

Audit Committee – Supplementary agenda no. 1

A meeting of the Audit Committee will be held on:

Date: 28 September 2017

Time: 7.00pm

Venue: Meeting Room 2 - Level 3, Gun Wharf, Dock Road, Chatham ME4 4TR

Items

6. Annual Governance Report 2016/17

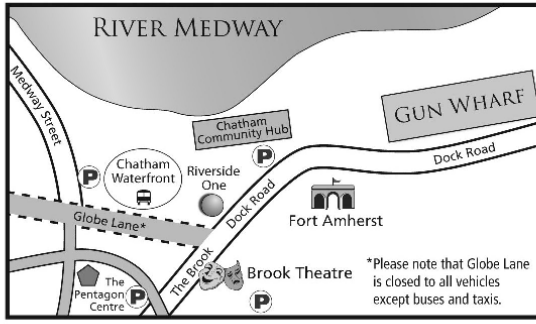
(Pages
3 - 198)

This report, which has been circulated separately to the main agenda considers the issues raised in the Council's External Auditor's Annual Governance Report, which incorporates the findings following the 2016/17 audit of the Statement of Accounts.

The Chairman is asked to accept this report as a matter of urgency, as permitted under section 100B of the Local Government Act 1972, because the next meeting of this Committee will not take place until 9 January 2018 and the issues raised in the Council's External Auditor's Annual Governance Report must, in accordance with the Accounts and Audit Regulations 2015, be considered by this Committee prior to publication of the Statement of Accounts by 30 September 2017. The report could not be despatched with the agenda due to disruptions to the Council's ICT systems during 20 September.

For further information please contact Michael Turner, Democratic Services Officer on Telephone: 01634 332817 or Email: democratic.services@medway.gov.uk

Date: 20 September 2017



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AUDIT COMMITTEE
28 SEPTEMBER 2017
ANNUAL GOVERNANCE REPORT 2016/17

Report from: Phil Watts, Chief Finance Officer

Author: Jonathan Lloyd, Principal Accountant

Summary

This report considers the issues raised in the Council's External Auditor's Annual Governance Report, which incorporates the findings following the 2016/17 audit of the Statement of Accounts.

The Accounts and Audit Regulations 2015 require that the Audit Committee consider these issues prior to publication by 30 September 2017.

1. Budget and Policy Framework

- 1.1 The Audit Commission's Code of Audit Practice and International Standard of Auditing (ISA 260) requires the results of the audit to be reported to those charged with governance. This Committee has been delegated with the responsibility for considering these reports and agreeing the Council's response. In addition, the Committee, on behalf of the Council, must explain reasons for not adjusting the Statement of Accounts for the issues raised within the auditor's report. All amendments to factual data have been made.
- 1.2 The Accounts and Audit Regulations 2015 require that the Audit Committee consider these issues prior to 30 September 2017.

2. Background

- 2.1 The draft Statement of Accounts for 2016/17 was considered and approved by this Committee on 29 June 2017. At that stage the accounts were subject to final verification and Members were advised that any proposed changes as a result of the audit would be reported at a later stage.
- 2.2 The audit of the 2016/17 accounts commenced early in June and together with the audits of various grant claims has continued through September. An objection to the 2015/16 accounts is still being investigated. The Auditor will update Audit Committee on progress of work relating to the objection at this meeting.

3. Auditors Report 2016/17

3.1 The Auditor's Annual Governance Report (AGR) is attached at Appendix 1 and contains the Auditor's review of:

- Financial Statements;
- Control Environment;
- Governance Reporting;
- Whole of Government Accounts (WGA);
- Use of Resources; and
- Associated appendices.

3.2 Management's response to the issues raised is included in the Appendix III of the AGR.

4. Financial Statements

4.1 The overview of the AGR states that, subject to satisfactory conclusion of outstanding work, an **unqualified** audit opinion will be issued in relation to the financial statements. However, the auditors are not able to issue an audit certificate until they have completed their work relating to the objection relating to the 2015/16 accounts regarding the Council's use of lender Option Borrower Option (LOBO) loans.

4.2 Accounting practices and financial reporting

4.2.1 Material misstatements: The Auditor found that properties constructed in a previous year for two Academies have been included as property plant and equipment. These properties had been included in previous year's balance sheet so correction was made by way of a prior period adjustment.

4.2.2 A number of disclosures relating to Officers Remuneration required correction.

4.2.3 Adjusted misstatements: There were a few non-trivial errors within the Statement of Accounts which have, for the most part, now been corrected.

4.2.4 Unadjusted audit differences: Auditors disagreed with the treatment of amounts relating to NDR appeals provision, bank balances relating to schools converted to academies, fees and charges relating to a prior year and the inclusion of developer contributions as a liability rather than as income.

4.3 Annual Governance Statement

4.3.1 The Auditor is satisfied that the Annual Governance Statement is consistent with the financial statements.

5. Use of Resources

5.1 The Auditor is required to satisfy himself that, in all significant respects, the Council had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people.

5.2 The Auditor anticipates issuing an unmodified opinion on the use of resources.

6. Management Representations Letter

- 6.1 To comply with regulations, the Chief Finance Officer of the local authority must provide the external auditors with a signed declaration which supports their work in relation to the audit of the annual accounts.
- 6.2 The Draft Management Representations Letter is attached at Appendix VI of the AGR and the Committee is required to consider the content of the letter in the context of the issues raised in this report. Once agreed, the letter will be submitted to the Auditor.

7. Audit Fees

- 7.1 The final audit fee is £151,639 consisting of £142,451 audit fees and £9,188 certification fees. These fees are in line with the report to this committee on 21 March 2017.

8. Financial and Legal Implications

- 8.1 The financial implications are contained within the body of the report.
- 8.2 Auditors are required to comply with the Statement of Auditing Standards, and thus provide an opinion on the Council's Statement of Accounts.
- 8.3 The legal implications are set out in the body of the report.

9. Audit Completion

- 9.1 The Auditor has indicated that they will not be able to issue an audit certificate by 30 September 2017.

10. Risk Management

- 10.1 There is a risk around the outcome of the Auditor's investigation into the objection received in relation to the lawfulness of the decision to borrow monies through LOBO loans.

11. Recommendations

- 11.1 That the Audit Committee notes the issues raised and judgements made by the Auditor as presented in Appendix 1, and agrees the proposed response as set out at Appendix II to the External Auditor's Annual Report to the Audit Committee.
- 11.2 That the Audit Committee approves the Statement of Accounts (Appendix 2).
- 11.3 That the Audit Committee agrees the Management Representations Letter, attached at Appendix VI of the External Auditor's Annual Report to the Audit Committee.

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Appendices

Appendix 1 – Audit Completion Report

Appendix 2 – Statement of Accounts

Background papers

Medway Council's Draft Statement of Accounts for 2016/2017

Report on Draft Statement of Accounts to this Committee 30 June 2016

<https://democracy.medway.gov.uk/mgConvert2PDF.aspx?ID=3767&T=10>

Addendum to Draft Statement of Accounts

<https://democracy.medway.gov.uk/mgConvert2Pdf.aspx?ID=10843&T=9>



MEDWAY COUNCIL

AUDIT COMPLETION REPORT

Audit for the year ended 31 March 2017

13 September 2017



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SUMMARY

AUDIT SCOPE AND OBJECTIVES

Audit status	We have substantially completed our audit procedures in accordance with the planned scope and our objectives have been achieved, subject to resolution of matters set out in the outstanding matters section below.
Audit risks	<p>Subsequent to our Audit Plan to you dated 9 March 2017, we have elevated the risk level of two of our financial statements audit risks from 'normal' to 'significant'. These are as follows:</p> <ul style="list-style-type: none"> Valuation of property, plant and equipment (PPE) - due to the level of inherent uncertainty and judgement involved in the valuation of PPE. Completeness, accuracy and valuation of NDR appeals provision - due to the variance identified from our preliminary analytical review of the financial statements exceeded our expectations. <p>The above significant audit risks were communicated to you in our Risk Update Letter dated 11 July 2017. No other significant audit risks were identified during the course of our audit procedures.</p>
Materiality	Our final materiality is £11.6 million. This has been updated from our Audit Plan to reflect final amounts in the financial statements.
Changes to audit approach	There were no significant changes to our planned audit approach nor were any restrictions placed on our audit.

KEY AUDIT AND ACCOUNTING MATTERS

Material misstatements	<p>A prior period adjustment has been made to derecognise two properties which had been capitalised within property, plant and equipment with a value of £50.94 million at 31 March 2017. These properties had been built for two Academies which should have been accounted for as Revenue Expenditure Funded from Capital under Statute (REFCUS). The details of this adjustment are set out on page 18.</p> <p>We identified a number of disclosure errors within the Officers' Remuneration disclosure which are considered to be material by nature due to the sensitive nature of this information, as set out on page 18. Management has amended the financial statements for these issues.</p>
Adjusted misstatements	<p>Our audit identified five immaterial misstatements regarding valuation of council dwellings and classification of certain assets and liabilities, which management has amended in the financial statements. This has increased net assets and decreased the deficit on the provision of services by £4,767k. The misstatements identified have no impact on the General Fund or HRA balances at 31 March 2017.</p> <p>A few other presentational changes have been made to the financial statements as a result of the audit.</p>
Unadjusted audit differences	Our audit identified four unadjusted audit differences in respect of NDR appeals provision, bank balances relating to schools converted to academies, fees and charges income recognised in 2016/17 that relates to the prior year and Section 106 developer contributions recognised as a liability when such contributions should have been accounted for as income. If corrected, these would increase net assets by £2,709k and decrease the deficit on the provision of services by £2,239k. If corrected, these would decrease the General Fund balance at 31 March 2017 by £1,769k.

SUMMARY

Control environment	Our audit identified no significant deficiencies in internal controls.
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KEY MATTERS FROM OUR AUDIT OF USE OF RESOURCES

Sustainable finances	<p>Government continues to reduce funding for local government, and combined with additional pressures arising from demographic and other changes, this will have a significant impact on the financial resilience of the Council in the medium term. Whilst the Council has identified a significant funding gap, action is being taken to ensure the matter is addressed and the Council has a track record of achieving its financial plans.</p> <p>Therefore, whilst there is a recognised funding gap in the Medium Term Financial Plan (MTFP), we are satisfied that the Council is undertaking appropriate arrangements to manage this in a way that will ensure it remains financially sustainable over the period of the MTFP.</p>
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AUDIT OPINION

Financial statements	Subject to the successful resolution of outstanding matters set out on page 5, which are largely procedural, we anticipate issuing an unmodified opinion on the financial statements for the year ended 31 March 2017.
Annual governance statement	We have no exceptions to report in relation to the consistency of the Annual Governance Statement with the financial statements or our knowledge.
Use of resources	Subject to the successful resolution of outstanding matters set out on page 5, we anticipate issuing an unmodified opinion on the use of resources for the year ended 31 March 2017.

OTHER MATTERS FOR THE ATTENTION OF THE AUDIT COMMITTEE

Whole of Government Accounts (WGA)	We will complete our review of the WGA Data Collection Tool (DCT), after we have completed our audit of the financial statements. We will issue our opinion on the consistency of the DCT return with the audited financial statements before the 29 September 2017 statutory deadline.
Audit independence	Our observations on our audit independence and objectivity and related matters are set out in Appendix IV.
Audit certificate	We cannot issue our audit certificate until we have completed our work in respect of an objection received relating to the Council's use of Lender Option Borrower Option (LOBO) loans received in respect of the 2015/16 audit (which still remains open).

INTRODUCTION

PURPOSE AND USE OF THIS REPORT

We present our Audit Completion Report to the Audit Committee, which details the key findings arising from the audit for the attention of those charged with governance. It forms a key part of our communication strategy with you, a strategy which is designed to promote effective two way communication throughout the audit process.

As auditors we are responsible for performing our audit in accordance with International Standards on Auditing (UK & Ireland) which provide us with a framework which enables us to form and express an opinion on the financial statements that have been prepared by management with the oversight of those charged with governance. The audit of the financial statements does not relieve management nor those charged with governance of their responsibilities for the preparation of the financial statements.

The contents of this report relate only to those matters which came to our attention during the conduct of our normal audit procedures which are designed primarily for the purpose of expressing our opinion on the financial statements and use of resources. As the purpose of the audit is for us to express an opinion on the financial statements and use of resources, you will appreciate that our audit cannot necessarily be expected to disclose all matters that may be of interest to you and, as a result, the matters reported may not be the only ones which exist. As part of our work, we considered internal control relevant to the preparation of the financial statements such that we were able to design appropriate audit procedures. This work was not for the purpose of expressing an opinion on the effectiveness of internal control.

This report has been prepared solely for the use of the Audit Committee. In preparing this report we do not accept or assume responsibility for any other purpose or to any other person.

We would like to thank staff for their co-operation and assistance during the audit and throughout the period.

AUDIT QUALITY

BDO is totally committed to audit quality. It is a standing item on the agenda of BDO's Leadership Team who, in conjunction with the Audit Stream Executive (which works to implement strategy and deliver on the audit stream's objectives), monitor the actions required to maintain a high level of audit quality within the audit stream and address findings from external and internal inspections. BDO welcome feedback from external bodies and is committed to implementing necessary actions to address their findings.

We recognise the importance of continually seeking to improve audit quality and enhancing certain areas. Alongside reviews from a number of external reviewers, the AQR (the Financial Reporting Council's Audit Quality Review team), QAD (the ICAEW Quality Assurance Department) and the PCAOB (Public Company Accounting Oversight Board who oversee the audits of US firms), the firm undertakes a thorough annual internal Audit Quality Assurance Review and as member firm of the BDO International network we are also subject to a quality review visit every three years. We have also implemented additional quality control review processes for all listed and public interest audits.

More details can be found in our latest Transparency Report at www.bdo.co.uk.

We have substantially completed our audit work for the year ended 31 March 2017, and anticipate issuing unmodified opinions on the financial statements and use of resources.

OUTSTANDING MATTERS

The following matters are outstanding at the date of this report. We will update you on their current status at the Audit Committee meeting at which this report is considered:

- 1 Internal quality control review process

- 2 Subsequent events review

- 3 Final review and approval of the financial statements

- 4 Management representation letter, as attached in Appendix VI, to be approved and signed

KEY AUDIT AND ACCOUNTING MATTERS

AUDIT RISKS

We assessed the following matters as audit risks as identified in our earlier Audit Plan dated 9 March 2017 and our Risk Update Letter dated 11 July 2017. Below we set out how these risks have been addressed and the outcomes of our procedures.

Key: ■ Significant risk ■ Normal risk

AUDIT AREA	RISK DESCRIPTION	HOW RISK WAS ADDRESSED BY OUR AUDIT	AUDIT FINDINGS AND CONCLUSION
<p>1</p> <p>Management override of controls</p>	<p>Auditing standards presume that a risk of management override of controls is present in all entities and require us to respond to this risk by testing the appropriateness of accounting journals and other adjustments to the financial statements, reviewing accounting estimates for possible bias and obtaining an understanding of the business rationale of significant transactions that appear to be unusual.</p> <p>By its nature, there are no controls in place to mitigate the risk of management override.</p>	<p>Our response to this risk included:</p> <ul style="list-style-type: none"> • testing the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements • reviewing accounting estimates for biases and evaluated whether the circumstances producing the bias, if any, represent a risk of material misstatement due to fraud • obtaining an understanding of the business rationale for significant transactions that are outside the normal course of business for the entity or that otherwise appear to be unusual. 	<p>We have used data analytics software (BDO Advantage) to analyse the Council’s ledger, and identify journal entries with characteristics which may be indicative of a higher level of management override risk. We have then carried out substantive testing in order to verify the appropriateness of these journals. Our audit work in relation to journals has not identified any significant issues.</p> <p>We have not found any indication of material management bias in accounting estimates. When considering the identified misstatement in respect of NDR appeals provision, to some extent management’s estimate tends to be on the aggressive end of the spectrum, although not materially. Further details of our findings in respect of NDR appeals provision are set out on page 15.</p> <p>Our views on significant management estimates are included on the following pages.</p> <p>No unusual or transactions outside of the normal course of business were identified.</p>

KEY AUDIT AND ACCOUNTING MATTERS

AUDIT AREA	RISK DESCRIPTION	HOW RISK WAS ADDRESSED BY OUR AUDIT	AUDIT FINDINGS AND CONCLUSION
<p>2 Revenue recognition</p>	<p>Under auditing Standards there is a presumption that income recognition presents a fraud risk. For local authorities, the risks can be identified as affecting the accuracy and existence of income.</p> <p>In particular, we considered there to be a significant risk in relation to the existence (recognition) of fees and charges recorded in the CIES with a particular focus on year-end cut off as this is susceptible to manipulation for enhanced performance. Fees and charges revenue is generated from the raising of invoices and the collection of cash and direct payments arising from payments made for Council services. Therefore, there is an inherent risk in relation to the recognition point of such income.</p>	<p>We tested a sample of fees and charges to ensure income has been recorded in the correct period and that all income that has been recorded should have been recorded.</p> <p>We substantively tested an increased sample of fees and charges income streams from the ledger to supporting documentation to ensure that income recognised is valid.</p>	<p>Our testing identified that fees and charges income of £5.2k which relates to the prior year had been recognised in 2016/17 year. When extrapolated, this resulted in an error of £470k which has been included in the unadjusted misstatements schedule in Appendix I.</p> <p>No other issues have been identified by our testing of revenue from fees and charges.</p>

KEY AUDIT AND ACCOUNTING MATTERS

AUDIT AREA	RISK DESCRIPTION	HOW RISK WAS ADDRESSED BY OUR AUDIT	AUDIT FINDINGS AND CONCLUSION
<p>3</p> <p>Land, buildings, dwellings and investment property valuations</p>	<p>Local authorities are required to ensure that the carrying value of land, buildings, dwellings and investment properties is not materially different to existing use value for operational assets, or fair value for surplus assets and investment properties, at the balance sheet date.</p> <p>The Council applies an annual revaluation process which is determined through consultation between the finance team and the valuation team. High value properties, and those which are expected to be subject to significant valuation movements, are revalued on an annual basis to provide assurance that carrying values are materially correct, with the remainder of non-material value assets revalued periodically (minimum of every five years). Operational asset valuations are undertaken by internal valuers.</p> <p>We consider there to be a risk over the valuation of land buildings, dwellings and investment properties where valuations are based on market assumptions or where updated valuations have not been provided for a class of assets at the year-end.</p> <p>(This has been increased from a normal risk to a significant risk due to volatility and uncertainty over market prices in the year and level of inherent uncertainty and judgement involved in the valuation of these assets).</p>	<p>We reviewed the instructions provided to the internal valuer and reviewed the internal valuer’s skills and expertise in order to determine if we can rely on the management expert.</p> <p>We assessed whether the basis of valuation for assets valued in year is appropriate based on their usage, and whether an instant build modern equivalent asset basis has been used for assets valued at depreciated replacement cost.</p> <p>We reviewed the movements in valuations with other relevant market indices to assess the reasonableness of the valuations.</p> <p>We reviewed the significant assumptions used by the valuers for accuracy and reasonableness.</p>	<p>From our review of the instructions provided to the internal valuer and assessment of the expertise of the internal valuer, we are satisfied that we can rely on this work.</p> <p>We have reviewed a sample of in-year revaluations and we are satisfied that the valuation bases used are appropriate. However, we identified that the internal valuer has not applied the correct adjustment factor when arriving at Existing Use Value - Social Housing (EUV-SH) for council dwelling.</p> <p>The Department for Communities and Local Government (DCLG) updated the adjustment factors which should be used when valuing council dwellings, with effect from April 2016. The adjustment factor for South East region, where Medway Council is located, has increased from 32% to 33%. The internal valuer had only applied a 32% adjustment factor when arriving at EUV-SH for council dwellings, which resulted in an understatement of the value of council dwellings by £4,767k with an overstatement of the deficit on the provision of services by the equal amount. As the amount is reversed to the Capital Adjustment Account as part of statutory adjustments, there is no impact on the General Fund balance or HRA balance at 31 March 2017. Management has amended the financial statements for the above issue.</p> <p>We are satisfied that overall movement in property values in respect of council dwellings and other land and buildings is in line with relevant market indices.</p> <p>Our review of the reasonableness of valuation assumptions applied is noted on the following page.</p>

KEY AUDIT AND ACCOUNTING MATTERS

SIGNIFICANT ACCOUNTING ESTIMATES

Land, buildings, dwellings and investment property valuations

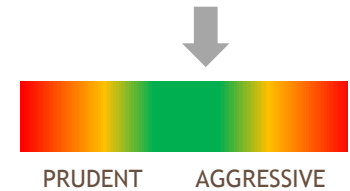
ESTIMATE	HOW RISK WAS ADDRESSED BY OUR AUDIT	AUDIT CONCLUSION
<p>Land and buildings are valued by reference to existing use market values</p> <p>Dwellings are valued by reference to open market value less a social housing discount</p> <p>Investment properties are valued by reference to highest and best use market value</p> <p>Some specialist buildings are valued at depreciated replacement cost by reference to building indices</p>	<p>Council dwellings</p> <p>For council dwellings, the internal valuer has applied a flat rate increase ranging from 12% to 15% depending on the property type and location, which is based on the valuer’s market research. This resulted in an overall revaluation gain of £17.4 million after accounting for stock movements, which represents an average increase of 12.4%. We have compared this to the house price increase for South East region given in the Gerald Eve Public Sector Consultants’ report, who acts as auditor’s expert in respect of valuation of properties, which shows an increase of 3.8% over the same period. However, Land Registry data for the Medway local authority area shows an increase in house price over the period of 10.6%. Discussions with the valuer revealed that there is a significant variation in market conditions within the South East region, and that the Council’s dwellings tend to be located within more advantageous areas, given its close proximity to London, giving higher demand for houses within the local authority area. Had the value of council dwellings been increased at a rate of 10.6% as oppose to 12.4%, this would have reduced the overall valuation by £2.6 million. As such, we have concluded that the increase of 12.4%, whilst on the aggressive side, results in an overall valuation which falls within a reasonable range when compared to Land Registry data and resulted in a materially correct valuation of council dwellings.</p> <p>Other land and buildings (including specialist buildings)</p> <p>The overall value of other land and buildings has increased by £3.8 million, which represents an average increase of 0.95%. IPD regional capital growth indices show regional decrease of 0.08% for the period Q1 2016 to Q1 2017. Discussions with the valuer revealed that depreciated replacement cost (DRC) method has been applied for most of the other land and buildings revalued during the year and the increase in valuation reflects the increase in build cost over the period. We have tested a sample of assets revalued during the year with a particular focus on individual movements which appeared unusual. We reviewed DRC calculations by corroborating floor area data to the Council’s internal records and build cost information to the same data from BCIS and challenged the assumptions being used where they appeared unusual, and we are satisfied that overall the Council’s valuations fall within a reasonable range and resulted in a materially correct valuation of other land and buildings.</p> <p>Investment properties</p> <p>Investment properties have seen an overall increase in valuation of £2.8 million (41.4%), of which £2.4 million was attributable to Gillingham Business Park. Discussions with the valuer revealed that the increase in valuation was due to increased rent levels and occupancy which resulted in higher rental values for these properties. We reviewed rental yield on the Council’s investment properties. The current valuation gives an overall rental yield which is within a reasonable range when compared to regional rental yield information and we are therefore satisfied that valuation of investment properties is reasonable.</p>	

KEY AUDIT AND ACCOUNTING MATTERS

AUDIT AREA	RISK DESCRIPTION	HOW RISK WAS ADDRESSED BY OUR AUDIT	AUDIT FINDINGS AND CONCLUSION
<p>4</p> <p>Pension liability assumptions</p>	<p>The net pension liability comprises the Council's share of the market value of assets held in the Kent County Council Pension Fund and the estimated future liability to pay pensions.</p> <p>An actuarial estimate of the pension fund liability is calculated by an independent firm of actuaries with specialist knowledge and experience. The estimate has regard to local factors such as mortality rates and expected pay rises along with other assumptions around inflation. Management has agreed the assumptions made by the actuary to support the estimate and these are disclosed in the financial statements.</p> <p>There is a risk the valuation is not based on accurate membership data or uses inappropriate assumptions to value the liability.</p>	<p>We agreed the disclosures to the information provided by the pension fund actuary.</p> <p>We requested assurance from the auditor of the pension fund over the controls for providing accurate membership data to the actuary.</p> <p>We checked whether any significant changes in membership data were communicated to the actuary.</p> <p>We reviewed the reasonableness of the assumptions used in the calculation against other local government actuaries and other observable data. This included review of the PwC consulting actuary report commissioned by the NAO on behalf of all local authority auditors for the review of the methodology of the actuary and reasonableness of the assumptions.</p>	<p>We identified some minor presentational issues within the pension note for which management has amended the financial statements.</p> <p>We did not identify any issues regarding the accuracy and completeness of data provided by the Fund to the actuary.</p> <p>We confirmed that there have been no events which resulted in a significant change in membership data during the year.</p> <p>Our review of the reasonableness of assumptions used to calculate the present value of future pension obligations is noted in the following pages.</p>

KEY AUDIT AND ACCOUNTING MATTERS

SIGNIFICANT ACCOUNTING ESTIMATES				
Pension liability assumptions				
ESTIMATE	HOW RISK WAS ADDRESSED BY OUR AUDIT		AUDIT CONCLUSION	
<p>The key assumptions include estimating future expected cash flows to pay pensions including inflation, salary increases and mortality of members; and the discount rate to calculate the present value of these cash outflows</p>	<p>The gross pension liability of the Council has increased by £135.9 million, from £656.8 million to £792.7 million. This is principally due to a reduction in the discount rate used to value future liabilities (from 3.7% to 2.8%) along with an increase to the pension increase rate (from 2.4% to 2.7%). We have compared below the actual assumptions used by the actuary to those suggested by PwC as acceptable.</p>			
		Actual used	Acceptable range (PwC)	PwC assessment of actuary range to market expectations
	RPI increase	3.6%	3.5-3.6%	Top of expected range (see our assessment on the following page)
	CPI increase	2.7%	2.6-2.7%	Top of expected range (see our assessment on the following page)
	Salary increase	4.2%	-	Employer specific (this is long term salary increase and reasonable in context of RPI and CPI)
	Pension increase	2.7%	2.6-2.7%	Top of expected range (derives from the RPI above)
	Discount rate	2.8%	2.55-2.75%	Above expectations (does not reflect full shape of the underlying yield curve or timing of the benefit payment - see assessment on the following page)
	Mortality:			
	Retiring today			
	- Male	23.0 years	21.4-24.4	Reasonable
	- Female	25.0 years	24.2-26.0	Reasonable
	Retiring in 20 years			
	- Male	25.1 years	23.5-26.6	Reasonable
	- Female	27.4 years	26.5-28.3	Reasonable
	Commutation	50%	50%	Reasonable
<p>Except for discount rate assumption, all other assumptions used fall within the reasonable range for the actuary as per the PwC report. Our assessment of the discount rate assumption is set on the following page.</p>				



KEY AUDIT AND ACCOUNTING MATTERS

SIGNIFICANT ACCOUNTING ESTIMATES

Pension liability assumptions

ESTIMATE

HOW RISK WAS ADDRESSED BY OUR AUDIT

Continued

PwC concluded:

The discount rates proposed at all durations fall outside of the top end of our expected ranges at 31 March 2017. Individually, we might view these assumptions to be optimistic, and auditors may wish to consider whether a lower discount rate (for example a reduction of 0.1%) would lead to materially different accounting entries for their employers. Auditors may be able to gain comfort that the assumptions in aggregate (i.e. considering all the financial and demographic assumptions together) will result in liability figures that are not materially misstated at 31 March 2017, albeit the chosen assumptions will be disclosed in the pensions note and thus subject to external scrutiny.

In response, we commissioned a separate review from an independent actuary (Broadstones) to review the strength of the assumptions applied and the potential impact on the calculation of the liability.

Discount rates

This review concluded that, while the discount rate range applied was high, the approach to obtain a single point from the yield curve is an acceptable method.

A benchmarking exercise found that a rate up to 2.80% approached the 95th percentile (normal range 2.55% - 2.75%), and that the rate applied for this pension fund at 2.80% was above average but within a normal range.

An increase of 0.1% in the discount rate would decrease the liabilities by 2%.

Inflation rates

A review of the RPI inflation assumptions concluded that the rate applied was high, and followed the same methodology as the discount rate curve methodology in not adjusting for an inflation risk premium.

A benchmarking exercise found that a rate up to 3.60% approached the 95th percentile (normal range 3.28% - 3.48%), and that the rate applied for this pension fund at 3.60% was above a normal range.

An increase of 0.1% in the inflation rate would increase the liabilities by 2%.

KEY AUDIT AND ACCOUNTING MATTERS

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ESTIMATE	HOW RISK WAS ADDRESSED BY OUR AUDIT
Continued	<p>Overall impact of assumptions</p> <p>PwC concluded that, overall, Barnett Waddingham liabilities calculations tended to be generally 'strong' (i.e. placing a higher value on the liabilities) and that in combination the higher discount rate and higher inflation assumptions may result in an acceptable valuation.</p> <p>The Broadstone review concurred with this view and stated that reducing both the discount rate and inflation assumptions would bring these into line with general expectations, but would not lead to materially different liability calculation overall.</p> <p>Conclusion</p> <p>The impact of the higher discount rate and inflation rates tend to counteract each other and the overall liability calculation is reasonable.</p>

KEY AUDIT AND ACCOUNTING MATTERS

5	AUDIT AREA	RISK DESCRIPTION	HOW RISK WAS ADDRESSED BY OUR AUDIT	AUDIT FINDINGS AND CONCLUSION
	<p>Changes in presentation of the financial statements</p>	<p>The 2016/17 Code requires a change to the presentation of some areas of the financial statements. This includes:</p> <ul style="list-style-type: none"> • Change to the format of the Comprehensive income and Expenditure Statement (CIES) • Change to the format of the Movement in Reserves Statement (MiRS) • New Expenditure and Funding Analysis (EFA) note • Change to the Segmental Reporting note • New Expenditure and Income analysis note. <p>This requires a restatement of the 2015/16 CIES.</p> <p>We identified a risk that these presentational changes would not be correctly applied in the financial statements.</p>	<p>We reviewed the draft financial statements and checked these against the CIPFA Disclosure Checklist to ensure that all of the required presentational changes have been correctly reflected within the financial statements.</p> <p>We reviewed the restatement of the comparative 2015/16 information to ensure that this is presented consistently with the current year basis.</p>	<p>We are satisfied that the new format and structure of the CIES is appropriate, and is consistent with internal reporting. We found that restatement of the 2015/16 CIES is accurate and this has been prepared consistently with the current year basis.</p> <p>Our testing identified that the new format and structure of the MiRS is appropriate.</p> <p>We are satisfied that new notes in respect of Expenditure and Funding Analysis, Segmental Reporting and Expenditure and Income Analysis have been properly prepared in line with requirements of the Code. By introducing these notes, CIPFA aimed to provide a bridge between the information reported to the Members/management and the information reported in the CIES.</p> <p>The Council’s original draft accounts included the 5 column analysis that is included in the final accounts. However, this did not comply with the current presentation suggested within the CIPFA Code. During the course of the audit, at a national level, it was recognised that the aim of the disclosure was not, in fact, fully achieved by that CIPFA guidance. As a consequence of this development, we suggested that the original analysis be re-instated. We wish to highlight the Council’s finance team’s pro-activity in this area as an area of notable good practice.</p> <p>We identified some minor corrections to the information presented on these notes. Management has updated the financial statements for these issues.</p>

KEY AUDIT AND ACCOUNTING MATTERS

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AUDIT AREA	RISK DESCRIPTION	HOW RISK WAS ADDRESSED BY OUR AUDIT	AUDIT FINDINGS AND CONCLUSION
6	<p>Non-domestic rates appeals provision</p>	<p>Billing authorities are required to estimate the value of potential refund of business rates arising from rate appeals, including backdated appeals. The Valuation Office Agency (VOA) provides information regarding the appeals currently being assessed and settled.</p> <p>The Council has engaged an external consultancy firm, Analyse Local to assess the potential rateable value loss and provisions thereon on outstanding appeals. Estimation of potential loss of rateable value is considered to be a significant accounting estimate and this involves assumptions that are uncertain by nature.</p> <p>We considered there to be a risk in relation to the estimation of the provision due to potential incomplete data and assumptions used in calculating the likely success rate of appeals.</p> <p>We identified through our preliminary analytical review of the draft financial statements that no additional appeals provision has been recognised during the year. The variance identified was outside of our expectation and we have elevated the risk associated from 'normal' to 'significant'.</p>	<p>We agreed the underlying appeals information to the VOA reports of outstanding appeals.</p> <p>We agreed the accuracy of the information used to calculate the success rate from settled appeals.</p> <p>We reviewed the estimates provided by external expert and assessed the significant assumptions and methods used.</p> <p>We identified that no movement in appeals provision during the year has been recognised in the financial statements and the total provision in the Collection Fund and Medway Council's share remain at £12.1m and £5.9m respectively.</p> <p>The Council obtained an estimate of likely rateable value loss and provision thereon in respect of outstanding appeals from the external consultant, Analyse Local (AL). The report showed an estimated rateable value loss of £11.0m on the total current rateable value of £188.6m on outstanding appeals. AL assessed the gross provision on the above rateable value loss to be £17.9m. When discounts and reliefs are taken account of (which is estimated to be approximately 15% based on a calculation performed by the Council), the provision required at 31 March 2017 is £15.2m, which is £3.2m higher than the total provision recognised in the Collection Fund.</p> <p>The report provided by AL has been reviewed by management, who have concluded, as they did in 2015/16, that the external consultant was overly pessimistic in their calculation of provision. Management has concluded that the existing balance sheet provision for appeals is sufficient and no further provision is required.</p> <p>We used VOA data to calculate the success rate from settled cases and we concluded that the estimate provided by external consultants was reasonable (please see details on the following page). Therefore, we have concluded that the appeals provision has been understated by £3,152k of which Council's share of 49% equates to £1,544k. This has been included as an unadjusted audit difference at Appendix I.</p> <p>We agreed the underlying appeals information to the VOA reports of outstanding appeals.</p>

KEY AUDIT AND ACCOUNTING MATTERS

SIGNIFICANT ACCOUNTING ESTIMATES

Non-domestic rates appeals provision

ESTIMATE	HOW RISK WAS ADDRESSED BY OUR AUDIT	AUDIT CONCLUSION
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Estimate of refunds for successful NDR appeals

Management uses an external consultant, Analyse Local, to provide an estimate of likely rateable value loss and required provision thereon. However, as noted above, management has decided not to adopt the estimates provided by external consultants in the current year.

In order to assess the reasonableness of the potential rateable value loss we have obtained a data download (IPP List) from VOA which included results of over 6,000 historical appeals from 2006 and the information about original rateable value and the rateable value decided as a result of such appeals, including subsequent withdrawals.

These appeals showed that, on average, the rateable value loss was 5.21% of the original rateable value, as set out on the table below. When this percentage is applied to the current rateable value of outstanding appeals (£188.6m), this gives a potential rateable value loss of £9.8m. Applying average NDR multiplier (0.45) and average number of years the claim would be backdated (4 years) gives appeals provision of £15.0m after adjustments for discounts and reliefs (15%).

This amount is in line with the estimate provided by Analyse Local and we therefore consider that the NDR appeals provision has been potentially understated by £3.2m in the Collection Fund. The Council's share of this provision (49%) has been understated by £1.5m. This has been included as an unadjusted audit difference at Appendix I.

Settlement Type	No. of appeals	Original RV (£000)	New Adopted RV (£000)	RV loss (£000)	RV loss (%)
Agreed	1,791	182,108	158,963	23,145	12.7%
Dismissed	905	53,283	53,283	0	0%
Well Founded	42	1,031	47	984	95.4%
Decision by VT	49	3,106	1,534	1,572	50.6%
Withdrawn	3,532	253,891	253,891	0	0.0%
	<u>6,319</u>	<u>493,419</u>	<u>467,718</u>	<u>25,701</u>	<u>5.21%</u>

(The above numbers are based on VOA data download as at 31/03/17).



KEY AUDIT AND ACCOUNTING MATTERS

	AUDIT AREA	RISK DESCRIPTION	HOW RISK WAS ADDRESSED BY OUR AUDIT	AUDIT FINDINGS AND CONCLUSION
7	Consideration of related party transactions	<p>We are required to consider if the disclosures in the financial statements concerning related party transactions are complete and accurate, and in line with the requirements of the accounting standards.</p> <p>There is a risk that related party transactions disclosures are omitted from the financial statements, or do not accurately reflect the underlying related party transaction.</p>	<p>We reviewed the related party transactions identification procedures in place and reviewed relevant information concerning any such identified transactions. We also carried out Companies House searches for undisclosed interests.</p> <p>We discussed with management and reviewed members' and senior management declarations to ensure there are no potential related party transactions which have not been disclosed.</p>	<p>We identified no undisclosed related party transactions within the draft financial statements.</p> <p>Our audit identified that certain organisations disclosed as related parties in the draft financial statements did not meet the definition of related parties as per accounting standards. Management has amended the financial statements for these issues.</p>

KEY AUDIT AND ACCOUNTING MATTERS

OTHER ISSUES

We comment below on other issues identified in the course of our audit, of which we believe you should be aware:

8	AUDIT AREA	AUDIT FINDINGS
	Officers' Remuneration	<p>We identified a number of disclosure errors within the Officers' Remuneration note as follows:</p> <ul style="list-style-type: none"> Two senior officers receiving total remuneration (including pension contribution) of between £60k and £80k had been omitted from the disclosure note. Two senior officers received termination benefit and these payments had been omitted from the total remuneration disclosed for the two senior officers. For two senior officers, special allowances received had been incorrectly disclosed as expenses payments. These amounts were also included within the Salaries, Fees and Allowances column. One senior officer's remuneration was incorrectly understated by £1k. One senior officer who received remuneration greater than £150,000 had not been named in the disclosure note, as required by the Code and the Regulations. <p>The Code requires authorities to disclose the number and total value of exit packages agreed during the year. We identified that a number of exit packages were missing from the disclosure note as a result of the report used not picking up all relevant termination benefits. We have included a management recommendation in respect of this matter within Appendix II.</p> <p>Given the sensitivity of this information the disclosure is considered to be material by nature. Management has amended the financial statements for the above issues.</p>
	Prior Period Adjustment	<p>A prior period adjustment has been made to derecognise two school properties with a total net book value of £52 million at 31 March 2017. These properties were constructed for Strood Academy and Brompton Academy, and cost incurred in constructing the properties over the past years had been capitalised within property, plant and equipment (PPE). No lease agreement has been signed in respect of these properties due to some unresolved legal matters. We understand that lease agreements are currently being finalised.</p> <p>The accounting treatment in respect of two properties has been reconsidered in the current year, and we concluded that expenditure incurred in constructing the properties should be accounted for as revenue expenditure funded from capital under statutes (REFCUS). This is on the basis that the properties which were constructed were intended for transfer to the Academies. There was therefore no future economic benefit to the Council, which is a requirement for recognition of PPE. This is further supported by repairs and insurance of these properties being borne by two Academies, and that the Academies already recognise the assets on their balance sheets.</p> <p>Management have amended the financial statements to derecognise these properties from the balance sheet. In accordance with the Code and applicable financial reporting standards, a third balance sheet has been prepared showing restated opening balances for the 2015/16 financial year. We are satisfied that prior period restatement has been correctly made and appropriate disclosures have been made in the financial statements.</p>

AUDIT AREA		AUDIT FINDINGS
10	Investment	We identified that an investment of £4.5m with a maturity date of 10 July 2017 was incorrectly classified within Long Term Investments line in the Balance Sheet. As the maturity date falls within less than one year from the current balance sheet date, the amount should be classified within Short Term Investments. The financial statements were amended to correct this issue.
11	NDR Appeals Provision	<p>Within the draft provisions note, we noted that movements in year on the NDR appeals provisions have been shown incorrectly. As discussed on key audit and accounting matter 6 above, the Council has not recognised any movement in NDR appeals provision during the year. However, the disclosure note included an additional provision made during the year of £6.2m with the same amount being disclosed against unused amounts reversed line.</p> <p>We also identified that the short term and long term elements of NDR appeals provision were incorrectly classified in the draft accounts. This resulted in short term provisions being understated by £1.5m with long term provision being overstated by the same amount.</p> <p>Management has amended the financial statements for the above issues.</p> <p>We note that the Council's financial system, Integra does not include information about NDR appeals settled during the year. This is because the amounts settled in respect of successful appeals are set off against the amounts due on Northgate feeder system. In respect of provisions, the Code requires disclosure of amounts used (i.e. incurred and charged against the provision) during the period, which is not disclosed in the draft provisions note. Whilst the amount is likely to be not material, we have included a recommendation on Appendix II in respect of this matter.</p>
12	School Balances	<p>During our review of the cash and bank balances, we noted that a number of cash balances were in the name of schools which had converted to academy status prior to 31 March 2017, and therefore these balances do not belong to the Council.</p> <p>Total amount of cash balances relating to schools converted to academy status was £534k, of which £309k was a loan given to an academy which is repaid on an annual basis, hence should be classified as receivables. The remaining amount of £225k should be written off to expenses during the year. An unadjusted misstatement has been raised as detailed in Appendix I.</p> <p>We have also included a control recommendation in Appendix II to ensure a process is in place to identify any academy cash balances prior to closing the accounts.</p>
13	Financial Instruments	<p>We identified a number of disclosure issues within the financial instruments disclosure note. These were as follows:</p> <ul style="list-style-type: none"> • Housing benefit overpayment of £11.9m had been included within the financial instruments disclosure, which should be excluded as does not meet the definition of financial instruments. • Bad debts provision in respect of general fund debtors and HRA debtors of £2.5m and £509k respectively, had been excluded from the workings. These amounts should be included as impairment allowances as required by the Code. • Few other minor presentational issues were also identified within the disclosure note. <p>The Financial statements were amended for the above issues.</p>

KEY AUDIT AND ACCOUNTING MATTERS

	AUDIT AREA	AUDIT FINDINGS
14	Capital Grants Receipts in Advance (Section 106 Contributions)	<p>Within the draft financial statements the Council has recognised Capital Grants Receipts in Advance of £4,545k, which includes Section 106 (s.106) developer contributions of £4,478k.</p> <p>Developers are asked to provide contributions for infrastructure where development will have a significant impact on the local area. A s.106 deed is signed between the Council and the developer which provides that contributions received by the Council should be spent within a period of 10 years and any unspent amount at the end of this period is returned to the developer on request.</p> <p>The Code specifies that grants and contributions shall not be recognised until there is reasonable assurance that the authority will comply with the conditions attached to them. In line with this principle, the Council recognises s.106 contributions in the CIES only when a project to spend these contributions was identified or when actual expenditure was incurred. Management’s view is that 10 year period to spend contributions should be regarded as an unmet condition until a project is agreed or actual expenditure is incurred, until such time these contributions should be recognised in liabilities.</p> <p>The Code clarifies the above matter and states that “A grant, contribution or donated asset may be received subject to a condition that it be returned to the transferor if a specified future event does or does not occur. In these cases, a return obligation does not arise until such time as it is expected that the condition will be breached and a liability is not recognised until that time. Such conditions do not prevent the grant, contribution or donated asset being recognised as income in the CIES”. The Code Guidance Notes further clarify the above matter which states that authorities are required to analyse the substance of their particular agreements to determine whether income should be recognised in the CIES or a liability should be recognised in the Balance Sheet.</p> <p>In our view, the general time limit stipulation on s.106 contributions is not a condition that prevents recognition as income where the local authority has plans that it intends to spend the money on the general requirements of the s.106 agreement. The time limit is not a ‘condition’ unless management believes it will not be able to spend the grant within the time limit.</p> <p>The 10 year period is considered to be a sufficiently long period within which the Council is more likely to spend these contributions. Our review of the historical cases revealed that there were no instances whereby the Council had to return contributions received in the past. Therefore, in our view, the substance of these contributions is that they are not liabilities but usable capital reserves.</p> <p>Therefore, we consider that s.106 contributions should be recognised in the CIES on receipt and transfer from general fund to capital grants unapplied account (via MiRS) until they are spent at which time they transfer to capital adjustment account.</p> <p>The Financial statements will not be amended for the above issue. Whilst we recognise the subjective nature of accounting treatment in respect of s.106 contributions and varying accounting treatments across different Local Authorities in respect of these contributions, for this Authority we consider it is more appropriate to recognise these contributions in the CIES on receipt. Consequently, we have included this as an uncorrected misstatement within the Appendix 1 (see journal 4).</p>

KEY AUDIT AND ACCOUNTING MATTERS

AUDIT AREA	AUDIT FINDINGS
15	<p data-bbox="210 437 360 464">Surplus Assets</p> <p data-bbox="459 437 2007 491">The Code states that assets that are not being used to deliver services, but which do not meet the criteria to be classified as either investment properties or non-current assets held for sale, should be classified as surplus assets.</p> <p data-bbox="459 499 2078 580">The property valuation report provided by the internal valuer has identified some assets as being surplus assets. However, the draft financial statements did not include any surplus assets. We have therefore requested management to identify any other surplus assets which were not revalued during the year.</p> <p data-bbox="459 588 2018 643">From our discussions with Finance and Property teams of the Council, we identified that assets with a total value of £752k would be classified as surplus assets. Management has amended the financial statements to reclassify this amount from other land and buildings to surplus assets.</p>
16	<p data-bbox="210 671 387 726">Other disclosure issues</p> <p data-bbox="459 671 1514 699">We identified a number of other disclosure issues within the draft financial statements as follows:</p> <ul data-bbox="459 707 2085 1182" style="list-style-type: none"> <li data-bbox="459 707 2085 761">• An adjustment between operating cash flows and investing cash flows in respect of capital expenditure funded from capital grants in the Statement of Cash Flows was incorrectly stated. The correct amount of £17m has been incorrectly transposed as £17k. <li data-bbox="459 769 1984 823">• Chargeable dwelling figures in respect of council tax within notes to the Collection Fund Statement have not been updated and the figures disclosed were prior year numbers. <li data-bbox="459 831 2011 858">• An explanatory paragraph included within Expenditure and Income Analysed by Nature note relates to Expenditure and Funding Analysis note. <li data-bbox="459 866 2018 920">• Total amounts within the disclosure in respect of rolling programme for the revaluation of property, plant and equipment did not agree to the cost/valuation totals within the property, plant and equipment note. <li data-bbox="459 928 1832 956">• The disclosure of vacant possession value of dwellings within the authority's HRA as at 1 April 2016 was incorrectly disclosed. <li data-bbox="459 963 2063 1018">• Capital Expenditure and Capital Financing note did not include a disclosure in respect of opening and closing capital financing requirements (CFR) as required by the Code. <li data-bbox="459 1026 2029 1080">• Non material accounting policies in respect of foreign currency translations, long term contracts, CRC scheme and contingent assets have been included in the financial statements. <li data-bbox="459 1088 1939 1115">• Members' allowances disclosure note included employer NIC which is not required by the Code and not a part of members' allowances. <li data-bbox="459 1123 2033 1177">• Within the revaluation reserve note, the amounts disclosed for accumulated gains on assets sold or scrapped and difference between fair value depreciation and historical cost depreciation did not agree to the underlying accounting records. <p data-bbox="459 1185 1294 1212">The Financial statements have been amended to correct for the above issues.</p>

OTHER REPORTING MATTERS

We comment below on other reporting required to be considered in arriving at the final content of our audit report:

MATTER		COMMENT
17	The draft financial statements, within the Statement of Accounts, was prepared and provided to us for audit on 2 June 2017. As part of our planning for the audit, we prepared a detailed document request which outlined the information we would require to complete the audit.	The Finance team has made a satisfactory achievement by completing the draft financial statements and making them available for audit well before the deadline of 30 June. All required information was made available to us by the target dates.
18	We are required to review the draft Annual Governance Statement and be satisfied that it is not inconsistent or misleading with other information we are aware of from our audit of the financial statements, the evidence provided in the Council’s review of effectiveness and our knowledge of the Council.	We have no matters to report.
19	We are required to read all the financial and non-financial information in the Narrative Report to the financial statements to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit.	Our work identified a number of minor corrections to the narrative report which have been adjusted in the financial statements.

CONTROL ENVIRONMENT

We are required to report to you, in writing, significant deficiencies in internal control that we have identified during the audit. These matters are limited to those which we have concluded are of sufficient importance to merit being reported to you.

As the purpose of the audit is for us to express an opinion on the Council's financial statements, you will appreciate that our audit cannot necessarily be expected to disclose all matters that may be of interest to you and, as a result, the matters reported may not be the only ones which exist. As part of our work, we considered internal control relevant to the preparation of the financial statements such that we were able to design appropriate audit procedures. This work was not for the purpose of expressing an opinion on the effectiveness of internal control.

We note that the Council's internal audit function has issued a number of observations and recommendations on the Council's control environment during 2016/17. We have not repeated these recommendations in this report unless we consider them to highlight significant deficiencies in control which we are required to report to you.

We are not aware of any significant deficiencies in the Council's internal controls in 2016/17.

We have identified other non-significant deficiencies in controls which have been discussed with management and included in the action plan at Appendix II.

WHOLE OF GOVERNMENT ACCOUNTS

We comment below on other reporting required:

MATTER	COMMENT
20	<p>For Whole of Government Accounts (WGA) component bodies that are over the prescribed threshold of £350 million in any of: assets (excluding property, plant and equipment); liabilities (excluding pension liabilities); income or expenditure we are required to perform tests with regard to the Data Collection Tool (DCT) return prepared by the Authority for use by the Department of Communities and Local Government for the consolidation of the local government accounts, and by HM Treasury at Whole of Government Accounts level. This work requires checking the consistency of the DCT return with the audited financial statements, and reviewing the consistency of income and expenditure transactions and receivables and payable balances with other government bodies.</p>

<p>Local authorities were required to submit the unaudited DCT to HM Treasury and auditors by 7 July 2017. The Council was unable to meet this deadline.</p> <p>Our review of the Council’s WGA Data Collection Tool (DCT) is in progress.</p> <p>We will complete our review of the WGA Data Collection Tool (DCT), after we have completed our audit of the Council’s financial statements.</p> <p>We intend to issue our opinion on the consistency of the DCT return with the audited financial statements before the 29 September 2017 statutory deadline.</p>

USE OF RESOURCES

We are required to be satisfied that proper arrangements have been made to secure economy, efficiency and effectiveness in the use of resources (value for money). This is based on the following reporting criterion:

In all significant respects, the audited body had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people.

There are three sub criteria that we consider as part of our overall risk assessment:

- Informed decision making
- Sustainable resource deployment
- Working with partners and other third parties.

We reported our risk assessment, which included use of resources significant risks, in the 2016/17 Audit Plan issued on 9 March 2017. We have since undertaken a more detailed assessment of risk following our completion of the interim review of financial controls and review of the draft financial statements, and we have not included any additional significant risks.

We report below our findings of the work designed to address these significant risks and any other relevant use of resources work undertaken.

Key: ■ Significant risk ■ Normal risk

USE OF RESOURCES

RISK AREA	RISK DESCRIPTION AND WORK PERFORMED	AUDIT FINDINGS AND CONCLUSION
<p>1 Sustainable finances</p>	<p>Government continues to reduce funding for local government, and combined with additional pressures arising from demographic and other changes, this will have a significant impact on the financial resilience of the Council in the medium term.</p> <p>We have reviewed the Council’s Medium Term Financial Plan (MTFP) to assess the reasonableness of assumptions used and how the Council is addressing financial pressures. We ensured that the MTFP had appropriately dealt with the pressures with respect to Children’s and Adult Services. We reviewed the arrangements in place for closing the budget gap in the medium term.</p> <p>Financial performance 2016/17</p> <p>The Council’s revised budgeted net expenditure for 2016/17 was £309.1 million. The final outturn for the year was close to breakeven with a modest underspend of £371k. Children & Adults budget was overspent by £2.0 million which was offset by underspend on Regeneration, Culture, Environmental and Transformation budget by £1.5 million and Business Support budget £1.3m million.</p> <p>Adults overspends were driven by pressure from disability placement expenditure, and children’s social care budget was adversely affected by the increase in external placement costs. School related budget was overspent largely due to the pressure from school transport driven by increased numbers.</p> <p>Medium Term Financial Plan assumptions</p> <p>The Medium Term Financial Plan (MTFP) was updated in September 2016 which showed a budget gap of £11.7 million in 2017/18, £10.5 million in 2018/19 and £14.6 million in 2019/20. Subsequent to this, in February 2017 the Council has set a balanced budget for 2017/18.</p> <p>The Council has introduced some significant savings proposals within its current MTFP which includes £7 million savings per annum by 2018/19 through digital transformation, additional savings of £3.9 million by 2017/18 through diagnostic review of adult social care, £3 million from a review of the minimum revenue provision and a number of other measures including outsourcing and reduction in expenditure. We have considered reasonableness and viability of these saving plans alongside their up to date progress.</p>	<p>We are satisfied that the Council has adequate arrangements for setting and monitoring financial budgets, and that it has clearly identified its funding gap and savings requirements through to 2020.</p> <p>Whilst the Council has identified a significant funding gap, action is being taken to ensure the matter is addressed and the Council has a track record of achieving its financial plans.</p> <p>Sufficient reserves and balances are available to support the Council’s services in the medium term, should there be under performance against savings plans.</p> <p>Therefore, while there is a recognised funding gap in the MTFP, we are satisfied that the Council is undertaking appropriate arrangements to manage this in a way that will ensure it remains financially sustainable over the period of the MTFP.</p>

USE OF RESOURCES

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RISK AREA	RISK DESCRIPTION AND WORK PERFORMED	AUDIT FINDINGS AND CONCLUSION
<p>Sustainable finances (continued)</p>	<p>Much of the savings from digital transformation is expected over the coming years and expected savings from this in 2016/17 was £638k of which £250k has been delivered. Under achievement in the year is largely due to delay in implementation and the results reflect half year savings although budgeted for full year savings. The expected savings from digital transformation in 2017/18 is £1.6 million, of which £0.5 million has been achieved year to date (July 2017). Although, the Council is on target to achieve budgeted savings it is challenging to deliver full expected savings over the remaining period of MTFP. We have reviewed the Council's annuity based revised minimum revenue provision calculations and these have delivered planned £3 million savings.</p> <p>Financial performance 2017/18</p> <p>Financial outturn for Q1 2017/18 shows that forecast overspend of £1.9 million, although management action plans are being formulated and management anticipate that this figure will be mitigated further as the year progresses. Forecast shows that Children and Adults services will overspend by £320k for the year. The Government has allocated additional funding for social care which will reduce the pressure on adults social care budget. In 2017/18, the Council expect additional £3.9 million social care funding.</p> <p>Reserves and balances</p> <p>The Council continues to hold significant balances with earmarked revenue reserves at £17 million, a General Fund balance of £5 million and an HRA balance of £3.6 million. However, earmarked revenue reserves have significantly decreased by £14.6 million during the year due to use of these reserves to fund planned capital and revenue budget requirements in the year. The 2017/18 budget assumes a planned draw from reserves of £3.0 million to support revenue expenditure, and a further draw of £13.4 million to support capital and other regeneration schemes over the period of MTFP.</p> <p>There is little margin available in reserves and balances to support any further revenue budget overspends or slippage on savings plans and management will need to revisit how these reserves are being utilised in the event of continued pressures on budgets.</p>	

APPENDICES

APPENDIX I: AUDIT DIFFERENCES

We are required to bring to your attention audit differences identified during the audit, except for those that are clearly trivial, that the Audit Committee is required to consider. This includes: audit differences that have been corrected by management; and those that remain uncorrected along with the effect that they have individually, and in aggregate, on the financial statements.

ADJUSTED AUDIT DIFFERENCES

A prior period adjustment has been made to derecognise two properties which had been capitalised within property, plant and equipment with a value of £50.94 million at 31 March 2017. These properties had been built for two Academies which should have been accounted for as Revenue Expenditure Funded from Capital under Statute (REFCUS). The details of this adjustment are set out on page 18. This adjustment has no impact on the General Fund or HRA balances at 31 March 2017.

Our audit identified five other immaterial misstatements regarding valuation of council dwellings and classification of certain assets and liabilities, which management has amended in the financial statements. This has increased net assets and decreased the deficit on the provision of services by £4,767k. The misstatements identified have no impact on the General Fund or HRA balances at 31 March 2017.

UNADJUSTED AUDIT DIFFERENCES

There are four unadjusted audit differences identified by our audit work. If corrected, these would increase net assets by £2,709k and decrease the deficit on the provision of services by £2,239k.

There are also two misstatements carried forward from the previous year that impact on the underlying reported deficit for the current year. These amounts remain misstatements with regard to reporting in year financial performance, but are not misstatements at the year end and cannot be corrected as these relate to previous years. Overall, the impact of prior year misstatements on current year performance would reduce the reported underlying deficit for the current year by £4,622k.

You consider these identified misstatements to be immaterial in the context of the financial statements taken as a whole. We concur with this judgement however we also request that you correct them even though not material.

APPENDIX I: AUDIT DIFFERENCES

	£'000	INCOME AND EXPENDITURE		STATEMENT OF FINANCIAL POSITION	
		DR £'000	CR £'000	DR £'000	CR £'000
Deficit on the provision of services before adjustments	34,907				
DR Taxation & Non-specific Grant Income (NDR Income)	1,544	1,544			
CR NDR Provision					1,544
(1) Being the potential understatement of NDR appeals provision - Medway Council's share					
DR Receivables				309	
DR Expenses (CIES)	225	225			
CR Cash and Bank					534
(2) Being the impact of cash balances relating to schools which had converted to academy status prior to 31 March 2017					
DR CIES Income - Children's and Adults	470	470			
CR General Fund B/F Balance					470
(3) Being fees and charges income recognised in 2016/17 year which relates to the prior year (extrapolated error)					

APPENDIX I: AUDIT DIFFERENCES

	INCOME AND EXPENDITURE		STATEMENT OF FINANCIAL POSITION	
	DR	CR	DR	CR
	£'000	£'000	£'000	£'000
DR Grants receipts in advance - capital			4,478	
CR Taxation and non-specific grant income	(4,478)	4,478		
DR General fund			4,478	
CR Capital grants unapplied				4,478
(4) Being the recognition of Section 106 contributions received in the CIES and subsequent transfer from General Fund to Capital Grants Unapplied via MiRS as required by the Code				
TOTAL UNADJUSTED AUDIT DIFFERENCES	(2,239)	2,239	9,265	7,026
Deficit on provision of services if adjustments accounted for	32,668			

IMPACT ON GENERAL FUND AND HRA BALANCES	GENERAL FUND BALANCE £000s	HRA BALANCE £000s
Balances before adjustments	(5,000)	(3,618)
Adjustments to CIES above	(2,239)	-
Adjustments to B/F Balances	(470)	
Adjustments via movement in Reserves Statement	4,478	-
BALANCES AFTER ADJUSTMENTS	(3,231)	(3,618)

APPENDIX II: RECOMMENDATIONS AND ACTION PLAN

Key: ■ Significant deficiency in internal control ■ Other deficiency in internal control ■ Other observations

AREA	OBSERVATION AND IMPLICATION	RECOMMENDATION	MANAGEMENT RESPONSE	RESPONSIBLE OFFICER	TIMING
ANNUAL REPORT AND ACCOUNTS					
Use of management expert for NDR appeals provision	The Council engages external consultants, Analyse Local to provide estimates of likely rateable value loss for outstanding NDR appeals and provision thereon. In the prior year, management concluded that the consultant was overly pessimistic in their estimates and management assessed that 50% of the estimated amounts provided was reasonable. In 2016/17, management did not use the estimated amounts provided by the consultant as it concluded that the existing provision was reasonable and no additional provision was required.	We recommend that management reassess the work of external consultant to determine whether they can provide a reasonable estimate of NDR appeals provision to be included in the financial statements. This can be performed by a retrospective review of cases settled and assessing whether estimates provided by the consultant were reasonable against the actual amounts decided upon.	Agreed.	Jon Poulson, Head of Revenues & Benefits	Complete by 31 March 2018
NDR appeals provision - settlements made during the year	We identified that Council's financial system, Integra does not provide information about NDR appeals settled during the year. This is due to the settlements amounts are offset against the amounts due in Northgate feeder system. As a result of this, key financial information required for the purpose of preparation of financial statements is not available and consequently no required information is disclosed in the financial statements. This information is also relevant for informed management decisions about the NDR income.	We recommend that a process is put in place to identify actual settlements made during the year so that required information is readily available for the financial statements purpose.	Agreed that a process is put in place to identify actual settlements but this would ordinarily sit outside the Council's financial system.	Jon Poulson, Head of Revenues & Benefits	Complete by 31 March 2018

AREA	OBSERVATION AND IMPLICATION	RECOMMENDATION	MANAGEMENT RESPONSE	RESPONSIBLE OFFICER	TIMING
ANNUAL REPORT AND ACCOUNTS					
Charging VAT on income invoices	During the course of our audit we note that no VAT has been charged on ICT and payroll fees invoiced to Medway Commercial Group, a non material subsidiary company owned by the Council.	We recommend a process is put in place to identify all vatable services and ensure VAT is appropriately charged on all chargeable income streams.	A review of the process will be undertaken to see if a separate check can be incorporated as the invoice is raised.	Gary Thomas, Head of Finance Operations	Completed by 1st November 2017
Car provision and private medical insurance	The Council pays an annual special allowance to senior officers in respect to car provision and private medical insurance. The payment varies depending on seniority of the officer. These amounts are disclosed within the Councils pay policy. We note that the amounts paid to senior officers did not agree to the pay policy (amounts paid were approximately £100 higher than the amounts per the policy). This was due to the policy not being updated for the cost of living allowance (COLA).	It is recommended that pay policy is updated for the correct amounts payable to senior officers and ensure that the amounts paid are agreed to the pay policy.	Agreed, the policy will be amended accordingly.	Carrie McKenzie, Assistant Director Trans-formation	Complete by 31 March 2018
Reconciliation of school bank accounts	A cash advance of £371k given to one school in the prior year has been incorrectly posted to another school. This has been identified in 2016/17 year and included as a reconciling item on the bank reconciliation. However, this had not been corrected on the ledger.	Ensure all school bank accounts are reconciled on a timely manner and any errors identified are corrected on a timely basis.	School bank accounts are reconciled at least twice a year, with errors corrected in year wherever possible.	Maria Beaney, Finance Business Partner	Complete by 31 March 2018
Disclosure of exit packages	As set out on page 19, we identified that a number of exit packages were missing from the disclosure note as a result of report used not picking up all relevant termination benefits.	We recommend that appropriate procedure is in place to capture all relevant disclosure information from the payroll system and introduce some additional independent checks to ensure accuracy and completeness of this information.	Agreed, procedures will be reviewed and appropriate checks put in place.	Stuart Bull, Payroll Manager	Complete by 31 March 2018

AREA	OBSERVATION AND IMPLICATION	RECOMMENDATION	MANAGEMENT RESPONSE	RESPONSIBLE OFFICER	TIMING
ANNUAL REPORT AND ACCOUNTS					
Related party transactions (PRIOR YEAR RECOMMENDATION)	<p>We recommended in the prior year that management review the methodology for disclosing related party relationships and transactions to ensure that the transactions disclosed are compliant with the Code and fully meet the definition of a related party per IAS 24.</p> <p>During the current year we identified a number of related party transactions disclosed in the financial statements did not meet the definition of related party transactions.</p>	<p>Review the methodology for disclosing related party transactions to ensure that the transactions disclosed are compliant with the Code and fully meet the definition of a related party per IAS 24.</p> <p>RECOMMENDATION CARRIED FORWARD</p>	Agreed.	Jonathan Lloyd, Principal Technical Accountant	Complete by 31 March 2018
School balances (PRIOR YEAR RECOMMENDATION)	<p>In the prior year we recommended that a process is put in place to identify any academy cash balances prior to the accounts close down.</p> <p>Our review of cash and bank balances in 2016/17 identified a number of the cash balances were in the name of schools which had converted to academy status prior to 31 March 2017. Therefore these balances do not actually belong to the Council.</p>	<p>We recommend that a process is put in place to identify any academy cash balances prior to the accounts close down.</p> <p>RECOMMENDATION CARRIED FORWARD</p>	<p>There is a four month academy cash reconciliation process in place. Medway try to ensure a speedy cash reconciliation for schools which convert on or after 1 December, but are not always successful. Not all of the schools cash balances are due to the new academy, some remain with Medway Council.</p>	Maria Beaney, Finance Business Partner	Complete by 31 March 2018

APPENDIX III: MATERIALITY

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MATERIALITY - FINAL AND PLANNING

	FINAL	PLANNING
Materiality	£11,600,000	£11,700,000
Clearly trivial threshold	£350,000	£350,000

Planning materiality was based on 2% of average gross expenditure for the current and two preceding years. We revised our materiality downwards upon receipt of the draft financial statements, due to decrease in expenditure this year.

APPENDIX IV: INDEPENDENCE

We confirm that the firm complies with the Financial Reporting Council’s Ethical Standards for Auditors and, in our professional judgement, is independent and objective within the meaning of those Standards.

In our professional judgement the policies and safeguards in place ensure that we are independent within the meaning of all regulatory and professional requirements and that the objectivity of the audit engagement lead and audit staff is not impaired. These policies include engagement lead and manager rotation, for which rotation is required after 5 years and 10 years respectively.

INDEPENDENCE - ENGAGEMENT TEAM ROTATION	
Senior team members	Number of years involved
David Eagles - Audit engagement lead	3
Matthew Hepenstal - Audit manager	1

We are not aware of any financial, business, employment or personal relationships between the audit team, BDO and the Council.

INDEPENDENCE - THREATS TO INDEPENDENCE AND APPROPRIATE SAFEGUARDS
We have provided services other than audit to the Council as set out in Appendix V.

Other than the items identified in Appendix V, we have not identified any potential threats to our independence as auditors. Should you have any comments or queries regarding this confirmation we would welcome their discussion in more detail.

APPENDIX V: FEES SCHEDULE

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	2016/17 FINAL PROPOSED £	2016/17 PLANNED £	2015/16 FINAL £	EXPLANATION FOR VARIANCES
Code audit fee	142,451	142,451	142,451	n/a
Housing benefits subsidy claim	9,188	9,188	9,856	As per PSAA scale fee
TOTAL AUDIT AND CERTIFICATION FEES	151,639	151,639	152,307	
Reporting on government grants:				
• Pooling of Housing Capital Receipts return	3,200	3,200	3,200	n/a
• Teachers' Pension return	4,200	4,200	4,200	n/a
NON-AUDIT ASSURANCE SERVICES	7,400	7,400	7,400	
TOTAL ASSURANCE SERVICES	159,039	159,039	159,707	

APPENDIX VI: DRAFT REPRESENTATION LETTER

TO BE TYPED ON CLIENT HEADED NOTEPAPER

BDO LLP
16 The Havens
Ransomes Europark
Ipswich
Suffolk
IP3 9SJ

XX September 2017

Dear Sirs

Financial statements of Medway Council for the year ended 31 March 2017

We confirm that the following representations given to you in connection with your audit of the Council's financial statements (the 'financial statements') for the year ended 31 March 2017 are made to the best of our knowledge and belief, and after having made appropriate enquiries of other officers and members of the Council.

The Chief Finance Officer has fulfilled his responsibilities for the preparation and presentation of the financial statements as set out in the Accounts and Audit Regulations 2015 and Statement of responsibilities of auditors and of audited bodies: local government issued by Public Sector Audit Appointments (PSAA), and in particular that the financial statements give a true and fair view of the financial position of the Council as of 31 March 2017 and of its income and expenditure and cash flows for the year then ended 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) and for making accurate representations to you.

We have fulfilled our responsibilities on behalf of the Council, as set out in the Accounts and Audit Regulations 2015, to make arrangements for the proper administration of the Council's financial affairs, to conduct a review at least once in a year of the effectiveness of the system of internal control and approve the Annual Governance Statement, to approve the Statement of Accounts (which include the financial statements), and for making accurate representations to you.

We have provided you with unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence. In addition, all the accounting records have been made available to you for the purpose of your audit and all the transactions undertaken by the Council have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of all management and other meetings have been made available to you.

In relation to those laws and regulations which provide the legal framework within which the Council's business is conducted and which are central to our ability to conduct our business, we have disclosed to you all instances of possible non-compliance of which we are aware and all actual or contingent consequences arising from such instances of non-compliance.

There have been no events since the balance sheet date which either require changes to be made to the figures included in the financial statements or to be disclosed by way of a note. Should any material events of this type occur, we will advise you accordingly.

APPENDIX VI: DRAFT REPRESENTATION LETTER

We are responsible for adopting sound accounting policies, designing, implementing and maintaining internal control, to, among other things, help assure the preparation of the financial statements in conformity with international financial reporting standards and preventing and detecting fraud and error.

We have considered the risk that the financial statements may be materially misstated due to fraud and have identified no significant risks.

To the best of our knowledge we are not aware of any fraud or suspected fraud involving councillors, management or employees. Additionally, we are not aware of any fraud or suspected fraud involving any other party that could materially affect the financial statements.

To the best of our knowledge we are not aware of any allegations of fraud or suspected fraud affecting the financial statements that have been communicated by councillors, employees, former employees, analysts, regulators or any other party.

We attach a schedule showing accounting adjustments that you have proposed, which we acknowledge that you request we correct, together with the reasons why we have not recorded these proposed adjustments in the financial statements. In our opinion, the effects of not recording such identified financial statement misstatements are, both individually and in the aggregate, immaterial to the financial statements.

We have disclosed to you the identity of all related parties and all the related party relationships and transactions of which we are aware. We have appropriately accounted for and disclosed such relationships and transactions in accordance with the applicable financial reporting framework.

We have no plans or intentions that may materially affect the carrying value and where relevant, the fair value measurement, or classification of assets or liabilities reflected in the financial statements.

We confirm the following significant assumptions made in relation to accounting estimates (including fair value measurements) used in the preparation of the financial statements are reasonable:

a) Pension fund assumptions

We confirm that the actuarial assumptions underlying the valuation of the Local Government Pension Scheme (LGPS) liabilities, as applied by the scheme actuary, are reasonable and consistent with our knowledge of the business. These assumptions include:

- Rate of inflation (CPI): 2.7%
- Rate of increase in salaries: 4.2%
- Rate of increase in pensions: 2.7%
- Rate of discounting scheme liabilities: 2.8%
- LGPS commutation take up option: 50%

We also confirm that the actuary has applied up-to-date mortality tables for life expectancy of scheme members in calculating scheme liabilities.

APPENDIX VI: DRAFT REPRESENTATION LETTER

b) Valuation of housing stock, other land and buildings and investment properties

We are satisfied that the useful economic lives of the housing stock and other land and buildings, and their constituent components, used in the valuation of the housing stock and other land and buildings, and the calculation of the depreciation charge for the year, are reasonable.

We confirm that the valuations applied to council dwellings and other land and buildings revalued in the year, as provided by the valuer and accounted for in the financial statements, are reasonable and consistent with our knowledge of the business and current market prices.

We are satisfied that investment properties have been appropriately assessed as level 2 on the fair value hierarchy for valuation purposes and valued at fair value, based on highest and best use.

c) Allowance for non-collection of receivables

We are satisfied that the impairment allowances for council tax arrears, NDR arrears and housing benefit overpayments are reasonable, based on collection rate data.

We consider that the Council is able to continue to operate as a going concern and that it is appropriate to prepare the financial statements on a going concern basis.

We have disclosed all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements and these have been disclosed in accordance with the requirements of accounting standards.

We confirm that the above representations are made on the basis of enquiries of councillors, management and staff with relevant knowledge and experience (and, where appropriate, of inspection of supporting documentation) sufficient to satisfy ourselves that we can properly make each of the above representations to you.

We confirm that the financial statements are free of material misstatements, including omissions.

We acknowledge our legal responsibilities regarding disclosure of information to you as auditors and confirm that so far as we are aware, there is no relevant audit information needed by you in connection with preparing your audit report of which you are unaware. Each director and member has taken all the steps that they ought to have taken as a director in order to make themselves aware of any relevant audit information and to establish that you are aware of that information.

Yours faithfully

Phil Watts

Chief Finance Officer

[Date]

Barry Kemp

Chairman of the Audit Committee

Signed on behalf of the Audit Committee

[Date]

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The matters raised in our report prepared in connection with the audit are those we believe should be brought to the attention of the organisation. They do not purport to be a complete record of all matters arising. No responsibility to any third party is accepted.

BDO LLP is a corporate establishment under the Limited Liability Partnership Act 2000 and a UK Member Firm of BDO International. BDO Northern Ireland, a separate partnership, operates under a licence agreement. BDO LLP and BDO Northern Ireland are both separately authorised and regulated by the Financial Conduct Authority to conduct investment business.

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Statement of Accounts
2016/17



Rochester Cathedral, Rochester

www.medway.gov.uk



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Rochester Bridge, Rochester

A. Narrative Report



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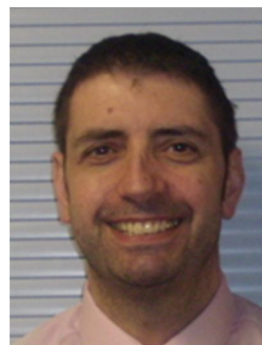
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Narrative Report

Introduction from the Chief Finance Officer – Phil Watts

I'm proud to present Medway Council's annual Statement of Accounts for the year ending 31 March 2017. This Statement provides information so that members of the public, including electors and residents, Council Members, partners and other interested parties can:

- understand the overarching financial position of the Council;
- have confidence that the public money with which the Council has been entrusted has been used and accounted for in an appropriate manner;
- be assured that the financial position of the Council is sound and secure.



The Statement incorporates this Narrative Report that is designed to provide context and enable interested parties to understand Medway the place, how the Council operates and its strategic direction, how we are performing and how we ensure the economical, efficient and effective use of the resources available to us. The Narrative Report also provides explanations of each of the core financial statements, their purpose and the relationship between them.

The Statement has been prepared in accordance with the requirements of the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Local Authority Accounting 2016/17.

We continue to operate in very challenging financial times, but our strong financial governance arrangements including robust monitoring and management of resources during the year have enabled us to balance and deliver on our 2016/17 budget and deliver a balanced budget for 2017/18. The core financial statements demonstrate that the financial standing of the Council continues to be robust.

Medway the place

Covering an area of 192km² (74m²) and situated in Kent in the south-east of England, Medway is made up of five urban centres; the towns of Chatham, Gillingham, Rochester, Strood and Rainham, and an extensive rural area that accounts for 80% of the total land area of Medway including the Hoo Peninsula and the area of Cuxton and Halling to the west of the M2. Medway is only 30 miles from London and 40 miles from the Channel ports and Eurotunnel and the area has excellent public transport links, with the high-speed train from London St. Pancras International Station taking just 35 minutes to reach Medway.

The area is steeped in history and rich in military and maritime heritage including Rochester's magnificent Norman Castle, Rochester Cathedral and a multitude of historic houses and museums, the Historic Dockyard Chatham and Royal Engineers Museum which offer an insight into the area's military and maritime past. The river Medway continues to support an immensely diverse eco-system, providing the perfect habitat for thousands of breeding and wintering birds. Medway includes parts of the North Kent Marshes, an environmentally significant wetlands region with several Sites of Special Scientific Interest (SSSIs). Other similar areas of conservation include Ranscombe Farm on chalk grassland and woodland between Strood and Cuxton, with rare woodland flowers and orchids. Along the river there is a fascinating array of yacht clubs, marinas and boatyards offering a wide range of mooring facilities. Medway also boasts the breath-taking landscapes and spectacular wildlife of the North Kent Marshes, excellent walking and cycling trails at Capstone and Riverside country parks and the 18-mile circular Heron Trail cycle route that passes through the RSPB nature reserves on the Hoo Peninsula.

As at June 2015 Medway had an estimated population of 276,492 with annual population growth of +0.9% per year placing it just outside the top third of Local Authority areas in England for annual population growth. Relocating to Medway is popular with families, particularly those from South East London with over 1,000 children under five years of age having moved to Medway from within England in 2016/17. Medway currently has a larger working age population at 64% than nationally (63%), a larger younger person's population (20%) and a smaller elderly population (15%).

It is estimated that population of Medway will increase by one fifth to around 330,000 by 2035, a growth rate of +19.5%; this is significantly above the projected growth rate for England overall (+14%), and the South East (+16%). The largest growth in the Medway population is people aged 65 and over, with this age group increasing by 61%; by 2035 over one fifth (21%) of Medway's population will be aged 65 and over, up from 15% in 2014.

Medway's population is increasingly diverse; while 85.5% of the population are white British, since 2001 the proportion of residents from Black and Minority Ethnic backgrounds has increased from 5.4% in 2001 to 10.4% in 2011. The increase in ethnic diversity is greater for younger age groups.

In 2014 Medway's economy was worth just under £4.7bn, up on the 2013 level (+£122m) by 2.7%. While this has fluctuated annually, since 2006 Medway's economy has had an average annual growth rate of +2.7%, lower than the national average growth of +3.2%. Factors such as 'out-commuting' and less higher-value business activity contribute to Medway's relatively lower Gross Value Added level. In 2014 Gross Value Added per head for Medway of £17,038 stood at 69.2% of the UK level (£24,616); despite Medway's continued growth in the 'per head' indices, this is down from a 2012 peak of 70.7% due to larger national growth. At £17,038 per head, Medway stands lowest in the South East, after East Kent area at £17,152 and East Sussex County at £17,321.

In 2014 Employee earnings in Medway remain below the national (£520) and regional (£541) levels but are significantly higher than the level for Kent (£490). While the gap between earnings in Medway and Great Britain has been widening in recent years, with a relatively large increase in Medway (+3%), the gap between Medway and national earnings has narrowed for the first time. Medway also saw a larger increase in earnings than Kent and the South East. In Kent, Dover saw the largest increase in earnings in 2014, up by 6%, then Canterbury and Maidstone (+5%), while Gravesham saw the largest decrease – down by 3%.

Medway resident weekly earnings at £549 continue to stand above the national (£521) and the Kent (£542) levels but remain below the South East level (£567). Resident earnings are higher than work-place earnings in Medway, an indication of significant out-commuting, as residents travel outside Medway for higher paid jobs.

In 2015 there were 7,485 businesses in Medway. This is a 9% increase on the 2014 level - the largest increase in the past five years and higher than growth seen nationally (+8.2%) and regionally (+7.0%). Construction is Medway's largest sector accounting for just under a fifth of businesses, and represents a larger proportion of business compared to the South East (13%) and United Kingdom (12%). Most business in Medway are small to medium sized enterprises with 57% of business having an annual turnover between £50,000 and £249,000 in Medway.

The number of jobs in Medway increased in 2014 to 86,200, continuing the upward trend in jobs since 2011. The private sector accounts for just under 80% of employment (68,500) with 17,700 employed in the public sector compared to 85% in the South East. Full-time jobs account for 65% (54,500) of employee jobs compared to 68% nationally.

The latest ONS Annual Population Survey (Jan 2016 – Dec 2016) showed the economic activity rate in Medway at 80%. This rate was above the same figure for Great Britain (77.8%) for the same period, but lower than the South East rate (81%). The employment rate for men aged from 16 to 64 was 86.6%, while the corresponding employment rate for women was 73.3%. The estimated unemployment rate for the period January 2016 to December 2016 was 6%; significantly higher than those for the South East (4.0%) and Great Britain (4.8%).

Medway Council

Medway Council is a unitary authority, providing all local government services for a quarter of a million people. We looked after education, environment, social care, housing, planning, business and much more, everything from frontline services such as rubbish collection and events like the Dickens Festival to work that goes on behind the scenes to ensure services in Medway run smoothly and cost effectively.

The community is represented by 55 elected Members, working on behalf of the 22 wards throughout Medway. The leadership of the Council is provided by the Conservative Group with the political composition as follows:

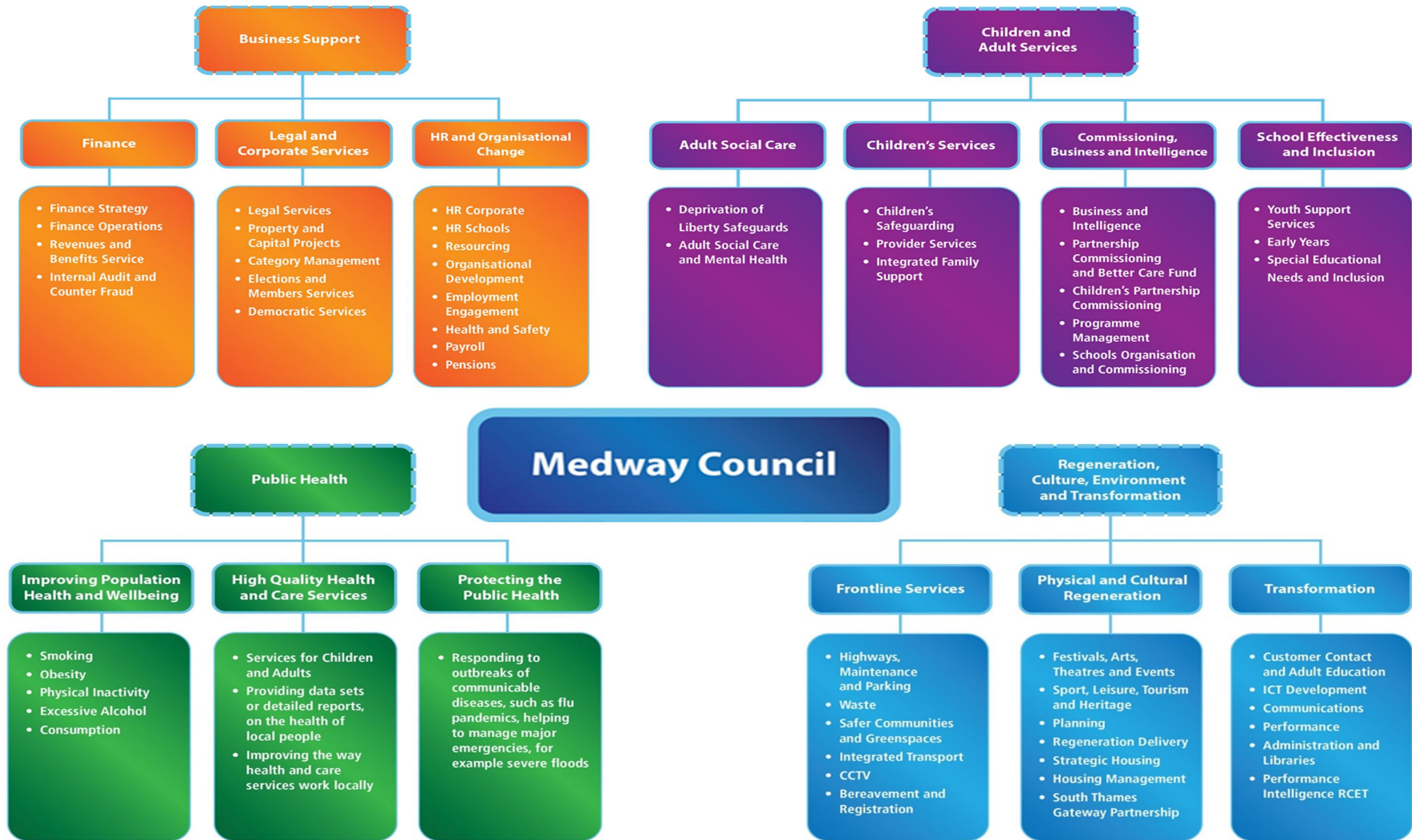
Political Party	Number of Councillors
Conservative	38
Labour	15
UK Independence Party	2
Total	55

The Council appointed Councillor Alan Jarrett as Leader for a four-year term at the Annual Council meeting on 27 May 2015. The Council has adopted the Leader and Cabinet model as its political management structure. The Leader appointed Councillor Howard Doe as Deputy Leader and eight other Members to form a Cabinet.

The Council's decision making arrangements are set out within the Constitution. The Cabinet is responsible for implementing the council's budget and policies as well as forming partnerships with other key organisations. The Full Council is responsible for setting the budget, considering recommendations from the Cabinet and making some decisions such as changes to the constitution. Other decisions, such as those about planning applications, are made by Committees. The Leader and Cabinet are held to account by Overview and Scrutiny Committees which are made up of councillors from all the political groups represented on the council. The Mayor chairs Full Council meetings and has a traditional ceremonial role.

Supporting the Elected Members is an organisational structure led by the Council's Corporate Management Team.

56 The Corporate Management Team is led by the Chief Executive, Neil Davies, also the Head of Paid Service. The council is organised into **four** Directorates which provide services as detailed below:



As at 31 March 2017, Medway Council employed a total of 4,610 staff (3,718FTE) comprising 2,312 directly employed staff (2,033FTE) and a further 2,298 schools staff (1,685FTE), excluding temporary and agency staff.

Our strategic direction

The Council Plan 2016/17 to 2020/21 is our business plan; it sets out how we will ensure we provide the best possible services for our residents.

Our priorities, chosen by your elected members, direct the services we provide. They are:

- Medway: A place to be proud of
- Supporting Medway's people to realise their potential
- Maximising regeneration and economic growth.

These priorities are where the Council will be concentrating its resources and seeking to work in partnership with other agencies as the delivery of these priorities cannot be achieved by the Council alone. Success in these three core areas will lead to wider benefits for Medway residents.

Our priorities and ways of working will help steer staff and elected members to successful outcomes for the benefit of every Medway resident. That's why we want to concentrate on three core areas which in turn will help us achieve outcomes, guide us in the right direction and ensure that we are accountable.

The areas which will be the basis for our ways of working at the council are:

Giving value for money

The Council is committed to an ongoing aim to deliver efficient and effective services for residents across Medway.

Digital services so good that everyone who can use them prefer to do so

We want to provide access to services digitally (e.g. through computers, phones and tablets) to meet the lifestyles and customer service expectations for our residents, whilst also delivering greater efficiencies and value for money.

Working in partnership where this benefits our residents

We recognise we cannot achieve our vision for Medway on our own. We will continue to work with partners to deliver the services that matter most to the community. By applying these ways of working we will aspire to deliver services that meet public expectations and manage our available resources effectively.

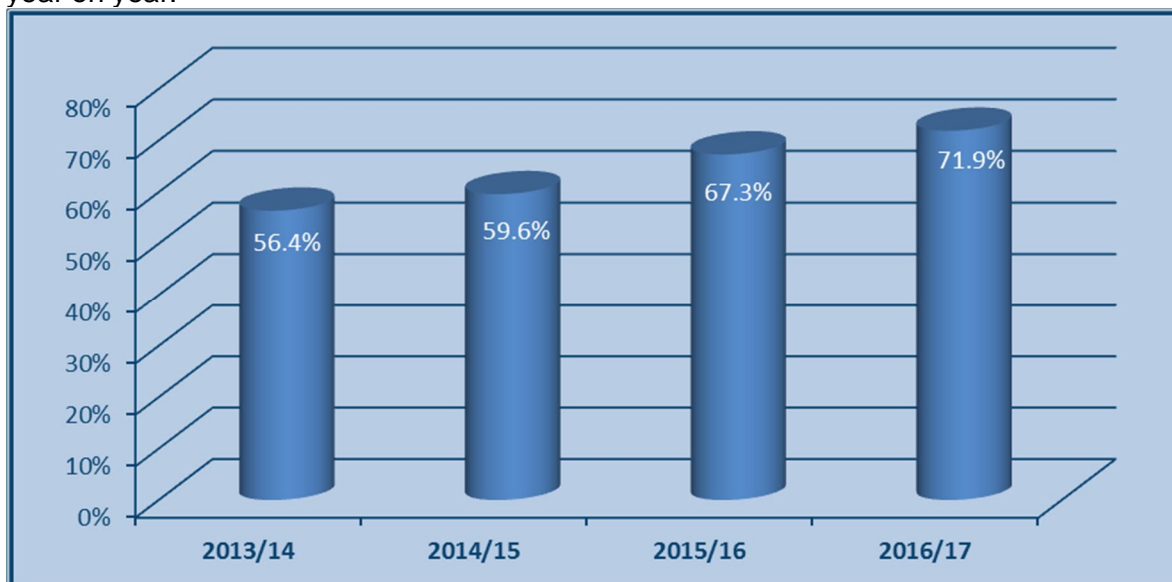
Our performance

Our Council Plan defines the 32 key measures of success we use to ensure we deliver the priorities we have committed to. We believe that success in these areas will lead to a better quality of life across Medway.

Final performance outturns were available for 30 of these 32 measures at the time this Narrative Report was prepared, however indications are that the other two will be on target. Therefore the following show performance against target:

- 71.9% (23 out of 32) were on target,
- 28.1% (9 out of 32) were below target,
- 55.2% (16 out of 29) have improved over the long term.

The long term performance for overall percentage of measures on target continues to improve year on year:



Further details of the Council's performance during 2016/17 can be found at www.medway.gov.uk in the Performance Monitoring reports presented to Cabinet.

Financial review of 2016/17

General Fund

The revenue account known as the General Fund relates to the day-to-day operational cost of providing the council's services.

In February 2016 the Council set its Budget Requirement for 2016/17 at £323m, largely financed by £43m of retained Business Rates, £174m of Government Grants, £103m of Council Tax income and use of £3m of working balances held by the Council. To support the budget, the Council agreed an increase of 5% in the level of Council Tax from that charged in 2015/16. This resulted in a Band D Council Tax of £1,234.89, an equivalent increase of less than 92p per week. Changes to grants in particular as schools become academies reduced the budget to £309m during the year.

How the Authority's Budget has Changed		
	£'000	£'000
Budget requirement 2015/16	319,357	
Changes in function and funding	124	
Adjusted Base Budget		319,481
Inflation	547	
Other cost pressures	3,459	
Service pressures	6,253	
Efficiency and other savings	(20,621)	
		(10,362)
Budget Requirement 2016/17		309,119
Financed By:		
National Non-Domestic Rates (NNDR) Redistribution	43,035	
Revenue Support Grant (RSG)	28,374	
Other Specific Grant	131,897	
Council Tax	102,799	
Reserves	3,014	
Total		309,119

Summary of the Local Government Finance Settlement 2016/17				
	Final	Final	Change	
	2015/16	2016/17	£'000	%
NNDR Redistribution	45,866	43,035	(2,831)	(6.2%)
Revenue Support Grant	38,784	28,374	(10,410)	(26.8%)
Total	84,650	71,409	(13,241)	(15.6%)

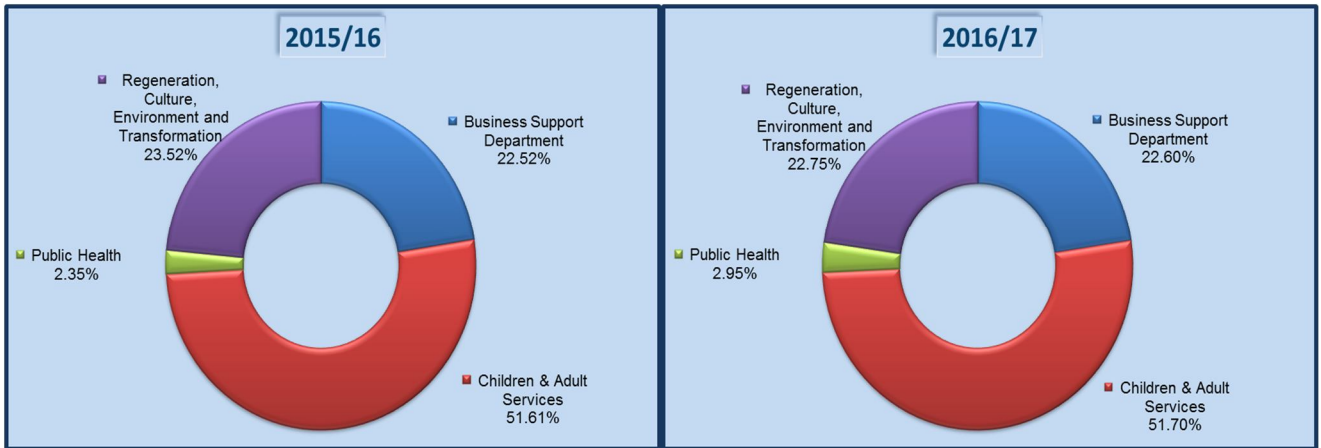
The tables above show that 2016/17 was a financially difficult year with a 15.6% cut in Local Government Finance Settlement against the comparable figure for 2015/16. This pressure will continue into 2017/18 where funding has been reduced by a further 8.8%. This pressure was exacerbated by a reduction in the business rates share as a result of providing for an influx of appeals against the 2010 ratings list. During the year, the Council regularly reviewed its performance against its Budget Requirement, with these reports available publicly from the Council website. The final outturn position for the year is shown in the table below, together with how this expenditure was financed.

Directorate	Expenditure	Income	Net	Budget	Variation
	£'000	£'000	£'000	£'000	£'000
Business Support Department	130,588	(123,858)	6,730	7,904	(1,174)
Children & Adult Services	298,746	(63,865)	234,881	232,850	2,031
Regeneration, Culture, Environment and Transformation	131,428	(54,119)	77,309	78,809	(1,500)
Public Health	17,031	(1,813)	15,218	15,136	82
Sub-total Services	577,793	(243,655)	334,139	334,700	(562)
Amounts included within management accounts but excluded from services within statutory accounts:					
Medway Norse	0	(290)	(290)	(263)	(27)
Digitalisation Savings	0	0	0	(388)	388
Investment Properties	0	(368)	(368)	(413)	45
Sub-total excluded from services within Statutory accounts	0	(658)	(658)	(1,064)	406
Sub-total Services reported within management accounts	577,793	(244,312)	333,481	333,636	(155)
Levies	1,221	0	1,221	1,039	183
Depreciation Credit	0	(35,174)	(35,174)	(35,174)	(0)
Interest & Financing	9,219	0	9,219	9,618	(398)
Total Net Expenditure	588,234	(279,486)	308,748	309,118	(371)
Funding:-					
Contribution from Reserves	0	(3,015)	(3,015)	(3,015)	0
Revenue Support Grant	0	(28,374)	(28,374)	(28,374)	(0)
Non-Domestic Rates Retention	0	(43,035)	(43,035)	(43,035)	0
Council Tax	0	(102,799)	(102,799)	(102,799)	(0)
Dedicated Schools Grant	0	(98,397)	(98,397)	(98,397)	(0)
Other School Grants	0	(5,542)	(5,542)	(5,542)	0
Specific Grants	0	(137)	(137)	(186)	49
Education Support Grant	0	(1,918)	(1,918)	(2,124)	206
New Homes Bonus	0	(7,632)	(7,632)	(7,531)	(101)
Public Health Grant	0	(18,118)	(18,118)	(18,118)	(0)
Total Funding	0	(305,951)	(305,951)	(306,104)	154
Total Funding and Expenditure Variance			2,796	3,014	(217)

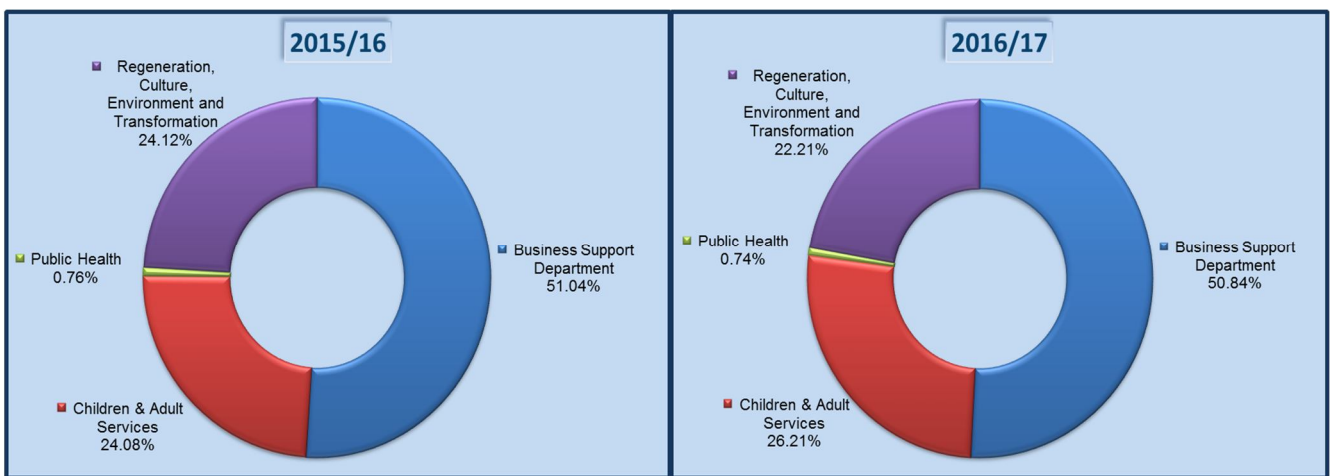
Full details, including notes on individual variances within directorates can be found within the Outturn Report that will be considered at Audit Committee on 29 June 2017.

The charts below detail the information in graphical form:

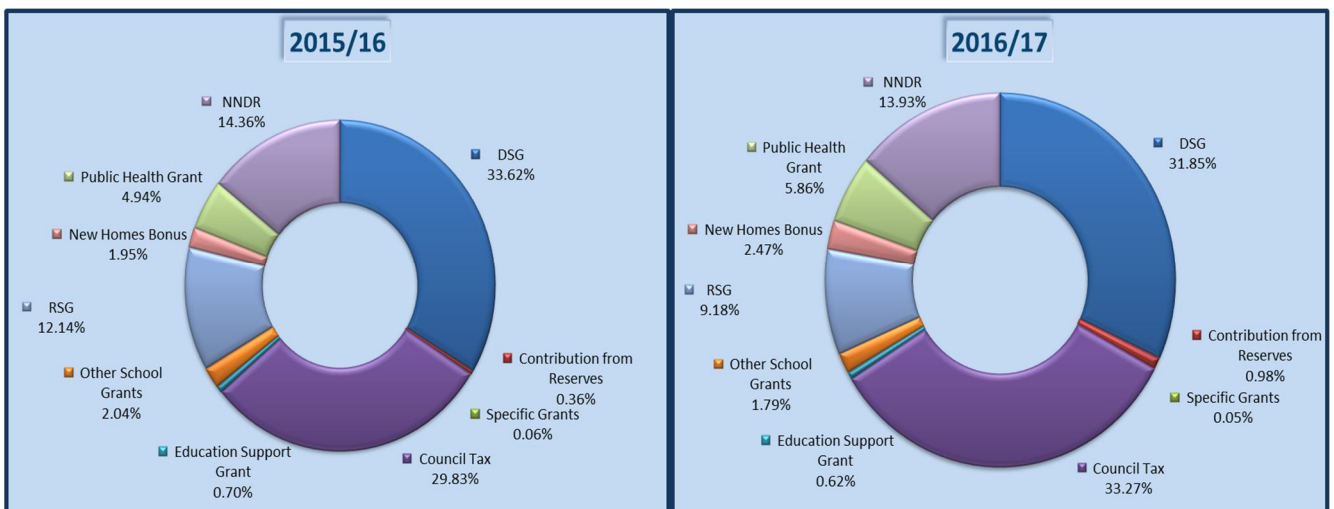
Gross expenditure



Gross income



Funding of the budget:



Housing Revenue Account

The Housing Revenue Account (HRA) reflects the income and expenditure related to the provision of housing accommodation by the Council.

Budget Requirement:	Budget	Actual Spend	Variance
	£'000	£'000	£'000
Housing Revenue Account	(808)	(801)	7
Total Funding and Expenditure Variance	(808)	(801)	7

Capital Expenditure

Capital Expenditure relates to expenditure to acquire, construct, enhance or replace tangible non-current assets such as land, buildings or major pieces of equipment that will be used to provide services over a number of years in the form of a capital programme to achieve the Council's strategic objectives and priorities.

In 2016/17 the Council spent £40.074m on general fund capital schemes. Of this, £20.645m on the creation of new fixed assets or enhancement of existing assets used in the provision of services in the Medway area. Major schemes completed included the provision of new classrooms, improvements to school infrastructure and highways improvements. The remainder of general fund capital expenditure is split between capital assets under construction of £9.867m and £9.562m relating to "Revenue Expenditure Funded from Capital under Statute" (formerly 'deferred charges' - see Note 1 Accounting Policies page 49).

For the Housing Revenue Account, expenditure was £7.656m and included the completion of the Centenary Gardens development as well as an ongoing programme of improvements to the Council's housing stock.

The final capital outturn position for the year is shown in the table below, together with how this expenditure was financed:

Capital Budget 2016/17	Approved Programme	Forecast Spend	Outturn	Variation to Forecast	Slippage to
	2016/17+ £'000	2016/17 £'000	2016/17 £'000	2016/17 £'000	2017/18+ £'000
Directorate					
Business Support	3,203	2,543	2,220	(323)	983
Children and Adult Services	33,027	19,506	17,496	(2,010)	15,531
Regeneration, Culture, Environment and Transformation	61,356	22,884	20,310	(2,574)	41,046
Public Health	0	0	0	0	0
Member Priorities	301	253	48	(205)	253
Housing Revenue Account	14,709	8,025	7,656	(369)	7,053
Total	112,596	53,211	47,730	(5,481)	64,866

Funding source	£'000
Borrowing (supported capital expenditure and unsupported)	7,609
Government Grants and Other Contributions	23,882
Major Repairs and Other Contributions	3,052
Capital Receipts	3,944
Developer Contributions	4,124
Revenue and Reserves	5,119
Total	47,730

The capital programme for 2016/17 and beyond reflects the major investment priorities of the Council which include a significant schools programme to deliver additional primary school and Special Educational Needs (SEN) places, Information and Communications Technology (ICT) investment to deliver the digital transformation agenda and a significant regeneration programme in which transport infrastructure features.

Treasury Management Performance

Total investments managed in-house as at 31 March 2017 stood at £24.818million (2015/16, £24.18m). During 2016/17 the Council operated a prudent investment strategy with investment priorities being security first, liquidity second and then return. Funds are invested in loans to other UK local authorities, CCLA Property Fund and bank deposits.

The Council also had £171.4m long-term borrowing as at 31 March 2017 (31 March 2016, £171.5m), primarily in the form of PWLB and market loans. In addition short term borrowing stood at £36.2m at 31 March 2017 (£9.2m at 31 March 2016). The increase in short term borrowing of £27m was due to the need to replace cash from grants and contributions received in previous years which has now been used to fund capital expenditure.

The Council achieved an average rate of return of 1.303% on its internally managed cash flow investments (including cash equivalents) for the year.

The Level of Working Balances and Reserves

The Council's working balances stood at £8.618m as at 31 March 2017 (£7.817m at 31 March 2016).

The Council also holds earmarked reserves, kept for specific types of expenditure in the future. The total amount of earmarked reserves held as at 31 March 2017 is £16.945m (£31.515m at 31st March 2016).

Commentary on the financial statements

Annual Governance Statement

The Authority is required to carry out an annual review of the effectiveness of the system of internal control and to include a report accompanying the Statement of Accounts. This Statement explains how the Authority has complied with the 'CIPFA/SOLACE Delivering Good Governance' Framework during the year and up to the date of the approval for publication of the Statement of Accounts.

Statement of Accounts

The Statement of Accounts includes the financial statements of the Authority, the Statement of responsibilities to prepare the Statement of Accounts and the independent auditor's opinion on the financial statements.

Statement of responsibilities

This Statement sets out the responsibilities of the Authority and the Chief Finance Officer in respect of the proper administration of the financial affairs of the Authority and for the preparation of the Statement of Accounts. The Chief Finance Officer has to certify that the accounts present a 'true and fair' view of the financial position of the Authority as at 31 March 2017 and its income and expenditure for the year.

Independent auditor's report

The independent auditor is required to publish an opinion on the financial statements as to whether they give a true and fair view of the financial position and the expenditure and income of the Authority for the year in question. The Auditor also has a responsibility to satisfy himself/herself that the Authority has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources by review and examination of the Authority's corporate performance management and financial management arrangements against criteria specified.

Core Financial statements and notes

The financial statements comprise the core financial statements of the Authority (Comprehensive Income and Expenditure Statement, Movement in Reserves Statement, Balance Sheet and Cash Flow Statement), the notes to the core financial statements (the accounting policies and supplementary information), and supplementary information required by proper practices (Housing Revenue Account Income and Expenditure Statement, Movement on Housing Revenue Account Statement and Collection Fund).

The core statements are set out on pages 18 to 24 and are presented as follows:

Comprehensive Income and Expenditure Statement

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

Movement in Reserves Statement

This Statement shows the movement in the year on the different reserves held by the Authority, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation 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) and unusable reserves i.e. those that the Authority is not able to use to provide services. This category of reserves includes reserves that hold unrealised gains and losses (for example the revaluation reserve), where amounts would only become available to provide services if the assets are sold; and reserves that hold timing differences shown in the 'adjustments between accounting basis and funding basis under regulations' line. The total comprehensive income and expenditure line shows the true economic cost of providing the Authority's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund balance and Housing Revenue Account for Council Tax setting and dwelling rent setting purposes. The net increase / decrease before transfers to earmarked reserves line shows the statutory General Fund balance and Housing Revenue Account balance before any discretionary transfers to or from earmarked reserves undertaken by the Authority.

Balance Sheet

The Balance Sheet shows the value as at the end of the accounting period of the assets and liabilities recognised by the Authority. The net assets of the Authority (assets less liabilities) are matched by the reserves held by the Authority.

Cash Flow Statement

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

Notes to the principal financial statements

The notes to the principal financial statements present information about the basis of preparation of the financial statements and the specific accounting policies used, disclose additional information required by the Code that is not presented elsewhere in the financial statements, and provide information that is not presented elsewhere in the financial statements, but is relevant to an understanding of any of them. These notes are set out on pages 25 to 116.

The supplementary financial statements are set out on pages 117 to 129 and are presented as follows:

Collection Fund

The Collection Fund is an agent's statement that reflects the statutory obligation for billing authorities to maintain a separate Collection Fund. The Statement shows the transactions of the billing authority in relation to the collection from taxpayers and distribution to local authorities and the Government of Council Tax and non-domestic rates.

Housing Revenue Account (HRA) Income and Expenditure Statement

The HRA Income and Expenditure Statement shows the accounting cost in the year of providing housing services in accordance with generally accepted accounting practices, rather than the amount to be funded from rents and government grants. Authorities charge rents to cover expenditure in accordance with regulations; this may be different from the accounting cost. The increase or decrease in the year, on the basis of which rents are raised, is shown in the Movement on the HRA Statement.

Movement on the Housing Revenue Account Statement

This statement shows how the HRA Income and Expenditure Account surplus or deficit for the year reconciles to the movement on the Housing Revenue Account Balance for the year end.

Other information

A glossary of terms has been included in this document to explain some of the technical accounting language used to assist the reader and is set out on pages 130 to 138.

Principal risks & uncertainties

The Council has a long-established process in place to identify the principal risks that may influence or impact on the delivery of services. The risk management process requires judgements to be made on the likelihood and impact of a potential risk and enables us to develop and implement appropriate controls to manage or mitigate these risks to reduce the impact. We maintain a Corporate Risk Register which is updated at least annually and reviewed during the year by officers and the Cabinet.

B. Statement of Responsibilities

The Authority's Responsibilities

The Authority is required to:

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

The Chief Finance Officer's Responsibilities

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

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

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

The Chief 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.

Certificate of the Chief Finance Officer

I certify that this Statement of Accounts gives a true and fair view of the financial position of the Authority at the reporting date and of its expenditure and income for the year ended 31 March 2017.

Signed:

Phil Watts

Chief Finance Officer, Section 151 Officer

Dated: 28 September 2017

Approval of the Statement of Accounts

In accordance with Accounts and Audit Regulations 2015 I certify that the Statement of Accounts for the period ending 31 March 2017 was approved at the meeting of Audit Committee held on 28 September 2017.

Signed:

Councillor Barry Kemp

Chair of the Audit Committee

Dated: 28 September 2017

C. Independent Auditor's Report to the Members of Medway Council



INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF MEDWAY COUNCIL

Opinion on the Council's financial statements

We have audited the financial statements of Medway Council for the year ended 31 March 2017 under the Local Audit and Accountability Act 2014. The financial statements comprise the Comprehensive Income and Expenditure Statement, the Movement in Reserves Statement, the Balance Sheet, the Cash Flow Statement, the Collection Fund Statement, the Housing Revenue Account Income and Expenditure Statement and the Movement on the Housing Revenue Account Statement and the related notes. 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 Medway Council, as a body, in accordance with part 5 of the Local Audit and Accountability Act 2014 and as set out in the Statement of Responsibilities of Auditors and Audited Bodies within Chapter 2 of the Code of Audit Practice published by the National Audit Office in April 2015. Our audit work has been undertaken so that we might state to the members of the Council those matters we are required to state to them in an auditor's 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 Council and the Council'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 the Chief Finance Officer's Responsibilities, the Chief Finance Officer is responsible for the preparation of the Statement of Accounts, which comprises 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, and for being satisfied that the financial statements 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 Council'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 the financial and non-financial information in the Narrative Report and Annual Governance Statement 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.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the financial position of Medway 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 applicable law and 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 Narrative Report and Annual Governance Statement 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 have nothing to report in respect of the following other matters which the Code of Audit Practice (April 2015) requires us to report to you if:

- we have been unable to satisfy ourselves that the Annual Governance Statement meets the disclosure requirements set out in the guidance 'Delivering Good Governance in Local Government: Framework (2016 edition)' published by CIPFA/SOLACE or is misleading or inconsistent with other information that is forthcoming from the audit;
- we issue a report in the public interest;
- we designate under section 24 of the Local Audit and Accountability Act 2014 any recommendation as one that requires the Council to consider it at a public meeting and to decide what action to take in response;
- 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.

Conclusion on the Council's arrangements for securing economy, efficiency and effectiveness in the use of resources

Respective responsibilities of the Council and auditor

The Council 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.

We are required under Section 20 of the Local Audit and Accountability Act 2014 to satisfy ourselves that the Council 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 requires us to report to you our conclusion relating to proper arrangements, having regard to relevant criteria specified by the National Audit Office.

We report if significant matters have come to our attention which prevent us from concluding that the Council 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 Council'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 audit in accordance with the Code of Audit Practice, having regard to the guidance on the specified criterion, published by the National Audit Office in November 2016, as to whether in all significant respects, the Council 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 National Audit Office has determined this criterion as that necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether the Council 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 Council 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 on the specified criterion published by the National Audit Office in November 2016, we are satisfied that, in all significant respects, Medway Council put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2017.

Delay in certification of completion of the audit

We cannot formally conclude the audit and issue an audit certificate until we have completed the work necessary to conclude on an objection to the accounts received from a local government elector in respect of the audit of the Council's accounts for the year ended 31 March 2016. We are satisfied that this work does not have a material effect on the financial statements or on our value for money conclusion.

David Eagles

For and on behalf of BDO LLP, Appointed Auditor

Ipswich, UK

29 September 2017

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127)



The Strand, Gillingham

D. Core Financial Statements



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Comprehensive Income and Expenditure Statement

2015/16 (Restated)			Service	Notes	2016/17		
Gross Expenditure	Gross Income	Net Expenditure			Gross Expenditure	Gross Income	Net Expenditure
£'000	£'000	£'000			£'000	£'000	£'000
100,632	(95,895)	4,737	Business Support Department	116,823	(109,075)	7,748	
310,881	(172,200)	138,681	Children's and Adults	299,114	(162,743)	136,371	
10,396	(14,701)	(4,305)	Local authority housing (HRA)	9,901	(14,602)	(4,701)	
(20,450)	0	(20,450)	Local authority housing (HRA) – reversal of impairments	(16,946)	0	(16,946)	
17,905	(20,166)	(2,261)	Public Health	17,375	(19,916)	(2,541)	
117,454	(23,903)	93,551	Regeneration, Culture, Environment and Transformation	123,376	(38,574)	84,803	
536,818	(326,865)	209,953	Cost of Services	549,644	(344,910)	204,734	
47,205	0	47,205	Other operating expenditure	21,674	0	21,674	
20,345	(4,731)	15,614	Financing and investment income and expenditure	17,458	(5,003)	12,455	
0	(201,865)	(201,865)	Taxation and non-specific grant income and expenditure	0	(203,955)	(203,955)	
604,368	(533,461)	70,907	(Surplus) or Deficit on Provision of Services	588,776	(553,868)	34,908	
Items that will not be reclassified to the (Surplus) or Deficit on the Provision of Services							
(32,170)			Surplus on revaluation of Property, Plant and Equipment assets	35		(10,944)	
8,720			Revaluation losses on non-current assets charged to the Revaluation Reserve	35		2,450	
(40,447)			Re-measurement of net defined pension liability	36		38,167	
(63,897)						29,674	
Items that may be reclassified to the (Surplus) or Deficit on the Provision of Services							
177			(Surplus)/Deficit on revaluation of available for sale financial assets	35		44	
177						44	
(63,720)			Other Comprehensive Income and Expenditure			29,718	
7,187			Total Comprehensive Income and Expenditure			64,626	

The adjustments in both the 2015/16 and 2016/17 financial years relate to both adjustments relating to the removal of two academies from the Council's accounts (see Note 43 for details) and the Directorate restructure that took place in 2016/17.

Movement in Reserves Statement

A summary of the purpose of each reserve is as follows:

General Fund Balance – This is the ‘working balance’ of the Authority and acts as a contingency to fund unforeseen eventualities.

Housing Revenue Account – This contains any surplus or deficit arising from the provision of Authority housing by the Authority and earmarked Housing Revenue Account reserves. It can only be used for local authority housing provision.

Earmarked General Fund Reserves - These are reserves created to fund specific revenue or capital expenditure relating to the General Fund.

Earmarked HRA Reserves - These are reserves created to fund specific revenue or capital expenditure relating to the Housing Revenue Account.

Capital Receipts Reserve – Proceeds from the sale of Authority assets are paid into this reserve which can be used to finance capital expenditure or repay debt.

Major Repairs Reserve –This reserve receives a transfer from the Capital Financing Account equivalent to the total depreciation charged to the Housing Revenue Account and can only be used to fund major Housing Revenue Account repairs.

Capital Grants Unapplied – This reserve contains Government grants and other contributions which are held to finance future capital expenditure.

Unusable Reserves – The major reserves included in this category are the Revaluation Reserve, Pension Reserve and Capital Adjustment Account. Their purpose is of a technical accounting nature and cannot be used to support the services of the Authority. They are explained in more detail in note 36.

Movement in Reserves Statement for the years Ending 31 March 2016 and 31 March 2017

2015/16 (Restated)	Notes	Revenue Reserves				Capital Reserves			Total Usable Reserves	Unusable Reserves	Total Authority Reserves
		General Fund Balance	Housing Revenue Account	Earmarked General Fund Reserves	Earmarked Housing Revenue Account Reserves	Capital Receipts Reserve	Major Repairs Reserve	Capital Grants Unapplied			
		£000s	£000s	£000s	£000s	£000s	£000s	£000s			
Balance at 1 April 2015		5,000	2,234	34,551	6	2,014	669	16,082	60,556	200,682	261,238
Movement in reserves during 2015/16											
Total Comprehensive Expenditure and Income		(93,470)	22,563	0	0	0	0	0	(70,907)	63,720	(7,187)
Adjustments between accounting & funding basis under regulations	19	90,429	(21,981)	0	0	(1,489)	(669)	(6,742)	59,547	(59,547)	0
Movements in Earmarked Reserves	20	3,041	0	(3,041)	0	0	0	0	0	0	0
Increase/(Decrease) in 2015/16		0	581	(3,041)	0	(1,489)	(669)	(6,742)	(11,360)	4,173	(7,187)
Balance at 31 March 2016 carried forward		5,000	2,815	31,510	6	525	(0)	9,340	49,196	204,856	254,052

2016/17	Notes	Revenue Reserves				Capital Reserves			Total Usable Reserves	Unusable Reserves	Total Authority Reserves
		General Fund Balance	Housing Revenue Account	Earmarked General Fund Reserves	Earmarked Housing Revenue Account Reserves	Capital Receipts Reserve	Major Repairs Reserve	Capital Grants Unapplied			
		£000s	£000s	£000s	£000s	£000s	£000s	£000s			
Balance at 1 April 2016		5,000	2,815	31,510	6	525	(0)	9,340	49,196	204,856	254,052
Movement in reserves during 2016/17											
Total Comprehensive Expenditure and Income		(54,591)	19,683	0	0	0	0	0	(34,908)	(29,718)	(64,626)
Adjustments between accounting & funding basis under regulations	19	40,020	(18,882)	0	0	(117)	0	(3,576)	17,446	(17,446)	0
Movements in Earmarked Reserves	20	14,570	0	(14,570)	0	0	0	0	0	0	0
Increase/(Decrease) in 2016/17		(0)	801	(14,570)	0	(117)	0	(3,576)	(17,462)	(47,164)	(64,626)
Balance at 31 March 2017 carried forward		5,000	3,617	16,940	6	408	(0)	5,764	31,734	157,692	189,426

Balance Sheet

1 April 2016 (Restated)	31 March 2016 (Restated)	Balance Sheet Summary	Notes	31 March 2017
£'000	£'000			£'000
702,415	680,405	Property Plant and Equipment	21	678,686
15,380	15,850	Heritage Assets	22	16,670
6,450	6,819	Investment Properties	24	9,644
1,175	1,264	Intangible Assets		1,236
19,737	22,556	Long Term Investments	25	18,000
155	158	Long Term Debtors	29	153
745,311	727,052	Long Term Assets		724,389
900	350	Assets Held for Sale		0
178	116	Inventories		102
0	0	Short Term Investments	25	4,513
43,894	38,299	Short Term Debtors	29	39,189
8,799	0	Cash and Cash Equivalents	30	5,034
53,771	38,764	Current Assets		48,839
0	(1,250)	Cash and Cash Equivalents	30	0
(1,277)	(9,271)	Short Term Borrowing	25	(36,286)
(43,711)	(36,123)	Short Term Creditors	31	(37,022)
(3,701)	(3,827)	Provisions	32	(3,944)
(48,690)	(50,471)	Current Liabilities		(77,252)
(38,695)	(37,158)	Long Term Creditors	31	(35,991)
(6,518)	(4,888)	Provisions	32	(4,253)
(164,729)	(171,526)	Long Term Borrowing	25	(171,398)
(271,642)	(240,283)	Other Long Term Liabilities	28,36	(290,362)
(7,569)	(7,440)	Grants Receipts in Advance - Capital	17	(4,545)
(489,153)	(461,294)	Long Term Liabilities		(506,549)
261,239	254,052	Net Assets		189,426
60,557	49,196	Usable Reserves	34	31,734
200,682	204,856	Unusable Reserves	35	157,692
261,239	254,052	Total Reserves		189,426

Cash Flow Statement

2015/16 (Restated)		Notes	2016/17
£'000			£'000
70,907	Net (Surplus) or deficit on the provision of services		34,907
(91,277)	Adjustments to net Surplus or deficit on the provision of service for non-cash movements		(52,729)
12,963	Adjustments for items included in the net surplus or deficit on the provision of service that are investing or financing activities		21,494
(7,408)	Net cash flows from Operating Activities	37	3,673
23,527	Investing Activities	38	16,622
(6,070)	Financing Activities	39	(26,579)
10,049	Net (increase) or decrease in cash and cash equivalents		(6,284)
8,799	Cash and cash equivalents at the beginning of the reporting period		(1,250)
(1,250)	Cash and cash equivalents at the end of the reporting period	30	5,034



St Mary's Island,
Chatham Maritime

E. Notes to the Core Financial Statements



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River Medway

E1. Statement of Accounting Policies



1. Accounting Policies

General Principles

The financial statements summarises the Authority's transactions for the 2016/17 financial year and its position at the year-end of 31 March 2017. The Accounts and Audit Regulations 2015 requires the Authority to prepare an annual Statement of Accounts in accordance with proper accounting practices. These practices under Section 21 of the 2003 Act primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2016/17 (the Code), 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.

Qualitative Characteristics of Financial Statements

Relevance

The accounts have been prepared with the objective of providing information about the Council's financial performance and position that is useful for assessing the stewardship of public funds and for making financial decisions.

Materiality

The concept of materiality has been utilised in preparing the accounts so that insignificant items and fluctuations under an acceptable level of tolerance are permitted provided that in aggregate they would not affect the interpretation of the accounts.

Faithful Representation

The financial information in the accounts is a faithful representation of the economic performance of the Council as they have been prepared to reflect the reality or substance of the transaction, are free from deliberate or systematic bias, are free from material error and contain all the information necessary to aid understanding.

Comparability

The accounts must comply with the Code which establishes proper practice in relation to consistent financial reporting.

Verifiability

Different knowledgeable and independent observers will be able to reach the same conclusion from the information presented in the accounts.

Timeliness

The information provided in the accounts is available to decision makers in time to be capable of influencing their decisions.

Understandability

These accounts are based on accounting concepts and terminology which require reasonable knowledge of accounting and local Government. Every effort has been made to use plain language and where technical terms are unavoidable they have been explained in the glossary contained within the accounts.

Underlying Assumptions

Accruals Basis

The financial statements, other than the cash flow, are prepared on an accruals basis. Income and expenditure is recognised in the accounts in the period in which it is earned or incurred not as the cash is received or paid.

Going Concern

The accounts have been prepared on the assumption that the Council will continue in existence for the foreseeable future.

Primacy of Legislation Requirements

In accordance with the Code, where an accounting treatment is prescribed by law then it has been applied, even if it contradicts accounting standards. The following are examples of legislative accounting requirements have been applied when compiling these accounts:

- Capital receipts from the disposal of property, plant and equipment are treated in accordance with the provisions of the Local Government Act 2003.
- The Local Government Act 2003 requires the Council to set aside a minimum revenue provision.
- The Housing Revenue Account is compiled following proper practice as defined by the Local Government and Housing Act 1989 and section 21 of the 2003 Act.

Accruals of Income and Expenditure

Activity is accounted for in the year that it takes place, not simply when cash payments are made or received. However, it is the Authority's policy not to accrue for amounts less than £500 unless it is considered significant to the service. There are particular areas where accruals are considered:

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

Exceptions to this are payments of:

- Regular quarterly accounts (e.g. telephones, electricity, ICT contracts for software and hardware)
- Penalty Charge Notice income
- Employee expenses and overtime allowances.

These have been consistently applied each year and therefore do not have a material effect on the year's accounts.

Council Tax and Non-Domestic Rates

Billing authorities act as agents, collecting council tax and non-domestic rates (NDR) on behalf of the major preceptors (including government for NDR) and, as principals, collecting council tax and NDR for themselves. Billing authorities are required by statute to maintain a separate fund (i.e. the Collection Fund) for the collection and distribution of amounts due in respect of council tax and NDR. Under the legislative framework for the Collection Fund, billing authorities, major preceptors and central government share proportionately the risks and rewards that the amount of council tax and NDR collected could be less or more than predicted.

Accounting for Council Tax and NDR

The council tax and NDR income included in the Comprehensive Income and Expenditure Statement is the Authority's share of accrued income for the year. However, regulations determine the amount of council tax and NDR that must be included in the Authority's General Fund. Therefore, the difference between the income included in the Comprehensive Income and Expenditure Statement and the amount required by regulation to be credited to the General Fund is taken to the Collection Fund Adjustment Account and included as a reconciling item in the Movement in Reserves Statement.

The Balance Sheet includes the Authority's share of the end of year balances in respect of council tax and NDR relating to arrears, impairment allowances for doubtful debts, overpayments and prepayments and appeals.

Cash and Cash Equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than 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 Authority's cash management.

All other investments which are not held for the purpose of meeting short-term cash needs and are not readily convertible into known amounts of cash are classified as investments.

Prior Period Adjustments, Changes in Accounting Policy and Estimates and Errors

Prior period adjustments may arise as a result of a change in accounting policies or to correct a material error. Changes in accounting estimates will be 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 Authority's financial position or financial performance. Where a change is made, it is applied retrospectively (unless otherwise stated) by adjusting opening balances and comparative amounts for the prior year period as if the new policy had always been applied.

Material errors discovered in prior year periods 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 assets attributable to the service.

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

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

Termination benefits

Termination benefits are amounts payable as a result of a decision by the Authority to terminate an officer's employment before the normal retirement date or an officer's decision to accept redundancy in exchange for those benefits and are charged on an accruals basis to the appropriate service in the Comprehensive Income and Expenditure Statement at the earlier of when the Authority can no longer withdraw the offer of those benefits or when the Authority recognises costs for a restructuring.

Where termination benefits involve the enhancement of pensions, statutory provisions require the General Fund Balance to be charged with the amount payable by the Authority 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 Authority are members of three separate pension schemes.

- The Teachers' Pension Scheme, administered by Capita Teachers' Pensions on behalf of the Department for Education (DfE).
- The NHS Pension Scheme, administered by **NHS Business Services Authority (BSA)**.
- The Local Government Pensions Scheme, administered by Kent County Council.

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

However, the arrangements for the teachers' and NHS schemes mean that liabilities for these benefits cannot ordinarily be identified specifically to the Authority. The schemes are therefore accounted for as if they were defined contribution schemes and no liability for future payments of benefits is recognised in the Balance Sheet. The Children and Adults Directorate line in the Comprehensive Income and Expenditure Statement is charged with the employer's contributions payable to Teachers' Pensions in the year. The Public Health Directorate line in the Comprehensive Income and Expenditure Statement is charged with the employer's contributions payable to the NHS Pension Scheme in the year.

The Local Government Pension Scheme

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

- The liabilities of the Kent pension fund attributable to the Authority are included in the Balance Sheet on an actuarial basis using the projected unit method – i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc., and projections of projected earnings for current employees.
- Liabilities are discounted to their fair value at current prices, using a discount rate of 2.8%

The change in the net pension 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 arising from current year decisions 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 the Business Support Department
 - net interest on the net defined benefit liability/asset, i.e. net interest expense for the Authority – the change during the period in the net defined 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.
- Remeasurements comprising:
 - the return on plan assets – excluding amounts included in net interest on the net defined benefit liability (asset) – charged to the Pensions Reserve as Other Comprehensive Income and Expenditure
 - actuarial gains and losses – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – charged to the Pensions Reserve as Other Comprehensive Income and Expenditure
- contributions paid to the Kent pension fund – cash paid as employer's contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

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

Discretionary Benefits

The Authority also has restricted powers to make discretionary awards of retirement benefits in the event of early retirements but since 6 January 2007 has ceased to award additional service in the event of early retirement on other than ill-health grounds. Any liabilities estimated to arise as a result of an award to any member of staff (including teachers) are accrued in the year of the decision to make the award and accounted for using the same policies as are applied to the Local Government Pension Scheme.

Events after the Reporting Period

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 are 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.

Financial Instruments

Financial Liabilities

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

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

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

Where premiums and discounts have been charged to the Comprehensive Income and Expenditure Statement, regulations allow the impact on the General Fund Balance to be spread over future years. The Authority has a policy of spreading the gain or loss over the term that

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

Financial Assets

The Authority's financial assets (investments) are classified into:

- Loans and Receivables - assets that have fixed or determinable payments but which 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 and Receivables

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

The Authority has made a small number of loans to eligible employees, e.g. for the purchase of motor vehicles and charitable organisations at less than market rates (soft loans). The value of these loans has been considered to be immaterial and the calculation of the present value of interest foregone, required by the Code, has not been undertaken.

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 Directorate (for receivables specific to that Directorate) 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 Authority 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 Authority.

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

- 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.

The inputs to the measurement techniques are categorised in accordance with the following three levels:

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

Changes on 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 flow 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.

Where fair value cannot be measured reliably, the instrument is carried at cost (less any impairment losses).

Government Grants and Contributions

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

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

Amounts recognised as due to the Authority are not credited to the Comprehensive Income and Expenditure Statement until conditions attached to the grant or contribution has been satisfied. Conditions are stipulations that specify that the future economic benefits or service potential embodied in the asset in the form of the grant or contribution are required to be consumed by

the recipient as specified, or future economic benefits or service potential must be returned to the transferor.

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

Where capital grants are credited to the Comprehensive Income and Expenditure Statement, they are reversed out of the 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.

Heritage Assets

Heritage Assets are held purely for increasing the knowledge, understanding and appreciation of the Authority's history and local area and are recognised by using the latest insurance valuation, which shall be subject to a rolling review, phased over annual tranches. Valuations should also provide value for money for taxpayers with regards to the information provided within the financial statements versus the cost of obtaining the data.

By their nature, the useful life cannot be measured and therefore they will not be subject to annual depreciation charges. Where assets are being recognised for the first time, the initial valuation shall be recognised as a gain in the balance sheet and an increase in the Authority's revaluation reserve. Subsequent revaluations shall follow the same guidelines as set out within Property, Plant and Equipment.

It is not foreseen that there will be many disposals of heritage assets, but should this occur, the same guidelines as set out within Property, Plant and Equipment shall apply.

The Authority's collections of heritage assets are accounted for as follows:

Buildings

The buildings included are Rochester Castle, Temple Manor, Eastgate House, Brook Pumping Station and various clocks and war memorials. They are not used to provide services and therefore are considered non-operational. With the exception of Rochester Castle, they were revalued during 2012/13. Unfortunately despite an extensive search, the Authority was unable to engage a valuer with relevant knowledge to provide a valuation for Rochester Castle, so the valuation remains that of an historic insurance valuation at the present time.

Furniture

The Authority holds many items of furniture ranging from clocks, chairs, chaise lounges, and various types of chests and writing cabinets dating from the 17th, 18th and 19th centuries. Some of these items are on display whilst others are held in storage. These items are valued by industry experts to provide an insurance valuation and form part of the rolling programme of revaluations.

Silver/Gold Collections

There are currently various different pieces held within this collection including items of civic regalia, iron age coins and other miscellaneous items from the 17th, 18th and 19th centuries and are held within the Balance Sheet. These items were revalued by industry experts during 2013/14 as part of the rolling programme of revaluations.

Art Collection

The collection consists of items including various paintings, marble busts and engravings dating from the 17th, 18th and 19th centuries. Part of this category was revalued during both 2014/15 and 2016/17 by industry experts. The remainder will be revalued in future years as part of the rolling programme of revaluations.

Other

The Authority holds many items within this category including collections of medals, various coins and trading tokens, pianos, cameras, costumes and jewellery dating from the Bronze Age to the 20th century. Many can be found on display whilst a few are held in storage. The insurance valuations will be reviewed by industry experts as part of the rolling programme of valuations.

Heritage Assets – General

The carrying amounts of heritage assets are reviewed where there is evidence of impairment for heritage assets, e.g. where an item has suffered physical deterioration or breakage or where doubts arise as to its authenticity. Any impairment is recognised and measured in accordance with the Authority's general policies on impairment – see policy relating to Property, Plant and Equipment in this summary of significant accounting policies.

The Authority will occasionally dispose of heritage assets which have a doubtful provenance or are unsuitable for public display. The proceeds of such items are accounted for in accordance with the Authority'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.

Intangible Assets

Expenditure on non-monetary assets that do not have physical substance but are controlled by the Authority as a result of past events (e.g. software licences) is capitalised when it is expected that future economic benefits or service potential will flow from the intangible asset to the Authority and is above the de-minimis level of £25,000.

Internally generated assets are capitalised where it is demonstrable that the project is technically feasible and is intended to be completed (with adequate resources being available) and the Authority will be able to generate future economic benefits or deliver service potential by being able to sell or use the asset. Expenditure is capitalised where it can be measured reliably as attributable to the asset and is restricted to that incurred during the development phase (research expenditure cannot be capitalised).

Expenditure on the development of websites is not capitalised if the website is solely or primarily intended to promote or advertise the Authority'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 Authority can be determined by reference to an active market. In practice, no intangible asset held by the Authority meets this criterion, and they are therefore carried at amortised cost. The depreciable amount of an intangible asset is amortised over its useful life to the relevant Directorate 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 Directorate 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.

Interests in Companies and Other Entities

The Authority has no material interests in companies and other entities that have the nature of subsidiaries, associates and joint ventures that require it to prepare group accounts. In the Authority's own single-entity accounts, the interests in companies and other entities are recorded as financial assets at cost, less any provision for losses.

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 annually according to market conditions at the year-end. Gains and losses on revaluation are posted to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The same treatment is applied to gains and losses on disposal.

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.

Joint Ventures

A joint venture is a joint arrangement whereby the parties that have joint control of the arrangement have rights to the net assets of the arrangement. The Authority has two joint ventures; Medway Norse Limited and Medway Norse Transport (see Note 18). The Authority's share of net assets in these entities is immaterial to the financial statements and consequently no group accounts have been prepared.

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 may be accounted for under this policy where fulfilment of the arrangement is dependent on the use of specific assets.

The Authority as Lessee

Finance Leases

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

Lease payments are apportioned between:

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

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

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

Operating Leases

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

The Authority as Lessor

Operating Leases

Where the Authority grants an operating lease over a property or an item of plant or equipment, the asset is retained in the Balance Sheet. Rental income is credited to the Other Operating 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 and Support Services

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

Property, Plant and Equipment

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

Recognition

Expenditure, generally above the de-minimis level of £25,000 on the acquisition, creation or enhancement of Property, Plant and Equipment is capitalised on an accruals basis, provided that it is probable that the future economic benefits or service potential associated with the item will flow to the Authority and the cost of the item can be measured reliably. Expenditure that maintains but does not add to an asset's potential to deliver future economic benefits or service potential (i.e. repairs and maintenance) is charged as an expense when it is incurred.

Measurement

Assets are initially measured at cost, comprising:

- the purchase price
- any costs attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.
- the initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located.

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

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

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

- infrastructure, community assets and assets under construction – depreciated historical cost
- Council dwellings – current value, determined using the basis of existing use value for social housing (EUV-SH)
- school buildings – current value, but because of their specialist nature, are measured at depreciated replacement cost which is used as an estimate of current value
- surplus assets – the current value measurement base is fair value, estimated at highest and best use from a market participant's perspective
- all other assets – current value, determined as the amount that would be paid for the asset in its existing use (existing use value – EUV).

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

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

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

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 Directorate 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

Componentisation was introduced under the IFRS-based Code of Practice to allow significant parts of an asset with different values and useful lives to be accounted for separately (recognition, depreciation and derecognition), therefore providing the most accurate way of accounting for the overall asset.

All assets, other than investment properties, have a land and building/depreciable split where appropriate. After assessing the materiality of the various items of Property, Plant and Equipment, it was decided that assets with a Gross Book Value in excess of £2.5m and the following asset types would be further componentised upon the date of their next scheduled revaluation:

- Schools – rolling programme starting from 2011/12
- Leisure centres with swimming pools – rolling programme starting from 2012/13
- Medway Park – componentised from 2010/11
- Crematorium – componentised from 2011/12
- Other assets with a GBV in excess of £2.5m – componentised from 2016/17

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 Directorate 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 charged in the year of disposal and not in the year of acquisition.

Depreciation is calculated on the following basis:

- Council dwellings and other buildings – straight-line allocation over the outstanding life of the property as estimated by the valuer
- vehicles, plant, furniture and equipment – straight-line allocation over the projected life of the asset
- infrastructure – straight-line allocation over the outstanding life of the asset.

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

Disposals and Non-current Assets Held for Sale

When it becomes probable that the carrying amount of an asset will be recovered principally through a sale transaction rather than through its continuing use, it is reclassified as an Asset Held for Sale. The asset is revalued immediately before reclassification and then carried at the lower of this amount and fair value less costs to sell. Where there is a subsequent decrease to fair value less costs to sell, the loss is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Gains in fair value are recognised only up to the amount of any previous losses recognised in the Surplus or Deficit on Provision of Services. Depreciation is not charged on Assets Held for Sale.

If assets no longer meet the criteria to be classified as Assets Held for Sale, they are reclassified back to non-current assets and valued at the lower of their carrying amount before they were classified as Held for Sale; adjusted for depreciation, amortisation or revaluations that would have been recognised had they not been classified as Assets 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 capital receipts relating to housing disposals is payable to the government. The balance of receipts remains within the Capital Receipts Reserve, and can then only be used for new capital investment [or set aside to reduce the Authority's underlying need to borrow (the capital financing requirement)]. Receipts are appropriated to the Reserve from the General Fund Balance in the Movement in Reserves Statement.

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

Recognition of Schools' Non-current Assets

Maintained schools' non-current assets should be recognised in the local authority financial statements in accordance with the requirements of chapter four of the Code (Non-current Assets). The area likely to be of most concern is the land and buildings from which schools operate.

If a school obtains academy status, then all responsibilities transfer to the Academy. The only exception to this will be where the school was previously a maintained school where the Authority had a form of control over the future ability to provide a school, whereby the responsibility for the non-current assets will be transferred to the Academy by way of a long-term lease, and therefore, the present value of that lease relating to the freehold will be all that remains within the Authority's Balance Sheet.

Provisions, Contingent Liabilities and Contingent Assets

Provisions

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

Provisions are charged as an expense to the appropriate Directorate line in the Comprehensive Income and Expenditure Statement in the year that the Authority 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 Directorate.

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

Non Domestic Rate (NDR) Appeals Provision

Local Authorities retain an element of all NDR collected and in Medway's case we retain 49% of collected NDR. With this responsibility we also suffer the loss of income from successful appeals against the rateable value of non-domestic property which include appeals submitted to the Valuation Office (VOA) prior to the introduction of this new regime. In order to mitigate against future losses of income from these appeals the Authority has created a provision to offset the cost of back-dated refunds as the appeals are settled. The provision has been calculated as an estimate of potential cost against each individual appeal case and the cost is adjusted to take account of the probability of success. The value of this Provision is being spread to impact upon revenue over a 5 year period.

A new rating list came into effect on 1 April 2017 and appeals filed after that date are based on the new list and cannot be backdated. The provision in respect of new appeals will be based on the likelihood of success and the resultant increase or decrease in the provision charged or credited to the Income and Expenditure Account.

Contingent Liabilities

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

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

Reserves

Usable Earmarked Reserves

The Authority sets aside specific amounts as reserves for future policy purposes or to cover contingencies. Reserves are created by appropriating amounts out of the General Fund Balance in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service revenue account in that year to score against the Surplus or Deficit on the Provision of Service 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.

Unusable Reserves

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 Authority. These reserves are explained in the notes to the principal financial statements.

Revenue Expenditure Funded from Capital under Statute (REFCUS)

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

Schools

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

Schools maintained by the Council are recognised on the Balance Sheet as the balance of control lies with the Council.

The Council has the following types of maintained schools:

- Community
- Voluntary Aided
- Voluntary Controlled
- Foundation

However, Voluntary aided and voluntary controlled schools are not recognised on the Council's Balance Sheet as the balance of control for these schools lies with the respective dioceses.

VAT

VAT payable is included in the accounts 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.

Fair Value Measurement

The Authority measures some of its non-financial assets such as surplus assets and investment properties and some of its financial instruments such as equity shareholdings 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 Authority 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 Authority 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 Authority 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 Authority'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 Authority 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.

2. Accounting Standards that have been issued but have not yet been adopted

The Code of Practice on Local Authority Accounting in the United Kingdom 2017/18 has introduced several changes in accounting policies which will be required from 1 April 2017.

However, all of these relate to pension fund accounts and therefore are not relevant to the Authority.

3. Critical Judgements in applying Accounting Policies

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

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

- The Authority recognises the land and buildings used by schools in line with the provisions of the Code of Practice. It states that property used by local authority maintained schools should be recognised in accordance with the asset recognition tests relevant to the arrangements that prevail for the property. The Authority recognises the schools land and buildings on its Balance Sheet where it directly owns the assets, the school or school Governing Body own the assets or rights to use the assets have been transferred from another entity. Where the land and building assets used by the school are owned by an entity other than the Authority, school or school Governing Body then it is not included on the Authority's Balance Sheet. The Authority has completed a school by school assessment across the different types of schools it controls within Medway. Judgements have been made to determine the arrangements in place and the accounting treatment of the land and building assets. Voluntary aided schools the legal ownership of the land and buildings rests with the relevant Dioceses. The Diocese has granted a licence to the school to use the land and buildings. Under this licence arrangement, the rights of use of the land and buildings have not transferred to the school and thus are not included on the Authority's Balance Sheet. Academies are not considered to be maintained schools in the Authority's control. Thus the land and building assets are not owned by the Authority and not included on the Authority's Balance Sheet.

4. Assumptions Made About the Future and Other Major Sources of Estimation Uncertainty

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

The items in the Authority's Balance Sheet at 31 March 2017 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

Item	Uncertainties	Effect if actual results differ from assumptions
Pension Liability	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. Public sector consultants Barnett Waddingham are engaged to provide the Authority with expert advice about the assumptions to be applied.	The effect of changes in assumptions on discount rate, long term salary increases, pension increase and deferred revaluation and mortality rates would be as detailed within the sensitivity analysis table within Note 36 to the financial statements.



Upnor Castle, Upnor

E2. Notes Supporting both the Comprehensive Income and Expenditure and the Movement in Reserves Statement

5. Expenditure and 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. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement.

2015/16 (Restated)					Directorate	2016/17				
Net Expenditure Chargeable to the General Fund and HRA Balances	Adjustments between the Funding and Accounting Basis	Net Expenditure in the Comprehensive Income and Expenditure Statement	Amounts Not Reported to Management/Corporate Amounts	Management Accounts		Net Expenditure Chargeable to the General Fund and HRA Balances	Adjustments between the Funding and Accounting Basis	Net Expenditure in the Comprehensive Income and Expenditure Statement	Amounts Not Reported to Management/Corporate Amounts	Management Accounts
£'000	£'000	£'000	£'000	£'000		£'000	£'000	£'000	£'000	£'000
7,890	3,105	4,785	(2,772)	7,557	Business Support Department	8,055	308	7,747	1,017	6,730
130,244	(8,437)	138,681	(109,603)	248,284	Children's and Adults	126,183	(10,187)	136,371	(98,511)	234,881
60,702	(32,801)	93,503	13,011	80,492	Regeneration, Community, Environment and Transformation	54,811	(29,992)	84,803	7,494	77,309
(3,328)	(1,067)	(2,261)	(14,373)	12,112	Public Health	(2,644)	(103)	(2,541)	(17,759)	15,218
(2,774)	21,981	(24,755)	(24,173)	(582)	Housing Revenue Account	(3,445)	18,202	(21,646)	(20,845)	(801)
192,734	(17,218)	209,953	(137,911)	347,864	Net Cost of Services	182,961	(21,773)	204,733	(128,604)	333,337
(190,274)	(51,229)	(139,046)	(144,189)	5,143	Other operating income and expenditure	(169,193)	633	(169,826)	(175,051)	5,225
2,460	(68,447)	70,907	(282,100)	353,007	(Surplus) or Deficit	13,768	(21,139)	34,907	(303,655)	338,562
(41,791)					Opening General Fund and HRA Balance	(39,331)				
2,460					Less Deficit on General Fund and HRA Balance in Year	13,768				
(39,331)					Closing General Fund and HRA Balance *	(25,563)				

*for a split of this balance between the General Fund and the HRA – see the Movement in Reserves Statement

The movements shown within 'Amounts Not Reported to Management/Corporate Amounts' include funding of the revenue budget e.g. Council Tax, Non-Domestic Rates, Dedicated Schools Grant and the Public Health grant. Other transactions relate to the changes in value and loss on disposal of non-current assets.

6. Note to Expenditure and Funding Analysis

This note provides a reconciliation of the main adjustments to Net Expenditure Chargeable to the General Fund and HRA Balances to arrive at the amounts in the Comprehensive Income and Expenditure Statement. The relevant transfers between reserves are explained in the Movement in Reserves Statement.

Adjustments between Funding and Accounting Basis				
2016/17				
Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts	Adjustments for Capital Purposes (Note a)	Net change for the Pensions Adjustments (Note b)	Other Differences (Note c)	Total Adjustments
	£'000	£'000	£'000	£'000
Business Support Department	(1,351)	1,701	(42)	308
Children's and Adults	(7,511)	(3,096)	419	(10,187)
Regeneration, Community, Environment and Transformation	(28,153)	(1,794)	(45)	(29,992)
Public Health	0	(102)	(1)	(103)
Housing Revenue Account	18,430	(213)	(15)	18,202
Net Cost of Services	(18,585)	(3,504)	316	(21,773)
Other income and expenditure from the Expenditure and Funding Analysis	1,963	(8,608)	7,278	633
Difference between General Fund surplus or deficit and Comprehensive Income and Expenditure Statement Surplus or Deficit on the Provision of Services	(16,621)	(12,112)	7,594	(21,139)

Adjustments between Funding and Accounting Basis				
2015/16 (Restated)				
Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts	Adjustments for Capital Purposes (Note a)	Net change for the Pensions Adjustments (Note b)	Other Differences (Note c)	Total Adjustments
	£'000	£'000	£'000	£'000
Business Support Department	(3,182)	6,189	97	3,105
Children's and Adults	(4,760)	(3,664)	(12)	(8,437)
Regeneration, Community, Environment and Transformation	(31,058)	(2,101)	358	(32,801)
Public Health	0	(1,073)	7	(1,067)
Housing Revenue Account	22,143	(152)	(10)	21,981
Net Cost of Services	(16,857)	(801)	439	(17,218)
Other income and expenditure from the Expenditure and Funding Analysis	(41,619)	(8,619)	(991)	(51,229)
Difference between General Fund surplus or deficit and Comprehensive Income and Expenditure Statement Surplus or Deficit on the Provision of Services	(58,476)	(9,420)	(551)	(68,447)

Adjustments for Capital Purposes

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

Net Change for the Pensions Adjustments

- b) Net change for the removal of pension contributions and the addition of IAS 19 Employee Benefits pension related expenditure and income:
- For services this represents the removal of the employer pension contributions made by the Authority as allowed by statute and the replacement with current service costs and past service costs.
 - For Financing and investment income and expenditure -- the net interest on the defined benefit liability is charged to the CIES.

Other Differences

- c) Other differences between amounts debited/credited to the Comprehensive Income and Expenditure Statement and amounts payable/receivable to be recognised under statute:
- For **Services** this represents Amount by which officer remuneration charged to the comprehensive I&E account on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements.
 - For **Financing and investment income and expenditure** the other differences column recognises adjustments to the General Fund for the timing differences for premiums and discounts.
 - The charge under **Taxation and non-specific grant income and expenditure** represents the difference between what is chargeable under statutory regulations for council tax and NDR that was projected to be received at the start of the year and the income recognised under generally accepted accounting practices in the Code. This is a timing difference as any difference will be brought forward in future Surpluses or Deficits on the Collection Fund.

7. Segmental Income

Income received on a segmental basis is analysed below:

	2015/16	2016/17
	Income from Services	Income from Services
	£'000	£'000
Business Support Department	(4,826)	(4,620)
Children's and Adults	(15,751)	(16,852)
Regeneration, Community, Environment and Transformation	(28,536)	(28,107)
Public Health	(11)	(2)
Housing Revenue Account	(14,648)	(14,555)
Total income analysed on a segmental basis	(63,772)	(64,136)

8. Expenditure and Income Analysed by Nature

	2015/16 (Restated)	2016/17
	£'000	£'000
Expenditure/Income		
Expenditure		
Employee benefits expenses	160,190	150,333
Other services expenses	389,498	383,256
Support service recharges	0	0
Depreciation, amortisation and impairment	29,926	20,997
Interest payments	11,609	11,600
Precepts and levies	1,489	1,637
Payments to Housing Capital Receipts Pool	269	225
Loss on the disposal of assets	45,447	19,813
Pension Adjustment	287	267
Total expenditure	638,716	588,127
Income		
Fees, charges and other service income	(85,854)	(80,261)
Interest and investment income	(4,523)	(4,773)
Income from council tax and non-domestic rates	(144,438)	(148,419)
Government grants and contributions	(332,994)	(319,767)
Total income	(567,809)	(553,219)
Deficit on the Provision of Services	70,907	34,908



Aerial View of Rochester

E3. Notes Supporting the Comprehensive Income and Expenditure Statement



9. Other Operating Expenditure

	2015/16 £'000	2016/17 £'000
Parish Council Precepts	366	383
Levies	1,123	1,254
Payment to the Government Housing Capital receipts Pool	269	225
(Gains)/losses on disposal of non-current assets	45,447	19,813
Total	47,205	21,674

10. Financing and Investment Income and Expenditure

	2015/16 £'000	2016/17 £'000
Interest payable and similar charges	11,475	11,434
Net interest on the net defined benefit liability (asset)	8,619	8,608
Interest receivable and similar income	(3,305)	(3,423)
Income and expenditure in relation to investment properties and changes in their fair value	(339)	(3,192)
Other investment income	(836)	(972)
Total	15,614	12,455

11. Taxation and Non-Specific Grant income and expenditure

	2015/16 £000s	2016/17 £000s
Council tax income	(96,629)	(102,305)
Non-domestic rates income and expenditure	(47,808)	(46,114)
Non-ringfenced government grants	(47,553)	(38,094)
Capital grants and contributions	(9,874)	(17,443)
Total	(201,865)	(203,955)

Shown in the table above are significant movements between 2015/16 and 2016/17 relating to Non-ring fenced government grants. This movement directly reflects the continued reduction in Central Government Support to Local Government arising from austerity measures. The movement in Capital grants and contributions reflects funding of specific infrastructure and regeneration projects agreed with Central Government.

12. Pooled Budgets

Better Care Fund (BCF)

The Council operated a Better Care Fund of £18.473m with Medway Clinical Commissioning Group under a s.75 arrangement throughout 2016/17. The arrangements for each scheme within the Better Care Fund have been reviewed to determine the appropriate accounting treatment by the Council and Medway CCG. Control of the commissioning arrangements has been key to determining the nature of each scheme within the fund.

This substance of the arrangement, however, is not one of a pooled budget. Individual members continue to contract with individual providers without reference to other members and continue to use their own resources of funding. In substance these are neither joint operations nor lead commissioner transactions and not a vehicle for joint commissioning. The conclusion has been reached as both parties have retained the financial risks associated with each of the schemes as existed before the fund was set up.

The Council and Medway CCG will continue to work towards greater integration and joint commissioning of services in future years and the accounting of the Better Care Fund will be reviewed each year.

Better Care Fund (BCF)	2015/16		2016/17	
	£'000	£'000	£'000	£'000
Funding provided through the s75 agreement:				
Medway Council	1,479		1,800	
Medway CCG	16,154		16,673	
		17,633		18,473
Expenditure met from the s75 agreement:				
Medway Council	1,479		1,800	
Medway CCG	16,154		16,673	
		17,633		18,473
Net surplus/(deficit) arising on the pooled budget during the year		0		0

13. Members' Allowances

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

	2015/16 £000	2016/17 £000
Basic Allowance	467	466
Special Responsibility Allowance	251	266
Expenses	4	3
Total	722	735

Medway Council is comprised of 55 Members. In 2016/17, 57 Members were entitled to claim allowances. This includes 2 Councillors whose term of office ended 2016/17 and 55 current Councillors.

Full details can be found on the Council's website from the link:

<http://www.medway.gov.uk/thecouncilanddemocracy/councillorsanddecisions/allowancesandexpenses.aspx>

14. Officers' Remuneration

The remuneration paid to the Authority's senior employees during 2016/17 is as follows:

Post	Salaries, Fees and Allowances	Expenses	Compensation for Loss of Office	Total Excluding Pension Contribution	Pension Contribution	Total
	£	£	£	£	£	£
Chief Executive (Neil Davies)	156,901	318	0	157,219	27,286	184,505
Director of Children & Adult Services - left 24.07.16	41,162	0	0	41,162	7,134	48,296
Director of Children & Adult Services - appointed 18.07.16	78,585	4	0	78,589	13,489	92,078
Director of Regeneration, Community, Environment & Transformation	115,614	0	0	115,614	19,891	135,505
Director of Public Health (Andrew Burnett)	167,667	701	0	168,368	0	168,368
Chief People Officer	80,062	0	0	80,062	12,802	92,864
Assistant Director Communications, Performance & Partnerships	93,411	0	0	93,411	15,866	109,277
Chief Finance Officer	91,617	26	0	91,643	14,543	106,186
Deputy Director - Childrens & Adult Services - left 17.07.16	28,007	0	0	28,007	4,878	32,885
Deputy Director - Childrens and Adults - started 01.08.16	64,374	0	0	64,374	11,222	75,596
Assistant Director - Childrens Services - left 31.07.16	52,153	0	0	52,153	9,265	61,418
Assistant Director - Legal & Corporate Services	89,782	0	0	89,782	15,593	105,375
Assistant Director - Physical and Cultural Regeneration - left 31.07.16	30,856	16	42,593	73,465	5,289	78,754
Assistant Director - Physical and Cultural Regeneration - appointed 13.03.16	72,026	0	0	72,026	12,511	84,537
Assistant Director - Front Line Services - left 06.07.16	24,290	0	24,044	48,334	4,222	52,556
Assistant Director - Front Line Services - appointed 28.11.16	26,371	0	0	26,371	4,540	30,911
Assistant Director - Partnership Commissioning	84,942	0	0	84,942	14,010	98,952

The criteria used for Senior Officers are those that are in a position to influence the strategic direction of the Authority. On this basis, the officers are those that attend Corporate Management Team. The number of officers required to attend was expanded during 2016/17 to include assistant directors.

Comparative figures for 2015/16 are as follows:

Post	Salaries, Fees and Allowances	Expenses Allowances	Compensatio n for Loss of Office	Total Excluding Pension Contribution	Pension Contribution	Total
	£	£	£	£	£	£
Chief Executive (Neil Davies)	155,967	0	0	155,967	27,124	183,091
Director of Children & Adult Services	129,612	79	0	129,691	22,460	152,151
Director of Regeneration, Community & Culture - left 21.06.2015	29,603	0	0	29,603	5,134	34,737
Director of Regeneration, Community & Culture - appointed 22.06.2015	88,020	0	0	88,020	15,132	103,152
Director of Public Health - left 29.02.16	133,809	1,958	0	135,767	16,380	152,147
Director of Public Health - appointed 01.03.2016	13,904	0	0	13,904	1,988	15,892
Deputy Director Customer Contact, Leisure, Democracy & Governance - left 21.06.2015	22,285	0	0	22,285	3,891	26,176
Assistant Director Communications, Performance & Partnerships	93,380	15	0	93,395	15,772	109,167
Chief Finance Officer	90,731	22	0	90,753	14,852	105,605
Deputy Director - Children & Adult Services	93,802	0	0	93,802	16,334	110,136
Assistant Director Legal & Corporate Services	84,977	0	0	84,977	14,719	99,696

The Council's other employees receiving more than £50,000 remuneration for the year (excluding employer's pension contributions) were paid the following amounts:

Remuneration Band	Number of Employees			
	Schools		Non-Schools	
	2015/16	2016/17	2015/16	2016/17
£50,000 to £54,999	16	25	31	27
£55,000 to £59,999	18	14	14	19
£60,000 to £64,999	13	14	20	18
£65,000 to £69,999	7	6	12	12
£70,000 to £74,999	5	3	3	2
£75,000 to £79,999	4	3	2	1
£80,000 to £84,999	1	2	1	0
£85,000 to £89,999	2	0	0	1
£90,000 to £95,999	1	1	2	0
£95,000 to £99,999	0	0	1	0
£100,000 to £104,999	1	0	0	1
£105,000 to £109,999	0	0	1	0
£110,000 to £114,999	0	1	0	0
£115,000 to £119,999	0	0	0	0
£120,000 to £124,999	1	1	0	0
£125,000 to £129,999	0	0	0	0
£130,000 to £149,999	0	0	0	0
£150,000 to £154,999	0	1	0	0
Total	69	71	87	81

The amount within the £150,000 to £154,999 band above is a combination of salary and payments required under a contract.

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

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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 £		
	2016/17	2016/17			2016/17			2016/17		
	Total	Schools	Non-School	Total	Schools	Non-School	Total	Schools	Non-School	Total
£0 - £20,000	58	14	20	34	33	59	92	138,077	393,755	531,832
£20,001 - £40,000	8	3	6	9	3	14	17	66,907	384,870	451,777
£40,001 - £60,000	4	1	1	2	1	5	6	46,500	241,025	287,525
£60,001 - £80,000	0	0	0	0	0	0	0	0	0	0
£80,001 - £100,000	0	1	0	1	1	0	1	87,000	0	87,000
£100,001 - £150,000	0	0	0	0	0	0	0	0	0	0
£150,001 - £200,000	0	0	0	0	0	0	0	0	0	0
Total	70	19	27	46	38	78	116	338,484	1,019,650	1,358,134

The total cost of **£1.358m** in the table above for exit packages has been charged to the Authority's Comprehensive Income and Expenditure Statement in the current year.

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 £		
	2015/16	2015/16			2015/16			2015/16		
	Total	Schools	Non-School	Total	Schools	Non-School	Total	Schools	Non-School	Total
£0 - £20,000	13	16	47	63	16	60	76	70,875	360,314	431,189
£20,001 - £40,000	1	1	4	5	1	5	6	25,000	136,786	161,786
£40,001 - £60,000	0	0	3	3	0	3	3	0	141,621	141,621
£60,001 - £80,000	0	0	0	0	0	0	0	0	0	0
£80,001 - £100,000	0	0	0	0	0	0	0	0	0	0
£100,001 - £150,000	0	0	0	0	0	0	0	0	0	0
£150,001 - £200,000	0	0	0	0	0	0	0	0	0	0
Total	14	17	54	71	17	68	85	95,875	638,721	734,596

The total cost of £0.735m in the table above for exit packages was charged to the Authority's Comprehensive Income and Expenditure Statement in during 2015/16.

15. 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:

	2015/16 £'000	2016/17 £'000
Fees payable to BDO with regard to external audit services carried out by the appointed auditor for the year	142	142
Fees payable to BDO for the certification of grant claims and returns for the year	10	9
Fees payable in respect of other services provided by BDO during the year	7	7
Total	160	159

16. Dedicated Schools Grant

The Council's expenditure on schools is funded primarily by grant monies provided by the Education Funding Agency, the Dedicated Schools Grant (DSG). DSG is ringfenced and can only be applied to meet expenditure properly included in the Schools Budget, as defined in the School Finance and Early Years (England) Regulations 2015. The Schools Budget includes elements for a range of educational services provided on an authority-wide basis and for the Individual Schools Budget, which is divided into a budget share for each maintained school.

During 2016/17 the Council incurred an **overspend** of £0.073m on DSG funded services. After taking account of the surplus of £0.301m brought forward from 2015/16, £0.132m was carried forward to 2017/18.

Details of the deployment of DSG receivable for 2016/17 are as follows:

	Central Expenditure £'000	Individual Schools Budget £'000	Total £'000
Final DSG for 2016/17 before Academy recoupment			214,294
Less: Academy figure recouped for 2016/17			(115,897)
Total DSG after Academy recoupment for 2016/17			98,397
Plus: Brought forward from 2015/16			301
Less: Carry forward agreed in advance			(205)
Agreed initial budgeted distribution in 2016/17	5,256	93,237	98,493
Final budget distribution in 2016/17	5,256	93,237	98,493
Less: Actual central expenditure	(5,016)		(5,016)
Less: Actual Individual Schools Budget deployed to schools		(93,550)	(93,550)
Carry forward to 2017/18	240	(313)	(73)
Less: Agreed transfer to capital earmarked reserves.			0
Add: Carry forward to 2017/18 agreed in advance			205
Total Carry forward to 2017/18	240	(313)	132

17. Grant Income

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

	2015/16 £'000	2016/17 £'000
Credited to Taxation and Non Specific Grant Income		
<u>Department for Communities and Local Government</u>		
- Formula Grant / Revenue Support Grant	38,784	28,374
- Inshore Fisheries Conservation Authorities Grant	32	32
- New Homes Bonus	6,226	7,632
<u>Department for Education</u>		
- Education Support Grant	2,326	1,918
<u>Department for Environment, Food and Rural Affairs</u>		
- Lead Local Flood Authorities Grant	51	1
<u>Department of Health</u>		
- Healthwatch Grant	134	136
Recognition of Capital Grants and Contributions	9,874	17,443
Total	57,427	55,537
Credited to Services		
<u>Cabinet Office</u>		
- Cabinet	319	1,024
<u>Department for Culture, Media & Sport</u>		
- DCMS Other	247	188
<u>Department for Education</u>		
- Dedicated Schools Grant	107,359	98,397
- Pupil Premium Grant	5,906	4,938
- Education Funding Agency	0	16
- Sixth Form Grant	616	604
- Student Loans Company	0	57
- DFE Other *	6,076	6,605
<u>Department of Health</u>		
- Public Health Grant	15,762	18,118
- DoH Other	1,358	53
<u>Department for Communities and Local Government</u>		
- Tax Collection & Benefit Administration	283	284
- Housing Benefit Administration	1,282	1,059
- Benefit Subsidy	100,667	98,453
- DCLG Other	7,993	2,190
<u>Department for Environment, Food and Rural Affairs</u>		
- DEFRA Other	76	2
<u>Department of Transport</u>		
- DoT Other	234	222
<u>Department for Work & Pensions</u>		
- DWP Other	126	224
<u>Home Office</u>		
- HO Other	74	107
<u>Ministry of Justice</u>		
- Contributions from the Youth Justice Board	525	407
- MoJ Other	109	109
<u>Department for Business, Innovation & Skills</u>		
- Skills Funding Agency	1,848	1,691
Other Miscellaneous Grants	996	923
Contributions from NHS Partners	17,439	19,192
Contributions from Other Local Authorities	1,154	1,563
Miscellaneous Contributions	486	817
Recognition of Capital Grants and Contributions	4,632	6,987
Total	275,566	264,230

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

Long-Term Liabilities	31 March 2016 £'000	31 March 2017 £'000
Capital Grants Receipts in Advance (Capital Grants)		
Applicable Section Agreements	7,440	4,545
Total	7,440	4,545

18. Interests in Companies and Other Entities

Local Authorities must consider all their interests in entities and prepare a full set of group financial statements where they have material interests in subsidiaries, associates or joint ventures. Before group accounts can be produced the following actions need to be carried out:

- Determine whether the Authority has any form of interest in an entity
- Assess the nature of the relationship between the Authority and the entity
- Determine the grounds of materiality whether group accounts should be prepared

Having considered the accounting requirements and the Authority's involvement with all companies and organisations, Group Accounts have not been prepared.

Medway Norse Limited

Medway Norse Limited provides a package of services including Corporate Cleaning, Building Maintenance, Security Services, Window Cleaning, Printing Services and Catering.

The Board of Medway Norse Ltd. consists of five directors. Two directors are appointed by Medway Council. Under a Service agreement Medway Council receives a discount on the cost of services supplied to the Authority equivalent to 50% of the operating profit of the Company.

Under IFRS 11 the relationship between Medway Council and Medway Norse Ltd is a joint venture. We have, therefore, included under cost of services, the costs charged by Medway Norse net of rebate in the Income and Expenditure Account and have included the investment at **cost in the Balance Sheet**.

Medway Norse Transport

Medway Norse Transport provides transport services to the Council. The Authority's relationship with Medway Norse Transport is identical to that with Medway Norse Ltd.

The Authority owns 20% of the share capital of Medway Transport. Under a Service Agreement Medway Council receives a discount on the cost of services supplied to the Authority equal to 50% of the operating profit of the Company.

Under IFRS 11 the relationship between Medway Council and Medway Norse Transport is a joint venture. We have, therefore, included under cost of services, the costs charged by Medway Norse Transport net of rebate in the Income and Expenditure Account and have included the investment at **cost in the Balance Sheet**.

Medway Commercial Group (MCG)

Medway Commercial Group Limited is a company wholly owned by Medway Council. Group accounts have not been prepared because MCG is not material to the accounts of Medway Council.

MGG operates the Council's control centre, CCTV, Telecare, Telehealth, out of hours and other personal alarm monitoring.



Chatham Waterfront
Bus Station

E4. Notes Supporting the Movement in Reserves Statement



19. Adjustments between Accounting Basis and Funding Basis under Regulations

This note details the adjustments made to the comprehensive income and expenditure recognised by the Authority in accordance with proper accounting practice to the resources that are specified by statute as being available to the Authority to meet future revenue and capital 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, which controls an element of the capital resources limited to being used on capital expenditure on HRA assets or the financing of historical capital expenditure by the HRA. The balance shows the capital resources that have 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 these purposes at the year-end.

Capital Grants Unapplied

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

Adjustments for 2016/17	Usable Reserves				
	General Fund Balance	Housing Revenue Account Balance	Capital Receipts Reserve	Major Repairs Reserve	Capital Grants Unapplied
	£000s	£000s	£000s	£000s	£000s
ADJUSTMENTS TO THE REVENUE RESEOURCES					
Amounts by which income and expenditure included in the Comprehensive Income and Expenditure Statement are different from revenue for the year calculated in accordance with statutory requirements:					
Pensions costs (transferred to (or from) the Pensions Reserve)	11,898	213	0	0	0
Financial instruments (transferred to the Financial Instruments Adjustments Account)	(221)	12	0	0	0
Council tax and NDR (transfers to or from Collection Fund Adjustment Account)	(4,232)	0	0	0	0
Holiday pay (transferred to the Accumulated Absences Reserve)	(331)	3	0	0	0
Reversal of entries included in the Surplus or Deficit on the Provision of Services in relation to capital expenditure (these items are charged to the Capital Adjustment Account):	43,193	(12,840)	0	0	1,007
Total Adjustments To Revenue Resources	50,306	(12,612)	0	0	1,007
ADJUSTMENTS BETWEEN REVENUE AND CAPITAL RESOURCES:					
Transfer of non-current asset sale proceeds from revenue to the Capital Receipts Reserve	(2,370)	(1,683)	4,052	0	0
Payments to the government housing receipts pool (funded by a transfer from the Capital Receipts Reserve)	225	0	(225)	0	0
Posting of HRA resources from revenue to the Major Repairs Reserve	0	(3,052)	0	3,052	0
Statutory provision for the repayment of debt (transfer from the Capital Adjustment Account)	(4,558)	0	0	0	0
Capital expenditure financed from revenue balances (transfer to the Capital Adjustment Account)	(3,583)	(1,536)	0	0	0
Total Adjustments between Revenue and Capital Resources	(10,286)	(6,270)	3,827	3,052	0
ADJUSTMENTS TO CAPITAL RESOURCES					
Use of the Capital Receipts Reserve to finance capital expenditure	0	0	(3,944)	0	0
Use of the Major Repairs Reserve to finance capital expenditure	0	0	0	(3,052)	0
Application of capital grants to finance capital expenditure	0	0	0	0	(4,583)
Total Adjustments To Capital Resources	0	0	(3,944)	(3,052)	(4,583)
Total Adjustments 2016/17	40,020	(18,882)	(117)	0	(3,576)

	Usable Reserves				
	General Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Major Repairs Reserve	Capital Grants Unapplied
2015/16 Comparative Figures (Restated)	£000s	£000s	£000s	£000s	£000s
ADJUSTMENTS TO THE REVENUE RESEOURCES					
Amounts by which income and expenditure included in the Comprehensive Income and Expenditure Statement are different from revenue for the year calculated in accordance with statutory requirements:					
Pensions costs (transferred to (or from) the Pensions Reserve)	9,268	152	0	0	0
Financial instruments (transferred to the Financial Instruments Adjustments Account)	(196)	12	0	0	0
Council tax and NDR (transfers to or from Collection Fund Adjustment Account)	816	0	0	0	0
Holiday pay (transferred to the Accumulated Absences Reserve)	(108)	(2)	0	0	0
Reversal of entries included in the Surplus or Deficit on the Provision of Services in relation to the movement from capital grants unapplied to revenue grants	4,343	0	0	0	(4,343)
Reversal of entries included in the Surplus or Deficit on the Provision of Services in relation to capital expenditure (these items are charged to the Capital Adjustment Account):	84,820	(16,538)	0	0	1,921
Total Adjustments To Revenue Resources	98,943	(16,376)	0	0	(2,422)
ADJUSTMENTS BETWEEN REVENUE AND CAPITAL RESOURCES:					
Transfer of non-current asset sale proceeds from revenue to the Capital Receipts Reserve	(2,328)	(758)	3,086	0	0
Payments to the government housing receipts pool (funded by a transfer from the Capital Receipts Reserve)	269	0	(269)	0	0
Posting of HRA resources from revenue to the Major Repairs Reserve	0	(3,480)	0	3,480	0
Statutory provision for the repayment of debt (transfer from the Capital Adjustment Account)	(4,424)	0	0	0	0
Capital expenditure financed from revenue balances (transfer to the Capital Adjustment Account)	(2,030)	(1,368)	0	0	0
Total Adjustments between Revenue and Capital Resources	(8,514)	(5,605)	2,817	3,480	0
ADJUSTMENTS TO CAPITAL RESEOURCES					
Use of the Capital Receipts Reserve to finance capital expenditure	0	0	(4,307)	0	0
Use of the Major Repairs Reserve to finance capital expenditure	0	0	0	(4,150)	0
Application of capital grants to finance capital expenditure	0	0	0	0	(4,319)
Total Adjustments To Capital Resources	0	0	(4,307)	(4,150)	(4,319)
Total Adjustments 2015/16	90,429	(21,981)	(1,489)	(669)	(6,742)

20. Movements in Earmarked Reserves

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

	Balance 1 April 2015	Transfers out 2015/2016	Transfers in 2015/2016	Balance 31 March 2016	Transfers out 2016/17	Transfers in 2016/17	Balance 31 March 2017
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
General Fund							
Balances held by schools under a scheme of delegation	(6,277)	2,278	(1,403)	(5,402)	3,098	(905)	(3,209)
School Rev Contributions To Capital	(409)	748	(1,036)	(696)	774	(302)	(224)
Revenue Contributions To Capital C&A	(2,264)	68	0	(2,196)	2,488	(320)	(28)
Revenue Contributions To Capital RCC	0	494	(621)	(127)	121	0	(6)
Development Plan Reserve	(300)	52	(85)	(333)	20	(80)	(393)
Provision For Local Election	(605)	391	0	(214)	44	0	(170)
Bereavement Services Reserves	(192)	1	0	(190)	165	0	(25)
Community Hubs Reserve	(1,066)	201	0	(864)	426	0	(438)
Reserve Fund Computer Development	(106)	0	0	(106)	0	(167)	(273)
DSG Reserve	(1,845)	1,545	0	(300)	1,304	(1,136)	(132)
Economic Development Loans Fund	(156)	8	0	(149)	4	0	(145)
Directorate Carry Forwards	(8,705)	6,339	(2,791)	(5,157)	3,207	(704)	(2,654)
Collection Fund Holding Account	0	0	(3,771)	(3,771)	3,364	(1,335)	(1,741)
Invest To Save	(148)	0	0	(148)	0	0	(148)
Severance Payments Reserve	(967)	1,363	(1,532)	(1,137)	1,138	0	1
South Medway Development Res	(4,851)	1,009	0	(3,842)	600	0	(3,243)
Transformation Reserve	(320)	268	0	(52)	0	0	(52)
Salix Repayments	(73)	91	(121)	(103)	151	(98)	(50)
HEE Public Health Grant	0	146	(1,214)	(1,069)	432	0	(637)
Other Earmarked Reserves	(122)	50	(61)	(134)	298	(778)	(615)
General Reserve	(2,968)	289	(124)	(2,804)	3,015	(218)	(8)
Insurance Fund	(3,174)	461	0	(2,713)	0	(34)	(2,747)
Total Earmarked General Fund Reserves	(34,551)	15,801	(12,759)	(31,509)	20,646	(6,076)	(16,939)
Housing Revenue Account							
HRA Earmarked Reserves	(6)	0	0	(6)	1,536	(1,536)	(6)
Total Earmarked Housing Revenue Account Reserves	(6)	0	0	(6)	1,536	(1,536)	(6)
Total Earmarked Reserves	(34,557)	15,801	(12,759)	(31,515)	22,182	(7,612)	(16,945)



Great Lines Heritage
Park, Gillingham

E5 Notes Supporting the Balance Sheet



21. Property, Plant and Equipment

The Authority categorises its operational property, plant and equipment into a number of sub categories, namely council dwellings, other land and buildings, vehicles, plant, and equipment, infrastructure assets and community assets. There are two categories of non-operational property, plant and equipment, namely assets under construction and surplus assets. The table on the following page shows the gross carrying amount and the accumulated depreciation at the beginning and end of the reporting period and summarises the movement in current value over the year for each sub category of property, plant and equipment:

Movements on Balances 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 and Equipment
Cost or Valuation	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
As at 1 April 2016	133,688	403,103	14,343	307,593	7,746	0	10,328	876,800
Additions	6,133	6,358	769	10,157	0	0	12,511	35,928
Revaluation increases/(decreases) recognised in the Revaluation Reserve	405	3,318	0	0	0	0	0	3,723
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	14,237	(7,673)	0	0	0	0	0	6,564
Derecognition – disposals	(1,024)	(25,234)	(90)	0	(3)	0	0	(26,351)
Assets reclassified (to)/from Surplus Assets	0	(755)	0	0	0	755	0	0
Other movements in cost or valuation	3,883	5,410	(256)		19	0	(9,312)	(256)
As at 31 March 2017	157,322	384,527	14,766	317,750	7,762	755	13,527	896,408
Accumulated Depreciation and Impairment								
As at 1 April 2016	0	(25,136)	(5,755)	(165,493)	(11)	0	0	(196,395)
Depreciation Charge	(2,793)	(15,261)	(2,063)	(15,375)	0	0	0	(35,492)
Depreciation written out to the Revaluation Reserve	0	5,640	0	0	0	0	0	5,640
Depreciation written out to the Surplus/Deficit on the Provision of Services	2,772	2,554	0	0	0	0	0	5,326
Derecognition – disposals	21	2,779	35	0	0	0	0	2,835
Assets reclassified (to)/from Surplus Assets	0	3	0	0	0	(3)	0	0
Other movements in depreciation and impairment		0	365	0	0	0	0	365
As at 31 March 2017	0	(29,421)	(7,418)	(180,868)	(11)	(3)	0	(217,722)
Net Book Value								
At 31 March 2017	157,322	355,106	7,348	136,882	7,751	752	13,527	678,686
At 31 March 2016	133,688	377,967	8,588	142,100	7,735	0	10,328	680,404

Movements on Balances 2015/16 (Restated)	Council Dwellings	Other Land and Buildings	Vehicles, Plant, Furniture and Equipment	Infrastructure Assets	Community assets	Surplus Assets	Assets Under Construction	Total Property, Plant and Equipment
Cost or Valuation	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
As at 1 April 2015	112,223	453,977	14,861	295,295	7,912	150	732	885,151
Additions	4,129	5,062	555	12,258	40	0	10,297	32,342
Revaluation increases/(decreases) recognised in the Revaluation Reserve	0	15,278	0	0	(16)	0	0	15,262
Revaluation increases/(decreases) recognised in the Deficit on the Provision of Services	17,151	(18,410)	0	0	102	0	0	(1,157)
Derecognition – disposals	(443)	(53,203)	(644)	(1)	(30)	0	0	(54,320)
Derecognition - other	0	0	(477)	0	0	0	0	(477)
Assets reclassified (to)/from Held for Sale								0
Other movements in cost or valuation	628	399	47	40	(262)	(150)	(702)	0
As at 31 March 2016	133,688	403,103	14,343	307,593	7,746	0	10,328	876,801
Accumulated Depreciation and Impairment								
As at 1 April 2015	0	(30,227)	(4,686)	(147,811)	(12)	0	0	(182,736)
Depreciation Charge	(3,243)	(16,623)	(2,048)	(17,683)	0	0	0	(39,598)
Depreciation written out to the Revaluation Reserve	0	7,961	0	1	0	0	0	7,962
Depreciation written out to the Deficit on the Provision of Services	3,231	7,974	0	0	0	0	0	11,205
Impairment losses/(reversals) recognised in the Revaluation Reserve								0
Impairment losses/(reversals) recognised in the Deficit on the Provision of Services	0	2	0	0	0	0	0	2
Derecognition – disposals	12	5,777	548	0	0	0	0	6,337
Derecognition - other	0	0	432	0	0	0	0	432
Other movements in depreciation and impairment	0	(0)	(1)	0	1	0	0	(0)
At 31 March 2016	0	(25,136)	(5,755)	(165,493)	(11)	0	0	(196,395)
Net Book Value								
At 31 March 2016	133,688	377,967	8,588	142,100	7,735	0	10,328	680,404
At 31 March 2015	112,223	423,749	10,175	147,484	7,900	150	732	702,413

Depreciation

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

- council dwellings – 15 to 70 years
- other land and buildings – 5 to 99 years
- vehicles, plant, furniture & equipment – 5 to 30 years
- infrastructure – 10 to 35 years

Capital Commitments

As at 31 March 2017 there were no significant contractual commitments (in excess of £4 million).

Effects of Changes in Estimates

In 2016/17 the Council made no material changes to its accounting estimates for Property, Plant and Equipment.

Revaluations

The Authority carries out a rolling programme which ensures that all relevant Property, Plant and Equipment required to be measured at current value is revalued at least every five years. All valuations are carried out in accordance with the methodologies and bases for estimation set out in the Professional Standards of the Royal Institution of Chartered Surveyors by RICS Registered Valuers. All property and land revaluations were undertaken by RICS qualified valuers employed by the Authority. If the revaluation of a specific asset results in a material change in value, an exercise is undertaken to establish whether the change is specific to that asset or could affect the whole asset class. If the material change cannot be identified as specific to that asset, then a review of the whole of that class, e.g. "Car Parks", will be undertaken to ensure that the current value of that asset class held within the balance sheet at the end of the reporting period is not materially misstated.

The significant assumptions applied in estimating the current values of property, plant and equipment are:

- All assets are assumed to have good title, with no unusual or onerous restrictions, encumbrances or outgoing.
- Significant plant and machinery included in each EUV valuation and componentised, where necessary in accordance with the Authority's accounting policies.
- That the property is connected and has a right to use mains services and that sewers, main services and roads giving access to it have been adopted;
- That there are no deleterious or hazardous materials or existing or potential environmental factors that would affect the valuation.
- No contaminative or potentially contaminative uses, underground mining, or other engineering works have ever been carried out that would adversely affect the valuation.
- Unless forming a significant proportion of the overall value, plant and machinery has been included within the valuation.
- All valuations assume each property would be disposed of separately.

The following table shows the progress of the Authority's rolling programme for the revaluation of property, plant and equipment:

Rolling Programme for the Revaluation of Property, Plant & Equipment								
	Council Dwellings	Other Land and Buildings	Vehicles, Plant and Equipment	Infrastructure Assets	Community assets	Surplus Assets	Assets Under Construction	Total
	£000	£000	£000	£000	£000	£000	£000	£000
Valued at historical cost	0	5,811	14,657	317,484	7,612	0	13,527	359,091
Valued at current value (fair value for surplus assets) during the year ending:								
31 March 2017	157,322	106,059	109	0	0	177	0	263,667
31 March 2016	0	103,198	0	0	150	182	0	103,530
31 March 2015	0	81,161	0	266	0	361	0	81,788
31 March 2014	0	31,923	0	0	0	0	0	31,923
31 March 2013	0	47,543	0	0	0	35	0	47,578
31 March 2012	0	148	0	0	0	0	0	148
31 March 2011	0	180	0	0	0	0	0	180
Capital expenditure on assets not revalued since the capital expenditure was incurred	0	8,504	0	0	0	0	0	8,504
Total	157,322	384,527	14,766	317,750	7,762	755	13,527	896,408

Removal of Schools Transferring to Academies

Schools with a value of £21.28m (2015/16 £15.67m) have achieved academy status between 1 April 2016 and 31 March 2017 and therefore have been removed from the balance sheet for the 2016/17 financial statements. In addition, there are likely to be existing schools with a value of £29.94m (2015/16 £19.2m) that will achieve academy status between 1 April 2017 and 31 March 2018.

22. Heritage Assets

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

	Buildings	Furniture	Silver / Gold Collections	Art Collection	Other	Total Assets
	£'000	£'000	£'000	£'000	£'000	£'000
Cost or Valuation						
1 April 2015	10,452	269	1,163	1,038	2,458	15,380
Additions	244	0	0	0	0	244
Revaluations	(32)	0	156	29	74	226
31 March 2016	10,664	269	1,318	1,066	2,532	15,850
Cost or Valuation						
1 April 2016	10,664	269	1,318	1,066	2,532	15,850
Additions	1,689	0	0	0	0	1,689
Revaluations	(1,362)	0	0	493	0	(869)
31 March 2017	10,991	269	1,318	1,559	2,532	16,670

Heritage Buildings

Those buildings which have been classified to Heritage are:

- Rochester Castle
- Temple Manor
- Eastgate House
- Brook Pumping Station
- Various clocks and war memorials

Rochester Castle and Temple Manor are both in the freehold ownership of Medway Council and in the care and guardianship of English Heritage. Medway Council manage the day to day care of these properties.

Eastgate House has ceased to be a museum but is a historical building being used to promote the public's enjoyment, and advance their knowledge, of the property.

Brook Pumping Station does house a museum which is run by a team of volunteers with occasional entry permitted by prior appointment. The buildings and contents are used to promote the public's enjoyment, and advance their knowledge of, the property.

Furniture, Silver/Gold Collections, Art Collection and Other Historical Interest Items

A collection of 27 paintings held at the Guildhall Museum was revalued in December 2016 as a continuation of a rolling programme of revaluations that take place over a rolling programme for non-building assets. The valuation was undertaken by Culvertons on an insurance basis in accordance Authority policy. The majority of the Authority's heritage assets are held at the Guildhall Museum. There are also a number of items held at Eastgate House.

Silver and Gold Collections include a collection of Anglo Saxon silver coins and a collection of Iron Age Gold Coins.

Art Collections include a collection of Roman-British pottery and a water-colour by Charles Spencelayh 'Polly, not forgotten'.

Other historical interest items include:

- Civic Regalia
- The Horton Collection of Victoriana
- Collection Romano – British Pottery
- Collection of personal relics of Charles Dickens
- Rochester Riverside Eye Interactive
- Models and showcases held at various sites
- Pounder Cannons at Gun Wharf

23. Heritage Assets: Further Information on the buildings and collections

Policy on acquiring Heritage Assets for its Museum Service

Medway Council's policy is to continue to acquire objects for permanent collections in order to provide a full range of services and fulfil its responsibilities to both the residents of the area administered by Medway Council and the wider audience of visitors and researchers. The Authority has as part of its services an accredited museum which acts as a long-term guardian of collections that are in the public domain.

The Authority recognises its responsibility, in acquiring additions to the collections, to ensure the care of collections, documentation arrangements and use of collections will meet the requirements of the Accreditation Standard. It will take into account limitations on collecting imposed by such factors as inadequate staffing, storage facilities and care of collections arrangements and abides by a number ethical codes.

It is estimated that approximately 35% of the total collections are on permanent display. This is a much higher percentage than for most museums. The 'reserve' collection comprises a number of important themed collections that are already, and will in future, be actively used to underpin the temporary exhibitions programme and educational work, as well as collections that are primarily of research interest to the public and the academic community. Some of these specialised academic collections are by their very nature not appropriate for public display but help to enhance the museum's reputation as a valuable resource for individuals and academic institutions conducting high-level research in the disciplines of geology, archaeology and natural history. Reserve archaeological collections are particularly well used by the academic community.

Preservation of Heritage Assets

Medway Council is committed to securing higher grade storage facilities for its heritage assets. The upgraded storage facilities were made available for use during the latter part of 2013 which means that the Authority is in a position to house medium-size archaeological excavation archives in environmental conditions that meet the national standard. However, Medway Council recognises that the long-term storage of future archaeological site archives is a County-wide problem on a massive scale that may require a County-wide solution (including the possible creation of a centralised staffed storage facility to house archaeological site archives from the historic county of Kent).

Management of Heritage Assets

Medway Council holds/intends to acquire archives, including photographs and printed ephemera, and will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (3rd ed., 2002) in terms of managing such items.

Disposals of Heritage Assets

Medway Council will ensure that the disposal process is carried out openly and with transparency.

By definition, heritage assets have a long-term purpose and the Authority holds collections in trust for society in relation to its stated objectives. Medway Council therefore accepts the principle that sound curatorial reasons for disposal must be established before consideration is given to the disposal of any items in the museum's collection.

No museum objects are to be disposed of for any of the following:

- Primarily for financial reasons, except in exceptional circumstances
- On an ad-hoc basis
- Without considering expert advice
- If doing so would adversely affect the reputation of museums
- If doing so would not be in the long-term interest
- If doing so would remove the item from the public domain, unless in exceptional circumstances.

The Guildhall museum service is a fully accredited service and abides by strict regulations of the policies held with the museums association body

The Authority will confirm that it is legally free to dispose of an item and agreements on disposal made with donors will be taken into account.

When disposal of a heritage asset is being considered, the Authority will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.”

24. 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:

Investment properties	2015/16 £'000	2016/17 £'000
Rental income from investment property	369	368
Direct operating expenses arising from investment property	0	0
Net gain/(loss)	369	368

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 property over the year:

Investment Properties	31 March 2016 £'000	31 March 2017 £'000
Balance at start of year	6,450	6,819
Additions		
• Subsequent expenditure	400	0
Net gains/(loss) from fair value adjustments	(31)	2,825
Balance at end of year	6,819	9,644

Fair Value Hierarchy

All the Council's investment properties have been value assessed as Level 2 on the fair value hierarchy for valuation purposes (See the Statement of Accounting Policies for an explanation of the fair value levels).

Valuation Techniques Used to Determine Level 2 Fair Values for Investment Property

The fair value of investment property has been measured using a market approach, which takes into account prices for similar assets, existing lease terms and rentals, research into market evidence including market rentals and yields, the covenant strength for existing tenants and data and market knowledge gained in managing the Council's Investment Asset portfolio has also been used. As a result properties have been categorised as level 2 on the fair value hierarchy.

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

Highest and Best Use

In estimating the fair value of the Council's investment properties, the highest and best use is their current use.

Valuation Process for Investment Properties

The fair value of the Authority's investment property is measured annually at each reporting date. All valuations are carried out internally, in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors. The Authority's valuation experts work closely with finance officers reporting directly to the chief financial officer on a regular basis regarding all valuation matters.

25. Financial Instruments

The following categories of financial instrument are carried in the balance sheet:

Categories of Financial Instruments	Long-term		Current	
	31 March 2016	31 March 2017	31 March 2016	31 March 2017
	£'000	£'000	£'000	£'000
Cash and Cash Equivalents				
Cash and Cash Equivalents	0	0	(1,250)	5,034
Total Cash and Cash Equivalents	0	0	(1,250)	5,034
Investments				
Loans and Receivables - Investments	19,733	15,221	0	4,513
Available for sale financial assets	2,823	2,779	0	0
Total Investments	22,556	18,000	0	4,513
Debtors				
Loans and Receivables	158	153	16,639	20,313
Total Debtors	158	153	16,639	20,313
Borrowings				
Financial liabilities at amortised cost	(171,526)	(171,398)	(9,271)	(36,286)
Total Borrowings	(171,526)	(171,398)	(9,271)	(36,286)
Creditors				
Financial liabilities at amortised cost	(37,158)	(35,984)	(28,932)	(25,394)
Total Creditors	(37,158)	(35,984)	(28,932)	(25,394)

Income, Expenses, gains and Losses

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	2015/16			2016/17		
	Financial Liabilities measured at amortised cost	Financial Assets: Loans and receivables	Total	Financial Liabilities measured at amortised cost	Financial Assets: Loans and receivables	Total
	£'000	£'000	£'000	£'000	£'000	£'000
Interest expense	(11,475)	0	(11,475)	(11,434)	0	(11,434)
Total expense in Surplus or Deficit on the Provision of Services	(11,475)	0	(11,475)	(11,434)	0	(11,434)
Interest income	0	3,181	3,181	0	3,133	3,133
Investment Income	0	0	0	0	290	290
Total income in Surplus or Deficit on the Provision of Services	0	3,181	3,181	0	3,423	3,423
Net gain/(loss) for the year	(11,475)	3,181	(8,294)	(11,434)	3,423	(8,011)

Fair Value of Assets and Liabilities

Financial liabilities and financial assets represented by loans and receivables are carried on the balance sheet at amortised cost. 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, new 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 will mature in the next 12 months, carrying amount is assumed to approximate fair value
- The fair value of trade and other receivables is taken to be the invoiced or billed amount.

The fair values calculated are as follows:

Financial Liabilities	31 March 2016		31 March 2017	
	Carrying Amount £'000	Fair Value £'000	Carrying Amount £'000	Fair Value £'000
Borrowing	180,797	254,647	207,684	285,040
Creditors	66,090	66,090	61,378	61,378

The fair value of financial liabilities is **higher** than the carrying amount for both years because the Authority's 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.

Financial Assets	31 March 2016		31 March 2017	
	Carrying Amount £'000	Fair Value £'000	Carrying Amount £'000	Fair Value £'000
Loans and receivables - Investments	19,733	20,237	19,734	20,161
Cash and Cash Equivalents	(1,250)	(1,250)	5,034	5,034
Available for sale financial assets	2,823	2,823	2,779	2,779
Debtors	20,712	20,712	20,466	20,466

The fair value of the assets is greater than the carrying amount because the Authority's portfolio of loans and receivables 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.

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

Fair Value Hierarchy and Valuation Techniques

The fair value of the CCLA Property fund investment (classified as available for sale) has been measured using Level 1 inputs i.e. unadjusted quoted prices in active markets for identical shares.

The fair value of other financial assets and liabilities disclosed above are measured using Level 2 inputs i.e. inputs other than quoted prices that are observable for the financial asset or liability.

The fair values can be assessed by calculating the present value of the cash flows that will take place over the remaining term of the instruments using the following assumptions:

Market rates for investments

- Fixed term deposits 0.26250% to 0.93452%

Discount rates for borrowing

- LOBO 1.42% to 1.68%
- Market Debt 0.02% to 0.09%
- PWLB maturity 0.02% to 1.61%
- PWLB annuity 0.47%

Other assumptions

- no early repayment or impairment is recognised
- where an instrument will mature in the next 12 months, carrying amount approximates fair value
- the fair value of trade and other receivables is the invoiced amount net of any bad debt provision

There has been no change in valuation technique and no transfers between levels of the fair value hierarchy in the year.

26. Nature and Extent of Risks Arising from Financial Instruments

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

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

The Authority follows the requirements of the Local Government Act 2003 and CIPFA's Code of Practice on Treasury Management. The Authority's overall risk management programme focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the resources available to fund services. Risk management is carried out by a central treasury team, under policies approved annually by Medway Council in its Treasury Management Strategy. Medway Council provides 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.

Credit risk

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

This risk is minimised through the Annual Investment Strategy, which requires that deposits are not made with financial institutions unless they meet identified minimum credit criteria, in accordance with Fitch, Moody's and Standard and Poors Credit Rating Services. The Annual

Investment Strategy also imposes a maximum sum to be invested with a financial institution located within each category.

Counterparties continue to be monitored using the creditworthiness service provided by Capita. This service uses a sophisticated modelling approach with credit ratings from all three ratings agencies forming the core element. It also uses the following as overlays: credit watches and credit outlooks from credit rating agencies; CDS spreads to give early warning of likely changes in credit ratings; sovereign ratings to select counterparties from only the most creditworthy countries.

Officers monitor all credit ratings, market data and other intelligence continuously. The maximum amount for investments by the in-house team is £20 million per counterparty, £25 million for counterparties with a Capita duration of 12 months or above. The Authority also considers country limits and will only use approved counterparties from countries with a minimum sovereign credit rating of AA- from Fitch Ratings. The country limit is reinforced by the application of a financial limit to investment such that a maximum of £40 million may be invested in any one country save for the United Kingdom with no limit.

The full investment strategy for 2016/17 was approved by full Council on 25/02/16 and the 2017/18 strategy was approved on 23/02/17. Both are available on the Authority's website.

Customers for goods and services are assessed, taking into account their financial position, past experience and other factors, with individual credit limits being set in accordance with internal ratings and in accordance with parameters set by the Authority.

The Authority's maximum exposure to credit risk in relation to its investments in banks and building societies of £2.306m cannot be assessed generally as the risk of any institution failing to make interest payments or repay the principal sum will be specific to each individual institution. Recent experience has shown that it is rare for such entities to be unable to meet their commitments. A risk of irrecoverability applies to all of the Authority's deposits, but there was no evidence at the 31 March 2017 that this was likely to crystallise.

The following analysis summarises the Authority's maximum exposure to credit risk on other financial assets, based on experience of default and uncollected debts over previous financial years.

	Amount at 31 March 2017	Historical experience of default	Estimated maximum exposure to default and uncollectability
	£'000	%	£'000
Deposits with banks and financial institutions*	22,040	0.00	0
Customers	13,905	18.07	2,513
Total	35,945		2,513

* This is made up of the following:	Amount at 31 March 2017
	£'000
Barclays	4
Lloyds	2,302
Other Local Authorities	19,734
Total	22,040

The Authority does not generally allow credit for customers, such that £9.732m of the £13.905m balance is past its due date for payment. The past amount can be analysed by age as follows:

	31 March 2016 £'000	31 March 2017 £'000
Less than three months	1,619	1,708
Three to six months	1,609	1,372
Six months to one year	1,636	1,438
More than one year	5,189	5,214
	10,053	9,732

The Authority provision for bad debts stood at £2.513m at 31 March 2017 (£2.184m at 31 March 2016). The provision is calculated by applying percentages to agreed categories of debt taking account of the age of the debt.

Collateral – During the reporting period the Authority held no collateral as security.

Liquidity risk

The Authority manages its liquidity position through the risk management procedures above as well as through a comprehensive cash flow management system that seeks to ensure that cash is available as needed. If unexpected movements happen, the Authority has ready access to borrowings from the money markets and the Public Works Loans Board. There is no significant risk that it will be unable to raise finance to meet its commitments under financial instruments. Instead, the risk is that the Authority will be bound to replenish a significant proportion of its borrowings at a time of unfavourable interest rates. The Authority sets limits on the proportion of its fixed rate borrowing during specified periods in its Treasury Strategy. These limits ensure that the Authority is not required to repay or refinance a significant proportion of its debt at one time. The structure of fixed rate borrowing as stated in the strategy and the maturity analysis of financial liabilities is as follows:

	Lower Limit	Upper Limit	Actual 31 March 2016	Actual 31 March 2017
	%	%	%	%
Under 12 Months	0	50	0.00	0.00
12 months and within 24 months	0	50	0.00	0.00
24 months and within 5 years	0	50	4.31	4.31
5 years and within 10 years	0	50	4.62	4.62
10 years and above	0	100	91.07	91.07

Included within liabilities with maturity in over 10 years are £101.8m of LOBOs (Lender Option Borrower Option) loans. The LOBOs have maturity dates between 2033 and 2068.

The maturity analysis of financial liabilities is as follows:

	31 March 2016	31 March 2017
	£'000	£'000
Not later than one year	10,000	10,125
Between one and two years	10,274	9,994
Between two and five years	31,929	36,024
More than five years	447,553	430,293
Total Principal and Interest	499,756	486,436

The table below shows the same portfolio but analysed on the basis of repayment at the first possible call date:

	Lower Limit	Upper Limit	Actual 31 March 2017 %
	%	%	
Under 12 Months	0	50	34.68
12 months and within 24 months	0	50	12.32
24 months and within 5 years	0	50	20.02
5 years and within 10 years	0	50	4.62
10 years and above	0	100	28.35

All trade and other payables are due to be paid in less than one year.

Market risk

The Authority's borrowings and investments could be affected by changes in interest rates, prices or foreign exchange rates.

Interest rate risk

The Authority is exposed to interest rate movements on its borrowings and investments. Movements in interest rates have a complex impact on the Authority, 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 borrowings will fall (no impact on revenue balances)
- Investments at variable rates – the interest income credited to the Income and Expenditure account will rise
- Investments at fixed rates – the fair value of the assets will fall (no impact on revenue balances)

Borrowings are not carried at fair value, so nominal gains and losses on fixed rate borrowings would not impact on the Surplus or Deficit on the Provision of Services or Other Comprehensive Income and Expenditure. However, changes in interest payable and receivable on variable rate borrowings and investments will be posted to the Surplus or Deficit on the Provision of Services and affect the General Fund balance, 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 Authority has a number of strategies for managing interest rate risk. The Annual Treasury Management Strategy draws together Authority'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. Current Authority policy is to not exceed a maximum of 40% of borrowings in variable rate loans.

The Authority has a mixture of standard fixed rate borrowings and LOBO (lender option borrower option) loans. The LOBO loans were taken out between 2003 and 2008 with maturity periods of between 35 and 60 years. The interest rates payable on these loans could be changed at specified dates during the life of the loan at the lender's option. The specified dates vary from loan to loan but occur at intervals of between six months and five years from the initial advance according to the individual loan contract. If a lender chose to vary the interest payable then the Authority would have the option to repay the loan without penalty. In practice the lender would only exercise their option if market rates were to increase above the current rate.

The Authority's long-term and current borrowing can be analysed as follows:

Borrowing Analysis	Fixed or Variable Rate	Borrowing as at 31 March 2017 £'000
Long-Term Borrowing:		
PWLB Loans (Principal)	Fixed	60,524
LOBO Loans (Principal)	Variable	101,800
Other Loans and Accounting Adjustments	Fixed	9,074
Total Long-Term Borrowing		171,398
Short-Term Borrowing:		
Other Local Authorities		36,198
Other Short-Term Borrowing and Accrued Interest		88
Total Short-Term Borrowing		36,286

Other loans and accounting adjustments (£9.074m) includes an accounting adjustment of £1.664m in respect of LOBO loans. This technical accounting adjustment represents the cash benefit obtained by paying lower interest payments over a specified initial period on some of the LOBO loans. The adjustment is shown in the balance sheet as an addition to the value borrowed but is reduced by way of a credit to the income and expenditure account each year over the full term of the relevant loans. The adjustment has been included above as being at fixed rates because the value will not be affected even if the LOBO lenders exercise their option to change the rates of interest on the underlying loans.

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

The treasury management team has an active strategy for assessing interest rate exposure that feeds into the setting of the annual budget, this strategy is then used to monitor against the budget throughout the year. This allows for any adverse changes to be accommodated. The analysis will also advise if new borrowing is taken out whether it is fixed or variable.

According to this assessment strategy, as at 31 March 2017, if interest rates had been 1% higher with all other variables held constant, the financial effect would be:

	£000s
Increase in interest payable on variable rate borrowing	171
Increase in interest receivable on variable rate investments	343
Increase in government grant receivable for financing costs	0
Impact on Surplus or Deficit on the Provision of Services	514
Share of overall impact credited to HRA	
Decrease in fair value of fixed rate investment assets	(311)
Impact on Other Comprehensive Income and Expenditure	0
Decrease in fair value of fixed rate borrowings liabilities (no impact on the Surplus or Deficit on the Provision of Services or Other Comprehensive Income and Expenditure)	53,991

The impact of a 1% fall in interest rates would be as above but with the movements being reversed.

Price Risk

The Authority does not generally invest in equity shares or marketable bonds. It does however hold stock in the form of a local authority property vehicle at a value of £2.779m (2015/16 £2.823m).

The Stocks are classified as "available for sale" meaning that movement in price will impact on gains and losses in Other Comprehensive Income and Expenditure for 2016/17.

Foreign Exchange Risk

The Authority has cash denominated in Euro currency so is exposed to exchange rate risk and potential loss of value on the cash held. The balances held in Euro currency are kept to a minimum.

27. Capital Expenditure and Capital Financing

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

	2015/16 (Restated) £'000	2016/17 £'000
Opening Capital Financing Requirement	247,819	252,388
Capital Investment		
Property Plant and Equipment	32,342	35,928
Heritage Assets	244	1,689
Investment Properties	400	0
Intangible Assets	725	500
Revenue Expenditure Funded from Capital under Statute	8,385	9,613
Sources of Finance		
Capital receipts	(4,307)	(3,944)
Government grants and other contributions	(21,248)	(28,006)
Sums set aside from revenue		
Direct revenue contributions	(3,398)	(5,119)
Major Repairs Reserve	(4,149)	(3,052)
Minimum Revenue Provision	(4,424)	(4,558)
Closing Capital Financing Requirement	252,388	255,440
Explanation of movements in year		
Increase in underlying need to borrowing (unsupported by government financial assistance)	4,570	3,051
Increase/(decrease) in Capital Financing Requirement	4,570	3,051

28. Leases

Authority as Lessee

Finance Leases

The Authority holds the Luton Library building under a finance lease. The asset is carried as Property Plant and Equipment in the balance sheet at the following net amounts:

	31 March 2016 £'000	31 March 2017 £'000
Other Land & Buildings	422	414

The Authority is committed to making payments under the lease of £1 per annum.

The Authority has a small number of finance leases for the acquiring of Plant and Equipment, however, these are all below the Authority's approved de-minimis level of £25,000 and have therefore been recognised within the accounts as operating leases.

The Authority has finance lease arrangements through "embedded leases". Embedded leases are where assets, although not owned by the Authority, are used primarily by the Authority for service delivery. Embedded leases are contained within our Waste and Highways contracts. Where we have not been able to ascertain the value and useful life of the assets, estimates have been used. Assets are recognised in the Balance Sheet at the net depreciated value and offset by a deferred liability.

The assets held through embedded leases are carried as Property, Plant and Equipment in the Balance Sheet at the following net amounts:

	31 March 2016 £'000	31 March 2017 £'000
Vehicles, Plant & Equipment	497	298

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

	31 March 2016 £'000	31 March 2017 £'000
Finance lease liabilities (net present value of minimum lease payments):		
• current	240	57
• non-current	0	0
Finance costs payable in future years	55	6
Minimum Lease Payments	295	63

The minimum lease payments will be payable over the following periods

	Minimum Lease Payments		Finance Lease Payments	
	31 March 2016 £'000	31 March 2017 £'000	31 March 2016 £'000	31 March 2017 £'000
Not later than one year	295	63	240	57
Later than one year and not later than five years	0	0	0	0
	295	63	240	57

Operating Leases

The Authority has made use of leases to acquire property, vehicles, and equipment. The future minimum lease payments due under non-cancellable leases in future years are:

	31 March 2016 £'000	31 March 2017 £'000
Not later than one year	1,023	966
Later than one year and not later than five years	1,864	2,161
Later than five years	3,310	4,163
Total	6,197	7,290

The expenditure charged to the Comprehensive Income and Expenditure Statement during the year in relation to leases was:

	2015/16 £'000	2016/17 £'000
Minimum Lease Payments	1,094	1,023
Sublease Payments Receivable	(6)	(36)
	1,088	987

Authority as Lessor

Operating Leases

The Authority leases out property under operating leases for the provision of the following services:

- Community services such as sports facilities, community centres and tourism;
- Economic development to provide suitable affordable accommodation form local businesses;

The future minimum lease payments receivable are:

	31 March 2016 £'000	31 March 2017 £'000
Not later than one year	1,183	828
Later than one year and not later than five years	2,365	2,238
Later than five years	9,807	9,650
Total	13,355	12,716

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. In 2016/17; £0.370m contingent rents were receivable by the Authority (2015/16; £0.370m).

29. Debtors

The Council's debtors (net of the provision for bad and doubtful debts) are as follows:

31 March 2016				31 March 2017		
Long-Term	Short-Term	Total		Long-Term	Short-Term	Total
£'000	£'000	£'000		£'000	£'000	£'000
0	9,338	9,338	Central government bodies	0	9,527	9,527
0	1,932	1,932	Other Local Authorities	0	2,437	2,437
0	1,778	1,778	NHS bodies	0	1,825	1,825
0	0	0	Public corporations and trading funds	0	0	0
158	25,251	25,409	Bodies external to general government	153	25,400	25,553
158	38,299	38,457	Total Debtors	153	39,189	39,342

30. Cash and Cash Equivalents

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

	31 March 2016	31 March 2017
	£'000	£'000
Cash held by the Authority	25	24
Bank current accounts	17,523	12,652
Bank Overdraft	(20,422)	(9,948)
Short-term deposits with financial institutions	1,624	2,306
Total Cash & Cash Equivalents	(1,250)	5,034

31. Creditors

31 March 2016				31 March 2017		
Long-Term	Short-Term	Total		Long-Term	Short-Term	Total
£'000	£'000	£'000		£'000	£'000	£'000
0	6,947	6,947	Central government bodies	0	8,583	8,583
36,922	2,916	39,838	Other Local Authorities	35,445	5,666	41,111
0	237	237	NHS bodies	0	970	970
0	65	65	Public corporations and trading funds	0	0	0
236	25,958	26,194	Bodies external to general government	546	21,803	22,349
37,158	36,123	73,281	Total Creditors	35,991	37,022	73,013

32. Provisions

	Short Term			
	Insurance Provision £000s	NDR Appeals Provision £000s	Other Provisions £000s	Total £000s
Balance as at 31 March 2016	0	3,277	550	3,826
Additional Provisions Made	0	0	0	0
Amounts Used	0	0	(110)	(110)
Unused Amounts Reversed	0	0	(219)	(219)
Transfer from Long Term	0	447	0	447
Balance as at 31 March 2017	0	3,724	221	3,944

	Long Term			
	Insurance Provision £000s	NDR Appeals Provision £000s	Other Provisions £000s	Total £000s
Balance as at 31 March 2016	1,806	2,649	433	4,887
Additional Provisions Made	3,783	0	42	3,825
Amounts Used	0	0	0	0
Unused Amounts Reversed	(4,000)	0	(14)	(4,014)
Transfer to Short Term	0	(447)	0	(447)
Balance as at 31 March 2017	1,589	2,203	461	4,253

The other short term provisions relate to the Carbon Reduction Commitment scheme.

The NDR appeals provision represents the sum set aside for unsettled claims to the Valuation Office Agency for rateable value reductions.

The Insurance Provision represents the sum set aside for unsettled, known claims as at 31 March 2017 in line with IAS 37. The majority of the unsettled claims are for public liability.

33. Pension Schemes Accounted for as Defined Contribution Schemes

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

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

In 2016/17, the Authority paid £4.910m to Teachers Pensions in respect of teachers retirement benefits, representing 16.48% of pensionable pay. The figures for 2015/16 were £5.335m representing 14.1% of pensionable pay up to 31 August 2015 and 16.48% of pensionable pay from 1 September to 31 March. There were no contributions remaining payable at year end. The reduction in the level of contributions is predominantly due to the number of schools that have converted to Academy status, on or since 1 April 2016. The contributions due to be paid in the next financial year are estimated to be £4.496m.

The Authority is responsible for the costs of any additional benefits awarded upon early retirement outside of the terms of the teachers' scheme. These costs are accounted for on a defined benefit basis and detailed in "Note 36".

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

34. Usable Reserves (As per the Movement in Reserves Statement)

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

35. Unusable Reserves

	31 March 2016 (Restated)	31 March 2017
	£'000	£'000
Revaluation Reserve	131,469	128,214
Available for Sale Financial Instruments Reserve	(177)	(221)
Capital Adjustment Account	320,045	321,690
Financial Instruments Adjustment Account	699	909
Pensions Reserve	(239,786)	(290,064)
Collection Fund Adjustment Account	(4,984)	(752)
Accumulated Absences Account	(2,411)	(2,084)
Total Unusable Reserves	204,855	157,692

Revaluation Reserve

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

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

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

	2015/16	2016/17	
	(Restated)	£'000	£'000
Balance as at 1 April	115,112		131,469
Upward revaluation of assets	32,170	10,944	
Downward revaluation of assets and impairment losses not charged to the Surplus/Deficit on the Provision of Services	(8,720)	(2,450)	
Surplus or deficit on revaluation of non-current assets not posted to the Surplus/Deficit on the Provision of Services	23,450		8,493
Difference between current value depreciation and historical cost depreciation	(2,367)	(4,306)	
Accumulated gains on assets sold or scrapped	(4,727)	(7,442)	
Amount written off to the Capital Adjustment Account	(7,094)		(11,747)
Balance as at 31 March	131,469		128,214

Available for Sale Financial Instruments Reserve

The Available for Sale Financial Instruments Reserve contains the gains made by the Authority arising from increases in the value of its investments that have quoted market prices or otherwise do not have fixed or determinable payments. The balance is reduced when investments with accumulated gains are:

- revalued downwards or impaired and the gains are lost, or
- disposed of and the gains are realised.

	2015/16	2016/17	
	£'000	£'000	£'000
Balance as at 1 April	0		(177)
Upward revaluation of assets	0	0	
Downward revaluation of investments not charged to the Surplus/Deficit on the Provision of Services	(177)	(44)	
	(177)		(44)
Balance as at 31 March	(177)		(221)

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 Authority 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 Authority.

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 19" provides details of the source of all the transactions posted to the Account, apart from those involving the Revaluation Reserve.

	2015/16 (Restated)		2016/17	
	£'000	£'000	£'000	£'000
Balance as at 1 April		362,558		320,045
Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:				
• Charges for depreciation and impairment of non-current assets	(39,598)		(35,492)	
• Revaluation gains on Property, Plant and Equipment	10,051		11,890	
• Amortisation of Intangible Assets	(637)		(527)	
• Revenue Expenditure funded from Capital Under Statute	(8,385)		(9,613)	
• Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(48,533)		(23,865)	
		(87,102)		(57,607)
Adjusting amounts written out of the Revaluation Reserve	7,094		11,747	
Net written out amount of the cost of non-current assets consumed in the year		7,094		11,747
Capital financing applied in the year:				
• Use of Capital Receipts Reserve to finance new capital expenditure	4,307		3,944	
• Use of the Major Repairs Reserve to finance new capital expenditure	4,149		3,052	
• Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	16,929		23,423	
• Application of grants to capital financing from the Capital Grants Unapplied Account	4,319		4,583	
• Statutory provision for the financing of capital investment charged against the General Fund and HRA balances	4,424		4,558	
• Capital expenditure charged against the General Fund and HRA balances	3,398		5,119	
		37,526		44,679
Movements in the market value of Investment Properties debited or credited to the Comprehensive Income and Expenditure Statement		(31)		2,825
Balance as at 31 March		320,045		321,690

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 Authority 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 Authority'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 2016 will be charged to the General Fund over the next 33 years.

	2015/16	2016/17	
	£'000	£'000	£'000
Balance as at 1 April	515		699
Premiums incurred in the year and charged to the Comprehensive Income and Expenditure Statement	184	210	
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	184		210
Balance as at 31 March	699		909

Pensions Reserve

The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post-employment benefits and for funding benefits in accordance with statutory provisions. The Authority accounts for post-employment benefits in the Comprehensive Income and Expenditure Statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the 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 Authority has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

	2015/16	2016/17
	£'000	£'000
Balance as at 1 April	(270,813)	(239,786)
Remeasurements of the net defined benefit liability/(asset)	40,447	(38,167)
Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	(22,851)	(25,163)
Employer's pensions contributions and direct payments to pensioners payable in the year	13,431	13,052
Balance as at 31 March	(239,786)	(290,064)

Collection Fund Adjustment Account

The Collection Fund Adjustment Account manages the differences arising from the recognition of Council Tax 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.

	2015/16	2016/17
	£'000	£'000
Balance as at 1 April	(4,168)	(4,984)
Amount by which council tax and non-domestic rates income credited to the Comprehensive Income and Expenditure Statement is different from council tax and non-domestic rates income calculated for the year in accordance with statutory requirements	(816)	4,232
Balance as at 31 March	(4,984)	(752)

The balance of £752m shown above consists of the following component parts:

	2016/17
	£'000
Medway Council Tax Surplus	(1,284)
Medway Non-Domestic Rate Deficit	2,036
Balance as at 31 March	752

Accumulated Absences Account

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

	2015/16	2016/17	
	£'000		£'000
Balance as at 1 April	(2,521)		(2,411)
Settlement or cancellation of accrual made at the end of the preceding year	2,521	2,411	
Amounts accrued at the end of the current year	(2,411)	(2,084)	
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	110		327
Balance as at 31 March	(2,411)		(2,084)

36. 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 that needs to be disclosed at the time that employees earn their future entitlement.

The Authority participates in the Local Government Pension Scheme (LGPS).

The LGPS is a defined benefit statutory scheme administered in accordance with the Local Government Pension Scheme Regulations 2013 and currently provides benefits based on career average revalued salary and length of service at retirement.

The Administering Authority for the Fund is Kent County Council. The Pension Fund Committee oversees the management of the Fund whilst the day to day fund administration is undertaken by a team within the administering authority. Where appropriate some functions are delegated to the Fund's professional advisers.

As Administering Authority to the Fund, Kent County Council, after consultation with the Fund Actuary and other relevant parties, is responsible for the preparation and maintenance of the Funding Strategy Statement and the Statement of Investment Principles. These should be amended when appropriate based on the Fund's performance and funding.

Contributions are set every 3 years as a result of the actuarial valuation of the Fund required by the Regulations. There are no minimum funding requirements in the LGPS but the contributions are generally set to target a funding level of 100% using the actuarial valuation assumptions. On the Employer's withdrawal from the plan, a cessation valuation will be carried out in accordance with Regulation 64 of the LGPS Regulations 2013 which will determine the termination contribution due by the Employer, on a set of assumptions deemed appropriate by the Fund Actuary.

In general, participating in a defined benefit pension scheme means that the Employer is exposed to a number of risks:

- Investment risk. The Fund holds investment in asset classes, such as equities, which have volatile market values and while these assets are expected to provide real returns over the long-term, the short-term volatility can cause additional funding to be required if a deficit emerges.
- Interest rate risk. The Fund's liabilities are assessed using market yields on high quality corporate bonds to discount the liabilities. As the Fund holds assets such as equities the value of the assets and liabilities may not move in the same way.
- Inflation risk. All of the benefits under the Fund are linked to inflation and so deficits may emerge to the extent that the assets are not linked to inflation.
- Longevity risk. In the event that the members live longer than assumed a deficit will emerge in the Fund. There are also other demographic risks.

In addition, as many unrelated employers participate in the Kent County Council Pension Fund, there is an orphan liability risk where employers leave the Fund but with insufficient assets to cover their pension obligations so that the difference may fall on the remaining employers.

All of the risks above may also benefit the Employer e.g. higher than expected investment returns or employers leaving the Fund with excess assets which eventually get inherited by the remaining employers.

Transactions Relating to Post-Employment Benefits

The Authority 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 we are required to make against council tax is based on the cash payable in the year, so the real cost of post-employment/retirement benefits is reversed out of the General Fund [and Housing Revenue Account] via the Movement in Reserves Statement. The following transactions have been made in the Comprehensive Income and Expenditure Statement and the General Fund Balance via the Movement in Reserves Statement during the year:

	2015/16 £'000	2016/17 £'000
Comprehensive Income and Expenditure Statement		
Cost of Services	0	0
Service cost comprising:		
• Current service costs	21,193	18,054
• Past service costs	34	493
• (gain)/loss from settlements	(7,282)	(2,259)
Financing and Investment Income and Expenditure		
Net Interest expense	8,619	8,608
Administration expenses	287	267
Total Post Employment Benefit charged to the Surplus or Deficit on the Provision of services	22,851	25,163
Remeasurement of the net defined benefit liability comprising:		
• Return on plan assets in excess of interest	9,282	(71,463)
• Actuarial gains and losses arising on changes in demographic assumptions	0	(10,781)
• Actuarial gains and losses arising on changes in financial assumptions	(49,829)	150,676
• Experience (gain) / loss on defined benefit obligation	100	(27,366)
• Other (if applicable)	0	(2,899)
Total Remeasurements Recognised in Other Comprehensive Income	(40,447)	38,167
Total Post-employment Benefits charged to the Comprehensive Income and Expenditure Statement	(17,596)	63,330
Movement in Reserves Statement		
Reversal of net charges made to the Surplus or Deficit on the Provision of Services for post-employment benefits in accordance with the Code	22,851	25,163
Actual amount charged against the General Fund Balance for pensions in the year:		
Employers' contributions payable to scheme	13,431	13,052

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:

	Local Government Pension Scheme	
	31 March 2016	31 March 2017
	£'000	£'000
Present value of the defined benefit obligation	(650,237)	(785,933)
Fair value of plan assets	417,023	502,641
Present value of unfunded obligation	(6,572)	(6,772)
Net liability arising from defined benefit obligation	(239,786)	(290,064)

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

	Local Government Pension Scheme	
	31 March 2016	31 March 2017
	£'000	£'000
Opening fair value of scheme assets	416,454	417,023
Expected return on scheme assets		
Interest income	13,690	15,365
Remeasurement gain/(loss):		
• The return on plan assets, excluding the amount included in the net interest expense	(9,282)	71,463
• Other (if applicable)	0	0
Actuarial gains and losses	0	2,899
Administration expenses	(287)	(267)
Contributions from employer including unfunded	13,431	13,052
Contributions from employees into the scheme	4,377	4,162
Estimated Benefits paid	(17,194)	(18,735)
Settlement prices received/ (paid)	(4,166)	(2,321)
Closing fair value of scheme assets	417,023	502,641

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

	Funded Liabilities: Local Government Pension Scheme	
	2015/16	2016/17
	£'000	£'000
Opening balance at 1 April	687,267	656,809
Current service cost	21,193	18,054
Interest cost	22,309	23,973
Contributions from scheme participants	4,377	4,162
Remeasurement (gains)/losses:		
• Actuarial gains and losses arising on changes in demographic assumptions	0	(10,781)
• Actuarial gains and losses arising on changes in financial assumptions	(49,829)	150,676
• Experience loss/(gain) on defined benefit obligation	100	(27,366)
Liabilities extinguished on settlements	(11,448)	(4,580)
Estimated benefits paid net of transfers in	(16,677)	(18,230)
Past service cost, including curtailments	34	493
Unfunded pension payments	(517)	(505)
Closing balance at 31 March	656,809	792,705

Local Government Pension Scheme assets comprised:

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	Period Ended 31 March 2016				Period Ended 31 March 2017			
	Quoted prices in active markets	Quoted prices not in active markets	Total	Percentage of total asset	Quoted prices in active markets	Quoted prices not in active markets	Total	Percentage of total asset
	£'000	£'000	£'000	%	£'000	£'000	£'000	%
Equities	268,498		268,498	64.30%	341,664		341,664	68.10%
Fixed Interest Government Securities	3,694		3,694	1.00%	3,749		3,749	0.70%
Corporate Bonds	45,789		45,789	11.00%	48,966		48,966	9.70%
Property		60,578	60,578	14.50%		62,636	62,636	12.50%
Others:								
Cash		10,737	10,737	2.60%		12,842	12,842	2.50%
Private Equity		5,011	5,011	1.20%		7,540	7,540	1.50%
Infrastructure		4,593	4,593	1.10%		5,529	5,529	1.10%
Absolute Return Portfolio		18,123	18,123	4.30%	19,715		19,715	3.90%
Total assets	317,981	99,042	417,023	100.00%	414,094	88,547	502,641	100.00%

The funds Actuaries have estimated the bid values where necessary. The final asset allocation of the Fund assets as at 31 March 2017 is likely to be different from that shown due to estimation techniques.

Basis for Estimating Assets and Liabilities

The principal assumptions used by the actuary have been:

To assess the value of the Employer's liabilities at 31 March 2017, the actuary has rolled forward the value of the Employer's liabilities calculated for the funding valuation as at 31 March 2016 using financial assumptions that comply with IAS19.

The full actuarial valuation involved projecting future cash flows to be paid from the Fund and placing a value on them. These cash flows include pensions currently being paid to members of the Scheme as well as pensions (and lump sums) that may be payable in future to members of the Scheme or their dependants. These pensions are linked to inflation and will normally be payable on retirement for the life of the member or a dependant following a member's death.

It is not possible to assess the accuracy of the estimated liability as at 31 March 2017 without completing a full valuation. However, the actuary is satisfied that the approach of rolling forward the previous valuation data to 31 March 2017 should not introduce any material distortions in the results provided that the actual experience of the Employer and the Fund has been broadly in line with the underlying assumption, and that the structure of the liabilities is substantially the same as at the latest formal valuation. From the information we have received there appears to be no evidence that this approach is inappropriate.

To calculate the asset share the actuary has rolled forward the assets allocated to the Employer at 31 March 2016 allowing for investment returns (estimated where necessary), contributions paid into, and estimated benefits paid from, the Fund by and in respect of the Employer and our Employees.

The service cost for the year ending 31 March 2017 is calculated using an estimate of the average total pensionable payroll during the year.

Demographic, Statistical and Financial Assumptions - The actuary has adopted a set of demographic assumptions that are consistent with those used for the funding valuation as at 31 March 2016. The post retirement mortality tables adopted are the S1PA tables. These base tables are then projected using the CMI 2015 Model per the actuary report, allowing for a long term rate of improvement of 1.5% per annum.

The assumed life expectations from age 65:

Life Expectancy from age 65 (years)	Local Government Pension Scheme	
	31 March 2016	31 March 2017
Mortality assumptions:		
Longevity at 65 for current pensioners		
• Men	22.9	23.0
• Women	25.3	25.0
Longevity at 65 for future pensioners		
• Men	25.2	25.1
• Women	27.7	27.4

Further assumptions are:

- Members will exchange half of their commutable pension for cash at retirement
- Members will retire at one retirement age for all tranches of benefit, which will be the pension weighted average tranche retirement age;
- No members will take up the option under the new LGPS to pay 50% of contributions for 50% of benefits.

The Financial assumptions used for the purposes of the IAS19 calculations are as follows:

	Local Government Pension Scheme	
	31 March 2016	31 March 2017
Rate of inflation CPI	2.40%	2.70%
Rate of inflation RPI	3.30%	3.60%
Rate of increase in salaries	4.20%	4.20%
Rate of increase in pensions	2.40%	2.70%
Rate for discounting scheme liabilities	3.70%	2.80%

These assumptions are set with the reference to market conditions at 31 March 2017.

The actuary's estimate of the duration of the Employer's liabilities is 20 years.

The discount rate is the annualised yield at the 20 year point on the Merrill Lynch AA rated corporate bond curve which has been chosen to meet the requirements of IAS19 and with consideration of the duration of the Employer's liabilities. This is consistent with the approach used at the last accounting date.

The RPI increase assumption is set based on the difference between conventional gilt yields and index-linked gilt yields at the accounting date using data published by the Bank of England, specifically the 20 year point on the Bank of England market implied inflation curve. The RPI assumption is therefore 3.6% p.a. This is consistent with the approach used at the last accounting date.

As future pension increases are expected to be based on the Consumer price Index (CPI) rather than RPI, we have made a further assumption about CPI which is that it will be 0.9% p.a. below RPI i.e. 2.7% p.a. We believe that this is a reasonable estimate for the future differences in the indices, based on the different calculation methods and recent independent forecasts. This is consistent with the approach used at the last accounting date.

Salaries are then assumed to increase at 1.5% p.a. above CPI in addition to promotional scale. However we have allowed for a short-term overlay from 31 March 2016 to 31 March 2020 for salaries to rise in line with CPI. This has been updated from last year to be consistent with the 2016 valuation of the Fund.

The sensitivity analysis in the following table shows how the present value and projected service cost would change if the values ascribes to various assumptions used in the actuary's calculations were there to be changes upwards or downwards by 0.1%.

Sensitivity Analysis				
		£000's	£000's	£000's
Adjustment to discount rate		0.10%	0.00%	(0.10%)
	Present Value of Total obligation	777,761	792,705	807,952
	Projected Service Cost	24,797	25,412	26,043
Adjustment to long term salary increase		0.10%	0.00%	(0.10%)
	Present Value of Total obligation	794,495	792,705	790,931
	Projected Service Cost	25,412	25,412	25,412
Adjustment to pension increases and deferred revaluation		0.10%	0.00%	(0.10%)
	Present Value of Total obligation	806,162	792,705	779,507
	Projected Service Cost	26,043	25,412	24,796
Adjustment to mortality age rating assumption		+ 1 Year	None	-1 Year
	Present Value of Total obligation	822,389	792,705	764,127
	Projected Service Cost	26,223	25,412	24,627

Impact on the Authority's Cash Flow

The Authority anticipates that it will pay £11,934,000 expected contributions to the scheme in 2017/18.

Further information can be found in Kent County Council's Superannuation Fund's Annual Report which is available upon request from the Investment Section, Sessions House, County Hall, Maidstone, Kent, ME14 1QX.



Chatham Maritime Marina,
St Mary's Island

E6. Notes Supporting the Cash Flow Statement



37. Cash Flow Statement – Operating Activities

The cash flows for operating activities include the following items:

	2015/16	2016/17
	£'000	£'000
Interest received	(575)	(403)
Interest paid	8,940	7,590
Dividends received	0	(449)

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

	2015/16 (Restated) £'000	2016/17 £'000
Depreciation	(40,234)	(36,019)
Impairment and downward revaluations	9,843	11,890
(Increase) / decrease in creditors	1,260	3,162
Increase / (decrease) in debtors/Impairment for Bad Debts	(5,592)	886
Increase / (decrease) in inventories	(62)	(13)
Movement in pension liability	(9,420)	(12,111)
Contributions (to)/from Provisions	1,505	518
Carrying amount of non-current assets and non-current assets held for sale, sold or de-recognised	(48,577)	(23,867)
Other non-cash items charged to the net surplus or deficit on the provision of services	0	2,825
	(91,277)	(52,729)

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

	2015/16 £'000	2016/17 £'000
Proceeds from short-term (not considered to be cash equivalents) and long-term investments (includes investments in associates, joint ventures and subsidiaries)	3	0
Proceeds from the sale of property, plant and equipment, investment property and intangible assets	3,086	4,052
Any other items for which the cash effects are investing or financing cash flows	9,874	17,442
	12,963	21,494

38. Cash Flow – Investing Activities

	2015/16 (Restated) £'000	2016/17 £'000
Purchase of property, plant and equipment, investment property and intangible assets	33,490	38,116
Purchase of short-term and long-term investments	3,000	0
Proceeds from the sale of Property, Plant and Equipment, Investment Property and Intangible Assets	(3,086)	(4,052)
Proceeds from short-term and long-term investments	(3)	0
Other receipts from investing activities	(9,874)	(17,442)
Net cash flows from investing activities	23,527	16,622

39. Cash Flow – Financing Activities

	2015/16	2016/17
	£'000	£'000
Cash receipts of short- and long-term borrowing	(6,922)	(27,015)
Cash payments for the reduction of outstanding liabilities relating to finance leases	764	308
Repayments of short- and long-term borrowing	88	128
Net cash flows from financing activities	(6,070)	(26,579)



Dickens Festival,
Rochester

E7. Other Notes

40. Related Parties

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

Central Government

Central government has significant influence over the general operations of the Authority – it is responsible for providing the statutory framework, within which the Authority operates, provides the majority of its funding in the form of grants and prescribes the terms of many of the transactions that the Authority has with other parties (e.g. council tax bills, housing benefits). Grants received from government departments are set out in "Note 8". Grant receipts outstanding at 31 March 2017 are shown in "Note 17".

Members

Members of the Council have direct control over the Council's financial and operating policies. The total of members' allowances paid in 2016/17 is shown in "Note 13".

The Authority holds a statutory register of members' declarations covering employment, sponsorship, property and land holdings, contracts with the Authority etc. Members and senior officers declare any pecuniary interest in committee items prior to their debate. The Authority also holds a Register of Interest relating to members and senior officers. These registers are open to inspection by members of the public.

All members agree to the terms of the National Code of Local Government Conduct and the Authority has introduced a Code of Conduct agreeing guidelines for good working practice between members and officers.

Sunlight Development Trust is a community owned organisation that works with partners across all Sectors. Its **overriding** aim is to improve health, inequality and **well-being**. One member is Chair of the Trustees. The Authority made payments to the Trust amounting to **£0.068m** during 2016/17 (2015/16 £0.0868m).

Officers

The Chief Executive is a Council member of The University of Kent Governing Body. The total value of payments made by the University to the Council was **£0.0816m** in 2016/17 (£0.0418m in 2015/16). Payments to the University from the Council totalled **£0.0453m** in 2016/17 (£0.009m in 2015/16). At 31 March 2017 the Council was owed £0.002m (31 March 2016 £0.001m).

Other Public Bodies (subject to common control by Central Government)

The Authority operates a number of joint funding initiatives with Medway Clinical Commissioning Group as detailed in "Note 12".

The Authority receives grant income from various government departments as detailed in "Note 17".

Entities controlled or significantly influenced by the Authority

The Authority has a 20% equity share in Medway Norse Limited. The company provides corporate cleaning, building maintenance, security services, window cleaning, printing services and catering to the Authority.

The Authority also has a 20% equity share in Medway Norse Transport. The company provides transport services to the Authority.

The Companies supply services to the Authority which is included in the cost of services.

Medway Council appoints 2 directors to the Boards of Medway Norse and Medway Norse Transport. The Council made payments of **£11.696m** to Medway Norse/Medway Norse Transport in 2016/17 (£11.487m 2015/16). The total value of transactions to the Council from these companies was **£0.320m** in 2016/17 (£0.102m 2015/16). At 31 March 2017 the Council was owed £0.235m (31 March 2016: £0.029m) and owed £0.176m (31 March 2016: £0.135m).

41. Contingent Liabilities

At 31 March 2017, the Authority had no significant contingent liabilities..

The Council has £101.8m of Lender Option Borrower Option loans (LOBOs), taken out between 2003 and 2008 with terms of 30 to 60 years. Information on the Council's borrowings, including LOBO loans, is included in "Note 25". A number of local authorities, including this Council, have received objections from local electors as to the lawfulness of local authorities obtaining borrowings through LOBO loans. Whilst the LOBO loans held by this Council have not currently been found to be unlawful, there is on-going analysis of LOBOs generally by councils affected, their auditor and specialist lawyers. The law in relation to this matter is complex and there is uncertainty as to what the consequences could be should a local authority have obtained borrowing through a LOBO that was found to be unlawful. In the event of a LOBO loan being found to be unlawful, restitutionary remedies may result in the outstanding balances on these loans having to be repaid in full to the lender and may result in additional costs resulting from losses incurred by the lender.

42. Non-adjusting event post reporting period

There have been no events between 31 March 2017 and the issuing of this Statement of Accounts which have a significant bearing on the financial results year or the financial position presented in the Balance Sheet.

43. Prior Period Adjustment

During the review of the draft statements it was discovered that the accounting treatment relating to the inclusion of two new build Academies within the Council's Balance Sheet was incorrect. It has always been known that these two new build assets (land and buildings relating to Strood and Brompton Academies) would be transferred to the appropriate Academy Trusts once complete and free from snagging works.

As this is now considered to be an incorrect approach, a prior period adjustment has been made to derecognise these assets, previously classified within Property, Plant & Equipment (PPE). A reassessment of the matter identified these should be accounted for as Revenue Expenditure Funded from Capital Under Statute (REFCUS).

The assets have been in existence since prior to the previous financial year (2015/16) and therefore it has been necessary to make corrections with effect from the opening balances for that period as detailed below:

Within 2015/16, the assets in question were subject to depreciation charges (£2.511m) which needs to be removed from the financial statements. In addition to this, there was capital expenditure relating to one of the assets of £0.168m, which should have been treated as REFCUS, rather than adding to the asset value within the balance sheet.

Effect on Comprehensive Income and Expenditure Statement (Cost of Services) 2015/16

The adjustment to the Children's and Adults Directorate (£2.343m) relates to the removal of depreciation (£2.511m) relating to the two assets partially offset by the re-allocation of capital expenditure as REFCUS (£0.168m).

Effect on the Movement in Reserves Statement in 2015/16 - Usable Reserves

The adjustments within the Movement in Reserves Statement effect the Total Comprehensive Expenditure and Income, which relate directly to those given above within the Comprehensive Income and Expenditure Statement. As the two movements are related to capital movements, this in turn means that any charges against the Total Comprehensive Expenditure and Income should be transferred to Unusable Reserves (Capital Adjustment Account) and this is detailed in the Adjustments Between Accounting & Funding Basis Under Regulations.

Effect on line items within the Balance Sheet as at 1 April 2015

The adjustment to PPE relates to the removal of the Net Book Value of the assets in questions as at 1 April 2015, that being a Gross Book Value of £58.703m, and an accumulative depreciation of £2.471m. This adjustment would also have the effect of reducing the value within unusable Reserves (Capital Adjustment Account). There was also the removal of Revaluation Reserve balances on derecognition (£0.635m) but this would have been transferred to the Capital Adjustment Account and as both of these are Unusable Reserves, the net movement would be zero.

Effect on line items within the Balance Sheet as at 31 March 2016

The adjustment to the balance sheet would follow the same categories as for that given for 1 April 2015, but would add further adjustments for capital movements that occurred during 2015/16, that being the removal of depreciation (£2.511m) partially offset by the re-allocation of capital expenditure as REFCUS (£0.168m). The adjustments would show the cumulative effect of required corrections to the previous reporting period together with those detailed for 2015/16.

Effect on lines within the Cash Flow Statement 2015/16

	Previously Stated 31 March 2016	As Restated 31 March 2016	Restatement 2015/16
	£'000	£'000	£'000
Net (Surplus) or deficit on the provision of services	73,250	70,907	(2,343)
Adjustments to net Surplus or deficit on the provision of service for non-cash movements	(93,788)	(91,277)	2,511
Net cash flows from Operating Activities	(7,576)	(7,408)	168
Investing Activities	23,695	23,527	(168)
Net (increase) or decrease in cash and cash equivalents	10,049	10,049	0
Cash and cash equivalents at the end of the reporting period	(1,250)	(1,250)	0

The Cash Flow Statement has been adjusted for items that also corrected within the Comprehensive Income and Expenditure Statement. These errors have resulted in alterations to "Adjustments to net Surplus or deficit on the provision of service for non-cash movements" (Depreciation) and "Investing Activities" (REFCUS related capital expenditure).

The above detail the required changes to the Core Financial Statements. However, there will also be changes to the following Notes to the Core Financial Statements to reflect the adjustments:

Note 5 - Expenditure and Funding Analysis

Note 6 - Note to the Expenditure and Funding Analysis

Note 19 - Adjustments between Accounting Basis and Funding Basis under Regulations

Note 21 - Property, Plant & Equipment (including Rolling Revaluation Analysis)

Note 27 - Capital Expenditure and Capital Financing

Note 35 - Unusable Reserves (Revaluation Reserve/Capital Adjustment Account)

Note 37 - Cash Flow Statement - Operating Activities

Note 38 - Cash Flow Statement - Investing Activities



Chatham Waterfront

F. Supplementary Financial Statements

Medway
COUNCIL
Serving You

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The Collection Fund Statement

The Collection Fund is an agent's statement that reflects the statutory obligation for billing authorities to maintain a separate Collection Fund. The statement shows the transactions of the billing authority in relation to the collection from taxpayers and distribution to local authorities and the Government of council tax and non-domestic rates.

Collection Fund surpluses declared by the billing authority in relation to Council Tax are apportioned to the relevant precepting bodies in the subsequent financial year. Deficits likewise are proportionately charged to the relevant precepting bodies in the following year. For Medway, the Council Tax precepting bodies are The Police and Crime Commissioner for Kent and The Kent Fire and Rescue Service.

The scheme allows the Authority to retain a proportion of the total NDR received. The Medway share is 49% with the remainder paid to precepting bodies. For Medway precepting bodies this is Central Government 50%, Kent Fire and Rescue Service 1%.

NDR surpluses or deficits declared by the billing authority in relation to the Collection Fund are apportioned to the relevant precepting bodies in the subsequent financial year in their respective proportions.

Year Ended 31 March 2016		Collection Fund Notes	Year Ended		
			31 March 2017		
Total			Business Rates	Council Tax	Total
£'000			£'000	£'000	£'000
	Amounts required by statute to be credited to the Collection Fund				
(115,026)	Council Tax	1		(121,920)	(121,920)
(88,855)	Non-Domestic Rates	2	(92,659)		(92,659)
(203,881)	Total Amount required by statute to be credited to the Collection Fund		(92,659)	(121,920)	(214,579)
	Amounts required by statute to be debited to the Collection Fund				
	<u>Precepts and demands from major preceptors and the Authority</u>				
140,239	- Medway Council		44,802	101,166	145,968
11,803	- Police and Crime Commissioner for Kent (PCCK)			12,417	12,417
6,578	- Kent Fire and Rescue Service (KFRS)		914	5,876	6,790
	Payment with respect to central share (including allowable deductions) of the non-domestic rating income to be paid to central government by billing authorities				
	<u>Business rates:</u>				
45,540	- payment to Central Government		45,716		45,716
284	- costs of collection		284		284
35	- transitional protection		823		823
	<u>Impairment of debts/appeals</u>				
0	- write-offs of uncollectable amounts	3			0
2,264	- allowance for impairment		1,035	1,050	2,085
(4,095)	- Increase/Decrease in Provision for appeals				0
2,397	Transfer of Collection Fund surplus/(deficit)		(8,838)	1,000	(7,838)
205,045	Total Amount required by statute to be debited to the Collection Fund		84,736	121,509	206,245
9,810	Opening fund balance		12,078	(1,104)	10,974
10,974	Closing Fund Balance		4,155	(1,515)	2,640
1,164	Movement on fund balance		(7,923)	(411)	(8,334)
	Allocation of Closing Deficit/(Surplus)				
4,984	Medway Council		2,036	(1,284)	752
(115)	Police and Crime Commissioner for Kent		0	(157)	(157)
66	Kent Fire and Rescue Service		42	(74)	(32)
6,039	Central Government		2,077		2,077
10,974			4,155	(1,515)	2,640

Notes to the Collection Fund Account

1. Council Tax

Council Tax derives from charges raised according to the value of residual properties, which have been classified in 8 valuation bands (A-H) for this specific purpose. Individual charges are calculated by estimating the amount of income required to be taken from the Collection Fund by the Council and major preceptors for the forthcoming year and dividing this by the Council Tax base (i.e. the equivalent numbers of Band D dwellings).

The Council Tax Base for 2016/17 was £81,613.55 (£80,212.79 in 2015/16). The tax base for 2016/17 was approved by the Portfolio Holder for Finance on 27 January 2016 and was calculated as follows:

Band	Chargeable Dwellings	Ratio 9ths	Band D Equivalent Gross	Exemptions & Discounts	Band D Equivalent Net
A	11,266	6/9	7,511	1,407	6,103.68
B	38,158	7/9	29,678	3,502	26,176.82
C	33,546	8/9	29,819	2,748	27,070.64
D	17,329	1	17,329	1,462	15,866.74
E	8,793	11/9	10,747	837	9,909.66
F	3,706	13/9	5,353	247	5,105.89
G	1,353	15/9	2,255	106	2,149.08
H	66	18/9	132	59	72.80
Total	114,217		102,824	10,368	92,455.31
Council Tax Support					(9,164.58)
Sub Total					83,290.73
Allowance for Non Collection (2.4%)					(1,998.97)
Sub Total					81,291.76
Crown Contribution					321.79
Tax Base for the Calculation of Council Tax 2016/17					81,613.55
Tax Base for the Calculation of Council Tax 2015/16					80,212.79

2. Income from Business Rates

The Council collects Non-Domestic Rates for its area based on local rateable values provided by the Valuation Office Agency (VOA) multiplied by a uniform business rate set nationally by Central Government. In previous financial years the total amount due, less certain allowances, was paid to a central pool administered by Central Government, which, in turn, paid to Local Authorities their share of the pool, such shares being based on a standard amount per head of the local adult population.

In 2013/14, the administration of NDR changed following the introduction of a business rates retention scheme which aims to give authorities a greater incentive to grow businesses but also increases the financial risk due to volatility and non-collection of rates. Instead of paying NDR to the central pool, local authorities retain a proportion of the total collectable rates due. In the case of Medway the local share is 49%, Central Government 50% and Kent Fire and Rescue service 1%.

The business rates shares payable for 2016/17 were estimated before the start of the financial year as £45.7m to Central Government, £0.9m to KFRS and £44.8m to Medway Council. These sums have been paid in 2016/17 and charged to the collection fund in that year.

The total income from business rate payers collected in 2016/17 was £92.7m (£88.8m 2015/16).

In addition to the local management of business rates, authorities are expected to finance appeals made in respect of rateable values as defined by VOA and hence business rates outstanding as at 31 March 2017. As such, authorities are required to make provision for these amounts. Appeals are charged and provided for in proportion of the precepting shares. There was no change in provision credited to the collection fund for 2016/17 (£4.0m charged for 2015/16).

For 2016/17, the total non-domestic rateable value at the year-end is £221.8m (£218.3m in 2015/16). The national multipliers for 2016/17 were 48.4p for qualifying Small Business, and the standard multiplier being 49.7p for all other businesses (48.0p and 49.3p respectively in 2015/16).

3. Council Tax/NDR Bad Debt Provision and NDR provision for valuation appeals

The Collection Fund account provides for bad debts on arrears of Council Tax on the basis of prior years' experience and current years collection rates.

2015/16 £000s			2016/17 £000s	
Collection Fund	Medway Share		Collection Fund	Medway Share
2,680	2,255	Balance at 1 April	2,759	2,336
(716)	(715)	Write-offs during year	(931)	(786)
795	796	Contributions to provisions during year	1,050	895
79	81	Net Increase/decrease in Provisions	119	109
2,759	2,336	Balance at 31 March	2,878	2,445

The Collection Fund account also provides for bad debts on Non-domestic rates arrears.

2015/16 £000s			2016/17 £000s	
Collection Fund	Medway Share		Collection Fund	Medway Share
2,181	1,069	Balance at 1 April	2,813	1,378
(837)	(410)	Write-offs during year	(924)	(452)
1,469	719	Contributions to provisions during year	1,035	507
632	309	Net Increase/decrease in Provisions	111	55
2,813	1,378	Balance at 31 March	2,924	1,433

The Collection Fund account also provides for provision for appeals against the rateable valuation set by the Valuation Office Agency (VOA) not settled as at 31 March 2017. This is the fourth year of the provision.

2015/16 £000s			2016/17 £000s	
Collection Fund	Medway Share		Collection Fund	Medway Share
16,187	7,932	Balance at 1 April	12,092	5,925
(4,095)	(2,007)	Contributions to provisions during year	0	0
(4,095)	(2,007)	Net Increase/(decrease) in Provisions	0	0
12,092	5,925	Balance at 31 March	12,092	5,925

Housing Revenue Account

Explanatory Foreword

The Housing Revenue Account (HRA) is a record of revenue expenditure and income relating to the Authority's housing stock. Its primary purpose is to ensure that expenditure on managing tenancies and maintaining dwellings is balanced by rents charged to tenants. Consequently, the HRA is a statutory account, ring fenced from the rest of the General Fund, so that rents cannot be subsidised from council tax (or vice versa).

The ring fence is controlled by Schedule 4 to the Local Government and Housing Act 1989, which specifies the debits and credits to be made to the HRA and excludes any other postings. The Schedule has been supplemented by an Item 8 determination issued for 2012-2013 and subsequent years.

Authorities are required by section 74(1) of the 1989 Act to keep the HRA in accordance with proper practices. Proper practices are defined in section 21(2) of the Local Government Act 2003 as those accounting practices which:

- the Authority is required to follow by virtue of any enactment (statutory proper practices) – the principal statutory proper practices are determined by the 1989 Act, the 1993 Act, the Audit Commission Act 1998, the Accounts and Audit (England) Regulations 2015, the HRA (Accounting Practices) Directions 2011 and the Item 8 Determination
- are contained in a code of practice which is identified for this purpose by regulations made by the Secretary of State (non-statutory proper practices) – the most relevant to the HRA are the Code and SeRCOP.

Section 21(3) of the 2003 Act also requires that, in the event of any conflict between statutory and non-statutory practices, only those defined by statute are to be regarded as proper practices. This is particularly important in the context of capital charges and receipts, where calculation of the amounts to be credited or debited to the HRA is determined by the Secretary of State. However, problems can also arise with apparently less complex transactions such as the recharging of support services and administrative expenses.

Paralleling the treatment for the Council's wider operations, the transactions relating to the HRA have been separated into two statements:

- the HRA Income and Expenditure Statement
- the Movement on the HRA Statement

HRA Income and Expenditure Statement

This Statement analyses in more detail the income and expenditure on HRA services included in the whole Authority Surplus or Deficit on the Provision of Services. It also shows the economic cost in the year of providing housing services in accordance with generally accepted accounting practices, rather than the amount to be funded from rents and government grants. The Authority charges rents to cover expenditure in accordance with regulations; this may be different from the accounting cost. The increase or decrease in the year, on the basis on which rents are raised, is shown in the Movement on the Housing Revenue Account Statement.

2015/16 £'000		HRA Notes	2016/17 £'000
	Expenditure		
2,861	Repairs & maintenance		2,967
3,653	Supervision and management		3,478
176	Rents, rates, taxes and other charges		149
(16,970)	Depreciation and impairment of non-current assets	3	(13,893)
2	Revenue Expenditure Funded from Capital Under Statute	5	51
75	Debt management costs		75
50	Movement in the allowance for bad debts	6	30
(10,153)	Total Expenditure		(7,144)
	Income		
(13,136)	Dwelling rents		(13,036)
(166)	Non-dwelling rents		(175)
(1,320)	Charges for services and facilities		(1,298)
(19)	Contributions towards expenditure		(41)
(59)	Reimbursement of Costs		(52)
(14,701)	Total Income		(14,601)
	Net Cost of Housing Revenue Account Services as included in the whole authority Comprehensive Income and Expenditure Statement		(21,745)
99	HRA services share of Corporate and Democratic Core		99
(120)	HRA share of other amounts included in the whole authority Cost of Services but not allocated to specific services		(32)
(24,876)	Net Expenditure/(Income) for Housing Revenue Account Services		(21,678)
	HRA share of the operating income and expenditure included in the Comprehensive Income and Expenditure Statement:		
(327)	(Gain) or loss on sale of HRA non-current assets		(680)
2,522	Interest payable and similar charges		2,552
(25)	Interest and investment income		(32)
143	Net interest on the net defined benefit liability (asset)		155
(22,563)	Deficit/(Surplus) for the year on Housing Revenue Account Services		(19,683)

Movement on the Housing Revenue Account Statement

This Statement shows the how the HRA Income and Expenditure Account surplus or deficit for the year reconciles to the movement on the Housing Revenue Account balance for the year end.

2015/16 £'000		2016/17 £'000
(2,235)	Balance on the HRA at the end of the previous reporting period	(2,817)
(22,563)	(Surplus) or deficit for the year on the HRA Income and Expenditure Statement	(19,683)
21,981	Adjustments between accounting basis and funding basis under statute	18,882
(582)	Net (increase) or decrease before transfers to or from reserves	(801)
0	Transfers to or (from) Earmarked HRA reserves	0
0	Transfers to or (from) GF reserves	0
(582)	(Increase) or decrease in year on the HRA	(801)
(2,817)	Balance on the HRA at the end of the current reporting period	(3,618)

Notes to the Housing Revenue Account

1. Adjustments between Accounting Basis and Funding Basis under Regulations

2015/16 £'000		2016/17 £'000
ADJUSTMENTS PRIMARILY AFFECTING THE CAPITAL ADJUSTMENT ACCOUNT:		
(3,480)	Charges for depreciation and impairment of non-current assets	(3,052)
20,450	Revaluation movements on Property, Plant and Equipment	16,945
(2)	Revenue Expenditure Funded from Capital Under Statue	(51)
(431)	Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(1,003)
INSERTION OF ITEMS NOT DEBITED OR CREDITED TO THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT:		
1,368	Capital Expenditure charged Against HRA Balances	1,536
ADJUSTMENTS PRIMARILY INVOLVING THE CAPITAL RECEIPTS RESERVE:		
758	Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	1,683
ADJUSTMENTS PRIMARILY INVOLVING THE MAJOR REPAIRS RESERVE:		
3,480	Transfer from HRA to the Major Repairs Reserve	3,052
ADJUSTMENTS PRIMARILY INVOLVING THE FINANCIAL INSTRUMENTS ADJUSTMENT ACCOUNT:		
(12)	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	(12)
ADJUSTMENTS PRIMARILY INVOLVING THE PENSIONS RESERVE:		
(375)	Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	(448)
223	Employer's pension contributions and direct payments to pensioners payable in the year	235
ADJUSTMENTS PRIMARILY INVOLVING THE ACCUMULATED ABSENCES ACCOUNT:		
2	Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	(3)
23,245	TOTAL ADJUSTMENTS	18,882

2. Housing Revenue Account Stock

a. Rentable Dwelling Stock

The Authority managed 3,026 rentable dwellings as at 31 March 2017. The movement in stock is analysed as follows:

Stock Type	1 April 2016	Adjustments	Additions	Disposals	31 March 2017
Houses	1,289	0	1	(15)	1,275
Flats	1,256	1	0	(4)	1,253
Maisonettes	215	0	0	0	215
Bungalows	251	0	32	0	283
Total	3,011	1	33	(19)	3,026

b. Non-Rentable Dwelling Stock

The Council owned 1 non rentable dwelling (a flat) as at 31 March 2017.

c. Non-Dwelling Stock

The Council owned 875 non dwellings as at 31 March 2017. The movement in stock is analysed as follows:

Stock Type	1 April 2016	Adjustments	Additions	Disposals	31 March 2017
Garages	407	0	0	0	407
Garages with water	183	0	0	0	183
Carports	78	0	0	0	78
Carspaces	180	0	0	0	180
Underground carspaces	26	0	0	0	26
Other spaces	0	0	0	0	0
Commercial Property	1	0	0	0	1
Total	875	0	0	0	875

3. HRA Non-Current Assets

In accordance with Government guidelines, dwellings have been valued at their 'existing use with vacant possession' based upon beacon values and then reduced to reflect 'existing use for social housing'. This value is included within the Balance Sheet. The vacant possession value at 1 April 2016 was £417.8m. The 'discounted' existing use value reflects the economic cost to government of providing council housing at less than market rents.

	Dwellings	Other Land and Buildings	Assets Under Construction	Total
	£'000	£'000	£'000	£'000
Cost or Valuation 1 April 2016	133,688	3,730	2,552	139,970
Assets Under Construction brought into use	3,883	0	(3,883)	0
Additions	6,131	143	1,331	7,605
Revaluation increases/(decreases) recognised in the Revaluation Reserve	405	195	0	600
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	14,237	(64)	0	14,173
Derecognition – disposals	(1,024)	0	0	(1,024)
As at 31 March 2017	157,320	4,004	0	161,324
Depreciation as at 1 April 2016	0	0	0	0
Depreciation charge	(2,793)	(259)	0	(3,052)
Depreciation written out to the Revaluation Reserve	0	257	0	257
Depreciation written out to the Surplus//Deficit on the Provision of Services	2,772	0	0	2,772
Derecognition – disposals	21	0	0	21
As at 31 March 2017	0	(2)	0	(2)
Net Book Value				
As at 31 March 2016	133,688	3,730	2,552	139,970
As at 31 March 2017	157,320	4,002	0	161,322

4. Analysis of HRA Capital Expenditure and Funding

	£'000	£'000
Capital Expenditure		
Dwellings	4,129	6,131
Other Land and Buildings	101	143
Non-Operational Assets	0	0
Assets under Construction	2,552	1,331
Revenue Expenditure Funded from Capital under Statute	2	51
Total	6,784	7,656
Funded by:		
Major Repairs Reserve	4,150	3,052
Transfer from 1-4-1 Capital Receipts Reserves	450	882
Prudential Borrowing for New House Build Programme	834	2,186
Revenue contributions from the HRA	1,350	1,536
Total Funding	6,784	7,656

The Revenue Expenditure Funded from Capital under Statute relates to:

	2015/16 £'000	2016/17 £'000
Expenditure type:		
New Build Programme-Pre Construction Expenditure	2	4
Non HRA Properties/Leaseholders Expenditure	0	47
Total	2	51

5. Summary of HRA Capital Receipts

	2015/16 £'000	2016/17 £'000
Receipts from the sale of land	(5)	(2)
Receipts from disposals of houses through the Right To Buy scheme	(767)	(1,697)
Total Capital Receipts	(772)	(1,699)

6. Tenants' Arrears

Tenants' Arrears at 3 April 2017 were analysed as follows:

	£'000	£'000
General Stock	217	163
Garages	0	0
Former Tenancies – General Stock	263	280
Former Tenancies - Garages	0	1
Court Costs – General Stock	29	38
Former Tenancy Arrears of Current Tenants – General	50	45
Rechargeable Repairs	72	74
Total Arrears	631	601
Percentage of Gross Rents (HRA)	4.78%	4.48%

The following provision has been made against possible non-collection of Housing Revenue Account debt:

	2015/16 £'000	2016/17 £'000
Opening Balance	582	530
Additional Provision made during year	50	30
Add Credit write-offs	2	2
Less amounts written off	(104)	(53)
Closing Balance	530	509



River Medway

G. Glossary of Terms



ACCRUAL

A sum included in the final accounts attributable to the year but for which payment has yet to be made or income received. Accruals are made for revenue and capital expenditure and income.

ACTUARIAL GAINS & LOSSES

These are changes in the actuary's assessment of the value of future pension fund requirement. Changes result from actual events not matching previous actuarial assumptions or from a change in assumptions on which the valuation is based.

AGENCY

The provision of services by one local authority, on behalf of and reimbursed by, the responsible local authority or central government.

APPOINTED AUDITORS

BDO (LLP) is Medway Council's appointed Auditor.

ASSET

An item having a value, measurable in monetary terms. Assets can be defined as current or non-current. A current asset can be readily converted into cash (for example stocks or a short term debtor). A long-term asset is expected to yield economic benefits to the Authority for more than one year (for example a building or a long-term investment).

AUDIT OF ACCOUNTS

An independent examination of the Authority's financial affairs.

AUTHORISED LIMIT

The maximum amount of external debt the Authority can owe to external lenders under the Local Government Act 2003

BUDGET

The spending plans of the Authority over a specific period of time – generally the financial year, 1 April to 31 March.

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 additions to those assets under statutory provisions.

CAPITAL EXPENDITURE

Expenditure to acquire or enhance long-term assets.

CAPITAL FINANCING

The raising of money to pay for capital expenditure. There are various methods of financing capital expenditure, including borrowing, leasing, using capital receipts, grants/contributions from third parties, or directly from revenue budgets.

CAPITAL PROGRAMME

The capital schemes the Authority intends to carry out over a specified period of time.

CAPITAL RECEIPT

The proceeds from the disposal of land or other long-term assets.

CHARTERED INSTITUTE OF PUBLIC FINANCE & ACCOUNTANCY (CIPFA)

The professional accountancy body specialising in the public sector.

CHURCHES, CHARITIES AND LOCAL AUTHORITIES (CCLA)

The Authority holds units in a property fund, managed by this organisation.

COLLECTION FUND

A separate fund for the collection and distribution of amounts due in respect of Council Tax and Non-Domestic Rates (NDR).

COMMUNITY ASSETS

Assets that the Authority intends to hold in perpetuity, or that have no determinable useful life, and that may have restrictions on their disposal. Examples of community assets include parks and historical buildings.

CONSISTENCY

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

CONSTRUCTION CONTRACT

A construction contract is a contract, or a similar binding arrangement, specifically negotiated for the construction of an asset or a combination of assets that are closely interrelated or interdependent in terms of their design, technology and function or their ultimate purpose or use. Construction contracts include contracts for the rendering of services which are directly related to the construction of an asset (for example those for the services of project managers and architects), contracts for the destruction or restoration of assets, and the restoration of the environment following the demolition of assets.

CONTINGENT ASSET

A possible asset that arises from past events and whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the authority.

CONTINGENT LIABILITY

A possible obligation that arises from past events and whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Authority, or a present obligation that arises from past events but is not recognised because it is not probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation, or the amount of the obligation cannot be measured with sufficient reliability.

CREDITOR

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

CURRENT SERVICE COST

The increase in the present value of a defined benefit obligation resulting from employee service in the current period.

DEBTOR

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

DEFINED BENEFIT SCHEME

A pension scheme under which members pension benefits are calculated independently of contributions payable.

DEFINED CONTRIBUTION SCHEME

A pension scheme under which contributions into the scheme are set but the pension benefits payable are related to the performance of investments made by the fund.

DEPRECIABLE AMOUNT

Depreciable amount is the cost of an asset, or other amount substituted for cost, less residual value.

DEPRECIATION

Is the systematic allocation of the depreciable amount of an asset over its useful life.

DERECOGNITION

This is the process of removing financial assets or liabilities from the Balance Sheet once performance under the contract is complete or the contract is terminated.

DISCOUNTS

Discounts represent the outstanding discount received on the premature repayment of Public Works Loan Board loans. In line with the requirements of the Code, gains arising from the repurchase or early settlement of borrowing have been written back to revenue. However, where the repurchase or borrowing was coupled with a refinancing or restructuring of borrowing with substantially the same overall economic effect when viewed as a whole, gains have been recognised over the life of the replacement loan.

EARMARKED RESERVES

These are reserves held to meet specific, known or predicted future expenditure.

EXCEPTIONAL ITEMS

Significant items of income or expenditure on ordinary activities of the Authority but which due to their size or incidence are disclosed separately to give a fair presentation of the accounts.

EXTERNAL AUDIT

The independent examination of the activities and accounts of Local Authorities to ensure the accounts have been prepared in accordance with legislative requirements and proper practices and to ensure the Authority has made proper arrangements to secure value for money in its use of resources.

EMPLOYEE EXPENDITURE

The salaries and wages of employees together with national insurance, superannuation and all other pay-related allowances. Training expenses and professional fees are also included.

EXPENDITURE

This is amounts paid by the Authority for goods received or services rendered of either a capital or revenue nature. This does not necessarily involve a cash payment since expenditure is deemed to have been incurred once the goods or services have been received even if payment has not been made.

FAIR VALUE

The price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

FINANCIAL INSTRUMENTS

A financial instrument is any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another. The term 'financial instrument' covers both financial assets and financial liabilities and includes both the most straightforward financial assets and liabilities such as trade receivables and trade payables and the most complex such as derivatives and embedded derivatives.

FINANCE LEASE

Is a lease that transfers substantially all the risks and rewards incidental to ownership of an asset. Title may or may not eventually be transferred.

GENERAL FUND

The main revenue fund of the Authority including all services financed by local taxation and government grants.

GOVERNMENT GRANTS

Grants made by the government towards either revenue or capital expenditure to support the cost of the provision of local Authority's services. These grants may be specifically towards the cost of particular schemes or to support the general revenue spending of the Authority (Revenue Support Grant).

GROUP ACCOUNTS

Group Accounts consolidate the financial results of the Authority, any of its subsidiaries and/or associates. The Authority is not required to produce these or group accounts for the 2016/17 Statement of Accounts, due to materiality.

HERITAGE ASSET

A tangible asset with historic, artistic, scientific, technological, geophysical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture.

HOUSING BENEFITS

This is an allowance to persons on low income (or none) to meet, in whole or part, their rent. Benefit is allowed or paid by Local Authorities but Central Government refunds part of the cost of the benefits and of the running costs of the services to Local Authorities. Benefits paid to the Authority's own tenants are known as rent rebate and that paid to private tenants as rent allowance.

HOUSING REVENUE ACCOUNT (HRA)

Local Authorities are required to maintain a separate account - the Housing Revenue Account - which sets out the expenditure and income arising from the provision of Council housing. Other services are charged to the General Fund.

IMPAIRMENT

A reduction in the value of a non-current asset below its value brought forward in the Balance Sheet. Examples of factors which may cause such a reduction in value include general price decreases, a significant decline in a non-current asset's market value and evidence of obsolescence or physical damage to the asset.

INCOME

These are amounts due to the Authority for goods supplied or services rendered of either a capital or a revenue nature. This does not necessarily involve a cash payment. Income is deemed to have been earned once the goods or services have been supplied even if the payment has not been received (in which case the recipient is a debtor to the Authority).

INFRASTRUCTURE ASSETS

Non-current assets which generally cannot be sold and from which benefit can be obtained only by continued use of the asset created. Examples of such assets are highways, footpaths, bridges and water and drainage facilities.

INTANGIBLE ASSETS

These are non-current assets that do not have physical substance but are identifiable and controlled by the Authority. Examples include software, licenses and patents.

INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)

Defined Accounting Standards that must be applied by all reporting entities to all financial statements in order to provide a true and fair view of the entity's financial position, and a standardised method of comparison with financial statements of the other entities.

INVESTMENT PROPERTIES

Properties (land or a building, or part of a building, or both) held solely to earn rentals or for capital appreciation or both, rather than for either the use in the production or supply of goods/services/administrative purposes, or sale in the ordinary course of operations.

JOINT VENTURE

This is an entity in which the reporting Authority has an interest on a longer term basis and is jointly controlled by the reporting Authority and one or more other entities under a contractual or other binding arrangement.

LEASE

An agreement whereby the lessor conveys to the lessee in return for a payment or series of payments the right to use an asset for an agreed period of time.

LEASING COSTS

This is rental paid for the use of an asset for a specific period of time. Two forms of lease exist: finance leases and operating leases.

LENDER OPTION BORROWER OPTION (LOBO)

A LOBO is a type of loan instrument. The borrower borrows a principal sum for the duration of the loan period (typically 20 to 50 years), initially at a fixed interest rate. Periodically (typically every six months to 3 years), the lender has the ability to alter the interest rate. Should the lender exercise this option, the borrower then has the option to continue with the instrument at the new rate or alternatively to terminate the agreement and pay back the principal sum with no other penalty.

LIABILITIES

These are amounts due to individuals or organisations which will have to be paid at some time in the future. Current liabilities are usually payable within one year of the Balance Sheet date.

LONG TERM DEBTORS

Amounts due to Medway Council where payment is to be made over a time period of time in excess of one year.

MATERIALITY

An item would be considered material to the financial statements if, through its omission or non-disclosure, the financial statements would no longer show a true and fair view.

MEDIUM TERM FINANCIAL STRATEGY (MTFS)

A financial planning document setting out future years financial forecasts for the Authority. It considers local and national policy influences and their impact on the general fund revenue budget, capital programme and HRA. In Medway it usually covers a four year timeframe.

MINIMUM REVENUE PROVISION (MRP)

MRP is the minimum amount which must be charged to an Authority's revenue account each year and set aside as provision for credit liabilities, as required by the Local Government and Housing Act 1989.

NON-CURRENT ASSETS

Assets that yield benefits to the Authority and the services it provides for a period of more than one year. Examples include land, buildings and vehicles.

NON-DOMESTIC RATE (NDR or BUSINESS RATES)

NDR is the levy on business property, based on a national rate in the pound applied to the 'rateable value' of the property. The Government determines a national rate poundage each year which is applicable to all Local Authorities. The income derived from business rates is distributed between preceptors (Medway, Kent Fire and Rescue Service and Central Government) based upon a pre-determined allocation percentage.

NET BOOK VALUE (NBV)

The amount at which fixed assets are included in the balance sheet, i.e. their historical cost or current value less the cumulative amounts provided for depreciation.

NET DEBT

Net debt is the Authority's borrowings less cash and treasury investments.

NET OPERATING EXPENDITURE

This compares all expenditure minus all income, other than the precept and transfers from reserves.

NON-OPERATIONAL ASSETS

Non-current assets held by the Authority, but not directly occupied or used in the delivery of services. Examples are investment properties, or assets that are surplus to requirements, pending sale or redevelopment.

NET REALISABLE VALUE (NRV)

NRV is the open market value of the asset in its existing use (or open market value in the case of non-operational assets) less the expenses to be incurred in realising the asset.

OPERATING LEASE

Is a lease other than a finance lease.

OPERATIONAL ASSETS

Non-current assets held by the Authority and directly occupied or used in the delivery of its services.

PAST SERVICE COST

The change in the present value of the defined benefit obligation for employee service in prior periods, resulting from a plan amendment (the introduction or withdrawal of, or changes to, a defined benefit plan) or a curtailment (a significant reduction by the Authority in the number of employees covered by a plan), and any gain or loss on settlement.

PRECEPT

The amount levied by various Authorities that is collected by the Authority on their behalf. The precepting Authorities in Medway are the Police and Crime Commissioner for Kent (PCC) and the Kent Fire and Rescue Service (KFRS)

PREMIUMS

These are discounts that have arisen following the early redemption of long term debt, which are written down over the lifetime of replacement loans where applicable.

PRIOR PERIOD ADJUSTMENTS

These are material adjustments which are applicable to an earlier period arising from changes in accounting policies or for the correction of fundamental errors.

PROPERTY, PLANT AND EQUIPMENT

Tangible non-current assets (i.e. assets with physical substance) that are held for use in the production or supply of goods and services, for rental to others, or for administrative purposes, and expected to be used during more than one period.

PROVISION

An amount set aside for liabilities or losses which are certain to arise, but which due to their nature cannot be quantified with certainty.

PRUDENTIAL BORROWING

Borrowing for which no financial support is provided by Central Government. The borrowing costs are to be met from revenue budgets.

PUBLIC WORKS LOAN BOARD (PWLB)

A central government agency that provides loans for one year and above to local authorities at interest rates only slightly higher than those at which the government itself can borrow.

RATEABLE VALUE

The annual assumed rental value of a property that is used for Non Domestic Rate purposes.

RELATED PARTIES

Related parties are Central Government, other Local Authorities, precepting and levying bodies, subsidiary and associated companies, Elected Members, all senior officers from Assistant Director and above and the Pension Fund. For individuals identified as related parties, the following are also presumed to be related parties:-

- members of the close family, or the same household; and
- partnerships, companies, trusts or other entities in which the individual, or member of their close family or the same household, has a controlling interest.

RELATED PARTY TRANSACTIONS

A related party transaction is the transfer of assets or liabilities or the performance of services by, to or for a related party irrespective of whether a price is charged. The principal issue is the degree of control or influence by one party over the other. For transactions not disclosed elsewhere in these accounts, a related party with the Authority is either a cabinet member or senior officer of the Authority.

REPORTING STANDARDS

The Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice prescribes the accounting treatment and disclosures for all normal transactions of a Local Authority. The Code is based on International Financial Reporting Standards (IFRS), International Accounting Standards (IAS), Financial Reporting Standards (FRS), International Financial Reporting Interpretations Committee (IFRIC) and UK Generally Accepted Accounting Practice (GAAP).

RESERVES

Amounts set aside for general contingencies, to provide working balances or earmarked to specific future expenditure. Reserves of a revenue nature are available and can be spent or earmarked at the discretion of the Authority. Some capital reserves such as the revaluation reserve cannot be used to meet current expenditure.

REVALUATION RESERVE

The Reserve records the accumulated gains on the fixed assets held by the Authority arising from increases in value as a result of inflation or other factors (to the extent that these gains have not been consumed by subsequent downward movements in value).

REVENUE EXPENDITURE

The day-to-day expenses of providing services.

REVENUE EXPENDITURE FUNDED FROM CAPITAL UNDER STATUTE (REFCUS)

Expenditure incurred during the year that may be capitalised under statutory provision but that does not result in the creation of a non-current asset, the cost of which has been charged as expenditure to the Comprehensive Income and Expenditure Statement (CIES).

REVENUE SUPPORT GRANT

The main non-ringfenced grant from Central Government to the Authority to support revenue budgets.

TREASURY MANAGEMENT

The process of controlling the Authority's cash flow, borrowing and lending activities.

TREASURY MANAGEMENT STRATEGY

A strategy prepared with regard to legislative and CIPFA requirements setting out the framework for treasury management activity for the Authority.



Rochester Castle

H. Annual Governance Statement



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1. Scope of responsibility

Medway Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having a regard to a combination of economy, efficiency and effectiveness.

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

In 2016, CIPFA and the Society of Local Authority Chief Executives (SOLACE) published a revised 'Delivering Good Governance' framework that "defines the principles that should underpin the governance of each local government organisation". The Council approved a local code of corporate governance based on the original guidance at its meeting on 13 November 2008. A revised local code of corporate governance has been prepared based on the new 2016 framework and this will be presented to Council for approval in due course. To ensure council remains in line with best practice, this Annual Governance Statement for 2016/17 has been prepared in line with the revised code of corporate governance and the 2016 framework.

Corporate governance is overseen by the Audit Committee each year when it reviews this statement, under delegation from the full Council. The operational elements of the Council's governance framework are the responsibility of the Chief Finance Officer and the Monitoring Officer within their statutory roles. Cabinet as the Executive also plays a significant role in ensuring that decision making and policy setting is undertaken appropriately.

This statement explains how the Council has complied with the code and also meets the requirements of Regulation 6 (1b) of the Accounts and Audit Regulations 2015 in relation to the publication of a governance statement.

2. The purpose of the governance framework

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

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

3. Review of effectiveness of the governance framework

Medway Council has responsibility for conducting an annual review of the effectiveness of its governance framework, including the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of the executive managers within the council who have responsibility for the development and maintenance of the governance environment, the Head of Audit & Counter Fraud's annual report and also by comments made by the external auditors and other review agencies and inspectorates.

In maintaining and reviewing the effectiveness of the governance framework, the review has considered the following:

- The corporate and business planning processes of the council;
- The corporate performance management framework and the corporate performance reporting processes of the council;
- Reviews carried out by Internal Audit, External Audit and other review bodies which generate reports commenting on the effectiveness of the systems of internal control employed by the council;
- The consideration of External Audit reports by the Audit Committee;
- The opinion on the overall adequacy and effectiveness of the council's overall control environment from the Head of Audit & Counter Fraud.

The detailed results of the review have been considered by the Council's Corporate Management Team in advance of their endorsement of this Annual Governance Statement; assurances have been provided by members of the Corporate Management Team that key elements of the control framework were in place during the year in their divisions and control weaknesses were identified and addressed.

The following section of the statement summarises the results of this review; presenting the governance framework that has been in place at Medway Council for the year ended 31 March 2017 and up to the date of approval of this Statement.

Core Principle	How we have complied in 2016/17
<p>Principle A: “Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law”</p>	<p>The roles and responsibilities of elected members and officers and the processes to govern the conduct of the Council’s business are defined in the Constitution, Contract Standing Orders and Financial Regulations; the Monitoring Officer is responsible for reviewing and updating these as required.</p> <p>Codes of conduct are in place for, and define the high ethical values and standards of behaviour expected from, elected members and officers to make sure that public business is conducted with fairness and integrity.</p> <p>The Monitoring Officer is responsible for ensuring that agreed procedures are followed and that all applicable statutes and regulations are complied with. The Councillor Conduct Committee is regularly updated on compliance with the Code of Conduct.</p> <p>The outcome of complaints made under the whistle blowing policy are reported to the Audit Committee on an annual basis, in order that they can keep them under review.</p> <p>The Council seeks feedback from the public through its complaints and comments procedures, responds to the outcomes, as appropriate.</p>
<p>Principle B: “Ensuring openness and comprehensive stakeholder engagement”</p>	<p>Council meetings are held in public unless there are good reasons for not doing so on the grounds of confidentiality.</p> <p>Unless confidential, decisions made by Council, the Cabinet or other Committees are documented in the public domain. All decisions are explicit about the criteria, rationale and considerations used. The impact and consequences of all decisions are clearly set out.</p> <p>The Council seeks community views on a wide range of issues and undertakes regular consultation and engagement with citizens and service users.</p>

Core Principle	How we have complied in 2016/17
<p>Principle C: “Defining outcomes in terms of sustainable economic, social, and environmental benefits.”</p>	<p>The Council works with its partners to set the vision and priorities for the area. The Council manages a process of bringing together performance data, demographic information and consultation findings to determine key shared priorities.</p> <p>The council's well established 'framework for managing performance' at Medway Council sets out how the Council Plan helps to inform and shape the council's own priorities. In 2016 the council reviewed the Council Plan 2016/17-2020/21, its corporate business plan, to an aligned timetable with the resources strategy and budget. In February 2016 the council refreshed the Council Plan performance indicators. The Plan forms an essential part of the council's governance framework, setting out the council's priorities and the measures against which success will be judged.</p> <p>All reports to the Council or Cabinet are checked by the Chief Finance Officer (the section 151 Officer) and the Chief Legal Officer (the Monitoring Officer) for financial and legal implications. The Council has been rigorous and transparent about how decisions are taken and recorded. Cabinet reports include a mandatory paragraph on risk to enable the Council to consider the implications of its decisions. Equalities as well as environmental implications are considered during the decision making process to promote fair access to services.</p> <p>All Cabinet and Council decisions are made on the basis of formal reports, which all follow a standard Council template. The template includes guidance on report writing which specifically refers to Diversity Impact Assessments and provides a link to the Council's DIA guidance which sets out how and when these should be completed. There are arrangements in place that ensure all reports for Cabinet and Council have been checked by Legal and Finance to confirm all required implications, including the requirement to complete a DIA, have been considered.</p>

Core Principle	How we have complied in 2016/17
<p>Principle D: “Determining the interventions necessary to optimise the achievement of the intended outcomes”</p>	<p>Decision makers receive objective analysis of a variety of options indicating how intended outcomes would be achieved together with the risks associated with those options.</p> <p>In determining how services and other courses of action should be planned and delivered the Council is increasingly engaging with internal and external stakeholders. Community benefit is an important consideration in the procurement of goods and services.</p> <p>The Council fosters effective relationships, collaborative working and contractual arrangements with other public, private, and voluntary organisations in delivering services that meet the needs of the local community as stated in the Council Plan. For example, significant partner engagement in health and social care Strategic and Locality Plans.</p>
<p>Principle E: “Developing the entity’s capacity, including the capability of its leadership and the individuals within it”</p>	<p>The corporate management structure consists of the Chief Executive, three Directors, a Deputy Director, five Assistant Directors and three Chief Officers.</p> <p>The roles of officers are defined in agreed job profiles. Staff performance is reviewed on an annual basis in accordance with the performance and development review (PDR) process.</p> <p>The Chief Executive is responsible and accountable to the Council for all aspects of management including promoting sound governance, providing quality information/support to inform decision making and scrutiny, supporting other statutory officers, and building relationships with all Councillors.</p> <p>The Member development programme includes the comprehensive induction programme which is periodically supplemented by additional training.</p>

Core Principle	How we have complied in 2016/17
<p>Principle F: “Managing risks and performance through robust internal control and strong public financial management”</p>	<p>The Council which has overall responsibility for directing and controlling the organisation has approved an Executive / Scrutiny model of decision making. The Executive Committee is the key decision-making and monitoring committee and the Scrutiny Committee for reviewing policy decisions.</p> <p>The Council has a risk management strategy and approach whose main priorities are the robust systems of identification, evaluation and control of risks which threaten the Council’s ability to meet its objectives to deliver services to the public.</p> <p>The Chief Financial Officer (the Section 151 officer) is responsible for the proper administration of all aspects of the Council’s financial affairs including ensuring appropriate advice is given to the Council on all financial matters.</p> <p>The Council’s system of internal financial control is based on a framework of financial regulations, regular management information, administrative procedures (including segregation of duties), management supervision and a system of delegation and accountability.</p> <p>The Council has a proactive, holistic approach to tackling fraud, theft, corruption and crime, as an integral part of protecting public finances, safeguarding assets, and delivering services effectively and sustainably.</p> <p>A Medium Term Financial Plan and associated Risk Register, and plans for revenue and capital based on corporate priorities are developed, led by the Corporate Management Team, and presented for approval by Council in February each year.</p> <p>Revenue and Capital Budget Monitoring reports are presented to the Cabinet on a quarterly basis for monitoring and control purposes including the annual outturn.</p>

Core Principle	How we have complied in 2016/17
Principle G: “Implementing good practices in transparency, reporting, and audit to deliver effective accountability”	<p>The Head of Audit & Counter Fraud (Chief Audit Executive) provides an independent and objective annual opinion on the effectiveness of internal control, risk management and governance. This is carried out by an in-house team in conformance with the Public Sector Internal Audit Standards. The opinion of the Head of Audit & Counter Fraud over the Council’s overall control environment, delivered in the Audit & Counter Fraud Annual Report 2016/17 is:</p> <p><i>In my capacity as Chief Audit Executive, with responsibility for the provision of internal audit services to the council, it is my opinion that Medway Council’s framework of governance, risk management and system of internal control is adequate and effective, and contributes to the proper, economic, efficient and effective use of resources in achieving the council’s objectives.</i></p> <p>The Council responds to the findings and recommendations of Audit & Counter Fraud, External Audit, Scrutiny and Inspection bodies. The Audit Committee is integral to overseeing independent and objective assurance and monitoring improvements in internal control and governance.</p>

4. Update on actions identified in the 2015/16 Annual Governance Statement

The Annual Governance Statement for 2016/17 identified three key areas of focus:

- (a) A continuation of the significant reductions in Government grant funding over the medium term and the on going demands for greater expenditure, particularly for children’s services and older people are considerable challenges. The Council has plans in place to respond to these financial tests for 2016/17 but the budget reductions will require careful monitoring and immediate action if they fall behind during implementation. The Council will need to ensure that decisions are taken with “due regard” for the Public Sector Equality Duty. The Cabinet chaired by the Leader of the Council will need to monitor the robustness of saving proposals contained in the budget with action needed by Corporate Management Team throughout the year as appropriate.

During 2016/17 the Council’s Cabinet met regularly throughout and received quarterly budget monitoring and forecasting updates as well as the draft budget for 2017/18. These budget reports were also presented to the Business Support Overview and Scrutiny committee. The budget for 2017/18 was agreed by Full Council in February 2017.

- (b) The Council is exploring a number of new approaches to service delivery to complement those already in place such as the Building Control Partnership and Medway Norse. The creation of Medway Commercial Group has seen the telehealthcare and CCTV services take a more commercial route. The Council has for some time had a commissioning team that is shared with the Clinical Commissioning Group and we continue to explore the benefits to be realised in health and social care through joint working. The Council is seeking to deliver many of its services through digital means and has engaged consultants to assist in setting a vision for that work. Other services are looking at the ability to increase external income as a means of countering reduced revenue budgets. These new

approaches provide an organisational challenge; require appropriate governance and new skill sets and significant cultural change.

During 2016/17 the Council's Cabinet considered a number of business cases for the creation of a variety of subsidiaries within the Medway Commercial Group.

- (c) Discussions about the possibilities for devolution of powers and funding from central government are taking place and pose a political and constitutional challenge as well as significant opportunities for Medway the area. As the possible approaches locally that could come forward including Medway Council emerge, careful thought will need to be given to the governance and management of those.

During 2016/17 informal discussions have taken place with neighbouring Councils, but as yet no concrete devolution proposals have crystallised.

5. Proposed enhancements to the Council's governance arrangements

The review of the effectiveness of the Council's governance framework for 2016/17 did not identify any significant governance issues. However the following areas have been identified where the Council will seek to enhance its arrangements in the coming year:

- (a) The Council has received notification of a 3 year revenue settlement from the Government and has in place robust saving plans which include significant budget reductions in the Children's & Adults directorate linked to the transformation of these two areas and significant revenue savings linked to a council wide digital transformation programme, all of which are regularly monitored at a political and officer level. It will nevertheless be important to maintain close control of in particular revenue budgets in view of national political events and the wider economic climate.
- (b) The Council is also supporting a number of transformative programmes including the Sustainability and Transformation Plan (STP) with health colleagues, a Skills and Capacity programme with the setting up of a Skills Board and a proposal to set up a housing company to bring forward the development of a number of Council owned sites for profit and to consider other property investment initiatives. The risks and rewards of these programmes will need to be carefully managed to balance the needs of the community, young people, a fledgling company and the interests the Council.
- (c) The Council has an ambitious range of regeneration programmes that over the next year will see significant activity. To ensure there is delivery against the various milestones and that the predicted benefits are realised there will need to be concerted and sustained management at a political and officer level.

An update on the implementation of these new enhancements will be provided in the 2017/18 Annual Governance Statement.

6. Conclusion

Based on the results of the review, reasonable assurance can be placed upon the adequacy and effectiveness of Medway Council's systems of internal control and governance. Although areas for further enhancement have been identified the annual review demonstrates sufficient evidence that the Council's Local Code of Corporate Governance is operating effectively and that the Council complies with that Local Code in all significant respects.

Certification by the Leader of the Council

I confirm that the 2016/17 Annual Governance Statement has been considered and approved by Medway Council at the meeting of the Audit Committee on 29 June 2017:

.....
Date:

Certification by the Chief Executive

I confirm that the 2016/17 Annual Governance Statement has been considered and endorsed by Medway Council's Corporate Management Team:

.....
Date:

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