

## **The Vale of Glamorgan Council**

### **Audit Committee 20th September 2017**

#### **Report of the Managing Director**

### **Audit of the 2016/2017 Joint Committee Financial Statements - Reporting to Those Charged with Governance**

#### **Purpose of the Report**

1. To advise Committee of the report of the Auditor General for Wales, Huw Vaughan Thomas, following the audit of the 2016/2017 Financial Statements of the Shared Regulatory Service and the Vale, Valleys and Cardiff Regional Adoption Service.

#### **Recommendations**

1. That the Financial Statements relating to the Shared Regulatory Service and the Vale, Valleys and Cardiff Regional Adoption Service be noted.
2. That the report of the Appointed Auditor on the audit of the Shared Regulatory Service Financial Statements for 2016/2017 be noted.

#### **Reasons for the Recommendations**

1. To ensure that the Members are aware of the results of the audit of the 2016/2017 Financial Statements of the Shared Regulatory Service and the Vale, Valleys and Cardiff Regional Adoption Service.
2. To ensure that the Members of the Audit Committee, as those charged with governance, have considered the results of the audit of the Shared Regulatory Service Financial Statements for 2016/2017.

#### **Background**

2. The Vale of Glamorgan Council is responsible for the preparation of the Financial Statements that presents fairly the financial position of the Shared Regulatory Services and the Vale, Valleys and Cardiff Regional Adoption Service as at 31st March 2017. Huw Vaughan Thomas of the Wales Audit Office, in his capacity as Auditor General for Wales is responsible for reporting whether, in his opinion, this is indeed the case. The audits were undertaken by the Wales Audit Office as the Council's Engagement Lead, on behalf of the Appointed Auditor.
3. The Statement of Accounts for 2016/17 was prepared by the 30th June 2017, in accordance with the statutory timeframe and on 26th July 2017, unaudited copies were brought to this Committee.

4. The Vale, Valleys and Cardiff Regional Adoption Service accounts were not subject to a full external audit by Wales Audit Office but an annual return has been completed by Accountancy and Internal Audit, Wales Audit Office provided a limited assurance audit for the service.
5. With the audit of these Financial Statements now substantially complete, a report detailing the key matters arising from the audit must be reported by Auditor General for Wales in line with their terms of reference and the Financial Statements of the Shared Regulatory Service and the Vale, Valleys and Cardiff Regional Adoption Service must be approved by their respective Joint Committees and should be signed by their Chairs.

## **Relevant Issues and Options**

### **Shared Regulatory Service**

6. The latest 2016/2017 Statement of Accounts incorporating all currently agreed amendments is attached at Appendix A and the Audit of Financial Statements Report is attached at Appendix B.
7. The provisional findings of The Welsh Audit Office on behalf of the Appointed Auditor on the audit of the Financial Statements are that :
  - WAO have no concerns about the qualitative aspects of your accounting practices and financial reporting. They received the draft statement of accounts ahead of schedule and found the information provided to be relevant, reliable, comparable, material and easy to understand. WAO concluded that accounting policies and estimates are appropriate.
  - They did not encounter any significant difficulties during the audit. There were no significant matters discussed and corresponded upon with management which need to be reported.
  - There are no other matters significant to the oversight of the financial reporting process that they need to report on.
  - They did not identify any material weaknesses in the internal controls.
  - There are not any other matters specifically required by auditing standards to be communicated to those charged with governance.
8. There were a number of small misstatements that have been corrected following discussion between the Wales Audit Office and the Section 151 Officer and these are set out in Appendix 3 to the ISA260.
9. It is the intention of the Appointed Auditor to issue an unqualified audit report on the Financial Statements once the relevant Council Officers have provided a signed Final Letter of Representation.

### **Vale, Valleys and Cardiff Regional Adoption Service**

10. The Annual Return is included at Appendix C.

## **Resource Implications (Financial and Employment)**

11. As stated in the body of the report

## **Sustainability and Climate Change implications**

12. There are no immediate sustainability or climate change implications associated with this report.

### **Legal Implications (to Include Human Rights Implications)**

13. The Statement of Accounts is prepared in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 (as amended).

### **Crime and Disorder Implications**

14. None as a direct consequence of this report.

### **Equal Opportunities Implications (to include Welsh Language issues)**

15. None as a direct consequence of this report.

### **Corporate/Service Objectives**

16. Reliable Financial Statements assist the Council in managing its assets more efficiently and thereby promotes the achievement of the Council's aims in respect of Community Leadership...

### **Policy Framework and Budget**

17. The adopted scrutiny regime will engage in the review and development of plans, policies and strategies that support the corporate objectives of each Council.

### **Consultation (including Ward Member Consultation)**

18. None

### **Relevant Scrutiny Committee**

19. The joint services are currently scrutinised through the arrangements in place at each partner Council.

### **Background Papers**

None

### **Contact Officer**

Carys Lord - Head of Finance & Section 151 Officer

### **Officers Consulted**

Engagement Lead - Wales Audit Office

### **Responsible Officer:**

Rob Thomas - Managing Director



Shared  
**Regulatory**  
Services

Gwasanaethau  
**Rheoliadol**  
a Rennir

## Shared Regulatory Service Joint Committee

Audited Statement of Accounts 2016/17 Year Ended 31st March  
2017

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# Shared Regulatory Service Joint Committee

## Statement of Accounts 2016/17 Year Ended 31<sup>st</sup> March 2017

### Narrative Report

#### Introduction

The Shared Regulatory Service (SRS) has completed its first full year trading. It was created on 1<sup>st</sup> May 2015 to provide a range of Regulatory Services within the local authority areas of Bridgend, Cardiff and the Vale of Glamorgan. The service is managed under a single management structure which covers Trading Standards, Environmental Health and Licensing functions.

The SRS is managed and administered by the Shared Regulatory Service Joint Committee, under powers conferred by the Local Government (Wales) Act 1994. The Joint Committee is made up of two elected members from each authority. The Vale of Glamorgan Council became the Host Authority upon formation of the Joint Committee. The Joint Working Agreement (JWA) has been signed by the 3 authorities.

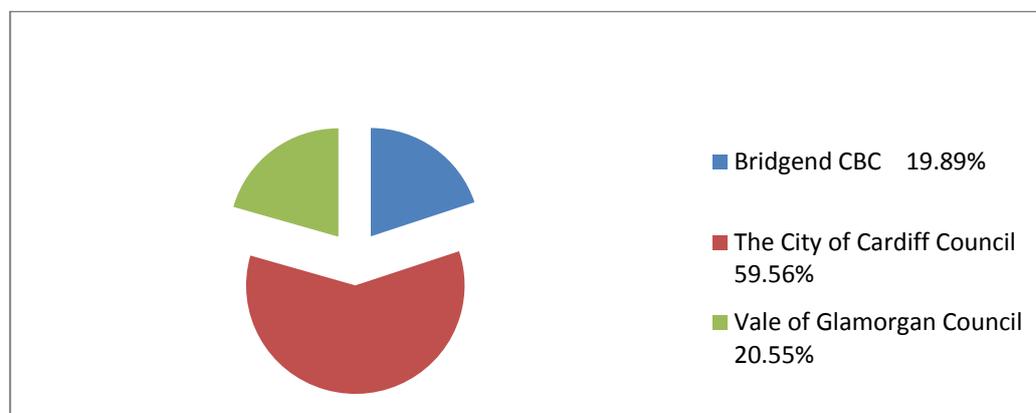
Staff from Bridgend and Cardiff Councils transferred to the Vale of Glamorgan Council as the host employer on the 1<sup>st</sup> May 2015. The staff restructuring exercise has been successfully completed, and the agreed new Operating Model has been in operation since 1<sup>st</sup> December 2015. Business processes have now been harmonised, which supports the service's ability to work in an agile manner.

Information contained within these accounts enables the user clarity on the nature of transactions in respect financial year ended 31<sup>st</sup> March 2017, and its financial composition as at that date.

These accounts will present:

- The financial statements legally required and their supporting notes; and
- The accounting policies that have been applied when preparing the accounts

#### Split of Core and Authority Specific Partner Funding in 2016/17



## Summary of Financial Performance

The financial position of the SRS is regularly reported to the SRS Board and Committee, the same report is also forwarded to the nominated senior manager of each Authority during the year.

Expenditure incurred by the SRS is split into three elements, Implementation, Core and Authority Specific Services. Both Implementation and Core Services budgets are apportioned on a pre-agreed population basis which is updated on an annual basis.

Authority Specific Services are unique to each authority. In the case of Licensing, there is a legal requirement that these remain seated in the legacy authority, with each having their own assigned Licensing Committee within the said legacy authority. Services which are not undertaken across all authorities areas, but occur within one part of the SRS area such as Night Time Noise Pollution, are charged directly to the relevant authority.

**The SRS 2016/17 gross expenditure budgets are shown on the following table.**

Authority	Participant Apportionment %	Implementation 2016/17 Budget £'000	Core Services 2016/17 Budget £'000	Authority Specific 2016/17 Budget £'000
Bridgend	22.47%	91	1,387	360
Cardiff	57.23%	231	3,533	1,698
Vale of Glamorgan	20.30%	82	1,253	552
<b>Total</b>	<b>100.00%</b>	<b>404</b>	<b>6,173</b>	<b>2,610</b>

The table below illustrates the budgeted expenditure against the actual expenditure incurred for the period 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017.

Category	Budgeted Expenditure £'000	Actual Expenditure £'000	Variance £'000
Implementation	404	341	63
Core Services	6,173	5,898	275
Authority Specific	2,610	2,712	(102)
<b>Total</b>	<b>9,187</b>	<b>8,951</b>	<b>236</b>

It is the final year of the Implementation budget, which comprises the acquisition and implementation costs of a new IT system, which has cost less than the budget expectation. The £117k Tascomi purchase was capitalised, which was 100% funded by a contribution from the revenue account. The costs of alterations to accommodation and project management costs are also included in this heading, together with the anticipated actuarial cost of setting up the SRS as a separate employer within Cardiff and Vale Pension Fund. Funding for these items are reflected in the £102k transferred to Usable Reserves in 2016/17, and will be realised in 2017/18. This element of the budget was recharged to the partners at cost; no variance to budget has been retained by the service.

The main components relating to the Core underspend are due to issues associated with attracting suitably qualified staff to the Food teams, plus issues surrounding back filling maternity cover where the service had a higher proportion than the Council average of staff on maternity leave. Savings on transport are the result of the new operating model being implemented, and savings being achieved a year earlier than had been factored into the business case. These were partially offset by unbudgeted costs incurred as a result a significant horse seizure in accordance with the Control of Horses (Wales) Act 2014, which was subsequently 50% match funded by a Welsh Government Grant.

The overspend within Authority Specific Services relates to Cardiff Council Licensing where staffing and Disclosure and Barring Service costs have exceeded the budget. However, this position can be offset by income received by the Authority and emulates the 2015/16 performance. There is also an overspend on the Illegal Money Lending Unit (IMLU) the majority of which will be met by grant.

### **Impact of the Current Economic Climate**

The outcome of the negotiations to leave the European Union will have an impact on the economic climate. This may affect the pace of the SRS moving towards a more commercial position in the immediate future.

### **Usable Reserves**

As at the 31<sup>st</sup> March 2017, the SRS held Usable Reserves of £530k. As authorised by the September 2016 Committee, £599k of the 2015/16 underspend was returned to the partner Authorities. Movements on the reserves are detailed within the Movement on Reserves Statement.

The JWA states that the treatment of any surplus or deficit balance held by the Joint Service requires agreement by the Joint Committee following completion of the audit of the annual accounts. Distribution of any surplus or the recovery of deficit positions will be presented to the September 2017 Joint Committee for approval.

### **Capital Expenditure**

In 2016/17, the SRS incurred £215k of capital expenditure which was 100% funded by a contribution from the revenue account. This includes £36k of vehicle replacements in IMLU, £62k of equipment being funded within Core in year plus £117k in respect of the procurement of the new IT system.

### **Annual Report**

The Annual Report for the first full year of the SRS can be accessed on the Council website:

[Shared Regulatory Services Annual Report reported to Committee 27th June 2017](#)

## **Pension Assets and Liabilities**

The value of the pension liability in 2016/17 is £11.160m. This value is based on a number of actuarial assumptions and can fluctuate between years.

In December 2016 the Joint Committee agreed to the proposal that the SRS Service be set up as a separate employer within the Cardiff and Vale Pension Fund. This work is still ongoing and may impact on future valuations.

## **Looking Forward**

Maximising the use of resources was the original catalyst for creating the SRS, and in 2017/18 the work in this area will continue. Reducing “triplication” of effort through the use of a single database, a single telephone number and the use of a single domain for e-mail communications are all focused towards making the optimum use of resources which in turn will improve service access for users. Embedding these changes in 2017/18 will realise the savings envisaged by the target operating model. Income generation opportunities that underpin service delivery such as marketing the metrology laboratory, building Primary Authority partnerships and extending training provision to businesses are examples of the move to a more commercial nature.

## **Further Information**

Further information regarding the accounts is available from the Section 151 Officer of the Vale of Glamorgan Council who is appointed as Treasurer of the Joint Committee and is located within the Resources Directorate, Civic Offices, Holton Road, Barry, CF63 4RU.

## **Introduction to the Financial Statements**

### **Statement of Accounting Policies**

The purpose of this statement is to explain the basis of the figures in the accounts; it outlines the accounting policies adopted.

### **Statement of Responsibilities for the Statement of Account**

This sets out the responsibilities of the Council as the administering Authority and the Head of Finance for the preparation of the Statement of Accounts. The Statement has to be signed and dated by the presiding member at the Joint meeting at which the accounts are approved.

### **Expenditure and Funding Analysis**

The objective of the Expenditure and Funding Analysis is to demonstrate to the funding partners (Bridgend County Borough Council, The City of Cardiff Council and the Vale of Glamorgan Council) how the available funding has been used in providing services in comparison with those resources consumed or earned by the authorities in accordance with generally accepted accounting practices. The Expenditure and Funding Analysis also shows how this expenditure is allocated for decision making purposes between the different elements of the SRS structure. Income and expenditure accounted for under generally

accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement.

### **Movement in Reserves Statement**

This statement shows the movement in the year on the different reserves held by the Joint Committee and analysed into 'Useable Reserves' (i.e. those that the Joint Committee may use to provide services subject to the need to maintain a prudent level of reserves, and the statutory limitations on their use) and 'Unusable Reserves'. The Surplus or Deficit on the Provision of Services line shows the true economic cost of providing the Joint Committee's Services, more details of which are shown in the Comprehensive Income and Expenditure Statement.

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

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices rather than the amount funded by budgeted contributions. The budgeted funding contributions are shown in both the Expenditure and Funding Analysis and on the Movement in Reserves Statement

### **Balance Sheet**

The Balance Sheet shows the assets and liabilities recognised by the Joint Committee at the Balance Sheet date. The net assets of the Joint Committee (Assets less Liabilities) are matched by the reserves held by the Joint Committee. Reserves are reported in two categories. The first category of reserves are Usable Reserves i.e. those reserves that the SRS may use to provide services, subject to the need to maintain a prudent level of reserve and any statutory limitations on their use. The second category of reserve are called Unusable Reserves, and cannot be accessed by the SRS to fund the provision of services. This category of reserves includes reserves that hold unrealised gains and losses (for example the Revaluation Reserve), where amounts would only become available to provide services if the assets are sold, and reserves that hold timing differences shown in the Movement in Reserves Statement line "Adjustments between accounting basis and funding basis and regulations".

### **Cash Flow Statement**

The Cash Flow Statement shows the change in cash and cash equivalents of the Joint Committee during the reporting period. The statement shows how the Joint Committee generates and uses cash and cash equivalents by classifying cash flows into operating and investing activities. The amount of net cash flows arising is a key indicator of the extent to which the operations of the Joint Committee are funded by the recipients of the services provided.

### **Annual Governance Statement**

The statement sets out the framework within which the Vale of Glamorgan Council as the administering authority manages and reviews internal control. It outlines the components of the framework, including the arrangements for Internal Audit and how the consortium has complied with the various elements of the framework.

## **Statement of Responsibilities for the Statement of Accounts for the Shared Regulatory Service**

### **The Council's Responsibilities**

The Council is required:

- To make arrangements for the proper administration of its financial affairs and secure that one of its officers has the responsibility for the administration of those affairs. In this Council, that officer is the Head of Finance; and
- To manage its affairs to ensure economic, efficient and effective use of resources and safeguard its assets.

The Joint Committee's Responsibilities

- To approve the accounts.

Signature:

Date:

Chair of Shared Regulatory Service Joint Committee

Vale of Glamorgan Council

Civic Offices

Holton Road

Barry

CF63 4RU

## **The Head of Finance as Treasurer of the Joint Committee**

The Head of Finance is responsible for the presentation of the Statement of Accounts. In terms of the CIPFA Code of Practice on Local Authority Accounting in the United Kingdom, the Statement of Accounts is required to give a true and fair view of the financial position of the organisation at the accounting date, and its income and expenditure for the period ended 31<sup>st</sup> March 2017.

**1. In preparing the Statement of Accounts, the Head of Finance has:**

- Selected suitable accounting policies and then applied them consistently.
- Made judgements and estimates that were reasonable and prudent.
- Complied with the Code.

**2. The Head of Finance has also throughout the financial year:**

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

**3. Certificate of the Head of Finance as Treasurer of the Joint Committee**

I certify the Statement of Accounts gives a true and fair view of the financial position of the Joint Committee as at 31<sup>st</sup> March 2017, and its income and expenditure for the period then ended.

**Signature:**

**Date:**

Head of Finance/Section 151 Officer

Carys Lord

Vale of Glamorgan Council

Civic Offices

Holton Road

Barry

CF63 4RU

### **Auditor General for Wales' report to the Members of the Shared Regulatory Services Joint Committee**

I have audited the accounting statements and related notes of the Shared Regulatory Services Joint Committee for the year ended 31 March 2017 under the Public Audit (Wales) Act 2004.

Shared Regulatory Services Joint Committee's accounting statements comprise the Movement in Reserves Statement, the Comprehensive Income and Expenditure Statement, the Balance Sheet, and the Cash Flow Statement.

The financial reporting framework that has been applied in their preparation is applicable law and the Code of Practice on Local Authority Accounting in the United Kingdom 2016-17 based on International Financial Reporting Standards (IFRSs).

### **Respective responsibilities of the responsible financial officer and the Auditor General for Wales**

As explained more fully in the Statement of Responsibilities for the Statement of Accounts set out on pages 6 to 7, the responsible financial officer is responsible for the preparation of the statement of accounts which gives a true and fair view.

My responsibility is to audit the accounting statements and related notes in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require me to comply with the Financial Reporting Council's Ethical Standards for Auditors.

### **Scope of the audit of the accounting statements**

An audit involves obtaining evidence about the amounts and disclosures in the accounting statements and related notes sufficient to give reasonable assurance that the accounting statements and related notes are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Shared Regulatory Services Joint Committee's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the responsible financial officer and the overall presentation of the accounting statements and related notes.

In addition, I read all the financial and non-financial information in the Narrative Report to identify material inconsistencies with the audited accounting statements and related notes and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by me in the course of performing the audit. If I become aware of any apparent material misstatements or inconsistencies, I consider the implications for my report.

### **Opinion on the accounting statements of Shared Regulatory Services Joint Committee**

In my opinion the accounting statements and related notes:

- give a true and fair view of the financial position of Shared Regulatory Services Joint Committee as at 31 March 2017 and of its income and expenditure for the year then ended; and
- have been properly prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2016-17.

**Opinion on other matters**

In my opinion, the information contained in the Narrative Report is consistent with the accounting statements and related notes.

**Matters on which I report by exception**

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

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

**Certificate of completion of audit**

I certify that I have completed the audit of the accounts of [name of local government body] in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Auditor General for Wales' Code of Audit Practice.

For and on behalf of  
Huw Vaughan Thomas  
Auditor General for Wales  
28<sup>th</sup> September 2017

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Cardiff  
CF11 9LJ

## Shared Regulatory Service Expenditure and Funding Analysis 2016/17

Expenditure and Funding Analysis 2016/17	Net Expenditure Chargeable to General Fund Balances £'000	Adjustments £'000	Comprehensive Income and Expenditure 2016/17 £'000
Staff Costs	6,699		6,699
IAS Adjustment	90		90
Premises	30		30
Transport	156		156
Supplies & Services	980		980
Third Party Payments	22		22
Central Departmental Support	1,411	132	1,543
CERA	215	(215)	0
Depreciation	0	3	3
Amortisation	0	18	18
Contributions from Local Authorities	(9,124)		(9,124)
Grant Income	(84)		(84)
Fees and Charges	(74)		(74)
<b>Net Cost of Services</b>	<b>321</b>	<b>(62)</b>	<b>259</b>
Other Income and Expenditure from the Funding Analysis	0	331	331
<b>(Surplus) or Deficit</b>	<b>321</b>	<b>269</b>	<b>590</b>
Opening General Fund Balance at 31 March 2016	(851)		
Less Deficit on General Fund Balance in Year	321		
<b>Closing General Fund Balance at 31 March 2017</b>	<b>(530)</b>		

**Shared Regulatory Service Expenditure and Funding Analysis  
2015/16 in respect of the period 1<sup>st</sup> May 2015 to 31<sup>st</sup> March 2016**

Expenditure and Funding Analysis 2015/16 (11 months only)	Net Expenditure Chargeable to General Fund Balances £'000	Adjustments £'000	Comprehensive Income and Expenditure 2015/16 £'000
Staff Costs	7,503	98	7,601
IAS Adjustment	0	310	310
Premises	17		17
Transport	170		170
Supplies & Services	704		704
Third Party Payments	45		45
Central Departmental Support	25		25
CERA	0		0
Depreciation	0		0
Amortisation	0		0
Contributions from Local Authorities	(9,312)		(9,312)
Grant Income	0		0
Fees and Charges	(3)		(3)
<b>Net Cost of Services</b>	<b>(851)</b>	<b>408</b>	<b>(443)</b>
Other Income and Expenditure from the Funding Analysis	0	290	290
<b>(Surplus) or Deficit</b>	<b>(851)</b>	<b>698</b>	<b>(153)</b>
Opening General Fund Balance at 31 March 2015	0		
Less Deficit on General Fund Balance in Year	(851)		
<b>Closing General Fund Balance at 31 March 2016</b>	<b>(851)</b>		

Further analyses of the adjustments are shown in Note 10 to these accounts.

## SRS Movement in Reserves Statement 2015/16 and 2016/17

This statement shows the movement in the year on the different reserves held by the SRS, analysed into “Useable Reserves” (i.e. those that can be applied to fund expenditure) and “Unusable Reserves”

Movement in Reserves Statement	Shared Regulatory Service						
	Notes	Usable Reserves £'000	Accumulated Absence Account £'000	Pensions Reserve £'000	Capital Adjustment Account £'000	Total Unusable Reserves £'000	Total Reserves £'000
<b>Shared Regulatory Service</b>							
Balance at 31 March 2015 Carried Forward		0	0	0	0	0	0
Movement in Reserves during 2015/16							
<b>Total Comprehensive Income &amp; Expenditure</b>		<b>(153)</b>	<b>0</b>	<b>9,410</b>	<b>0</b>	<b>9,410</b>	<b>9,257</b>
Adjustments between Accounting Basis & Funding Basis	11	(698)	98	600	0	698	0
<b>Increase / Decrease in Year</b>		<b>(851)</b>	<b>98</b>	<b>10,010</b>	<b>0</b>	<b>10,108</b>	<b>9,257</b>
<b>Balance as at 31st March 2016 Carried Forward</b>		<b>(851)</b>	<b>98</b>	<b>10,010</b>	<b>0</b>	<b>10,108</b>	<b>9,257</b>
Movement in Reserves during 2016/2017							
<b>Total Comprehensive Income &amp; Expenditure</b>		<b>590</b>	<b>0</b>	<b>730</b>	<b>0</b>	<b>730</b>	<b>1,320</b>
Adjustments between Accounting Basis & Funding Basis	11	(269)	43	420	(194)	269	0
<b>Net Increase / Decrease before Transfers to Earmarked Reserves</b>		<b>321</b>	<b>43</b>	<b>1,150</b>	<b>(194)</b>	<b>999</b>	<b>1,320</b>
Increase / Decrease in Year		321	43	1,150	(194)	999	1,320
<b>Balance as at 31st March 2017 Carried Forward</b>		<b>(530)</b>	<b>141</b>	<b>11,160</b>	<b>(194)</b>	<b>11,107</b>	<b>10,577</b>

**SRS Comprehensive Income and Expenditure Statement 2016/17**

Period 1 <sup>st</sup> May 2015 to 31st March 2016 (11 months) £'000		Notes	Period Ended 31st March 2017 £'000
	<b>Expenditure</b>		
7,601	Employees	5	6,699
310	IAS 19	5	90
17	Premises	6	30
170	Transport	7	156
704	Supplies & Services	8	980
45	Third Party Payments		22
25	Support Services		1,543
0	Depreciation		3
0	Amortisation		18
<b>8,872</b>	<b>Total Expenditure</b>		<b>9,541</b>
	<b>Income</b>		
9,312	Local Authority Contributions	9	9,124
0	Grants	9	84
3	Other Income	9	74
<b>9,315</b>	<b>Net Cost of Services</b>		<b>9,282</b>
<b>(443)</b>	<b>Net Cost of Services</b>		<b>259</b>
0	Interest payable and Similar Charges	26	1
290	Net Interest on Net Defined Liability	24	330
<b>(153)</b>	<b>(Surplus) or Deficit on the Provision of Services</b>		<b>590</b>
9,800	Transfer in of the Net Defined Benefit Liability/(Asset)		0
(390)	Re-measurement of the Net Defined Benefit Liability/(Asset)	24	730
<b>9,410</b>	<b>Other Comprehensive Income and Expenditure</b>		<b>730</b>
<b>9,257</b>	<b>Total Comprehensive Income and Expenditure</b>		<b>1,320</b>

**SRS Balance Sheet as at 31<sup>st</sup> March 2017**

Period 1 <sup>st</sup> May 2015 to 31st March 2016 (11 months) £'000		Notes	31st March 2017 £'000
0	Property, Plant and Equipment	13	95
0	Intangible Assets	12	99
0	Long Term Investments		0
0	Long Term Debtors		17
<b>0</b>	<b>Long Term Assets</b>		<b>211</b>
0	Short Term investment		0
0	Assets Held for Sale		0
0	Inventories		0
2,121	Short Term Debtors	17	785
0	Cash and Cash Equivalents		0
<b>2,121</b>	<b>Current Assets</b>		<b>785</b>
0	Short Term Borrowing		0
1,368	Short Term Creditors	18	413
0	Provisions		0
0	Capital Grants Received in Advance		0
0	Cash and Cash Equivalents (Overdraft)		0
<b>1,368</b>	<b>Current Liabilities</b>		<b>413</b>
0	Provisions (Long Term)		0
0	Long Term Borrowing		0
10,010	Other Long Term Liabilities (Pensions)	24	11,160
0	Capital Grants Received in Advance (Long Term)		0
<b>10,010</b>	<b>Long Term Liabilities</b>		<b>11,160</b>
<b>9,257</b>	<b>Net Assets</b>		<b>(10,577)</b>
<b>(851)</b>	<b>Useable Reserves</b>	<b>22</b>	<b>(530)</b>
98	Accumulated Absences		141
0	Capital Adjustment Account		(194)
10,010	Pensions Reserve	24	11,160
<b>10,108</b>	<b>Unusable Reserves</b>	<b>23</b>	<b>11,107</b>
<b>9,257</b>	<b>Total Reserves</b>		<b>10,577</b>

## SRS Cash Flow Statement 2016/17

Period 1 <sup>st</sup> May 2015 to 31st March 2016 (11 months) £'000		31st March 2017 £'000
153	Net Surplus/(Deficit) on the provision of services	(590)
(1,074)	Adjust net surplus or deficit on the provision of services for non-cash movements (Note 19)	2,182
0	Adjust for items included in the net surplus or deficit on the provision of services that are investing and financing activities	0
<b>(921)</b>	<b>Net cash flows from operating activities</b>	<b>1,592</b>
0	Investing activities (Note 20)	(215)
0	Financing activities	0
<b>(921)</b>	<b>Net (increase)/ decrease in cash and cash equivalents</b>	<b>1,377</b>
0	Cash and cash equivalents at the beginning of the reporting period	(921)
<b>(921)</b>	<b>Cash Balance Owed To/(From) Host Authority as at 31st March</b>	<b>456</b>

## Statement of Accounting Policies

### 1. Accounting Policies

The SRS is required to prepare an annual Statement of Accounts by the Accounts and Audit (Wales) Regulations 2014, which require them to be prepared in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom (the Code) 2016/17, and the Service Reporting Code of Practice for Local Authorities 2016/17 (SeRCOP) and supported by International Financial Reporting Standards (IFRS) and statutory guidance. The accounts are prepared on a Going Concern basis.

### 2. Revenue Income and Expenditure

The transactions of the SRS are accounted for in the year that it takes place, not simply when cash payments are made or received. In particular:

- Revenue from the sale of goods is recognised when the SRS transfers the significant risks and rewards of ownership to the purchaser and it is probable that the economic benefits or service potential associated with the transaction will flow to the SRS;
- Revenue from the provision of services is recognised when the SRS 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 SRS;
- Expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made; and
- 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 be collected.

There are certain exceptions to this principle. The main items are:-

- (a) Electricity charges, telephone expenses, leasing and similar periodic payments are included in the Accounts on a payments basis and not accrued to the 31<sup>st</sup> March each year. Payments in respect of a full 12 months are included; and

The difference between the amounts charged annually to the Revenue Accounts in respect of items (a) and the amounts that would be charged if they were accrued to the 31<sup>st</sup> March each year is not significant.

### 3. Cash and Cash Equivalents

All cash transactions are administered by the Vale of Glamorgan Council as the Shared Regulatory Service does not operate its own Bank Account.

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

A change in the accounting policies or to correct a material error can result in a prior period adjustment. Changes in accounting estimates do not give rise to a prior period adjustment, but are accounted for prospectively.

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, or other events and conditions of the SRS'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 period as if the new policy had always applied.

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

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

The following amounts are charged to revenue to record the cost of holding assets during the year:

- Depreciation attributable to the assets used by the relevant service;
- Revaluation and impairment losses on assets chargeable to the service; and
- Amortisation of intangible non-current assets attributable to the service

The Budgeted Contributions are not required to fund depreciation, revaluation, impairment losses or amortisations, however, an annual contribution is required from revenue.

#### **6. Employee Benefits**

##### **Benefits Payable during Employment**

Short term employee benefits are those due to be settled within 12 months of the year end. An accrual is made for the cost of holiday entitlements (or any form of leave) earned by employees but not taken before the year end which employees can carry forward into the next financial year. 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 SRS to terminate an officer's employment before the normal retirement date or an officers decision to accept voluntary redundancy in exchange for those benefits and are charged on an accruals basis to the appropriate service or where applicable to Non Distributed costs.

##### **Post-Employment Benefits**

Employees of the Joint Committee are members of the Local Government Pension Scheme, administered by Cardiff County Council Pension Authority. The scheme

provides defined benefits to members (retirement lump sums and pensions), earned as employees who worked for the Joint Committee.

## **The Local Government Pension Scheme**

### **The Local Government Scheme is Accounted for as a Defined Benefits Scheme**

- The liabilities of the Cardiff and Vale Pension Fund attributable to the Joint Committee 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., plus projections of projected earnings for current employees.
- Liabilities are discounted to their value at current prices, using a discount rate.
- The assets of the Cardiff and Vale Pension Fund attributable to the SRS are included in the Balance Sheets at their fair value.

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

### **Service Cost Comprising of**

- **Current Service Cost** – the increase in liabilities as a result of a year of service earned this year – allocated in the Comprehensive Income and Expenditure Statement to the service(s) to which the employee worked.
- **Past Service Cost** – the increase in liabilities as a result of the scheme amendment of curtailment whose effect relates to years of service earned in earlier years. Debited to the surplus or deficit of services in the Comprehensive Income and Expenditure Statement as part of the Non Distributed Costs.
- **Net Interest** on the net defined benefit liability (asset), i.e. net increase expense for the SRS – the change during the period in the net defined benefit liability (asset) that arises from the passage of time charged to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement. This is calculated by applying the discount rate used to measure the defined benefit obligation at the beginning of the period to the net defined liability (asset) at the beginning of the period, taking into account any changes in the net defined benefit (asset) during the period as a result of contribution and benefit payments.

### **Re-measurements Comprising**

- The return on plan assets, excluded in net interest on the net defined liability (asset), charged to the Pensions Reserve as Other Comprehensive Income and Expenditure.
- Actuarial gains and losses, changed 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. This is charged to the Pensions Reserve as Other Comprehensive Income and Expenditure.

Statutory provisions require the Council Fund balance be charged with the amount payable by the SRS to the pension fund or directly to pensioners in the year in relation to retirement benefits

### **Discretionary Benefits**

The Shared Service also has restricted powers to make discretionary awards of retirements benefits in the event of early retirements.

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

These are 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. Such events could result in the Statement of Accounts being adjusted. 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; and
- Those that are indicative of conditions that arose after the reporting period, the Statement of Accounts is then 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.

### **8. Government Grants and Contributions**

Government Grants, Third Party Contributions and Donations are recognised as due to the SRS when there is reasonable assurance that:

- The SRS will comply with the conditions attached to the payments; and
- The grant(s) or contributions will be received.

Grants and contributions advanced for which conditions have not been satisfied are carried in the Balance Sheet as creditors. Once conditions are satisfied, the grants or contributions are credited to the Comprehensive Income and Expenditure Statement.

### **9. Intangible Assets**

Expenditure on non-monetary assets that do not have physical substance but are controlled by the SRS is capitalised when it is expected that future economic benefits or service potential will flow from the intangible asset to the SRS.

The depreciable amount of an intangible asset is amortised over its useful life to the relevant service line in the Comprehensive Income and Expenditure Statement.

### **10. Leases**

The Shared Regulatory Service does not have any operating leases in 2016/17.

### **11. Overheads and Support Services**

The cost of overheads and support services charged to the Shared Regulatory Service are included in the Comprehensive Income and Expenditure Statement as part of the net expenditure.

## **12. Inventories**

The Shared Regulatory Service did not hold any inventory as at 31<sup>st</sup> March 2017.

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

Revaluation of the assets of the SRS will be undertaken on a rolling five year cycle by an external valuer. An annual desk top review will also be undertaken for those assets not externally valued in the year.

Vehicles, Plant and Equipment are included at cost (less depreciation where required).

Expenditure on the acquisition or creation of Property, Plant and Equipment is capitalised on an accruals basis, provided that the future economic benefits or service potential associated with the item will flow to the SRS and the cost of the item can be measured reliably.

A de-minimis rule for capital has been applied – generally no capital expenditure valued at under £10,000 is included within the capital spend.

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; and
- The initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located.

When decreases in value for individual assets are identified, they are accounted for either by setting it off against gains for the asset in the Revaluation Reserve, or against the relevant service lines in the Comprehensive Income and Expenditure Statement.

### **Impairment**

Assets are assessed at each year end as to whether there is an indication that an asset may be impaired. Where indications exist and any possible differences are estimated to be material, the recoverable amount is estimated and if this is less than the carrying amount an impairment loss is recognised for the shortfall. This is either set against the balance of the Revaluation Reserve if there have been previous valuation gains for the asset or it is written down against the relevant service line in the Comprehensive Income and Expenditure Statement.

### **Depreciation**

Depreciation is provided for on all Property, Plant and Equipment assets over their useful lives. The useful life of these assets is determined as being five years.

Depreciation is calculated on the following basis:

- Vehicles, plant, furniture and equipment – over the 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.

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

### **Provisions**

The Council sets aside provisions for specific future expenses that are likely or certain to be incurred, but the amount of which cannot yet be determined accurately. The Shared Regulatory Service did not hold any provisions as at 31<sup>st</sup> March 2017.

### **Contingent Liabilities**

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

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

### **Contingent Assets**

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

## **15. Specific Reserves**

These reserves represent sums of money that are voluntarily set aside for specific purposes. The purpose of these reserves is explained in Note 22 to the Balance Sheet.

## **16. Value Added Tax**

Income and expenditure excludes any amounts related to Value Added Tax (VAT), as all VAT collected is payable to HM Revenue and Customs and all VAT paid is recoverable from them.

## Notes to the Financial Statements

### 1. Accounting Standards That Have Been Issued But Have Yet To Be Adopted

Accounting Standards are subject to continual review by the International Accounting Standards Board and when changes are agreed, included in updates of the Accounting Code of Practice.

For 2016/17, the accounting policy changes that need to be reported relate to:

- Amendment to the reporting of pension fund scheme transaction costs; and
- Amendment to the reporting of investment concentration.

Implementation of the above will not be required until 1<sup>st</sup> April 2017. There will be no direct impact on the SRS's accounts in respect of this change which will have primary impact on the Pension Fund,

### 2. Critical Judgements in Applying Accounting Policies

In applying the accounting policies set out above, the SRS would have make certain judgements about complex transactions or those involving uncertainty about future events. However, there are none known at the date of the report.

### 3. Events After The Balance Sheet Date

The audited Statement of Accounts was authorised for issue by the Head of Finance (Section 151 Officer) on the 27th September 2017. Events taking place after this date are not reflected in the financial statements or notes. There have been no post balance sheet events prior to this date that have been reflected in the Statement of Accounts.

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

The Statement of Accounts contains estimated figures that are based on assumptions made by the SRS 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 Joint Committee's Balance Sheet at 31<sup>st</sup> March 2017 for which there is significant risk of material adjustment in the forthcoming financial year are as follows:

#### Debtors

There is a small debt of £430 relating to 2015/16, which is currently being recovered. The remaining Shared Regulatory Service's debt at 31<sup>st</sup> March 2017 is less than a year old, therefore, no provision has been made in the accounts for doubtful debts.

### Pensions Liability

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

### 5. Officers Emoluments

Period 1 <sup>st</sup> May 2016 to 31 <sup>st</sup> March 2016 (11 months) £'000	Salaries and Wages	31 <sup>st</sup> March 2017 £'000
6,829	Direct Employee Salaries	6,482
76	Agency	98
581	Employee Redundancy	20
0	New Pension Fund	46
13	Indirect Staff Costs	8
98	Accumulated Absence	
	Adjustment	37
4	Employee Advertising	8
<b>7,601</b>	<b>Sub Total</b>	<b>6,699</b>
310	IAS 19	90
<b>7,911</b>	<b>Total</b>	<b>6,789</b>

The New Pension Fund cost of £46k relates to the anticipated cost of setting up the SRS as a separate employer within the Cardiff and Vale Pension Fund as agreed by Joint Committee on the 20<sup>th</sup> December 2016.

In 2016/17 the management and administration costs were captured within the Central Department Support element of the Expenditure and Funding Analysis.

### 6. Premises Costs

The following table analysis the Premises expenditure

Period 1 <sup>st</sup> May 2016 to 31 <sup>st</sup> March 2016 (11 months) £'000	Premises Costs	31 <sup>st</sup> March 2017 £'000
8	Repairs and Maintenance	13
8	Rents	13
0	Electrical	3
1	Premises Running Costs	1
<b>17</b>	<b>Total</b>	<b>30</b>

## 7. Transport

The following table analyses the Transport expenditure for the year

Period 1 <sup>st</sup> May 2015 to 31st March 2016 (11 months) £'000	Transport Costs	31st March 2017 £'000
48	Hire of Transport	57
76	Travel Expenses	51
46	Vehicle Costs	48
<b>170</b>	<b>Total</b>	<b>156</b>

A change in the classification of recharges incurred in 2017, which meant that £28k of internal recharges from the Host Authority's garage facility have been shown against central department support costs.

## 8. Supplies & Services

The following table analyses the Supplies and Services expenditure for the year

Period 1 <sup>st</sup> May 2015 to 31st March 2016 (11 month) £'000	Supplies and Services	31st March 2017 £'000
224	Office Expenses	213
96	Testing Costs	95
91	Other	0
0	Horse Costs	113
0	Consultants Fees	83
59	Disclosure & Barring	73
0	Delivery of Services	68
82	IT Costs	61
32	Training	56
0	Equipment Purchases	49
12	Insurance	41
0	Taxi Plates	26
43	Advertising	23
0	Hospitality/Conference	21
0	Vets Fees	18
0	Funeral Costs	12
10	Audit	12
26	Legal Fees	9
29	Subscriptions	7
<b>704</b>	<b>Total</b>	<b>980</b>

## 9. Income

Period 1 <sup>st</sup> May 2015 to 31st March 2016 (11 months) £'000	Contributions	31st March 2017 £'000
2,058	Bridgend CBC	1,824
5,404	The City of Cardiff	5,426
1,850	Vale of Glamorgan	1,874
<b>9,312</b>	<b>Total Contributions</b>	<b>9,124</b>
0	Grant Income	84
3	Fees and Charges	74
<b>9,315</b>		<b>9,282</b>

The income contributions from Authorities relates to Core and Authority Specific services provided by the SRS plus Implementation costs.

Grant Income of £52k was received from Welsh Government to 50% match fund the horse seizure costs included within Supplies and Services. A further grant from Welsh Government of £11k in respect of Food Hygiene, plus a grant of £21k was received from the Foods Standards Agency.

Fees and Charges income includes £50k recovery of costs relating to an out of Authority secondment, £11k of Primary Authority Income, plus £13k of new Fees and Charges generated by the service.

## 10. Notes to the Expenditure and Funding Analysis

Notes to the Expenditure and Funding Analysis 2015/16 Period 1 <sup>st</sup> May 2015 to 31 <sup>st</sup> March 2016 (11 mths)				
Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement Amounts	Adjustments for Capital Purposes £'000s	Net Change for Pensions Adjustments £'000s	Other Differences £'000s	Total Adjustments £'000s
Staff Costs	0	0	98	98
IAS Adjustment	0	310	0	310
Premises	0	0	0	0
Transport	0	0	0	0
Supplies & Services	0	0	0	0
Third Party Payments	0	0	0	0
Central Departmental Support	0	0	0	0
Capital Charges	0	0	0	0
Depreciation	0	0	0	0
Amortisation	0	0	0	0
Contributions from Local Authorities	0	0	0	0
Grant Income	0	0	0	0
Fees and Charges	0	0	0	0
<b>Net Cost of Services</b>	<b>0</b>	<b>310</b>	<b>98</b>	<b>408</b>
Other Income and Expenditure from the Funding Analysis	0	290	0	290
<b>Difference between the General Fund surplus or deficit and Comprehensive Income and Expenditure Statement Surplus or deficit</b>	<b>0</b>	<b>600</b>	<b>98</b>	<b>698</b>

<b>Notes to the Expenditure and Funding Analysis 2016/17</b>				
<b>Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement Amounts</b>	<b>Adjustments for Capital Purposes £'000s</b>	<b>Net Change for Pensions Adjustments £'000s</b>	<b>Other Differences £'000s</b>	<b>Total Adjustments £'000s</b>
Staff Costs	0	0	0	0
IAS Adjustment	0	0	0	0
Premises	0	0	0	0
Transport	0	0	0	0
Supplies & Services	0	0	0	0
Third Party Payments	0	0	0	0
Central Departmental Support	0	89	43	132
Capital Charges	(215)	0	0	(215)
Depreciation	3	0	0	3
Amortisation	18	0	0	18
Contributions from Local Authorities	0	0	0	0
Grant Income	0	0	0	0
Fees and Charges	0	0	0	0
<b>Net Cost of Services</b>	<b>(194)</b>	<b>89</b>	<b>43</b>	<b>(62)</b>
Other Income and Expenditure from the Funding Analysis	0	331	0	331
<b>Difference between the General Fund surplus or deficit and Comprehensive Income and Expenditure Statement Surplus or deficit</b>	<b>(194)</b>	<b>420</b>	<b>43</b>	<b>269</b>

## 11. Adjustments Between Accounting Basis and Funding Basis Analysis

<b>Adjustments Between Accounting Basis and Funding Basis Under Regulations 2015/16 Period 1<sup>st</sup> May 2015 to 31<sup>st</sup> March 2016 (11 months)</b>					
<b>Shared Regulatory Service</b>	<b>Usable Reserves £'000</b>	<b>Accumulated Absence Account £'000</b>	<b>Pensions Reserve £'000</b>	<b>Capital Adjustment Account £'000</b>	<b>Total Unusable Reserves £'000</b>
Holiday Pay	(98)	98	0	0	98
Reversal of Items Relating to retirement benefits debited or credited to the CIES	1,220	0	(1,220)	0	(1,220)
Employers pension contributions and direct payments to pensions payable in year	(1,820)	0	1,820	0	1,820
Capital Expenditure financed from Revenue Balances	0	0	0	0	0
Charges for Depreciation/Impairment of Non-Current Assets	0	0	0	0	0
	<b>(698)</b>	<b>98</b>	<b>600</b>	<b>0</b>	<b>698</b>

<b>Adjustments Between Accounting Basis and Funding Basis Under Regulations 2016/17</b>					
<b>Shared Regulatory Service</b>	<b>Usable Reserves £'000</b>	<b>Accumulated Absence Account £'000</b>	<b>Pensions Reserve £'000</b>	<b>Capital Adjustment Account £'000</b>	<b>Unusable Reserves £'000</b>
Holiday Pay	(43)	43	0	0	43
Reversal of Items Relating to retirement benefits debited or credited to the CIES	860	0	(860)	0	(860)
Employers pension contributions and direct payments to pensions payable in year	(1,280)	0	1,280	0	1,280
Capital Expenditure financed from Revenue Balances	215	0	0	(215)	(215)
Charges for Depreciation/Impairment of Non-Current Assets	(21)	0	0	21	21
	<b>(269)</b>	<b>43</b>	<b>420</b>	<b>(194)</b>	<b>269</b>

## 12. Intangible Assets

The SRS accounts for its software as intangible assets. Software is given a finite useful life, based on assessments of the period that the software is expected to be of use to the SRS. The useful lives assigned to the major software suites used by the SRS are 5 years. The carrying amount of intangible assets is amortised on a straight-line basis. Amortisation of £18k was charged to revenue in 2016/17. The movement on Intangible Asset balances during the year is as follows

	<b>Purchased Assets 2015/16 (11 months) £'000</b>	<b>Purchased Assets 2016/17 £'000</b>
Balance at start of year	0	0
Gross carrying amounts	0	0
Accumulated Amortisation	0	0
<b>Net carrying amount at start of year</b>	<b>0</b>	<b>0</b>
Purchases	0	117
Amortisation	0	(18)
Other Disposals	0	0
Amortisation written off on disposal	0	0
<b>Net carrying amount at end of year</b>	<b>0</b>	<b>99</b>

	<b>2015/16 (11 months) £'000</b>	<b>2016/17 £'000</b>
Comprising		
Gross carrying amounts	0	117
Accumulated Amortisation	0	(18)
<b>Net carrying amount at end of year</b>	<b>0</b>	<b>99</b>

### 13. Property, Plant & Equipment

Movement on Balance in 2016/17	Vehicles	Equipment	Total
	£'000	£'000	£'000
<b>Cost or Valuation as at 1 April 2016</b>	<b>0</b>	<b>0</b>	<b>0</b>
Additions	36	62	98
<b>Cost or Valuation as at 31 March 2017</b>	<b>36</b>	<b>62</b>	<b>98</b>
<b>Accumulated depreciation and impairment as at 1 April 2016</b>	<b>0</b>	<b>0</b>	<b>0</b>
Depreciation charge	0	(3)	(3)
<b>Accumulated Depreciation and Impairment as at 31 March 2017</b>	<b>0</b>	<b>(3)</b>	<b>(3)</b>

Net Book Value 2016/17	Vehicles	Equipment	Total
	£'000	£'000	£'000
<b>At 31 March 2016</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>At 31 March 2017</b>	<b>36</b>	<b>59</b>	<b>95</b>

### 14. Related Party Transactions

In accordance with IAS 24, the Joint Committee has a duty to disclose any material transactions with a related party. This is to ensure that financial statements contain the disclosures necessary to draw attention to the possibility that the reported financial position and results may have been affected by the existence of related parties and by material transactions with them.

All cash transactions are administered by the Host Authority as the Shared Regulatory Service does not operate its own bank account. As at the 31<sup>st</sup> March 2017, the Joint Committee is owed £456k from the Council relating to these transactions.

The Related Parties share of the income and expenditure in year is set out below:-

2015/16 Period 1 <sup>st</sup> May 2015 to 31 <sup>st</sup> March 2016 (11 months)			2016/17	
Expenditure £'000	Income £'000		Expenditure £'000	Income £'000
1,874	2,059	Bridgend CBC	1,890	1,860
5,260	5,405	The City of Cardiff Council	5,784	5,516
1,738	1,851	Vale of Glamorgan	1,867	1,906
<b>8,872</b>	<b>9,315</b>	<b>Total</b>	<b>9,541</b>	<b>9,282</b>

During the year, transactions with Related Parties arose and are shown in the flowing table while debtor and creditor balances at year end are detailed in Note 17 and 18.

2015/16 Period 1 <sup>st</sup> May 2015 To 31 <sup>st</sup> March 2016 (11 months)			2016/17	
Expenditure £'000	Income £'000		Expenditure £'000	Income £'000
103	2,058	Bridgend CBC	61	1,824
640	5,404	The City of Cardiff Council	318	5,426
3	1,850	Vale of Glamorgan Council	17	1,874
<b>746</b>	<b>9,312</b>	<b>Total</b>	<b>396</b>	<b>9,124</b>

Welsh Government effect influence on the SRS via legislation and grant funding. The grant received in 2016/17 is detailed in note 9. As at 31<sup>st</sup> March 2017 there are no sums outstanding from Welsh Government.

Pension contributions are made to Cardiff and the Vale Pension Fund in respect of Joint Committee Employees.

Interests of Members of the Joint Committee are maintained in a register held by their own Local Authority.

## 15. Audit Fees

2015/16 £'000		2016/17 £'000
10	Wales Audit Office Fees Relating to External Audit	12
<b>10</b>	<b>Total</b>	<b>12</b>

## 16. Leases

There are no long term Leases agreements at the Balance Sheet date. The Joint Committee holds no assets on Finance Leases.

## 17. Debtors

2015/16 Period 1 <sup>st</sup> May 2015 to 31 <sup>st</sup> March 2016 (11 months) £'000		2016/17 £'000
0	Government Bodies	0
2,083	Local Authorities	291
0	Vale of Glamorgan Council (Host Authority)	456
38	Other Entities and Individuals	38
<b>2,121</b>	<b>Total</b>	<b>785</b>
0	Provision for Bad Debt	0
<b>2,121</b>	<b>Balance as at 31st March 2017</b>	<b>785</b>

## 18. Creditors

2015/16 Period 1 <sup>st</sup> May 2015 to 31 <sup>st</sup> March 2016 (11 months) £'000		2016/17 £'000
1	Government Bodies	0
921	Vale of Glamorgan (Host Authority)	0
282	Other Local Authorities	198
65	Other Non-Government Bodies	74
<b>1,269</b>	<b>Total</b>	<b>272</b>
99	Employee Absences Accrual	141
<b>1,368</b>	<b>Balance as at 31st March 2017</b>	<b>413</b>

## 19. Cash Flow Statement - Operating Activities

2015/16 Period 1 <sup>st</sup> May 2015 to 31 <sup>st</sup> March 2016 (11 months) £'000		2016/17 £'000
0	Depreciation	3
0	Amortisation	18
447	Increase/ (Decrease) in Creditors	(34)
(2,121)	(Increase)/Decrease in Debtors	1,775
600	Movement on Pension Liability	420
<b>(1,074)</b>	<b>Adjustments to net surplus or deficit on the provision of services for non-cash movements.</b>	<b>2,182</b>

## 20. Cash Flow Statement – Investing Activities

2015/16 Period 1 <sup>st</sup> May 2015 to 31 <sup>st</sup> March 2016 (11 months) £'000		2016/17 £'000
0	Purchase of property, plant and equipment, investment property and intangible assets	(215)
0	Other receipts from investing activities	0
<b>0</b>	<b>Net cash flows from investing activities</b>	<b>(215)</b>

## 21. Amounts Reported for Resource Allocation Decisions

The analysis of Income and Expenditure by service on the face of the Comprehensive Income and Expenditure Statement is that specified by SeRCOP. However, decisions about resource allocation are taken by Joint Committee on the basis of budget reports analysed across groups. These reports are prepared on a different basis from the accounting policies used in the financial statements. The following reconciles controllable costs to Net Cost of Services and to the (Surplus)/Deficit on Provision of Services.

31st March 2016 (11 months) £'000		31st March 2017 £'000
(851)	Net expenditure in Service Analysis	321
0	Usable Reserves	0
10,108	Amounts in CIES not reported to management in analysis	999
0	Amounts included in the analysis not included in CIES	0
<b>9,257</b>		<b>1,320</b>

### Reconciliation to Subjective Analysis Table

Reconciliation to Subjective Analysis 2015/16 Period 1 <sup>st</sup> May 2015 to 31 <sup>st</sup> March 2016 (11 months)	Service Analysis	Amounts not reported for decision making	Amounts not included in the CIES	Total Comprehensive Income and Expenditure
	£'000	£'000	£'000	£'000
Local Authority Contributions	(9,312)	0	0	(9,312)
Grant Income	0	0	0	0
Fees, Charges & other service income	(3)	0	0	(3)
<b>Total Income</b>	<b>(9,315)</b>	<b>0</b>	<b>0</b>	<b>(9,315)</b>
Employee Expenses	7,503	0	0	7,503
Other Service Expenses	961	0	0	961
Pension Adjustment	0	10,010	0	10,010
Accumulated Absence	0	98	0	98
<b>Total Expenditure</b>	<b>8,464</b>	<b>10,108</b>	<b>0</b>	<b>18,572</b>
<b>Total Comprehensive Income &amp; Expenditure</b>	<b>(851)</b>	<b>10,108</b>	<b>0</b>	<b>9,257</b>

Reconciliation to Subjective Analysis 2016/17	Service Analysis	Amounts not reported for decision making	Amounts not included in the CIES	Total Comprehensive Income & Expenditure
	£'000	£'000	£'000	£'000
Local Authority Contributions	(9,124)	0	0	(9,124)
Grant Income	(84)	0	0	(84)
Fees, Charges & other service income	(74)	0	0	(74)
<b>Total Income</b>	<b>(9,282)</b>	<b>0</b>	<b>0</b>	<b>(9,282)</b>
Employee Expenses	6,789	0	0	6,789
Other Service Expenses	2,814	0	0	2,814
Depreciation, Amortisation and Impairment	0	(194)	0	(194)
Pension Adjustment	0	1,150	0	1,150
Accumulated Absence	0	43	0	43
<b>Total Expenditure</b>	<b>9,603</b>	<b>999</b>	<b>0</b>	<b>10,602</b>
<b>Total Comprehensive Income &amp; Expenditure</b>	<b>321</b>	<b>999</b>	<b>0</b>	<b>1,320</b>

## 22. Movement on Usable Reserves

The General Fund balance is a distributable revenue reserve, which consists of the accumulated surpluses of the Shared Regulatory Services' operations.

	General Reserves £'000	Earmarked Reserves £'000	Total Reserves £'000
Balance as at 1st April 2016	851	0	851
2015/16 Underspend Returned to Partners	(599)	0	(599)
2016/17 Provisional Underspend	173	0	173
POCA Funds	3	0	3
2016/17 Implementation Reserve	0	102	102
<b>Balance as at 31st March 2017</b>	<b>428</b>	<b>102</b>	<b>530</b>

## 23. Movement on Unusable Reserves

	Pension Reserves £'000	Accumulated Absences £'000	Capital Adjustment £'000	Total Reserves £'000
Balance as at 1st April 2016	(10,010)	(98)	0	(10,108)
Increase/(Decrease)	(1,150)	(43)	194	(999)
<b>Balance as at 31st March 2017</b>	<b>(11,160)</b>	<b>(141)</b>	<b>194</b>	<b>(11,107)</b>

### Pension Reserve

The Pension Reserve is the balancing account to offset the inclusion of Pension Liability in the Balance Sheet as require by IAS 19 Employee Benefits.

	<b>Pensions Reserve £'000</b>
Balance as at the 1st April 2016	(10,010)
Re-measurements of net defined liability/(asset)	(730)
Reversal of items relating to retirement benefits debited of credited	0
To the Surplus or Deficit on the Provision of Services in the CIES	(330)
Employers pension contribution and direct payments to pensioners payable in the year	(90)
<b>Balance as at the 31st March 2017</b>	<b>(11,160)</b>

### Short Term Accumulated Absence Account

The short term accumulated absence account absorbs the differences that would otherwise arise on Shared Regulatory Services reserves from accruing for compensated absences earned but not yet taken in the financial year.

	<b>Accumulated Absences £'000</b>
Balance as at 1st April 2016	(98)
Amount accrued to the end of the current year	(43)
<b>Balance as at 31st March 2017</b>	<b>(141)</b>

### Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption on non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions.

<b>2015/16 Period 1<sup>st</sup> May 2015 to 31<sup>st</sup> March 2016 (11 months) £'000</b>	<b>Capital Adjustment Account</b>	<b>2016/17 £'000</b>
<b>0</b>	<b>Balance as at 1st April</b>	<b>0</b>
0	Charges for depreciation of non-current assets	(3)
0	Amortisation of intangible assets	(18)
0	Capital Expenditure charged against the Council Balance	215
<b>0</b>	<b>Balance as at 31st March</b>	<b>194</b>

## 24. Retirement Benefits Defined Benefit Schemes

### Local Government Pension Scheme Funded Benefits

The disclosures below relate to the Joint Committee's share of the funded liabilities within the Cardiff and Vale of Glamorgan Pension Fund (the Fund) which is part of the Local Government Pension Scheme (the LGPS). The LGPS is a funded defined benefit plan with benefits earned up to 31<sup>st</sup> March 2014 linked to the final salary. Benefits earned after 31<sup>st</sup> March 2014 are based on a career Average Revalued Earnings scheme. Details of the benefits to be paid over the period covered by this disclosure are set out in the 'Local Government pension Scheme (Transitional Provision, Savings and Amendment) Regulations 2014'.

The funded nature of the LGPS requires the Employer and its employees to pay contributions into the Fund calculated at a level intended to balance the pension liabilities with investment assets. Information on the framework for calculating contributions is set out in the 'LGPS Regulations 2013' and the Fund's Funding Strategy Statement. The last actuarial valuation was at 31<sup>st</sup> March 2016.

The Fund Administering Authority, City and County of Cardiff, is responsible for the governance of the Fund.

The Employer's regular contributions to the Fund for accounting period ended 31<sup>st</sup> March 2017 are estimated to be £1.25M.

Additional contributions may also become due in respect of any employer discretions to enhance members' benefits in the fund over the next accounting period. The effect of the SRS being set up as a separate employer within the Cardiff and Vale Pension Scheme may result in a change in level to the current employers' contribution in force.

Liabilities have been estimated by an independent qualified actuary on an actuarial basis using the projected unit credit method. The principle assumptions used by the actuary in updating the latest valuation of the Fund for IAS purposes were:

	<b>31st March 2016</b> <b>% per annum</b>	<b>31st March 2017</b> <b>% per annum</b>
Discount Rate	3.5%	2.5%
Rate of Increase to Pensions in Payment	1.9%	2.0%
Rate of Increase to Deferred Pensions	1.9%	2.0%
Rate of Increase in Salaries	2.9%	3.0%

The discount rate is set with reference to corporate bond yields. If assets under perform, the yield will create a deficit in the accounts. The fund holds a significant proportion of growth assets which whilst expected to outperform corporate bonds in the long term create volatility and risk in the short term in relation to the accounting figures. A decrease in corporate bond yields will increase the value placed on the liabilities for accounting purposes although this will be marginally offset by the increase in assets as a result.

The majority of the pension liabilities is linked to either price or pay inflation. Higher inflation expectations will lead to a higher liability value. The assets are either unaffected or loosely correlated with inflation meaning that an increase in inflation will increase the deficit. The mortality assumptions are based on the recent actual mortality experience of members within the Fund and allow for expected future mortality improvements.

### Post Retirement Mortality (Retirement in Normal Health)

Post Retirement Mortality	31st March 2016	31st March 2017
<b>Males</b>		
Member Aged 65 at Accounting Date	23.8	23.0
Member Aged 45 at Accounting Date	25.9	24.0
<b>Females</b>		
Member Aged 65 at Accounting Date	26.8	25.7
Member Aged 45 at Accounting Date	29.1	27.1

The approximate split of assets for the Fund as a whole (based on data supplied by the Fund Administering Authority) is shown in the table below. The assets allocated to the employer in the Fund are notional and the assets are assumed to be invested in line with the investments of the Fund set out below for the purposes of calculating the return to be applied to these notional assets. The Fund is sizeable and largely liquid, and as a consequence there will be no significant restriction on realising assets if the situation arises. The assets are invested in a diversified spread of investments and the approximate split for the Fund as a whole is included in the disclosures.

The Administering Authority does not invest in property or assets related to itself. It is possible, however, that assets may be invested in shares relating to some of the private sector employers participating in the Fund if it forms part of their balanced investment strategy.

	Asset Split as at 31st March 2016	Asset Split as at 31st March 2017
Equities	75.10%	78.1%
Property	7.30%	6.3%
Government Bonds	8.10%	8.5%
Corporate Bonds	7.20%	5.8%
Cash	2.30%	1.5%
Other	0.00%	-0.2%
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>

## Reconciliation of Funded Status to Balance Sheet

	Value at 31st March 2016 £M	Value at 31st March 2017 £M
Fair Value of Assets	16.19	14.95
Present Vale of Funded Defined Benefit Obligation	(26.20)	(26.11)
Funded Status	(10.01)	(11.16)
Unrecognised Asset	0	0
<b>(Liability) Recognised on the Balance Sheet</b>	<b>(10.01)</b>	<b>(11.16)</b>

The split of the defined benefit obligation at the last valuation date between the various categories of members was as follows:

Active Members	98%
Deferred Pensioners	2%
Pensioners	0%

Employers who leave the Fund (or their guarantor) may have to make an exit payment to meet any shortfall in assets against their pension liabilities. If the employer (or guarantor) is not able to meet this exit payment the liability may in certain circumstances fall on other employers in the Fund. Further, the assets at exit in respect of 'Orphan Liabilities' may in retrospect not be sufficient to meet the liabilities. The risk may fall on other employers. 'Orphan Liabilities' are currently a small proportion of the overall liabilities in the Fund.

## Breakdown of Amounts Recognised in Surplus/Deficit on the Provision of Services and Other Comprehensive Income

	Period Ended 31st March 2016 £M	Period Ended 31st March 2017 £M
<b>Operating Cost</b>		
Current Service Cost	1.53	1.28
Past Service Cost (inc. curtailments)	0.00	0.00
Settlement Cost	0.00	0.00
<b>Financing Cost</b>		
Interest on Net Defined Benefit Liability/(Asset)	0.29	0.33
<b>Pension Expense Recognised in Surplus or Deficit</b>	<b>1.82</b>	<b>1.61</b>
<b>Re-measurements in Other Comprehensive Income</b>		
Return on Plan Assets (in excess of)/below that recognised in Net Interest	1.04	3.32
Actuarial (Gains)/Losses due to Changes in Financial Assumptions	(1.43)	10.12
Actuarial (Gains)/Losses due to Changes in Demographic Assumptions	0.00	(2.95)
Actuarial (Gains)/Losses due to Liability Experience	0.00	(9.76)
<b>Total Amount Recognised in Other Comprehensive Income</b>	<b>(0.39)</b>	<b>0.73</b>
<b>Total Amount Recognised in Comprehensive Income &amp; Expenditure</b>	<b>1.43</b>	<b>2.34</b>

The current service costs included an allowance for the administration expenses of £0.02M at 31<sup>st</sup> March 2017.

**Changes to the Present Value of the Defined Obligation During the Period**

	Period Ended 31st March 2016 £M	Period Ended 31st March 2017 £M
<b>Opening Defined Benefit Obligation</b>	<b>24.97</b>	<b>26.20</b>
Current Service Cost	1.53	1.28
Interest Expense on Defined benefit Obligation	0.80	0.92
Contribution by Participants	0.36	0.33
Actuarial (Gains)/Losses due to Changes in Financial Assumptions	(1.43)	10.12
Actuarial (Gains)/Losses due to Changes in Demographic Assumptions	0.00	(2.95)
Actuarial (Gains)/Losses due to Liability Experience	0.00	(9.76)
Net Benefits Paid Out	(0.03)	(0.03)
Past Service Cost Including Curtailments	0.00	0.00
Net Increase in Liabilities from Disposals/Acquisitions	0.00	0.00
Settlements	0.00	0.00
<b>Closing Defined Benefit Obligation</b>	<b>26.20</b>	<b>26.11</b>

**Changes to the Fair Value of Assets During the Accounting Period**

	Period Ended 31st March 2016 £M	Period Ended 31st March 2017 £M
<b>Opening Fair Value of Assets</b>	<b>15.17</b>	<b>16.19</b>
Interest Income on Assets	0.51	0.59
Re-measurements Gains/(Losses) on Assets	(1.04)	(3.32)
Contributions by the Employer	1.22	1.19
Contribution by the Participant	0.36	0.33
Net Benefits Paid out	(0.03)	(0.03)
Net increase in Assets from Disposals/Acquisitions	0	0
Settlements	0	0
<b>Closing Fair Value of Assets</b>	<b>16.19</b>	<b>14.95</b>

### Actual Return on Assets

	Period Ended 31st March 2016 £M	Period Ended 31st March 2017 £M
Interest Income on Assets	0.51	0.59
Re-measurements Gains/(Losses) on Assets	(1.04)	(3.32)
<b>Actual Return on Assets</b>	<b>(0.53)</b>	<b>(2.73)</b>

### Sensitivity Analysis

#### Discount Rate Assumption

Adjustment to Discount Rate	+0.1% p.a	Base Figure	-0.1% p.a
Present Value of Obligation (£M)	25.37	26.11	26.87
% Change in Present Value of Total Obligation	(2.8%)		2.9%
Projected Service Cost (£M)	1.65	1.71	1.77
Approximate % Change in Projected Service Cost	(3.4%)		3.5%

#### Rate of General Increase in Salaries

Adjustment to Salary Increase Rate	+0.1% p.a	Base Figure	-0.1% p.a
Present Value of Total Obligation (£M)	26.46	26.11	25.77
% Change in Present Value of Total Obligation	1.3%		(1.3%)
Projected Service Cost (£M)	1.71	1.71	1.71
Approximate % Change in Projected Service Cost	0.0%		0.0%

#### Rate of Increase to Pensions in Payment and Deferred Pension Assumption and Rate of Revaluation of Pension Account Assumptions

Adjustment to Salary Increase Rate	+0.1% p.a	Base Figure	-0.1% p.a
Present Value of Total Obligation (£M)	26.52	26.11	25.71
% Change in Present Value of Total Obligation	1.6%		(1.5%)
Projected Service Cost (£M)	1.77	1.71	1.65
Approximate % Change in Projected Service Cost	3.5%		(3.4)

**Post Retirement Mortality Assumption \***

<b>Adjustment to Mortality Age Rating Assumption</b>	<b>- 1 year</b>	<b>Base Figure</b>	<b>+ 1 year</b>
Present Value of Total Obligation (£M)	26.90	26.11	25.33
% Change in Present Value of Total Obligation	3.0%		(3.0%)
Projected Service Cost (£M)	1.77	1.71	1.65
Approximate % Change in Projected Service Cost	3.6%		(3.6%)

A rating of +1 year means that members are assumed to follow the mortality pattern for the base table for an individual that is 1 year older than them.

**25. Employee Emoluments**

**Officers Remunerated in Excess of £60,000**

The number of employees whose remuneration, excluding employer's pension contributions but including redundancy costs, were over £60,000 or more in bands of £5,000 are shown below.

<b>Remuneration Band</b>	<b>2015/16 No of Employees</b>	<b>2016/17 No of Employees</b>
£60,000 - £64,999	0	0
£65,000 - £69,000	1	0
£70,000 - £74,999	0	1
£75,000 - £79,999	0	0
£80,000 - £84,999	1	0
£85,000 - £89,999	1	0
£90,000 - £94,999	0	0
£95,000 - £99,000	0	0
£100,000 - £104,999	0	0
£105,000 - £109,999	0	0
£110,000 - £114,999	0	0
£115,000 - £119,999	0	0
£120,000 - £124,999	0	0
£125,000 - £129,000	0	0

**Exit Packages**

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

<b>Exit Packages 2015/16</b>			
<b>Exit Package Cost Band (Including Special Payments)</b>	<b>No of Other Departure Agreed</b>	<b>Total No of Exit Packages by Cost Band</b>	<b>Total Cost of Exit Packages in Each Band (£)</b>
£0 - £20,000	8	8	81,357
£20,001 - £40,000	6	6	215,020
£40,001 - £60,000	5	5	204,863
£60,001 - £140,000	1	1	80,937
<b>Total</b>	<b>20</b>	<b>20</b>	<b>582,177</b>

<b>Exit Packages 2016/17</b>			
<b>Exit Package Cost Band (Including Special Payments)</b>	<b>No of Other Departure Agreed</b>	<b>Total No of Exit Packages by Cost Band</b>	<b>Total Cost of Exit Packages in Each Band (£)</b>
£0 - £20,000	2	2	20,122
£20,001 - £40,000	0	0	0
£40,001 - £60,000	0	0	0
£60,001 - £140,000	0	0	0
<b>Total</b>	<b>2</b>	<b>2</b>	<b>20,122</b>

## 26. Interest

Interest is paid based on monthly average cash balances due to/from the Vale of Glamorgan Council.

	<b>2016/17 £</b>	<b>%</b>	<b>2015/16 £</b>	<b>%</b>
Interest charged on SRS Account Balance	£1,288.27	0.34%	(281.57)	0.34%

## **VALE OF GLAMORGAN COUNCIL**

### **JOINT SHARED REGULATORY SERVICE**

#### **Annual Governance Statement 2016/17**

##### **1. Scope of Responsibility**

1.1 The Joint Shared Regulatory Service (SRS) has been commissioned by three Local Authorities namely:-

- Cardiff CC
- Bridgend CBC
- Vale of Glamorgan Council.

The scope of the Service is captured in the Joint Working Agreement (JWA). Some of the functions provided are legally mandated, statutory requirements, including the role of the Weights and Measures authority, the duties under the Health and Safety at Work Act etc. Others are non-statutory, but have been adopted to support the core Regulatory function and to support the corporate objectives of each partner Council. Examples include consumer advice and accreditation of landlords.

All of the Regulatory functions provided are underpinned by the following principles:

- This is a Strategically led service with a clear focus upon the relevant corporate priorities of the partner Authorities, i.e. safeguarding the vulnerable and promoting economic development;
- A clear focus upon the National Enforcement priorities for regulatory services;
- The use of a risk based approach to all activities;
- The service meets standards set out in the Regulators Compliance Code; and above all
- The maximisation of resources through income generation and partnership working to promote public health and wellbeing.

The Shared Regulatory Service is not responsible for:-

- Determination of licensing applications in relation to the Licensing Act 2003, the Gambling Act 2005, the Local Government Act 1976, the Town and Police Clauses Act 1847 or any licensing legislation where objections have been raised and an elected member decision is required;
- The decision to declare an air Quality Management area;
- Instituting legal proceedings in respect of prosecution, forfeiture or other Court process;
- House to Homes funding; or
- Anything that requires a council decision, e.g. Declaration of Additional Licensing area.

1.2 The participants have agreed and have formed a Joint Committee to provide the Shared Regulatory Service and have delegated to the Joint Committee the Regulatory Services Functions as set in in Schedule 1 Part 1 of the JWA.

## **2. The purpose of the governance framework**

- 2.1 The governance framework comprises the systems and processes, and cultural values, by which an organisation is directed and controlled and the activities through which it accounts to, engages with and leads the community. It enables an organisation to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.
- 2.2 The system of internal control is a significant part of that framework and is designed to manage the risk to a reasonable level. It cannot eliminate all risk of failure to achieve aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness.
- 2.3 The system of internal control is an ongoing process designed to identify and prioritise the risks to the achievement of aims and objectives, to evaluate the likelihood and impact of those risks materialising, and to manage them efficiently, effectively and economically.
- 2.4 The following paragraphs summarise the overall governance framework and the system of internal control, which has been in place for the Shared Regulatory Services for the period covering 1st April 2016 to 31<sup>st</sup> March 2017.

## **3. The Governance Framework**

- 3.1 The CIPFA / Solace governance framework "Delivering Good Governance in Local Government 2016" set out the fundamental principles of corporate governance as follows:-
- Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law.
  - Ensuring openness and comprehensive stakeholder engagement.
  - Defining outcomes in terms of sustainable economic, social, and environmental benefits.
  - Determining the interventions necessary to optimise the achievement of the intended outcomes.
  - Developing the entity's capacity, including the capability of its leadership and the individuals within it.
  - Managing risks and performance through robust internal control and strong public financial management.
  - Implementing good practices in transparency, reporting, and audit, to deliver effective accountability
- 3.2 This Governance Statement has used these principles to demonstrate how the overall governance arrangements for the Shared Regulatory Service for the period covering 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017 are deemed to be satisfactory. The Governance Statement does not document policies, procedures and working practices under each of these principles, but instead provides an overview of the governance and internal control processes and systems.

### **3.3 Joint Work Agreement (Legal Agreement)**

On the 10<sup>th</sup> April 2015 all parties formally signed the Joint Working Agreement with an agreed commencement date of 1<sup>st</sup> May 2015. The Joint Working Agreement provides the governance framework within which the Service operates and allocates responsibility and accountability, as follows:

- The Host Authority;
- The Joint Committee;
- Management Board;
- Head of Regulatory Services; and
- Financial Management.

### **3.4 The Joint Working Agreement is a detailed document which sets out the criteria and expectations for matters which include, but are not limited to:**

- The role of the Joint Committee and Management Board including Terms of Reference;
- The role of the Head of Regulatory Services;
- Financial matters and Lead Finance Officer role;
- Levels of service to be provided;
- Employees;
- Records and access to information including Data Protection and information governance;
- Termination and rights to withdraw; and
- Governing law and jurisdiction.

The Joint Working Agreement is kept under review and has been updated during the year, which has already been reported to both Bridgend CBC and Vale of Glamorgan Council's Committees and is due to be presented to Cardiff on the 6<sup>th</sup> July 2017.

### **3.5 The Host Authority**

The Joint Working Agreement formally assigns the Vale of Glamorgan Council as the Host Authority for the Shared Regulatory Service. The Vale of Glamorgan Council provides all support services for all those services within scope (save for the day to day administration undertaken by staff in accordance with their duties), required, including but not limited to:

- Financial (Section 151 Officer as defined by section 151 of the Local Government Act 1972, Accounts, Payroll, Creditors etc.) ;
- Human Resources;
- Health & Safety;
- Legal; and
- Internal Audit

### **3.6 The Management Board**

Sitting beneath the Joint Committee on the governance structure is an officer Management Board (MB). The composition, operation and Terms of Reference of the MB are set out in the Joint Working Agreement at Schedule 3. The MB is

## Shared Regulatory Service Joint Committee

described as a high level project/sounding board which operates from a strategic and operational level. The MB comprises of "one officer representative from and nominated by each of the Participants and the Head of Regulatory Services". Therefore the membership of the MB is as follows:

- Chairman: Director of Environment and Housing (VoGC)
- Corporate Director – Operational & Partnership Services (BCBC)
- Head of Shared Regulatory Services (VoGC)
- Corporate Director City Operations (CCC)

### 3.7 Financial Management

Section 11 of the Joint Working Agreement provides the framework within which the finances of the Shared Regulatory Services operate. The Joint Committee has adopted the financial regulations and Standing Orders for Contracts (however expressed) of the Host Authority from time to time in force. In accordance with the requirements of the Joint Working Agreement, the Joint Committee received and agreed the draft annual budget for 2017-18 prior to the deadline of the 31<sup>st</sup> December.

### 3.8 Service Structure

At the commencement of the Shared Regulatory Service on 1<sup>st</sup> May 2015, some 170 "in-scope" employees had successfully transferred from BCBC and CC to the host employer (VoGC). The new structure for the Shared Regulatory Service was fully completed by 1<sup>st</sup> December 2015. The Service has approximately 191 Full Time Equivalent (FTE) employees in total and is currently accessed and delivered through five points across the Bridgend, Cardiff and Vale boundaries.

### 3.9 Review of Effectiveness

Detailed within Schedule 5, of the JWA it states that the Host's external auditor (Wales Audit Office) will be the external auditor of the Shared Regulatory Service. It also states that, following each year-end the Host is required to prepare the annual accounts for the Joint Committee and Management Board and ensure that all relevant information is available for external inspection.

The Shared Regulatory Service also has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of the effectiveness is informed, in part, by the work of Internal Audit but also by the work undertaken by the overall Shared Regulatory Service's Structure of which there are nine tiers; these being:

- Joint Committee;
- Management Board;
- Head of Shared Regulatory Services;
- Operational Managers,
- Team Managers;
- Professional,
- Senior Technical,
- Technical and
- Support.

3.10 During 2016/17 the Joint Committee received regular reports as set out in their "Dates and Deadlines" timetable which shows the meetings scheduled for a

## Shared Regulatory Service Joint Committee

period up to twelve months. In addition, the Joint Committee's Terms of Reference are clearly set out in the JWA.

### 3.11 Internal Audit

3.12 During 2016/17, internal audit undertook a review of the Shared Regulatory Services governance framework. The objective of the audit was to provide the necessary assurance to the Shared Regulatory Services Joint Committee at the June 2016 AGM that financial controls of the service are operating effectively and in compliance with the Council's Financial Procedure Rules and to ensure that recommendations made following the Internal Audit Food & Feed Law review completed in 2016/17 have been implemented.

3.13 The objectives of the review are to ascertain the extent to which the assessed risks have been identified and managed and to evaluate whether effective controls which mitigate the risks have been established within the systems and processes and that these have operated effectively throughout the period under review.

3.14 Satisfactory evidence was provided to enable the Auditor to gain reasonable assurance that recommendations had been implemented in relation to the Food & Feed Law review and the necessary improvements demonstrated.

3.15 Through testing, the auditor was able to determine that the control environment in relation to the governance arrangements over financial and other related controls including budget monitoring / reporting and procurement processes across the Shared Regulatory Services were satisfactory.

3.16 Internal Audit have taken into consideration the Shared Regulatory Service and its finances as part of the annual risk assessment process and have included this area within the 2017/18 and 2018/19 Audit Plans.

3.17 The 2016/17 Statement of Accounts will be audited by the Vale of Glamorgan's External Auditors – Wales Audit Office and reported to the Joint Committee in accordance with the Joint Working Agreement.

3.18 The Joint Working Agreement has been signed and sealed by all the relevant participants and the Participants Constitutions clearly demonstrate that these officers are delegated to execute the Joint Working Agreement. In addition, during the year the Joint Working Agreement has been reviewed to ensure it remains effective.

3.19 The Management Board has been set up in accordance with the Joint Working Agreement and a schedule of meeting dates has been set for the year in accordance with the requirements of the Joint Committee. The Management Board continues to operate effectively and in accordance with its terms of reference.

3.20 In accordance with clause 5.1 of the Joint Working Agreement, the Head of Shared Regulatory Services and the Section 151 Officer have prepared the Annual Report for the period 2016-17, which will be presented to the Joint Committee in June 2017.

**4. Significant Governance Issues**

4.1 **Definition of Governance:** A series of policies, roles, responsibilities and processes that set the way an organisation is directed, administrated and controlled.

4.2 **Definition of a Significant Governance Issue:** A specific area of the Organisation's work that requires Senior Management attention to ensure that it is doing the right things, in the right way, for the right people, in a timely, inclusive, open, honest and accountable manner, to support improved outcomes for local people.

4.3 There are no significant governance issues raised during 2016/17.

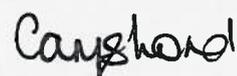
**4.4 Certification of Annual Governance Statement**

We can confirm, to the best of our knowledge and belief, this statement provides an accurate and fair view of the overall governance arrangements for the Shared Regulatory Services.

Signed: 

26/6/17

Councillor Gwyn John - Chair of the Shared Regulatory Services

Signed: 

27.6.17

Cary Lord – Section 151 Officer

Signed: 

27/6/17

Miles Punter – Chair of the Shared Regulatory Services Management Board

Signed :

A handwritten signature in black ink, appearing to read "D. Holland". The signature is written in a cursive style with a large initial "D" and a long horizontal stroke.

23/6/17.

**Dave Holland – Head of the Shared Regulatory Services**



WALES AUDIT OFFICE  
SWYDDFA ARCHWILIO CYMRU

Archwilydd Cyffredinol Cymru  
Auditor General for Wales

# Audit of Financial Statements Report – Shared Regulatory Services Joint Committee

Audit year: 2016-17

Date issued: September 2017

Document reference: 142A2017-18

## **Purpose of this document**

This document is a draft supplied in confidence solely for the purpose of verifying the accuracy and completeness of the information contained in it and to obtain views on the conclusions reached.

## **Handling prior to publication**

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

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

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

[infoofficer@audit.wales](mailto:infoofficer@audit.wales).

We welcome correspondence and telephone calls in Welsh and English. Corresponding in Welsh will not lead to delay.

The team who delivered the work comprised Anthony Veale, Steve Wyndham, Gareth Rees and Jennie Morris.

# Contents

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

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# Summary report

## Introduction

- 1 The Auditor General is responsible for providing an opinion on whether the financial statements give a true and fair view of the financial position of the Shared Regulatory Services Joint Committee (the Joint Committee) at 31 March 2017 and its income and expenditure for the year then ended.
- 2 We do not try to obtain absolute assurance that the financial statements are correctly stated, but adopt the concept of materiality. In planning and conducting the audit, we seek to identify material misstatements in your financial statements, namely, those that might result in a reader of the accounts being misled.
- 3 The quantitative level at which we judge such misstatements to be material for the Joint Committee is £190,820. Whether an item is judged to be material can also be affected by certain qualitative issues such as legal and regulatory requirements and political sensitivity.
- 4 International Standard on Auditing (ISA) 260 requires us to report certain matters arising from the audit of the financial statements to those charged with the governance of a body in sufficient time to enable appropriate action.
- 5 This report sets out for consideration the matters arising from the audit of the financial statements of the Joint Committee, for 2016-17, that require reporting under ISA 260.

## Status of the audit

- 6 We received the draft financial statements for the year ended 31 March 2017 on 27 June 2017, three days ahead of the planned submission date and have now substantially completed the audit work.
- 7 We are reporting to you the more significant issues arising from the audit, which we believe you must consider prior to approval of the financial statements. The audit team has already discussed these issues with the Head of Finance.

## Proposed audit report

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

## Significant issues arising from the audit

### Uncorrected misstatements

- 10 There are no misstatements identified in the financial statements, which remain uncorrected.

### Corrected misstatements

- 11 There are a small number of misstatements that have been corrected by management, but which we consider should be drawn to your attention due to their relevance to your responsibilities over the financial reporting process. They are set out with explanations in [Appendix 3](#).

### Other significant issues arising from the audit

- 12 In the course of the audit, we consider a number of matters both qualitative and quantitative relating to the accounts and report any significant issues arising to you. There were no issues arising in these areas this year:
- **We have no concerns about the qualitative aspects of your accounting practices and financial reporting.** We received the draft statement of accounts ahead of schedule and found the information provided to be relevant, reliable, comparable, material and easy to understand. We concluded that accounting policies and estimates are appropriate.
  - **We did not encounter any significant difficulties during the audit.** We received information in a timely and helpful manner and were not restricted in our work. Officers fully engaged with the audit process and resolved audit queries promptly.
  - **There were no significant matters discussed and corresponded upon with management which we need to report to you.**
  - **There are no other matters significant to the oversight of the financial reporting process that we need to report to you.**
  - **We did not identify any material weaknesses in your internal controls.**
  - **There are not any other matters specifically required by auditing standards to be communicated to those charged with governance.**

## Independence and objectivity

- 13 As part of the finalisation process, we are required to provide you with representations concerning our independence.
- 14 We have complied with ethical standards and in our professional judgment, we are independent and our objectivity is not compromised. There are no relationships

between the Wales Audit Office and the Joint Committee that we consider to bear on our objectivity and independence.

DRAFT

# Appendix 1

## Final Letter of Representation

*Audited body's letterhead*

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

26 September 2017

### Representations regarding the 2016-17 financial statements

This letter is provided in connection with your audit of the financial statements (including that part of the Remuneration Report that is subject to audit) of the Shared Regulatory Services Joint Committee for the year ended 31 March 2017 for the purpose of expressing an opinion on their truth and fairness and their proper preparation.

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

### Management representations

#### Responsibilities

We have fulfilled our responsibilities for:

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

#### Information provided

We have provided you with:

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

- unrestricted access to staff from whom you determined it necessary to obtain audit evidence.

The results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

Our knowledge of fraud or suspected fraud that we are aware of and that affects the Shared Regulatory Services Joint Committee and involves:

- management;
- employees who have significant roles in internal control; or
- others where the fraud could have a material effect on the financial statements.

Our knowledge of any allegations of fraud, or suspected fraud, affecting the financial statements communicated by employees, former employees, regulators or others.

Our knowledge of all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.

The identity of all related parties and all the related party relationships and transactions of which we are aware.

#### **Financial statement representations**

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

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

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

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

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

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

## Representations by the Shared Regulatory Services Joint Committee

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

We acknowledge our responsibility for the preparation of true and fair financial statements in accordance with the applicable financial reporting framework. The financial statements were approved by Shared Regulatory Services Joint Committee on 26 September 2017.

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

Signed by:

*Officer who signs on behalf of management*

Date: 26 September 2017

Signed by:

*Officer or Member who signs on behalf of those charged with governance*

Date: 26 September 2017

# Appendix 2

## Proposed audit report of the Auditor General to the Shared Regulatory Services Joint Committee

### **Auditor General for Wales' report to the Members of the Shared Regulatory Services Joint Committee**

I have audited the accounting statements and related notes of the Shared Regulatory Services Joint Committee for the year ended 31 March 2017 under the Public Audit (Wales) Act 2004.

The Shared Regulatory Services Joint Committee's accounting statements comprise the Movement in Reserves Statement, the Comprehensive Income and Expenditure Statement, the Balance Sheet, and the Cash Flow Statement.

The financial reporting framework that has been applied in their preparation is applicable law and the Code of Practice on Local Authority Accounting in the United Kingdom 2016-17 based on International Financial Reporting Standards (IFRSs).

### **Respective responsibilities of the responsible financial officer and the Auditor General for Wales**

As explained more fully in the Statement of Responsibilities for the Statement of Accounts set out on pages ... to ..., the responsible financial officer is responsible for the preparation of the statement of accounts which gives a true and fair view.

My responsibility is to audit the accounting statements and related notes in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require me to comply with the Financial Reporting Council's Ethical Standards for Auditors.

### **Scope of the audit of the accounting statements**

An audit involves obtaining evidence about the amounts and disclosures in the accounting statements and related notes sufficient to give reasonable assurance that the accounting statements and related notes are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Shared Regulatory Services Joint Committee's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the responsible financial officer and the overall presentation of the accounting statements and related notes.

In addition, I read all the financial and non-financial information in the Narrative Report to identify material inconsistencies with the audited accounting statements and related notes and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by me in the course of performing the audit. If I become aware of any apparent material misstatements or inconsistencies, I consider the implications for my report.

### **Opinion on the accounting statements of the Shared Regulatory Services Joint Committee**

In my opinion the accounting statements and related notes:

- give a true and fair view of the financial position of the Shared Regulatory Services Joint Committee as at 31 March 2017 and of its income and expenditure for the year then ended; and
- have been properly prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2016-17.

### **Opinion on other matters**

In my opinion, the information contained in the Narrative Report is consistent with the accounting statements and related notes.

### **Matters on which I report by exception**

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

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

### **Certificate of completion of audit**

I certify that I have completed the audit of the accounts of [name of local government body] in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Auditor General for Wales' Code of Audit Practice.

For and on behalf of  
Huw Vaughan Thomas  
Auditor General for Wales

24 Cathedral Road  
Cardiff  
CF11 9LJ

28 September 2017

# Appendix 3

## Summary of corrections made to the draft financial statements which should be drawn to the attention of Members of the Shared Regulatory Services Joint Committee

During our audit we identified the following misstatements that have been corrected by management, but which we consider should be drawn to your attention due to their relevance to your responsibilities over the financial reporting process.

Value of correction	Nature of correction	Reason for correction
N/A	Management and administration recharges, along with elements of transport costs, have been presented in separate places within the Consolidated Income and Expenditure Statement (CIES) this year compared to last year. This has distorted comparator information.	A note has been added to explain this change and quantify the amount involved.
£331,000	A reclassification adjustment has been made within Note 10 (Notes to the Expenditure and Funding Analysis).	To ensure Note 10 is consistent with the primary statement.
£12,000	The audit fee was entered as £nil on note 8 but recorded correctly as £12,000 in note 15 (audit fees). The Note 8 entry was subsequently updated.	To ensure consistent presentation of information in disclosure notes.
N/A	A number of typographical amendments and minor narrative amendments were made to the financial statements.	To improve clarity of information in the statement of accounts.



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## Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this annual return. For guidance, please read the Practitioners' Guide (**Governance and accountability for local councils: A Practitioners' Guide (Wales)**) – available from One Voice Wales and SLCC. It contains everything you need for the financial year-end and the statutory audit.
2. The Wales Audit Office Good Practice Exchange ([www.audit.wales/good-practice/finance/community-governance-matters](http://www.audit.wales/good-practice/finance/community-governance-matters)) provides further information on the accounts and audit process along with guidance on governance matters.
3. Make sure that the Annual Return is fully completed i.e. no empty red boxes. Please avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are drawn to the attention of the body, properly initialled and an explanation for them is provided to the external auditor. **Please do not use correction fluid.** Annual returns that are incomplete or contain unapproved and/or unexplained amendments or correction fluid will be returned unaudited and may incur additional costs.
4. **There are now two boxes for certification and approval by the body. The second box is only required if the annual return has to be amended as a result of the audit. You should only complete the top box before sending the form to the auditor.**
5. Use a second pair of eyes, perhaps the Chair or a member, to review your Annual Return for completeness before sending the original form to the auditor.
6. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 2016) equals the balance brought forward in the current year (line 1 of 2017). Explain any differences between the 2016 figures on this annual return and the amounts recorded in last year's annual return.
7. Explain fully any significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a detailed analysis to support your explanation and be specific about the values of individual elements making up the variances.
8. Make sure that the copy of the bank reconciliation you send to your auditor with the Annual Return covers all your bank accounts and cash balances. If there are no reconciling items, please state this and provide evidence of the bank balances. If your Council holds any short-term investments, please note their value on the bank reconciliation. The auditor should also be able to agree your bank reconciliation to line 9 in section 1. More help on bank reconciliation is available in the Practitioners' Guide\*.
9. **Every small body is now required to send to the external auditor, information to support the assertions made in the Annual Governance Statement.** Your auditor will tell you what information you need to provide. Please read the audit notice carefully to ensure you include all the information the auditor has asked for. You should send **copies** of the original records (certified by the Clerk and Chair as accurate copies) to the external auditor and not the original documents themselves.
10. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
11. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances or receives original documents that must be returned, the auditor will incur additional costs for which they are entitled to charge additional fees.
12. **Do not complete the Auditor General for Wales' Audit Certificate and report.** The external auditor completes this on behalf of the Auditor General for Wales on completion of the audit.
13. **Please deal with all correspondence with the external auditor promptly.** This will help you to meet your statutory obligations and will minimise the cost of the audit.
14. **Please note that if completing the electronic form, you must print the form for it to be certified by the RFO and signed by the Chair before it is sent to the auditor.**



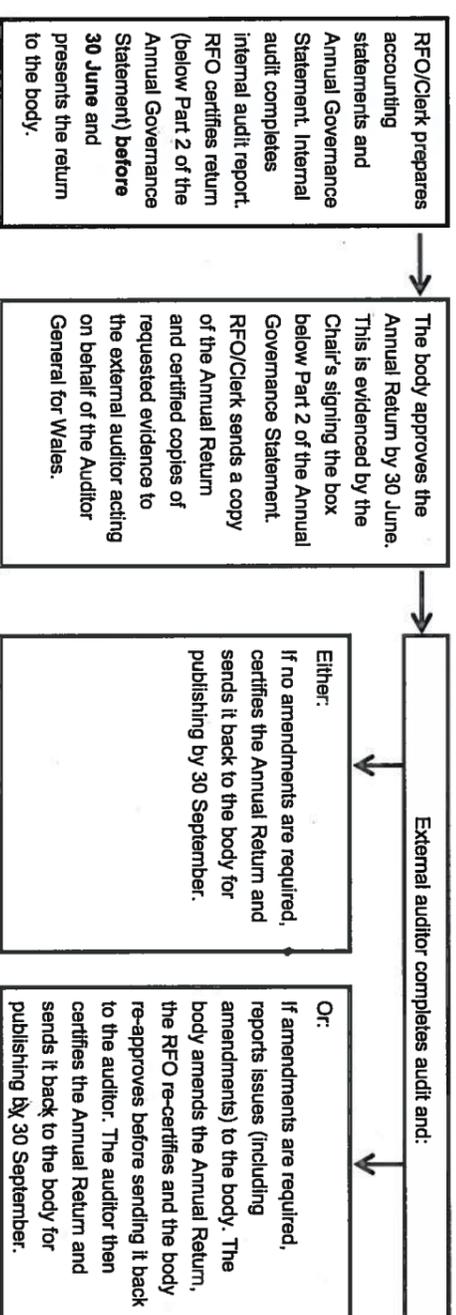
WALES AUDIT OFFICE  
SWYDDFA ARCHWILIO CYMRU

## Smaller local government bodies in Wales Annual Return for the Year Ended 31 March 2017

Smaller local government bodies in Wales must prepare annual accounts following proper practices as set out in the One Voice Wales/SLCC publication **Governance and accountability for local councils in Wales – A Practitioners' Guide** (the Practitioners' Guide). The Practitioners' Guide states that bodies may prepare their accounts in the form of an annual return prepared by the Wales Audit Office.

### The accounts and audit process

The accounts and audit arrangements follow the process as set out below.



**Please read the guidance on completing this Annual Return and complete all sections highlighted in red including both sections of the Annual Governance Statement.**

Incomplete or incorrect returns may require additional external audit work and incur additional costs. Send the **original** Annual Return, together with all additional information requested, to the external auditor acting on behalf of the Auditor General for Wales. Unless requested, please **do not** send any original financial or other records to the external auditor.

Audited and certified returns are sent back to the body for publication or display of the accounting statements, Annual Governance Statement and the Auditor General for Wales' certificate and report.

### Completion checklist

*No* answers mean that you may not have met requirements		Done?	
Initial submission to the external auditor	Accounts	Yes	No
Has the RFO certified the accounting statements and the body approved the Annual Return (as evidenced by the relevant signatures), no later than 30 June 2017?	Do the accounts add up and does the balance carried forward from last year equal the opening balance this year?	✓	✓
Do the papers to be sent to the external auditor include an explanation of significant variations, including a quantified analysis of the changes from last year to this year?	Does the bank reconciliation as at 31 March 2017 agree to line 9?	✓	N/A
<b>All sections</b>	Have all red boxes been completed and explanations provided where needed?	✓	✓
	Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor.	✓	✓
<b>Supporting evidence</b>	Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor.	✓	✓

# Accounting statements 2016-17 for: VALE, VALLEYS AND CARDIFF ADOPTION

Name of body: Insert name of body

Year ending		Notes and guidance for compilers
31 March 2016	31 March 2017	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.
(£)	(£)	

Statement of income and expenditure/receipts and payments			
1. Balances brought forward	NIL	110,311	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	NIL	NIL	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	1,058,627	1,259,245	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	(839,325)	(1,087,756)	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg termination costs.
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	(108,991)	(231,521)	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	110,311	50,279	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).

Statement of balances			
8. (+) Debtors and stock balances	171,089	149,866	Income and expenditure accounts only: Enter the value of debts owed to the body and stock balances held at the year-end.
9. (+) Total cash and investments	NIL	NIL	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	(60,778)	(99,587)	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	110,311	50,279	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	NIL	NIL	The original asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

14. Trust funds disclosure note	Yes	No	N/A	Yes	No	N/A
The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).						✓

## Annual Governance Statement (Part 1)

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
1. We have put in place arrangements for: <ul style="list-style-type: none"> <li>effective financial management during the year; and</li> <li>the preparation and approval of the accounting statements.</li> </ul>	✓		Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	✓		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/Committee to conduct its business or on its finances.	✓		Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	✓		Has given all persons interested the opportunity to inspect and to ask questions about the body's accounts.	6, 23
5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	✓		Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.	✓		Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	✓		Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23

9. Trust funds – in our capacity as trustee, we have:	Yes	No	N/A	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6
<ul style="list-style-type: none"> <li>discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.</li> </ul>			✓		

\* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

# Annual internal audit report to:

Name of body: **VALE, VALLEYS + CARDIFF ADOPTION SERVICE**

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2017.  
The internal audit has been carried out in accordance with the Council/Board/Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/Board/Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	✓				REPORT ISSUED
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	✓				"
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓				"
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓				"
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.			✓		NO INCOME GENERATED BY SERVICE
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	✓				REPORT ISSUED
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	✓				PAYROLL AUDIT - NO ISSUES IDENTIFIED
8. Asset and investment registers were complete, accurate, and properly maintained.			✓		NO ASSETS HELD BY SERVICE

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.			✓		NO BANK ACCOUNT HELD BY SERVICE
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	✓				
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.			✓		NO TRUST FUNDS

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.					
13.					
14.					

\* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\* If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated 27/6/17.] \* Delete if no report prepared.

### Internal audit confirmation

I confirm that as the Council's internal auditor, I have not been involved in a management or administrative role within the body or as a member of the body during the financial years 2015-16 and 2016-17. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: **DOAN DAVIES**  
 Signature of person who carried out the internal audit: *Doan Davies*  
 Date: **15/6/17**

## Annual Governance Statement (Part 2)

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
1. We have registered as an employer with HM Revenue and Customs and properly operate Pay As You Earn as part of our payroll arrangements; or We do not need to register for PAYE because none of our employees are paid £112 or more a week, get expenses and benefits, have another job or get a pension.	✓		Has registered as an employer and properly operates PAYE unless all of the exemption criteria are met.	13
2. We have maintained proper payroll records for each of our employees including deductions of tax and national insurance.	✓		Has kept records of payments made to employees including taxable expenses or benefits and of payments made to HMRC.	13
3. We have adopted a Code of Conduct setting out proper standards of behaviour expected of councillors and individually, have agreed to abide by the code.	✓		The body and its members have adopted and agreed to abide by a Code of Conduct as required by law.	8

\* Please delete as appropriate.

### Council/Board/Committee approval and certification

The Council/Board/Committee is responsible for the preparation of the accounting statements in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and for the preparation of the Annual Governance Statement.

<b>Certification by the RFO</b> I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2017.	<b>Approval by the Council/Board/Committee</b> I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference: Insert minute reference and date of meeting
RFO signature: <i>Carus Lord</i>	Chair signature: signature required
Name: <i>CARUS LORD</i>	Name: name required
Date: <i>27/6/17</i>	Date: dd/mm/yyyy

### Council/Board/Committee re-approval and re-certification (only required if the annual return has been amended at audit)

<b>Certification by the RFO</b> I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2017.	<b>Approval by the Council/Board/Committee</b> I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference: Insert minute reference and date of meeting
RFO signature: signature required	Chair signature: signature required
Name: name required	Name: name required
Date: dd/mm/yyyy	Date: dd/mm/yyyy

### Auditor General for Wales' Audit Certificate and report

The external auditor conducts the audit on behalf of, and in accordance with, guidance issued by the Auditor General for Wales. On the basis of their review of the Annual Return and supporting information, they report whether any matters that come to their attention give cause for concern that relevant legislation and regulatory requirements have not been met.

We certify that we have completed the audit of the Annual Return for the year ended 31 March 2017 of:

#### External auditor's report

[Except for the matters reported below]\* On the basis of our review, in our opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

[[These matters along with]\* Other matters not affecting our opinion which we draw to the attention of the body and our recommendations for improvement are included in our report to the body dated \_\_\_\_\_.]

#### Other matters and recommendations

On the basis of our review, we draw the body's attention to the following matters and recommendations which do not affect our audit opinion but should be addressed by the body.

(Continue on a separate sheet if required.)

External auditor's name:

External auditor's signature:

Date:

For and on behalf of the Auditor General for Wales

\* Delete as appropriate.