,525
Maisonettes	502	504
Flats in tower blocks	409	409
Sheltered/Good Neighbour housing units	923	953
	<b>14,987</b>	<b>15,156</b>
The changes in stock during the year can be summarised as follows		
<b>Stock as at 1 April</b>	<b>15,156</b>	<b>15,303</b>
Right to Buy sales	(163)	(151)
Other Dwelling Sales	(7)	(2)
Conversions	2	(3)
Demolitions	(17)	-
New Build Housing	16	9
	<b>14,987</b>	<b>15,156</b>

## 6. Housing Valuation

	31-Mar-17	31-Mar-16
	£000	£000
Operational Assets:		
Council Dwellings (HRA)	716,610	705,758
Other Land & Buildings	23,957	25,136
Vehicle, Plant & Equipment	936	1,030
Infrastructure & Community Assets	2,197	2,197
Assets Under Construction	7,517	9,268
Surplus assets	-	59
<b>Sub Total</b>	<b>751,217</b>	<b>743,448</b>
Assets held for Sale - Current		
	215	374
<b>Sub Total</b>	<b>215</b>	<b>374</b>
Intangible Assets		
	51	102
<b>Sub Total</b>	<b>51</b>	<b>102</b>
<b>Total</b>	<b>751,483</b>	<b>743,924</b>

The above figure for Council dwellings (HRA) equates to the value for Council dwellings shown in note 12 to the Core Financial Statements.

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As set out in the Statement of Accounting Policies, Council dwellings are valued on the basis of Existing Use Value for Social Housing (EUV-SH). This value is less than the Vacant Possession Value to reflect the fact that Local Authority Housing is let at sub-market rents and, in broad terms, is arrived at after applying a regional adjustment factor of 62% (2015/16 61%). The difference between the two values therefore shows the economic cost of providing housing at less than market value.

The Vacant Possession Value of all HRA Dwellings as at 31 March 2017 was £1,848.57m (31 March 2016 £1,773.89m)

### 7. Major Repairs Reserve

	<b>2016/17</b>	<b>2015/16</b>
	<b>£000</b>	<b>£000</b>
Balance brought forward at 1 April	-	-
Depreciation charge for the year	(13,553)	(12,691)
Financing of capital expenditure for the year	13,553	12,691
<b>Balance for the year</b>	<b>-</b>	<b>-</b>
<b>Balance Carried forward</b>	<b>-</b>	<b>-</b>

### 8. HRA Capital Expenditure

	<b>2016/17</b>	<b>2015/16</b>
	<b>£000</b>	<b>£000</b>
<b>Capital Investment</b>		
Opening Capital Financing Requirement 1st April	206,827	207,286
Operational Assets	19,617	28,476
Surplus Assets	286	92
Assets under Construction	4,491	8,010
Revenue Expenditure Financed as Capital	1,829	-
Appropriation to General Fund	(255)	-
	<b>232,795</b>	<b>243,864</b>
<b>Sources of Finance</b>		
Capital Receipts	(2,667)	(14,142)
Government Grants & Other Contributions	(472)	(344)
Major Repairs Allowance	(13,553)	(12,691)
Revenue Contributions	(9,530)	(9,400)
	<b>206,573</b>	<b>207,287</b>
HRA Non Dwellings depreciation, revaluation & impairments	(856)	(460)
<b>Closing Capital Financing Requirement 31 March</b>	<b>205,717</b>	<b>206,827</b>



## 9. HRA Capital Receipts

In 2016/17 total capital receipts from the disposal of HRA assets were:

	2016/17	2015/16
	£000	£000
Land	408	220
Council dwellings	11,625	9,324
Insurance receipt	-	32
<b>Total</b>	<b>12,033</b>	<b>9,576</b>

## 10. Depreciation

From 1<sup>st</sup> April 2012 depreciation of the Council's housing stock is calculated by reference to the value at the previous 31<sup>st</sup> March. Council dwellings have their individual components identified as to the date of upgrade, and using the asset life as advised by the Council's valuers, depreciation associated with each properties components is calculated.

The amount of depreciation charged for the year was £14.260m (2015/16 £13.386m)

	2016/17	2015/16
	£000	£000
<u>Operational Assets</u>		
Council dwellings	13,553	12,693
Other land & buildings	534	549
Vehicles, Plant & Equipment	94	93
Intangible Assets	51	51
<b>Total</b>	<b>14,232</b>	<b>13,386</b>

## 11. Impairment Costs

During the year there were £2.189m of impairment costs (2015/16 £2.791m) relating to HRA assets, which are detailed in the table below.

	2016/17	2015/16
	£000	£000
Impairments		
Council Dwellings	(1,888)	(2,695)
Other Property	(301)	(96)
	<b>(2,189)</b>	<b>(2,791)</b>
Disabled Facilities adaptations not adding value	(745)	(948)
Lift installations not adding value	-	(7)
Upgrades to District Heating schemes not adding value	-	(563)
Enhancement of HRA estates not adding value	(14)	(284)
Construction of Bin Stores not adding value	(7)	(58)
Structural work to flats where lease has been sold not adding value	(1,075)	(782)
Other work to flats where lease has been sold not adding value	(46)	(53)
Other	(301)	(96)
<b>Total</b>	<b>(2,189)</b>	<b>(2,791)</b>

## 12. Pensions Reserve

As set out in the Statement of Accounting Policies at Note 1, the Council has restricted the accounting entries for the purposes of IAS19 'Retirement Benefits' to current service cost only for the HRA. This is reflected in the Net Cost of Services and a compensating adjustment is made to the Pensions Reserve in order that there is no impact on either the Surplus/ (Deficit) for the year or subsequent rent levels.

## 13. Rent Arrears

Rent arrears at 31 March 2017 were £4.46m (31 March 2016 £4.82m). The provision for doubtful debts (rents) at 31 March 2017 was £2.63m (31 March 2016 £2.64m). Amounts written off during the year amounted to £0.45m (2015/16 £0.38m).

## The Collection Fund Revenue Account

	31-Mar-17			31-Mar-16
	Business Rates	Council Tax	Total	Total
	£000	£000	£000	£000
<b>INCOME</b>				
Council Tax receivable	-	72,519	72,519	69,495
Business rates receivable	80,718	-	80,718	77,917
Council Tax Reduction Scheme	-	(13,062)	(13,062)	(13,144)
	<b>80,718</b>	<b>59,457</b>	<b>140,175</b>	<b>134,268</b>
<b>EXPENDITURE</b>				
<b>Precepts &amp; Demands:</b>				
Central Government	38,931		38,931	38,379
Norfolk County Council	7,786	40,870	48,656	46,343
Norfolk Police Authority		7,309	7,309	7,051
Norwich City Council	31,145	8,375	39,520	38,785
<b>Distribution of Estimated Surplus / (Deficit) for Previous Years:</b>				
Central Government	(1,437)	-	(1,437)	(1,558)
Norfolk County Council	(288)	573	285	827
Norfolk Police Authority	-	104	104	204
Norwich City Council	(1,150)	120	(1,030)	(1,014)
<b>Charges to Collection Fund</b>				
Costs of Collection	271	-	271	271
Increase/decrease in Bad Debt Provision	854	465	1,319	226
Increase/decrease in Provision for Appeals	1,475	-	1,475	2,497
Write Offs of uncollectable amounts	448	431	879	1,529
	<b>78,035</b>	<b>58,247</b>	<b>136,282</b>	<b>133,540</b>
Collection Fund Balance b/fwd at 1 April	(2,805)	4,437	1,632	903
Surplus / (Deficit) for the year	2,683	1,210	3,893	729
<b>Collection Fund Balance c/fwd at 31 March</b>	<b>(122)</b>	<b>5,647</b>	<b>5,525</b>	<b>1,632</b>

## Notes to the Collection Fund Statement

### 1. Income from Business Rates

Since 1 April 2013 and the introduction of the Business Rates Retention Scheme, the Council collects national non-domestic rates (NNDR) for its area, which are based on local rateable values controlled by the Valuation Office multiplied by a uniform rate controlled by Central Government. The total amount, less certain reliefs and other deductions, is paid to Central Government, Norwich City Council and Norfolk County Council in accordance with legislated percentages of 50%, 40% and 10% respectively.

The total non-domestic rateable value at 31 March 2017 was £193,716,266 (31 March 2016 £193,841,342). The national non-domestic rate multiplier for 2016/17 was 49.7p in the £ (2015/16 49.3p in the £). The small business multiplier for eligible businesses in 2016/17 was 48.4p in the £ (2015/16 48.0p in the £).

### 2. Council Tax

The calculation of the tax base, i.e. the number of chargeable dwellings in each Valuation Band (adjusted for dwellings where discounts apply) converted to an equivalent number of Band D dwellings, is shown below:

Property Value	Band	2016/17 Calculated Number of Properties in Band	2015/16 Calculated Number of Properties in Band
Up to £40,000	A	9,675.79	9,583.19
£40,001 to £52,000	B	12,194.58	12,054.89
£52,001 to £68,000	C	5,870.27	5,709.82
£68,001 to £88,000	D	2,990.60	2,947.85
£88,001 to £120,000	E	2,408.45	2,295.88
£120,001 to £160,000	F	1,199.61	1,177.94
£160,001 to £320,000	G	952.25	956.33
Over £320,000	H	92.00	86.50
		<b>35,383.55</b>	<b>34,812.40</b>
Collection Rate		0.97	0.97
		<b>34,322.00</b>	<b>33,768.00</b>
Contribution in Lieu (relating to Crown Properties)		-	-
<b>Tax Base</b>		<b>34,322.00</b>	<b>33,768.00</b>

The tax rate per Band D property was £1,647.74 (2015/16 £1,593.21).

Norwich City Council  
2016-17 Statement of Accounts

**3. Council Tax Contribution to Collection Fund Surpluses & Deficits**

The Council Tax surplus/deficit on the Collection Fund will be distributed in subsequent financial years between Norwich City Council, Norfolk County Council and Norfolk Police Authority in proportion to the value of the respective precept made on the Collection Fund.

	2016/17	2015/16
	£000	£000
Norfolk County Council	4,112	3,207
Norfolk Police Authority	715	573
Norwich City Council	820	657
<b>Surplus Carried Forward</b>	<b>5,647</b>	<b>4,437</b>

**4. NNDR Contribution to Collection Fund Surpluses and Deficits**

The NNDR surplus/deficit on the Collection Fund will be distributed in subsequent financial years between Central Government, Norwich City Council and Norfolk County Council in accordance with legislated percentages of 50%, 40% and 10% respectively.

	2016/17	2015/16
	£000	£000
Central Government	(61)	(1,403)
Norwich City Council	(49)	(1,122)
Norfolk County Council	(12)	(280)
<b>Surplus /(deficit) Carried Forward</b>	<b>(122)</b>	<b>(2,805)</b>

## GLOSSARY OF TERMS

### Accounting Period

The period of time covered by the accounts, normally a period of twelve months, that commences on 1 April for local authority accounts. The end of the accounting period, i.e. 31 March, is the balance sheet date.

### Accrual

A sum included in the final accounts attributable to the accounting period but for which payment has yet to be made or income received.

### Amortisation

A measure of the consumption of the value of intangible assets, based on the remaining economic life.

### Asset

An item having a value measurable in monetary terms. Assets can either be defined as fixed or current. A fixed asset has use and value for more than one year where a current asset (e.g. stocks or short-term debtors) can readily be converted into cash.

### Audit of Accounts

An independent examination of the Council's financial affairs, which ensures that the relevant legal obligations and codes of practice have been followed.

### Balance Sheet

A financial statement that summarises the Council's assets, liabilities and other balances at the end of the accounting period.

### Billing Authority

A local authority charged by statute with the responsibility for the collection of and accounting for council tax, NNDR and residual community charge. These in the main are district councils, such as Norwich, and unitary authorities.

### Budget

A financial statement that expresses the council's service delivery plans in monetary terms. This covers as a minimum the same period as the financial year but increasingly councils are preparing medium-term financial plans covering 3 to 5 years.

### Capital Expenditure

Expenditure to acquire fixed assets that will be used in providing services beyond the current accounting period or expenditure that adds value to an existing fixed asset.

### Capital Financing

The raising of money to pay for capital expenditure. There are various methods of financing capital expenditure including borrowing, direct revenue financing, usable capital receipts, capital grants, capital contributions and revenue reserves.

### Capital Financing Requirement

The capital financing requirement reflects the Council's underlying need to borrow for a capital purpose.

### Capital Programme

The capital schemes the council intends to carry out over a specified time period, often within a 6 to 10 year timeframe.

### Capital Receipt

The proceeds from the disposal of land and other assets. Proportions of capital receipts can be used to finance new capital expenditure, within rules set down by the government, but they cannot be used for revenue purposes.

### **Cash Equivalents**

Investments that mature in 90 days or less from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

### **Chartered Institute Of Public Finance and Accountancy (CIPFA)**

The principal accountancy body dealing with local government finance.

### **CIPFA Code of Practice on Local Authority Accounting**

This specifies the principles and practices of accounting to be followed when preparing the Statement of Accounts. It constitutes "proper accounting practice" and is recognised as such by statute.

### **Collection Fund**

A separate fund maintained by a billing authority which records the expenditure and income relating to council tax, NNDR and residual community charges.

### **Community Assets**

Assets that the Council intends to hold in perpetuity, that have no determinable useful life and that may have restrictions in their disposal. Examples of community assets are parks.

### **Comprehensive Income and Expenditure Statement**

This statement reports the net cost for the year of all the functions for which the Council is responsible, and demonstrates how that cost has been financed from general government grants, and income from local taxpayers. It brings together expenditure and income relating to all the local authority's functions.

### **Consistency**

The concept that the accounting treatment of like items within an accounting period, and from one period to the next one is the same.

### **Contingent Liability**

A possible obligation arising from past events, whose existence will be confirmed only by the occurrence of one or more uncertain future events, that are not wholly within the Council's control.

### **Creditor**

Amounts owed by the Council for work done, goods received or services rendered before the end of the accounting period but for which payments have not been made by the end of that accounting period.

### **Debtor**

Amounts due to the Council for work done, goods received or services rendered before the end of the accounting period but for which payments have not been received by the end of that accounting period.

### **Depreciation**

The measure of the cost or revalued amount of the benefits of a fixed asset that have been consumed during the accounting period.

### **Effective Rate of Interest**

The rate of interest that will discount the estimated cash flows over the life of a financial instrument to the amount in the balance at initial measurement.

### **Exceptional Items**

Material items which derive from events or transactions that fall within the ordinary activities of the Council, and which need to be disclosed separately, by virtue of their size or incidence, such that the financial statements give a true and fair view.

### **Fair Value**

The amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction.

### **Finance Lease**

A lease which transfers substantially all of the risks and rewards of ownership of a fixed asset to the lessee. Not the same as an Operating Lease (q.v.).

### **Financial Instruments**

Any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another. The term 'financial instrument' covers both financial assets (e.g. bank deposits and investments), and financial liabilities (e.g. trade payables and borrowings).

### **Financial Reporting Standard (FRS)**

Financial Reporting Standards cover particular aspects of accounting practice, and set out the correct accounting treatment, for example, of depreciation. Compliance with these standards is normally mandatory and any departure from them must be disclosed and explained.

### **Fixed Assets**

Tangible assets that yield benefits to the Council, and to the services it provides, for a period of more than one year.

### **Housing Revenue Account**

A separate account to the General Fund, which includes the expenditure and income arising from the provision of housing accommodation owned by the Council.

### **Impairment**

The term used where the estimated recoverable amount from an asset is less than the amortised cost at which the asset is being carried on the balance sheet.

### **Infrastructure Assets**

Fixed assets belonging to the Council which do not necessarily have a resale value (e.g. highways), and for which a useful life-span cannot be readily assessed.

### **Intangible Fixed Assets**

These are assets which do not have a physical substance, e.g. software licences, but which yield benefits to the Council and the services it provides, for a period of more than one year.

### **Minimum Revenue Provision**

MRP is a charge to the revenue account in relation to capital expenditure financed from borrowing or credit arrangements

### **Movement in Reserves Statement**

This statement precedes the Comprehensive Income and Expenditure Statement. It takes into account items, in addition to the Income and Expenditure Account surplus or deficit, which are required by statute, and non-statutory proper practices, to be charged or credited to the General Fund, Housing Revenue Account & other reserves

### **Movement in Reserves Statement – Housing Revenue Account**

This statement follows the Housing Revenue Account Income and Expenditure Statement. It takes into account items, in addition to the Income and Expenditure Account surplus or deficit, which are required by statute, and non-statutory proper practices, to be charged or credited to the Housing Revenue Account.

### **NNDR (National Non-Domestic Rate)**

National Non-Domestic Rate is a standard rate in the pound, set by the government, on the assessed rateable value of properties used for business purposes.

### **Non-Current Asset**

Tangible assets that yield benefits to the Council, and to the services it provides, for a period of more than one year.



### **Operating Lease**

A lease where the ownership of the fixed asset remains with the lessor. Not the same as a Finance Lease (q.v.).

### **Outturn**

Refers to actual income and expenditure or balances as opposed to budgeted amounts.

### **Precept**

The amount which a local authority, which cannot level a council tax directly on the public, requires to be collected on its behalf. The major precepting authorities are Norfolk County Council and Norfolk Police Authority.

### **Provisions**

Monies set aside for liabilities which are likely to be incurred, but where exact amounts or dates are uncertain.

### **Prudential Code**

The Prudential Code, introduced in April 2004, sets out the arrangements for capital finance in local authorities. It constitutes 'proper accounting practice' and is recognised as such by statute.

### **Rateable Value**

The annual assumed rental value of a property, which is used for business purposes.

### **Reserves**

The accumulation of surpluses and deficits over past years. Reserves of a revenue nature can be spent or earmarked at the discretion of the Council. Reserves of a capital nature may have some restrictions placed on them as to their use.

### **Revenue Expenditure**

Spending on day to day items, such as employees' pay, premises costs and supplies and services.

### **Revenue Expenditure Funded from Capital under Statute (REFCUS)**

Expenditure which legislation allows to be classified as capital for funding purposes when it does not result in expenditure being carried on the Balance Sheet as a fixed asset. The purpose of this is to enable the expenditure to be funded from capital resources rather than be charged to the General Fund and impact on that years' council tax.

### **Revenue Support Grant**

The main grant paid by central government to a local authority towards the costs of their services.

### **SERCOP (Service Reporting Code of Practice)**

The Service Reporting Code of Practice provides guidance on the content and presentation of costs of service activities within the CIES. It constitutes 'proper accounting practice' and is recognised as such by statute.

### **Tangible Assets**

See Fixed Assets (q.v.)

### **Transfer of Undertakings (Protection of Employment) Regulations (TUPE)**

This protects employees' terms and conditions of employment when a business is transferred from one owner to another. Employees of the previous owner when the business changes hands automatically become employees of the new employer on the same terms and conditions.

### **Trust Funds**

Funds administered by the Council for such purposes as prizes, charities and specific projects, usually as a result of individual legacies and donations.

**Two Tier Authority**

In most areas of England, local government functions are divided between two tiers of local authority, county councils, known as “upper tier” authorities and city, borough or district councils, known as “lower tier” authorities.



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**Produced by Norwich City Council – March 2017**

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DPP11208



**Norwich City Council  
Audit results report**

Year ended 31 March 2017





8 September 2017

Dear Audit Committee Members

We have substantially completed our audit of Norwich City Council (the Council) for the year ended 31 March 2017.

Subject to concluding the outstanding matters listed in our report, we confirm that we expect to issue an unqualified audit opinion on the financial statements in the form in Section 3, before the statutory deadline of 30 September 2017.

We also have no matters to report on your arrangements to secure economy, efficiency and effectiveness in your use of resources.

This report is intended solely for the use of the Audit Committee, other members of the Authority, and senior management. It should not be used for any other purpose or given to any other party without obtaining our written consent.

We would like to thank your staff for their help during the engagement.

We look forward to discussing with you any aspects of this report or any other issues arising from our work.

Yours faithfully

Mark Hodgson  
Executive Director

For and on behalf of Ernst & Young LLP  
United Kingdom

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In April 2015 Public Sector Audit Appointments Ltd (PSAA) issued "Statement of responsibilities of auditors and audited bodies". It is available from the via the PSAA website ([www.PSAA.co.uk](http://www.PSAA.co.uk)).

The Statement of responsibilities serves as the formal terms of engagement between appointed auditors and audited bodies. It summarises where the different responsibilities of auditors and audited bodies begin and end, and what is to be expected of the audited body in certain areas.

The "Terms of Appointment (updated September 2015)" issued by the PSAA sets out additional requirements that auditors must comply with, over and above those set out in the National Audit Office Code of Audit Practice (the Code) and in legislation, and covers matters of practice and procedure which are of a recurring nature..

This report is made solely to the Audit Committee, other members of the Authority and management of Norwich City Council in accordance with the statement of responsibilities. Our work has been undertaken so that we might state to the Audit Committee, other members of the Authority and management of Norwich City Council those matters we are required to state to them in this report and for no other purpose. To the fullest extent permitted by law we do not accept or assume responsibility to anyone other than the Audit Committee, other members of the Authority and management of Norwich City Council for this report or for the opinions we have formed. It should not be provided to any third-party without obtaining our written consent.





**01**

# Executive Summary





# Executive Summary

## Overview of the audit

### Scope and materiality

In our Audit Plan presented to your Audit Committee meeting on the 14 March 2017, we gave you an overview of how we intended to carry out our responsibilities as your auditor. We carried out our audit in accordance with this plan.

We planned our procedures using a materiality of £3.6 million. We reassessed this using the actual results for the financial year, which has reduced this amount to £3.425 million. The threshold for reporting audit differences has reduced from £181,778 to £171,000.

The basis of our assessment of materiality has remained consistent with prior years at 2% of gross revenue expenditure on services.

We also identified areas where misstatement at a lower level than materiality might influence the reader and developed a specific audit strategy for them. They include:

- ▶ Remuneration disclosures - reduced materiality level of £5,000 applied in line with bandings disclosed.
- ▶ Related party transactions, members' allowances and exit packages - reduced materiality level applied equal to the reporting threshold.

### Status of the audit

We have substantially completed our audit of Norwich City Council's financial statements for the year ended 31 March 2017 and have performed the procedures outlined in our Audit plan. Subject to satisfactory completion of the following outstanding items (outstanding as of 8 September 2017) we expect to issue an unqualified opinion on the Council's financial statements in the form which appears at Section 3 - Audit Report. However until work is complete, further amendments may arise:

- ▶ Final Director and Manager review of the completed audit work;
- ▶ Review of the final version of the financial statements;
- ▶ Completion of subsequent events review; and
- ▶ Receipt of the signed accounts and management representation letter.

We expect to issue the audit certificate at the same time as the audit opinion.



## Executive Summary

### Executive summary (continued)

#### Audit differences

We have identified one unadjusted audit difference within the draft financial statements, which management have chosen not to adjust. We ask that this be corrected or a rationale as to why it is not corrected be approved by the Audit Committee and included in the Letter of Representation. The impact of this unadjusted audit difference is £0.384 million. Details can be found in Section 4 Audit Differences. We do not consider this to be material to our audit opinion.

We have identified a limited number of adjustments which have been corrected by management in the revised financial statements subject to approval. These are set out in Section 4.

We also identified a limited number of minor disclosure adjustments which have also been corrected by management. The more significant of these are set out in Section 4.

#### Areas of audit focus

Our Audit Plan identified key areas of focus for our audit of the Council's financial statements. This report sets out our observations and conclusions, including our views on areas which might be conservative, and where there is potential risk and exposure. We summarise our consideration of these matters, and any others identified, in the "Areas of Audit Focus" section of this report.

We ask you to review these and any other matters in this report to ensure:

- ▶ There are no other considerations or matters that could have an impact on these issues;
- ▶ You agree with the resolution of the issue; and
- ▶ There are no other significant issues to be considered.

There are no matters, apart from those reported by management or disclosed in this report, which we believe should be brought to the attention of the Audit Committee.

#### Value for money

We have considered your arrangements to take informed decisions; deploy resources in a sustainable manner; and work with partners and other third parties.

In our Audit Plan we identified one significant risk concerning sustainable resource deployment and the achievement of savings needed over the medium term.

We have no matters to report about your arrangements to secure economy efficiency and effectiveness in your use of resources.



## Executive Summary

### Executive summary (continued)

#### Other reporting issues

##### Compliance with the Account & Audit Regulations (2015)

The Council is required to advertise the audit inspection period on its website in accordance with the Accounts and Audit Regulations 2015, and the inspection period must include the first ten working days of July 2017. The Council set an inspection period from the 12 July 2017, which did not therefore include the first ten working days of July 2017.

We have reviewed the information presented in the Annual Governance Statement for consistency with our knowledge of the Council. We have no matters to report as a result of this work.

We are not reporting any matters to the National Audit Office (NAO) regarding the Whole of Government Accounts submission as the Authority falls below the £350 million threshold for review as per the NAO's group instructions.

We have no other matters to report.

#### Control observations

We have adopted a fully substantive approach, so have not tested the operation of controls. During the completion of our audit we have not identified any significant deficiencies in the design or operation of an internal control that might result in a material misstatement in your financial statements and which is unknown to you.

#### Independence

Please refer to Appendix B for our update on Independence. We have no independence issues to bring to your attention.





# 02 Areas of Audit Focus



## Areas of Audit Focus

# Audit issues and approach: Significant risks (including fraud risks)

### Risk of fraud in revenue recognition

#### What are our conclusions?

We have not identified any material weaknesses in the recognition of revenue.

We have not identified any instances of inappropriate judgements or estimates being applied.


#### What is the risk?

##### Risk of fraud in revenue recognition

Under ISA240 there is a presumed risk that revenue may be misstated due to improper recognition of revenue.

In the public sector, this requirement is modified by Practice Note 10, issued by the Financial Reporting Council, which states that auditors should also consider the risk that material misstatements may occur by the manipulation of expenditure recognition.

We have rebutted this risk for the Council's income and expenditure streams except for the capitalisation of revenue expenditure on Property, Plant and Equipment given the extent of the Council's capital programme.

 Significant Risk

#### What did we do?

In order to address this risk we carried out a range of procedures including:

- ▶ Reviewed and tested revenue and expenditure recognition policies;
- ▶ Challenged management on the accounting estimates for depreciation, provisions, PPE valuations and accruals;
- ▶ Tested material revenue and expenditure streams;
- ▶ Reviewed and tested revenue cut-off at the period end date; and
- ▶ Tested a sample of the additions to the Property, Plant and Equipment balance to ensure that they are properly classified as capital in nature.



## Areas of Audit Focus

# Audit issues and approach: Significant risks (including fraud risks)

### Management override

#### What are our conclusions?

We have not identified any material weaknesses in controls or evidence of material management override.

We have not identified any instances of inappropriate judgements being applied.


We did not identify any other transactions during our audit which appeared unusual or outside the Council's normal course of business.

#### What is the risk?

##### Risk of management override

As identified in ISA 240, management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records directly or indirectly and to prepare fraudulent financial statements by overriding controls that otherwise seem to be operating effectively.

We identify and respond to this fraud risk on every audit engagement.

 Significant Risk

#### What did we do?

In order to address this risk we carried out a range of procedures including:

- ▶ Testing the appropriateness of journal entries recorded in the general ledger (using our data analytics tool) and other adjustments made in preparing the financial statements;
- ▶ Reviewing significant accounting estimates (e.g. valuations of property, plant and equipment and pensions) for evidence of management bias including a review of the methodology used to calculate the estimates at the year-end; and
- ▶ Evaluating the business rationale for significant unusual transactions.



## Areas of Audit Focus



### Management Override - Further details on procedures / work performed

In undertaking our work on management override of controls we have considered the balances included in the Council's financial statements that are the most susceptible to judgement or estimation techniques. Due to their significance on the financial statements we have included these estimates as higher inherent risk in our audit strategy and include a separate section to report on this below. The key estimates are considered to be:

- ▶ The valuation of Property, Plant and Equipment.
- ▶ Valuation of pension liabilities.

Specifically in relation to other liabilities we consider that accruals are low risk as the majority are based on known values/invoices. As such we have focused our work on provisions.

The provisions balance in the financial statements is £2.553 million at 31 March 2017 (£1.572 million at 31 March 2016). The majority of this balance is:

- ▶ **Provision for NNDR appeals** which is required to be estimated and included in the financial statements in accordance with the Code. The total provision for NNDR appeals as accounted in the Collection Fund is £5.406 million at 31 March 2017, the Council's share is £2.162 million. We have reviewed the calculation and reasonableness of the provision. The Council use information provided by the Valuation Office and apply historic trends on success rates and rateable value movements. We have considered this calculation and have no matters to report.

The remainder of the Council's estimates, including bad debt provision and depreciation are considered to be low risk. No issues were noted in our work in these areas.



# Audit issues and approach: Other financial statement risks

### Property, plant and equipment valuation (fixed assets)

#### What are our conclusions?

We have assessed and are satisfied with the competency and objectivity of the Council's valuers, Norfolk Property Services.

We have undertaken appropriate audit procedures to verify and critically challenge the basis of valuation adopted by the valuer in relation to the Council's fixed assets.

We have sample tested the accounting treatment of valuations made in the year.

We note the Council are implementing plans to replace the current fixed asset register.

We have not identified any issues that we need to report to you.

#### What is the risk?

Property, plant and equipment (PPE) represent a significant balance in the Council's accounts and this is an area which involves judgemental inputs and estimates.

The most significant accounting judgement and estimate that the Council forms in this area relates to the valuation of property and land. In order to address this accounting risk the Council employs a valuation expert; Norfolk Property Services.

The Council continue to use spreadsheets as a fixed asset register, these are difficult to maintain and lack quality reporting functionality.

We will apply a higher inherent risk to property, plant and equipment due to the complexity in accounting, the accounting records used, and the material values involved.

#### What did we do?

In order to address this risk we carried out a range of procedures including:

- ▶ We reviewed the asset valuations, their valuation basis, and the assumptions behind them. This included comparison to industry valuation trends;
- ▶ Relying on management's valuation experts. This included consideration of the work performed by the Council's valuer, including the adequacy of the scope of the work performed, professional capabilities and the results of their work; and
- ▶ Testing the accounting treatment of valuations made in the year, including the assessment and treatment of impairments.





# Audit issues and approach: Other financial statement risks (continued)

### Assessment of the group boundary

#### What are our conclusions?

The first set of financial statements for Norwich Regeneration Limited covered the period 15 November 2015 to 31 March 2017.

The net assets of the company at 31 March 2017 were £2.195 million, the turnover for the period was £0.833 million and profit was £4,800.

We have reviewed the Council's assessment and agree that although the company does fall within the group boundary, there are no material qualitative or quantitative factors that would require group accounts to be prepared.

#### What is the risk?

The Council set up a new company during 2015/16. The Regeneration Company Limited is an incorporated company wholly owned by Norwich City Council.

During 2015/16 the nature of this arrangement was assessed to determine whether the company should be consolidated into the Council's financial statements. We agreed with your officers' assessment that no group accounts were required. This was revisited during 2016/17.

#### What did we do?

In order to address this risk we carried out a range of procedures including:

- ▶ Reassessing the relationship with the company to determine where overall control lies with regard to the operation and delivery of services; and
- ▶ Reviewing the Council's assessment not to consolidate based on the transactions with Norwich Regeneration Limited not being material.



# Audit issues and approach: Other financial statement risks (continued)

### Pension valuations and disclosures

#### What are our conclusions?

We have assessed and are satisfied with the competency and objectivity of the Council's actuary Hymans Robertson LLP. EY Pensions team and PwC (Consulting Actuary to the NAO) have reviewed the work of the actuaries. Assumptions used by the actuary and adopted by the Council are considered to be generally acceptable.

The sensitivities surrounding these assumptions have been correctly disclosed in Note 43 to the financial statements.

No issues have been identified in completing our work.

#### What is the risk?

The Council operates a defined benefits pension scheme. Accounting for this scheme involves significant estimation and judgement.

The Local Authority Accounting Code of Practice and IAS19 require the Council to make extensive disclosures within its financial statements regarding the Local Government Pension Scheme (LGPS) in which it is an admitted body.

The Council's current pension fund deficit is a highly material and sensitive item and the Code requires that this liability be disclosed on the Council's Balance Sheet. The information disclosed is based on the IAS19 report issued to the Council by the actuaries to the Norfolk Pension Fund.

As part of their actuarial review, councils are being asked to make additional payments to the pensions scheme to fund deficits.

#### What did we do?

In order to address this risk we carried out a range of procedures including:

- ▶ Liaising with the auditors of the Norfolk Pension Fund, to obtain assurances over the information supplied to the actuary in relation to Norwich City Council;
- ▶ Assessing the conclusions drawn on the work of the Pension Fund actuary by the Consulting Actuary commissioned by Public Sector Auditor Appointments, PwC; and
- ▶ Reviewing and testing the accounting entries and disclosures made in relation to IAS19.



# Audit issues and approach: Other financial statement risks

### CIPFA Code change - CIES format

#### What are our conclusions?

We proposed some minor disclosure amendments that management have agreed to make in the financial statements.

In particular it should be noted that the Expenditure and Funding Analysis (EFA), although positioned amongst them, is not a Primary Statement (consistent with the Code Guidance notes).

As such, an additional narrative paragraph has been added to the EFA, to reflect this.

There were no other matters to report.

#### What is the risk?

Amendments have been made to the Code of Practice on Local Authority Accounting in the United Kingdom 2016/17 (the Code) changing the way the financial statements are presented.

The new reporting requirements impact the Comprehensive Income and Expenditure Statement (CIES) and the Movement in Reserves Statement, and include the introduction of a new Expenditure and Funding Analysis note as a result of the 'Telling the Story' review of the presentation of local authority financial statements.

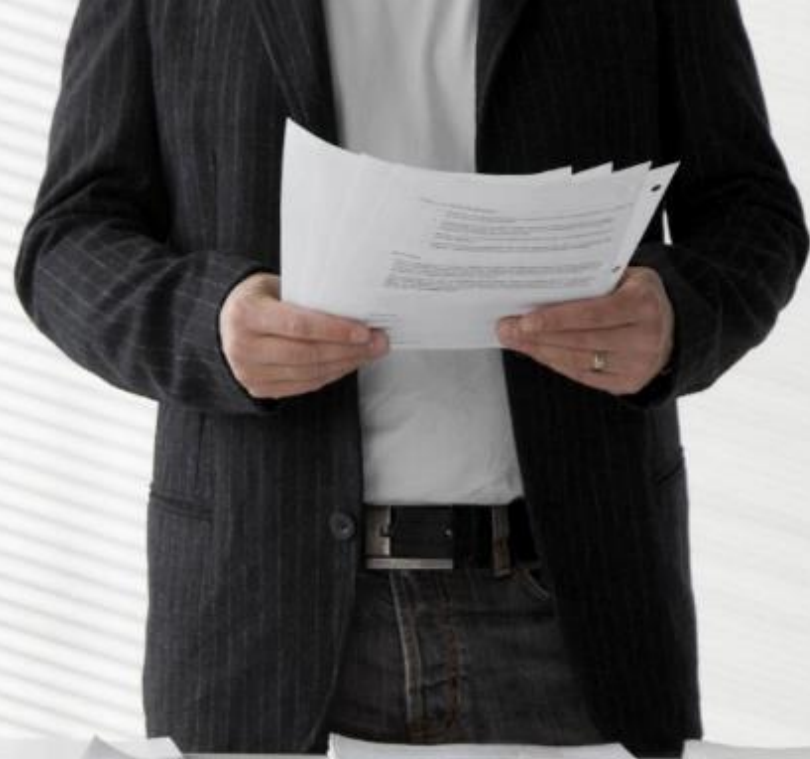
The Code no longer requires statements or notes to be prepared in accordance with Service Reporting Code of Practice. Instead the Code requires that the service analysis is based on the organisational structure under which the authority operates. We expect this to show the Council's segmental analysis.

This change in the Code will require a new structure for the primary statements, new notes and full retrospective restatement of comparatives. This restatement will require audit review, which could potentially incur additional costs, depending on the complexity and manner in which the changes are made.

#### What did we do?

In order to address this risk we carried out a range of procedures including:

- ▶ Reviewing the expenditure and funding analysis, CIES and new disclosure notes to ensure disclosures are in line with the Code;
- ▶ Reviewing the analysis of how these figures are derived, how the ledger system has been re-mapped to reflect the Council's organisational structure and how overheads are apportioned across the service areas reported; and
- ▶ Agreeing restated comparatives figures to the Council's segmental analysis and supporting working papers.



# 03 Audit Report



## Draft audit report

### Our opinion on the financial statements

#### INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF NORWICH CITY COUNCIL

##### Opinion on the Authority's financial statements

We have audited the financial statements of Norwich City Council for the year ended 31 March 2017 under the Local Audit and Accountability Act 2014. The financial statements comprise the Movement in Reserves Statement, Comprehensive Income and Expenditure Statement, Balance Sheet, Cash Flow Statement, the Expenditure and Funding Analysis to the Council Accounts the related notes 1 to 45, the Housing Revenue Account and the related notes 1 to 13 and the Collection Fund and the related notes 1 to 4.

The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.

This report is made solely to the members of Norwich City Council, as a body, in accordance with Part 5 of the Local Audit and Accountability Act 2014 and for no other purpose, as set out in paragraph 43 of the Statement of Responsibilities of Auditors and Audited Bodies published by Public Sector Audit Appointments Limited. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Authority and the Authority's members as a body, for our audit work, for this report, or for the opinions we have formed.

##### Respective responsibilities of the Chief Finance Officer and auditor

As explained more fully in the *Statement of Responsibilities for the Statement of Accounts* set out on page 23, the Chief Finance Officer is responsible for the preparation of the Statement of Accounts, which includes the financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17, and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

##### Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Authority's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Chief Finance Officer; and the overall presentation of the financial statements.

In addition, we read all the financial and non-financial information in the *Statement of Accounts for the year ending 32 March 2017* to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.



# Audit Report

## Draft audit report (continued)

### Our opinion on the financial statements

#### Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the financial position of Norwich City Council as at 31 March 2017 and of its expenditure and income for the year then ended; and
- have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.

#### Opinion on other matters

In our opinion, the information given in the *Statement of Accounts for the year ending 32 March 2017* for the financial year for which the financial statements are prepared is consistent with the financial statements.

#### Matters on which we report by exception

We report to you if:

- in our opinion the annual governance statement is misleading or inconsistent with other information forthcoming from the audit or our knowledge of the Council;
- we issue a report in the public interest under section 24 of the Local Audit and Accountability Act 2014;
- we make written recommendations to the audited body under Section 24 of the Local Audit and Accountability Act 2014;
- we make an application to the court for a declaration that an item of account is contrary to law under Section 28 of the Local Audit and Accountability Act 2014;
- we issue an advisory notice under Section 29 of the Local Audit and Accountability Act 2014; or
- we make an application for judicial review under Section 31 of the Local Audit and Accountability Act 2014.

We have nothing to report in these respects.

#### Conclusion on Norwich City Council's arrangements for securing economy, efficiency and effectiveness in the use of resources

#### Authority's responsibilities

The Authority is responsible for putting in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources, to ensure proper stewardship and governance, and to review regularly the adequacy and effectiveness of these arrangements.



# Audit Report

## Draft audit report (continued)

### Our opinion on the financial statements

#### Auditor's responsibilities

We are required under Section 20(1)(c) of the Local Audit and Accountability Act 2014 to satisfy ourselves that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The Code of Audit Practice issued by the National Audit Office (NAO) requires us to report to you our conclusion relating to proper arrangements.

We report if significant matters have come to our attention which prevent us from concluding that the Authority has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources. We are not required to consider, nor have we considered, whether all aspects of the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources are operating effectively.

#### Scope of the review of arrangements for securing economy, efficiency and effectiveness in the use of resources

We have undertaken our review in accordance with the Code of Audit Practice, having regard to the guidance on the specified criterion issued by the Comptroller and Auditor General (C&AG) in November 2016, as to whether the Authority had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people. The Comptroller and Auditor General determined this criterion as that necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether the Authority put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2017.

We planned our work in accordance with the Code of Audit Practice. Based on our risk assessment, we undertook such work as we considered necessary to form a view on whether, in all significant respects, the Authority had put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

#### Conclusion

On the basis of our work, having regard to the guidance issued by the C&AG in November 2016, we are satisfied that, in all significant respects, Norwich City Council put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2017.

#### Certificate

We certify that we have completed the audit of the accounts of Norwich City Council in accordance with the requirements of the Local Audit and Accountability Act 2014 and the Code of Audit Practice issued by the National Audit Office.





# 04 Audit Differences





## Audit Differences

### Audit differences

In any audit, we may identify misstatements between amounts we believe should be recorded in the financial statements and disclosures and amounts actually recorded. These differences are classified as 'known' or 'judgemental'. Known differences represent items that can be accurately quantified and relate to a definite set of facts or circumstances. Judgemental differences generally involve estimation and relate to facts or circumstances that are uncertain or open to interpretation.

#### Summary of adjusted differences

We have included all known amounts greater than £0.171 million relating to Norwich City Council in our summary of misstatements table below.

There are no corrected misstatements that we wish to bring to your attention. We have identified a number of minor disclosure adjustments during the audit that have been updated by management in the financial statements. We do not deem any of these to be so significant that they require reporting to you.

At the time of writing this report we have identified one uncorrected misstatement which we have summarised in the table below.



## Audit Differences

### Audit differences (continued)

#### Summary of unadjusted differences

At the time of writing this report we highlight the following misstatements in the financial statements and/or disclosures which were not corrected by management. We ask you to correct these uncorrected misstatements or give a rationale as to why they have not been corrected. This should be considered and approved by the Audit Committee and included in the Letter of Representation:

Account 31 March 2017 (£'000)	Comprehensive income and expenditure statement Debit/(Credit) Current Period	Movement in Reserves Debit/(Credit)	Assets non- current Debit/(Credit)	Equity Components Debit/(Credit)
<b>Errors:</b>				
<i>Being an adjustment to correct for an overstatement of notional interest received on Decent Home Loans (factual error):</i>				
Balance Sheet - Long Term Debtors			386	
CIES - Financing and Investment Income and Expenditure	(386)			
CIES - General Fund - Financial Instruments Adjustment Account		386		
Balance Sheet - Unusable Reserves				(386)
<i>We note that this would also have an impact on the related notes</i>				
Balance sheet totals			0	
Income effect of uncorrected misstatements	0			

We identified no amounts either individually or as a whole material to the financial statements for the year ended 31 March 2017



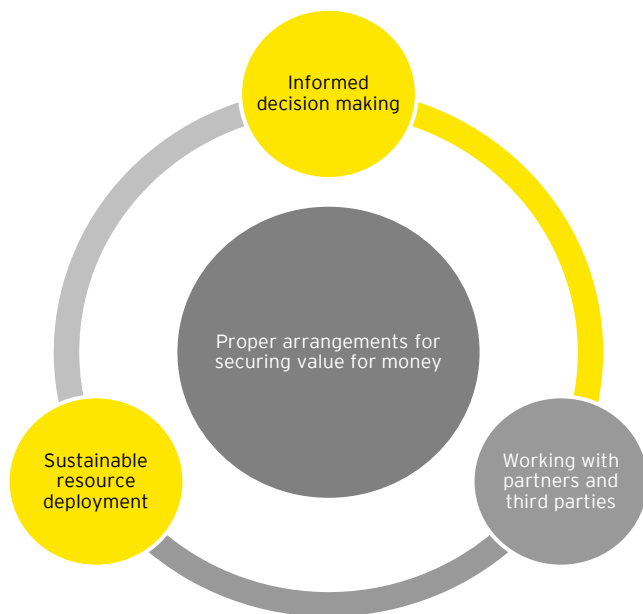


# 05 Value for Money





## Value for Money



### Economy, efficiency and effectiveness

We must consider whether you have 'proper arrangements' to secure economy, efficiency and effectiveness in your use of resources. This is known as our value for money conclusion.

Proper arrangements are defined by statutory guidance issued by the National Audit Office. They comprise your arrangements to:

- ▶ take informed decisions;
- ▶ deploy resources in a sustainable manner; and
- ▶ work with partners and other third parties.

In considering your proper arrangements, we use the CIPFA/SOLACE framework for local government to ensure that our assessment is made against an already existing mandatory framework which you use in documents such as your Annual Governance Statement.

### Overall conclusion

We are only required to determine whether there is any risk that we consider significant within the Code of Audit Practice, where risk is defined as:

*"A matter is significant if, in the auditor's professional view, it is reasonable to conclude that the matter would be of interest to the audited body or the wider public"*

Our risk assessment supports the planning of enough work to deliver a safe conclusion on your arrangements to secure value for money, and enables us to determine the nature and extent of any further work needed. If we do not identify a significant risk we do not need to carry out further work.

We identified one significant risk around these arrangements. The table below presents our findings in response to the risk in our Audit Plan and any other significant weaknesses or issues we want to bring to your attention.

We expect having no matters to report about your arrangements to secure economy, efficiency and effectiveness in your use of resources.



# Value for Money

## VFM risks

We are only required to determine whether there is any risk that we consider significant within the Code of Audit Practice, where risk is defined as: *“A matter is significant if, in the auditor’s professional view, it is reasonable to conclude that the matter would be of interest to the audited body or the wider public”*

Our risk assessment supports the planning of enough work to deliver a safe conclusion on your arrangements to secure value for money, and enables us to determine the nature and extent of any further work needed. If we do not identify a significant risk we do not need to carry out further work.

The table below presents the findings of our work in response to the risks areas in our Audit Plan.

What is the significant VFM risk?	What arrangements did this affect?	What are our findings?
<p><b>Sustainable resource deployment: Achievement of savings needed over the medium term</b></p> <p>The medium term financial strategy (MTFS) sets a net savings requirement for the Council of £1.9 million each year from 2018/19 to 2022/23 This is on top of £2.3 million savings to be delivered in in the 2017/18 budget.</p> <p>The Council have identified savings for 2017/18 and for the first time, proposals for the following year (2018/19) have also been published. These projections will be revisited and presented to the Council for agreement on an annual basis.</p> <p>There is a risk that the proposals for 2017/18 and 2018/19 are not delivered, and further savings will not be identified to close the funding shortfall in future years (2019/20 to 2022/23).</p>	<p>Deploying resources in a sustainable manner</p>	<p>We have undertaken the procedures as set out in our audit strategy which has focused on:</p> <ul style="list-style-type: none"> <li>▶ The adequacy of the Council’s budget monitoring process, comparing budget to outturn;</li> <li>▶ The robustness of any assumptions used in medium term planning;</li> <li>▶ The Council’s approach to prioritising resources whilst maintaining services; and</li> <li>▶ The savings plans in place, and assessing the likelihood of whether these plans can provide the Council with the required savings/efficiencies over the medium term.</li> </ul> <p>The Council has a savings target of £2.3 million in 2017/18 and the medium term financial strategy sets a further net savings requirement of £1.9 million each year from 2018/19 to 2022/23. The scale of savings and service transformation to be delivered by the Council over the medium term remain significant. However the Council have identified savings for 2017/18 and 2018/19 amounting to £6.142 million (as per Transformation Plan reported to Cabinet in February 2017).</p> <p>In addition, the Council’s level of un-earmarked general fund reserves (£14.344 at 31 March 2017) and Housing Revenue Account (£30.383 million) is above the minimum levels range set by the Council’s s151 officer. These provide the Council with the flexibility to manage its financial position over the short-to-medium term, and reduce the risk that an unexpected overspend, or unexpected one-off item of expenditure, has a detrimental impact on the Council’s financial standing. The Council also has in place general fund earmarked reserves (£3.699 million at 31 March 2017). These have been established for a number of purposes, including the financial consequences of matters that have not yet arisen or to fund specific service areas/projects. The existence of these reserves provides further evidence of the Council’s prudent approach to financial management.</p> <p>Our review of the budget setting process, assumptions used in financial planning, in year financial monitoring, and the Council’s history of delivery has not identified any</p>





**06**

## Other reporting issues





## Other reporting issues

# Other reporting issues

### Consistency of other information published with the financial statements, including the Annual Governance Statement

We must give an opinion on the consistency of the financial and non-financial information in the Statement of Accounts 2016/17 with the audited financial statements.

We must also review the Annual Governance Statement for completeness of disclosures, consistency with other information from our work, and whether it complies with relevant guidance.

We have reviewed the Annual Governance Statement and Narrative Report and can confirm they are consistent with other information from our audit of the financial statements and we have no other matters to report.

### Whole of Government Accounts

Alongside our work on the financial statements, we also review and report to the National Audit Office on your Whole of Government Accounts return. The extent of our review and the nature of our report are specified by the National Audit Office.

The Authority falls below the £350 million threshold for a full review, so we have undertaken the limited procedures that are required. We have concluded our work in this area and have no matters to report to the Audit Committee.

### Other powers and duties

We have a duty under the Local Audit and Accountability Act 2014 to consider whether to report on any matter that comes to our attention in the course of the audit, either for the Authority to consider it or to bring it to the attention of the public (i.e. "a report in the public interest"). We did not identify any issues which required us to issue a report in the public interest.

We also have a duty to make written recommendations to the Authority, copied to the Secretary of State, and take action in accordance with our responsibilities under the Local Audit and Accountability Act 2014.

We did not identify any issues.



## Other reporting issues

# Other reporting issues

### Other matters

As required by ISA (UK&I) 260 and other ISAs specifying communication requirements, we must tell you significant findings from the audit and other matters if they are significant to your oversight of the Council's financial reporting process. They include the following:

- ▶ Significant qualitative aspects of accounting practices including accounting policies, accounting estimates and financial statement disclosures;
- ▶ Any significant difficulties encountered during the audit;
- ▶ Any significant matters arising from the audit that were discussed with management;
- ▶ Written representations we have requested;
- ▶ Expected modifications to the audit report;
- ▶ Any other matters significant to overseeing the financial reporting process;
- ▶ Related parties;
- ▶ External confirmations;
- ▶ Going concern; and
- ▶ Consideration of laws and regulations.

We have requested a management representation letter to gain management's confirmation in relation to a number of matters. We have only requested standard representations. Appendix D sets out our request for these representations.

We have the following matter to report.

#### Compliance with the Account & Audit Regulations (2015)

The Council is required to advertise the audit inspection period on its website in accordance with the Accounts and Audit Regulations 2015, and the inspection period must include the first ten working days of July 2017. The Council set an inspection period from the 12 July 2017, which did not therefore include the first ten working days of July 2017. The Council did not therefore meet the requirements of the regulations.

We are satisfied that members of the public have had an appropriate period to inspect the accounts and make any representations to the external auditor.

**Recommendation:** The Council must ensure that it complies with the formal requirements of the Account & Audit Regulations (2015) in all future years.





07

## Assessment of Control Environment



## Assessment of control environment

### Financial controls

It is the responsibility of the Council to develop and implement systems of internal financial control and to put in place proper arrangements to monitor their adequacy and effectiveness in practice. Our responsibility as your auditor is to consider whether the Council has put adequate arrangements in place to satisfy itself that the systems of internal financial control are both adequate and effective in practice.

As part of our audit of the financial statements, we obtained an understanding of internal control sufficient to plan our audit and determine the nature, timing and extent of testing performed. As we have adopted a fully substantive approach, we have therefore not tested the operation of controls.

Although our audit was not designed to express an opinion on the effectiveness of internal control we are required to communicate to you significant deficiencies in internal control.

We have not identified any significant deficiencies in the design or operation of an internal control that might result in a material misstatement in your financial statements of which you are not aware.



# 08 Appendices








## Appendix A

# Required communications with the Audit Committee

There are certain communications that we must provide to the Audit Committees of UK clients. We have done this by:

		 Our Reporting to you
<b>Required communications</b>	 <b>What is reported?</b>	 <b>When and where</b>
Terms of engagement	Confirmation by the Audit Committee of acceptance of terms of engagement as written in the engagement letter signed by both parties.	The statement of responsibilities serves as the formal terms of engagement between the PSAA's appointed auditors and audited bodies.
Planning and audit approach	Communication of the planned scope and timing of the audit, including any limitations.	March 2017 Audit Plan
Significant findings from the audit	<ul style="list-style-type: none"> <li>▶ Our view of the significant qualitative aspects of accounting practices including accounting policies, accounting estimates and financial statement disclosures</li> <li>▶ Any significant difficulties encountered during the audit</li> <li>▶ Any significant matters arising from the audit that were discussed with management</li> <li>▶ Written representations we have requested</li> <li>▶ Expected modifications to the audit report</li> <li>▶ Any other matters significant to overseeing the financial reporting process</li> </ul>	August 2017 Audit Results Report
Going concern	<p>Events or conditions identified that may cast significant doubt on the entity's ability to continue as a going concern, including:</p> <ul style="list-style-type: none"> <li>▶ Whether the events or conditions constitute a material uncertainty</li> <li>▶ Whether the use of the going concern assumption is appropriate in the preparation and presentation of the financial statements</li> <li>▶ The adequacy of related disclosures in the financial statements</li> </ul>	No conditions or events were identified, either individually or together to raise any doubt about Norwich City Council's ability to continue for the 12 months from the date of our report.
Misstatements	<ul style="list-style-type: none"> <li>▶ Uncorrected misstatements and their effect on our audit opinion</li> <li>▶ The effect of uncorrected misstatements related to prior periods</li> <li>▶ A request that any uncorrected misstatement be corrected</li> <li>▶ Significant corrected misstatements, in writing</li> </ul>	August 2017 Audit Results Report







# Appendix A

## Our Reporting to you

Required communications	What is reported?	When and where
Fraud	<ul style="list-style-type: none"> <li>▶ Asking the Audit Committee whether they have knowledge of any actual, suspected or alleged fraud affecting the Authority</li> <li>▶ Unless all those charged with governance are involved in managing the entity, any fraud identified or information obtained indicating that a fraud may exist involving:               <ul style="list-style-type: none"> <li>(a) management;</li> <li>(b) employees with significant roles in internal control; or</li> <li>(c) others where the fraud results in a material misstatement in the financial statements.</li> </ul> </li> <li>▶ A discussion of any other matters related to fraud, relevant to Audit Committee responsibility.</li> </ul>	We have asked management and those charged with governance about arrangements to prevent or detect fraud. We have not become aware of any fraud or illegal acts during our audit.
Related parties	<p>Significant matters arising during the audit in connection with the Authority's related parties including, where applicable:</p> <ul style="list-style-type: none"> <li>▶ Non-disclosure by management</li> <li>▶ Inappropriate authorisation and approval of transactions</li> <li>▶ Disagreement over disclosures</li> <li>▶ Non-compliance with laws and/or regulations</li> <li>▶ Difficulty in identifying the party that ultimately controls the entity</li> </ul>	We have no matters to report.
Subsequent events	<ul style="list-style-type: none"> <li>▶ Where appropriate, asking the Audit Committee whether any subsequent events have occurred that might affect the financial statements.</li> </ul>	We have asked management and those charged with governance. We have no matters to report.
Other information	<ul style="list-style-type: none"> <li>▶ Where material inconsistencies are identified in other information included in the document containing the financial statements, but management refuses to make the revision.</li> </ul>	August 2017 Audit Results Report
External confirmations	<ul style="list-style-type: none"> <li>▶ Management's refusal for us to request confirmations</li> <li>▶ We were unable to obtain relevant and reliable audit evidence from other procedures.</li> </ul>	We have no matters to report.
Consideration of laws and/or regulations	<ul style="list-style-type: none"> <li>▶ Audit findings of non-compliance where it is material and believed to be intentional. This communication is subject to compliance with legislation on "tipping off"</li> <li>▶ Asking the Audit Committee about possible instances of non-compliance with laws and/or regulations that may have a material effect on the financial statements, and known to the Audit Committee.</li> </ul>	We have asked management and those charged with governance. We have not identified any material instances or non-compliance with laws and regulations.



# Appendix A

		 Our Reporting to you
Required communications	 What is reported?	  When and where
Significant deficiencies in internal controls identified during the audit	<ul style="list-style-type: none"> <li>▶ Significant deficiencies in internal controls identified during the audit.</li> </ul>	August 2017 Audit Results Report
Independence	<p>Communication of all significant facts and matters that have a bearing on EY's objectivity and independence.</p> <p>Communicating key elements of the audit engagement partner's consideration of independence and objectivity such as:</p> <ul style="list-style-type: none"> <li>▶ The principal threats</li> <li>▶ Safeguards adopted and their effectiveness</li> <li>▶ An overall assessment of threats and safeguards</li> <li>▶ Information on the firm's general policies and processes for maintaining objectivity and independence</li> </ul> <p>Communications whenever significant judgments are made about threats to objectivity or independence and the appropriateness of safeguards,</p>	March 2017 - Audit Plan  August 2017 - Audit Results Report
Fee Reporting	<p>Breakdown of fee information when the audit plan is agreed</p> <p>Breakdown of fee information at the completion of the audit</p> <p>Any non-audit work</p>	March 2017 - Audit Plan  August 2017 - Audit Results Report
Certification work	Summary of certification work	Certification Report



# Independence

We confirm that there are no changes in our assessment of independence since our confirmation in our audit plan dated 14 March 2017.

We complied with the APB Ethical Standards and the requirements of the PSAA's Terms of Appointment. In our professional judgement the firm is independent and the objectivity of the audit engagement partner and audit staff has not been compromised within the meaning of regulatory and professional requirements.

We consider that our independence in this context is a matter which you should review, as well as us. It is important that you and your Audit Committee consider the facts known to you and come to a view. If you would like to discuss any matters concerning our independence, we will be pleased to do this at the meeting of the Audit Committee on 5 September 2017.

As part of our reporting on our independence, we set out below a summary of the fees paid for the year ended 31 March 2017.

We confirm that we have not undertaken non-audit work outside the PSAA Code requirements.

Description	Expected Final fee 2016/17 £'s	Planned Fee 2016/17 £'s	Scale Fee 2016/17 £'s	Final Fee 2015/16 £'s
<b>Total Audit Fee - Code work</b>	Note 1	79,914	79,914	83,596

Note 1 - We need to conclude our audit procedures and close the audit before we can assess the final audit fee. We will report this within our Annual Audit Letter.

In 2015/16 we undertook a review of the Council's approach to the Minimum Revenue Provision. This additional work had an additional fee of £3,682 and was approved by Public Sector Audit Appointments Ltd (PSAA).







## Appendix C

# Accounting and regulatory update



### Accounting update

Since the date of our last report to the Audit Committee, new accounting standards and interpretations have been issued. The following table provides a high level summary of those that have the potential to have the most significant impact on you:

Name	Summary of key measures 	Impact on Norwich City Council 
<i>IFRS 9 Financial Instruments</i>	<p>Applicable for local authority accounts from the 2018/19 financial year and will change:</p> <ul style="list-style-type: none"> <li>▶ How financial assets are classified and measured;</li> <li>▶ How the impairment of financial assets are calculated;</li> <li>▶ Financial hedge accounting; and</li> <li>▶ The disclosure requirements for financial assets.</li> </ul> <p>Transitional arrangements are included within the accounting standard, however as the 2018/19 Accounting Code of Practice for Local Authorities has yet to be issued it is unclear what the impact on local authority accounting will be and whether any accounting statutory overrides will be introduced to mitigate any impact.</p>	<p>Although some initial thoughts on the approach to adopting IFRS 9 have been issued by CIPFA, until the Code is issued and any statutory overrides are confirmed there remains some uncertainty. However, what is clear is that the Council will have to:</p> <ul style="list-style-type: none"> <li>▶ Reclassify existing financial instrument assets;</li> <li>▶ Remeasure and recalculate potential impairments of those assets; and</li> <li>▶ Prepare additional disclosure notes for material items.</li> </ul>
<i>IFRS 15 Revenue from Contracts with Customers</i>	<p>Applicable for local authority accounts from the 2018/19 financial year. This new standard deals with accounting for all contracts with customers except:</p> <ul style="list-style-type: none"> <li>▶ Leases;</li> <li>▶ Financial instruments;</li> <li>▶ Insurance contracts; and</li> <li>▶ Council Tax and NDR income.</li> </ul> <p>The key requirements of the standard cover the identification of performance obligations under customer contracts and the linking of income to the meeting of those performance obligations.</p> <p>There are transitional arrangements within the standard; however as the 2018/19 Accounting Code of Practice for Local Authorities has yet to be issued it is unclear what the impact on local authority accounting will be.</p>	<p>As with IFRS 9, some initial thoughts on the approach to adopting IFRS 15 have been issued by CIPFA. However, until the Code is issued there remains some uncertainty. However, what is clear is that for all material income sources from customers the Council will have to:</p> <ul style="list-style-type: none"> <li>▶ Disaggregate revenue into appropriate categories;</li> <li>▶ Identify relevant performance obligations and allocate income to each; and</li> <li>▶ Summarise significant judgements.</li> </ul>



## Appendix C



Name	Summary of key measures 	Impact on Norwich City Council 
<i>IFRS 16 Leases</i>	<p>IFRS 16 will be applicable for local authority accounts from the 2019/20 financial year.</p> <p>Whilst the definition of a lease remains similar to the current leasing standard; IAS 17, for local authorities who lease in a large number of assets the new standard will have a significant impact, with nearly all current leases being included on the balance sheet.</p> <p>There are transitional arrangements within the standard, although as the 2019/20 Accounting Code of Practice for Local Authorities has yet to be issued it is unclear what the impact on local authority accounting will be or whether any statutory overrides will be introduced.</p>	<p>Until the 2019/20 Accounting Code is issued and any statutory overrides are confirmed there remains some uncertainty in this area.</p> <p>However, what is clear is that the Council will need to undertake a detailed exercise to classify all of its leases and therefore must ensure that all lease arrangements are fully documented.</p>



## Appendix C

### Progress report on implementation of new standards and regulations

In previous reports to the Audit Committee, we highlighted the issue of new accounting standards and regulatory developments. The following table summarises progress on implementation:

Name	Summary of key measures 	Impact on Norwich City Council 
<i>Earlier deadline for production and audit of the financial statements from 2017/18</i>	The Accounts and Audit Regulations 2015 introduced a significant change in statutory deadlines from the 2017/18 financial year. From that year the timetable for the preparation and approval of accounts will be brought forward with draft accounts needing to be prepared by 31 May and the publication of the audited accounts by 31 July.	<p>These changes provide challenges for both the preparers and the auditors of the financial statements.</p> <p>To prepare for this change the Council has reviewed and amended the closedown process to achieve draft accounts production by early June for 2016/17.</p> <p>We will work with the Council to engage early, following the completion of the 2016/17 audit, to facilitate early substantive testing for 2017/18 and also to consider steps the Council can take, for example:</p> <ul style="list-style-type: none"> <li>▶ Streamlining the Statement of Accounts removing all non-material disclosure notes;</li> <li>▶ Bringing forward the commissioning and production of key externally provided information such as IAS 19 pension information, asset valuations;</li> <li>▶ Providing training to departmental finance staff regarding the requirements and implications of earlier closedown;</li> <li>▶ Re-ordering tasks from year-end to monthly/quarterly timing, reducing year-end pressure;</li> <li>▶ Establishing and agreeing working materiality amounts with the auditors.</li> </ul>



## Appendix D - Request for a Management representation letter

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ey.com



Karen Watling  
Chief Financial Officer  
Norwich City Council  
City Hall  
St. Peter's Street  
Norwich  
NR2 1NH

31 August 2017

Ref:  
Your ref:

Direct line: 01223 394547

Email: MHodgson@uk.ey.com

Dear Karen,

### **Norwich City Council – 2016/17 financial year Request for a letter of representation**

International Standards on Auditing set out guidance on the use by auditors of management representations (ISA (UK&I) 580) and on possible non-compliance with laws and regulations (ISA (UK&I) 250). I have interpreted this guidance as it affects Local Government bodies and I expect the following points to apply:

- auditors may wish to obtain written representation where they are relying on management's representations in respect of judgemental matters (for example the level of likely incidence of a claim), which may not be readily corroborated by other evidence;
- auditors are likely to request written representations on the completeness of information provided;
- auditors may wish to obtain written representation on issues other than those directly related to the Statement of Accounts;
- the letter is dated on the date on which the auditor signs the opinion and certificate;
- the letter is signed by the person or persons with specific responsibility for the financial statements; and
- the letter is formally acknowledged as having been discussed and approved by the Audit Committee, as those charged with governance of the Council.



## Appendix D - Request for a Management representation letter

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I would expect the letter of representation to include the following matters.

### General statement

That the letter of representations is provided in connection with our audit of the financial statements of Norwich City Council (“the Council”) for the year ended 31 March 2017.

That you recognise that obtaining representations from you concerning the information contained in this letter is a significant procedure in enabling us to form an opinion as to whether the financial statements give a true and fair view of the Council financial position of Norwich City Council as of 31 March 2017 and of its income and expenditure for the year then ended in accordance with CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.

You understand that the purpose of our audit of your financial statements is to express an opinion thereon and that our audit is conducted in accordance with International Standards on Auditing (UK and Ireland), which involves an examination of the accounting system, internal control and related data to the extent we considered necessary in the circumstances, and is not designed to identify - nor necessarily be expected to disclose - all fraud, shortages, errors and other irregularities, should any exist.

Accordingly, you make the following representations, which are true to the best of your knowledge and belief, having made such inquiries as you considered necessary for the purpose of appropriately informing ourselves:

### A. Financial Statements and Financial Records

1. That you have fulfilled your responsibilities, under the relevant statutory authorities, for the preparation of the financial statements in accordance with, for the Council the Accounts and Audit Regulations 2015 and CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.
2. That you acknowledge as members of management of the Council, your responsibility for the fair presentation of the council's financial statements. We believe the council financial statements referred to above give a true and fair view of the financial position, financial performance (or results of operations) and cash flows of the Council in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17 and are free of material misstatements, including omissions. We have approved the council financial statements.
3. You confirm that the Responsible Officer has:
  - Reviewed the accounts
  - Reviewed all relevant written assurances relating to the accounts, and
  - Made other enquiries as appropriate.
4. That the significant accounting policies adopted in the preparation of the financial statements are appropriately described in the financial statements.



## Appendix D - Request for a Management representation letter

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5. As members of management of the Council, we believe that the Council has a system of internal controls adequate to enable the preparation of accurate financial statements in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17, that are free from material misstatement, whether due to fraud or error.
6. That you believe that the effects of any unadjusted audit differences, summarised in the Audit Results Report, accumulated by us during the current audit and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You have not corrected these differences identified by and brought to your attention by the auditor because - specify reasons for not correcting misstatement.

### B. Fraud

1. You acknowledge that you are responsible for the design, implementation and maintenance of internal controls to prevent and detect fraud
2. You have disclosed to us the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
3. That you have no knowledge of any fraud or suspected fraud involving management or other employees who have a significant role in the Council's internal controls over financial reporting. In addition, you have no knowledge of any fraud or suspected fraud involving other employees in which the fraud could have a material effect on the financial statements.

You have no knowledge of any allegations of financial improprieties, including fraud or suspected fraud, (regardless of the source or form and including without limitation, any allegations by "whistleblowers") which could result in a misstatement of the financial statements or otherwise affect the financial reporting of the Council.

### C. Compliance with Laws and Regulations

1. You have disclosed to us all known actual or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.

### D. Information Provided and Completeness of Information and Transactions

1. You have provided us with:
  - Access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters as agreed in terms of the audit engagement.
  - Additional information that we have requested from us for the purpose of the audit; and



## Appendix D - Request for a Management representation letter

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- Unrestricted access to persons within the entity from whom we determined it necessary to obtain audit evidence.
- 2. That all material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 3. That you have made available to us all minutes of the meetings of the Council and its relevant committees (or summaries of actions of recent meetings for which minutes have not yet been prepared) held through the year to the most recent meeting on the following date: 5 September 2017.
- 4. That you confirm the completeness of information provided regarding the identification of related parties. We have disclosed to you the identity of the Council related parties and all related party relationships and transactions of which you are aware, including sales, purchases, loans, transfers of assets, liabilities and services, leasing arrangements, guarantees, non-monetary transactions and transactions for no consideration for the period ended, as well as related balances due to or from such parties at the year end. These transactions have been appropriately accounted for and disclosed in the financial statements.
- 5. That you believe that the significant assumptions you used in making accounting estimates, including those measured at fair value, are reasonable.
- 6. That you have disclosed to us, and the Council has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.

### E. Liabilities and Contingencies

1. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to us and are appropriately reflected in the financial statements.
2. That you have informed us of all outstanding and possible litigation and claims, whether or not they have been discussed with legal counsel.
3. That you have recorded and/or disclosed, as appropriate, all liabilities related litigation and claims, both actual and contingent, and have disclosed in the financial statements all guarantees that you have given to third parties.

### F. Subsequent Events

1. That other than described in the relevant note to the Council's financial statements, there have been no events subsequent to period end which require adjustment of or disclosure in the financial statements or notes thereto.

### G. Accounting Estimates

1. That you believe that the significant assumptions you used in making accounting estimates, including those measured at fair value, are reasonable.
2. In respect of accounting estimates recognised or disclosed in the financial statements:





## Appendix D - Request for a Management representation letter

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- That you believe the measurement processes, including related assumptions and models, you used in determining accounting estimates is appropriate and the application of these processes is consistent.
- That the disclosures relating to accounting estimates are complete and appropriate in accordance with the applicable financial reporting framework.
- That the assumptions you used in making accounting estimates appropriately reflects your intent and ability to carry out specific courses of action on behalf of the entity, where relevant to the accounting estimates and disclosures.
- That no subsequent event requires an adjustment to the accounting estimates and disclosures included in the financial statements.

### H. Expenditure Funding Analysis

1. That you have reviewed the new requirements (as set out in the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17), in relation to the preparation of the Expenditure Funding Analysis to replace the previous segmental reporting analysis, and confirm that all required amendments to the Comprehensive Income and Expenditure Statement and Movement in Reserves Statement, as well as the requirements to prepare the Expenditure Funding Analysis and related notes have been correctly reflected in the financial statements, including retrospectively reflecting this in the financial statements.
2. You confirm that the financial statements reflect the operating segments reported internally to the Council.

### I. Going Concern

1. That you have made us aware of any issues that are relevant to the Council's ability to continue as a going concern, including significant conditions and events, our plans for future action, and the feasibility of those plans.

### J. Ownership of Assets

1. That except for assets capitalised under finance leases, the Council has satisfactory title to all assets appearing in the balance sheet(s), and there are no liens or encumbrances on the Council's assets, nor has any asset been pledged as collateral. All assets to which the Council has satisfactory title appear in the balance sheet(s).

### K. Reserves

1. You have properly recorded or disclosed in the council financial statements the useable and unusable reserves.

### L. Valuation of Property, Plant and Equipment Assets

1. That you agree with the findings of the experts engaged to evaluate the values of the Council's land and buildings and have adequately considered the qualifications of the experts in determining the amounts and disclosures included within the Council's financial statements and the underlying accounting records. That you did not give or cause any instructions to be given to the experts with respect to the values or amounts derived in an attempt to bias their work, and that you are not otherwise aware of any matters that have had an effect on the independence or objectivity of the experts.



## Appendix D - Request for a Management representation letter

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2. You believe that the measurement processes, including related assumptions and models, used to determine the accounting estimate(s) have been consistently applied and are appropriate in the context of the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.
3. You confirm that the significant assumptions used in making the valuation of assets appropriately reflect your intent and ability to carry out specific courses of action on behalf of the entity.
4. You confirm that the disclosures made in the council financial statements with respect to the accounting estimate(s) are complete and made in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.
5. You confirm that no adjustments are required to the accounting estimate(s) and disclosures in the council financial statements due to subsequent events.
6. You confirm that you have performed a desktop review of all assets not subject to revaluation as part of the 5 year rolling programme for valuations and that each asset category is not materially misstated.
7. You confirm that for assets carried at historic cost, that no impairment is required.

### **M. Retirement benefits**

1. That on the basis of the process established by you and having made appropriate enquiries, you are satisfied that the actuarial assumptions underlying the scheme liabilities are consistent with your knowledge of the business. All significant retirement benefits and all settlements and curtailments have been identified and properly accounted for.

### **N. Other information**

1. You acknowledge your responsibility for the preparation of the other information. The other information comprises the Narrative Report included in the Statement of Accounts 2016-2017.
2. You confirm that the content contained within the other information is consistent with the financial statements.

### **O. Specific Representations**

We do not require any specific representations in addition to those above.



## Appendix D - Request for a Management representation letter

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I would be grateful if you could provide a letter of representation, which is appropriately signed and dated (by the s151 officer and Chair of Audit Committee) on the proposed audit opinion date (currently 7 September 2017) on formal headed paper.

Yours sincerely

Mark Hodgson  
Executive Director  
Ernst & Young LLP  
United Kingdom

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ED None

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18 September 2017

Mark Hodgson  
Executive Director  
Ernst & Young LLP  
United Kingdom

Dear Mark

**Norwich City Council – 2016/17 financial year  
Letter of Management Representation**

This letter of management representation is provided in connection with the audit of the financial statements of Norwich City Council (“the Council”) for the year ended 31 March 2017.

We recognise that obtaining representations from us concerning the information contained in this letter is a significant procedure in enabling you to form an opinion as to whether the financial statements give a true and fair view of the financial position of Norwich City Council as of 31 March 2017 and of its income and expenditure for the year then ended in accordance with CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.

We understand that the purpose of your audit of our financial statements is to express an opinion thereon and that your audit is conducted in accordance with International Standards on Auditing (UK and Ireland), which involves an examination of the accounting system, internal control and related data to the extent you considered necessary in the circumstances, and is not designed to identify - nor necessarily be expected to disclose - all fraud, shortages, errors and other irregularities, should any exist.

Accordingly, we make the following representations, which are true to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

**A. Financial Statements and Financial Records**

1. That we have fulfilled our responsibilities, under the relevant statutory authorities, for the preparation of the financial statements in accordance with, for the Council the Accounts and Audit Regulations 2015 and CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.
2. That we acknowledge as members of management of the Council, our responsibility for the fair presentation of the council’s financial statements. We believe the council financial statements referred to above give a true and fair view of the financial position, financial performance (or results of operations) and cash flows of the Council in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17 and are free of material misstatements, including omissions. We have approved the council financial statements.
3. We confirm that the Responsible Officer has:
  - Reviewed the accounts
  - Reviewed all relevant written assurances relating to the accounts, and
  - Made other enquiries as appropriate.

4. That the significant accounting policies adopted in the preparation of the financial statements are appropriately described in the financial statements.
5. As members of management of the Council, we believe that the Council has a system of internal controls adequate to enable the preparation of accurate financial statements in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17, that are free from material misstatement, whether due to fraud or error.#
6. That we believe that the effects of the unadjusted audit difference, summarised in the Audit Results Report, accumulated by you during the current audit and pertaining to the latest period present is immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

We have not corrected the difference identified by and brought to our attention by the auditor because of the immaterial size of the error (£386k), the fact that the error does not have an impact on the Council's usable reserves (the mistake in accounting has been made in the calculation of notional interest on a decent homes loan), and to adjust the error would have meant a disproportionate amount of work for the amount involved. Working papers and accounting procedures will be modified so that the error is corrected for next year's Statement of Accounts.

## **B. Fraud**

1. We acknowledge that we are responsible for the design, implementation and maintenance of internal controls to prevent and detect fraud.
2. We have disclosed to you the results of your assessment of the risk that the financial statements may be materially misstated as a result of fraud.
3. That we have no knowledge of any fraud or suspected fraud involving management or other employees who have a significant role in the Council's internal controls over financial reporting. In addition, we have no knowledge of any fraud or suspected fraud involving other employees in which the fraud could have a material effect on the financial statements.

We have no knowledge of any allegations of financial improprieties, including fraud or suspected fraud, (regardless of the source or form and including without limitation, any allegations by "whistleblowers") which could result in a misstatement of the financial statements or otherwise affect the financial reporting of the Council.

## **C. Compliance with Laws and Regulations**

1. We have disclosed to you all known actual or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.

## **D. Information Provided and Completeness of Information and Transactions**

1. We have provided you with:
  - Access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters as agreed in terms of the audit engagement.
  - Additional information that you have requested from us for the purpose of the audit; and

- Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
2. That all material transactions have been recorded in the accounting records and are reflected in the financial statements.
  3. That we have made available to you all minutes of the meetings of the Council and its relevant committees (or summaries of actions of recent meetings for which minutes have not yet been prepared) held through the year to the most recent meeting on the following date: 5 September 2017.
  4. That we confirm the completeness of information provided regarding the identification of related parties. We have disclosed to you the identity of the Council related parties and all related party relationships and transactions of which we are aware, including sales, purchases, loans, transfers of assets, liabilities and services, leasing arrangements, guarantees, non-monetary transactions and transactions for no consideration for the period ended, as well as related balances due to or from such parties at the year end. These transactions have been appropriately accounted for and disclosed in the financial statements.
  5. That we believe that the significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
  6. That we have disclosed to you, and the Council has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.

## **E. Liabilities and Contingencies**

1. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
2. That we have informed you of all outstanding and possible litigation and claims, whether or not they have been discussed with legal counsel.
3. That we have recorded and/or disclosed, as appropriate, all liabilities related litigation and claims, both actual and contingent, and have disclosed in the financial statements all guarantees that we have given to third parties.

## **F. Subsequent Events**

1. That other than described in the relevant note to the Council's financial statements, there have been no events subsequent to period end which require adjustment of or disclosure in the financial statements or notes thereto.

## **G. Accounting Estimates**

1. That we believe that the significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
2. In respect of accounting estimates recognised or disclosed in the financial statements:
  - That we believe the measurement processes, including related assumptions and models, we used in determining accounting estimates are appropriate and the application of these processes is consistent.



- That the disclosures relating to accounting estimates are complete and appropriate in accordance with the applicable financial reporting framework.
- That the assumptions we used in making accounting estimates appropriately reflects our intent and ability to carry out specific courses of action on behalf of the entity, where relevant to the accounting estimates and disclosures.
- That no subsequent event requires an adjustment to the accounting estimates and disclosures included in the financial statements.

## **H. Expenditure Funding Analysis**

1. That we have reviewed the new requirements (as set out in the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17), in relation to the preparation of the Expenditure Funding Analysis to replace the previous segmental reporting analysis, and confirm that all required amendments to the Comprehensive Income and Expenditure Statement and Movement in Reserves Statement, as well as the requirements to prepare the Expenditure Funding Analysis and related notes have been correctly reflected in the financial statements, including retrospectively reflecting this in the financial statements.
2. We confirm that the financial statements reflect the operating segments reported internally to the Council.

## **I. Going Concern**

1. That we have made you aware of any issues that are relevant to the Council's ability to continue as a going concern, including significant conditions and events, our plans for future action, and the feasibility of those plans.

## **J. Ownership of Assets**

1. That except for assets capitalised under finance leases, the Council has satisfactory title to all assets appearing in the balance sheet(s), and there are no liens or encumbrances on the Council's assets, nor has any asset been pledged as collateral. All assets to which the Council has satisfactory title appear in the balance sheet(s).

## **K. Reserves**

1. We have properly recorded or disclosed in the council financial statements the useable and unusable reserves.

## **L. Valuation of Property, Plant and Equipment Assets**

1. That we agree with the findings of the experts engaged to evaluate the values of the Council's land and buildings and have adequately considered the qualifications of the experts in determining the amounts and disclosures included within the Council's financial statements and the underlying accounting records. That we did not give or cause any instructions to be given to the experts with respect to the values or amounts derived in an attempt to bias their work, and that we are not otherwise aware of any matters that have had an effect on the independence or objectivity of the experts.
2. We believe that the measurement processes, including related assumptions and models, used to determine the accounting estimate(s) have been consistently applied and are appropriate in the context of the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.

3. We confirm that the significant assumptions used in making the valuation of assets appropriately reflect our intent and ability to carry out specific courses of action on behalf of the entity.
4. We confirm that the disclosures made in the council financial statements with respect to the accounting estimate(s) are complete and made in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.
5. We confirm that no adjustments are required to the accounting estimate(s) and disclosures in the council financial statements due to subsequent events.
6. We confirm that you have performed a desktop review of all assets not subject to revaluation as part of the 5 year rolling programme for valuations and that each asset category is not materially misstated.
7. We confirm that for assets carried at historic cost, that no impairment is required.

#### **M. Retirement benefits**

1. That on the basis of the process established by us and having made appropriate enquiries, we are satisfied that the actuarial assumptions underlying the scheme liabilities are consistent with our knowledge of the business. All significant retirement benefits and all settlements and curtailments have been identified and properly accounted for.

#### **N. Other information**

1. We acknowledge our responsibility for the preparation of the other information. The other information comprises the Narrative Report included in the Statement of Accounts 2016-2017.
2. We confirm that the content contained within the other information is consistent with the financial statements.

Yours sincerely

Karen Watling

**Chief Finance Officer**  
Norwich City Council  
(LGSS Professional Finance)

**Cllr Ben Price**  
Chair of Audit Committee

