

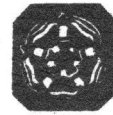


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# BRITISH HALLMARKING COUNCIL

Annual Report and Accounts  
for the year ended 31 December 2012





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# BRITISH HALLMARKING COUNCIL

Annual Report and Accounts  
for the year ended 31 December 2012

**Accounts presented to Parliament pursuant to Paragraph 19 of Schedule 4 of the  
Hallmarking Act 1973 as amended by the Government Resources and Accounts Act 2000  
(Audit of Public Bodies ) Order 2003**

**Annual Report presented to Parliament by Command of Her Majesty**

**Ordered by the House of Commons to be printed**

**19 June 2013**

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## **BRITISH HALLMARKING COUNCIL**

### **REPORT OF THE CHAIRMAN - 2012**

#### **Introduction**

In this, my first report as Chairman of the British Hallmarking Council, it is disappointing to report that the position in the world of hallmarking has not improved since last year. My predecessor reported a decline in the number of pieces hallmarked and I regret to say that I do the same this year with the total showing an overall decline to 9,323,000 pieces from 10,744,00 pieces in 2011, representing a reduction of 13%.

The assay masters have continued to report very difficult trading conditions although celebration of Her Majesty The Queen's Diamond Jubilee coupled with the London Olympics provided a welcome fillip to business in the middle of the year. But this did not mark a return to sustained growth.

The continuing high price of silver, in particular, and precious metals in general continues to militate against a revival in the market. Furthermore, the UK economy is still in a deep and sustained recession with discretionary income severely squeezed due to inflationary pressures in everyday household expenditure. Are there signs of green shoots? It is perhaps the case that towards the end of the year there was a small upturn but whether this is sustained remains to be seen.

Looking at the statistics contained the appendices to this report, the total number of palladium items hallmarked increased by some 17.5%, thus continuing last year's trend and demonstrating this alloy's attractiveness for jewellery manufacture. The overall total number of silver items hallmarked fell by over 20%, whereas gold fell by 6.5%. Platinum remained about the same year on year, however the assay offices continued to report a sustained volume of smelting-related work.

With the on-going and unrelenting difficult conditions in their core business activity, all the assay offices have continued to pursue other business opportunities, albeit activities related to those core skills where their statutory function lies, such as additional analytical work. As commercial organisations relying on the "market" to survive, they have had to continue to take action to reduce costs, but at the same time ensure that sufficient capacity is retained to perform the important task laid upon them of protecting the consumer. To this end I am pleased to report that the four assay offices underwent satisfactory audits by the Queen's Assay Master (see below).

All of the assay offices have reported continuing support for the Trading Standards Departments in their work on monitoring and enforcing compliance with the law. The Council regards this as important work and, to encourage the support of Trading Standards throughout the country, introduced the Touchstone Award for the best performing TS team. The award is referred to later in this report but it was judged to be a success and is to be repeated in 2013.

#### **British Hallmarking Council membership**

The year just started (2013) marks the formation of a new Council, a process it goes through on a three-year cycle. As a result of the rules limiting the number of terms of office, four of the government-appointed members of Council were due to stand down at the end of the year to which this report refers. Accordingly, I would take the opportunity afforded by this report to thank, on behalf of the Council, Linda Campbell, Mike Drewry, Martyn Pugh and Stefan Waclawski for their contribution during the time they have served on it.

The process to appoint new members in place of those standing down was instigated in the Spring of 2012 and completed by the end of November which culminated in the Secretary of State appointing Andrew Hinds, Helen O'Neill, David Sanders and David Thurston to the Council. The positions were widely advertised as is required for such appointments and I was pleased to have been invited to be a member on the selection panel. At the same time as appointing the new members, the Secretary of State confirmed the reappointment of all the government appointees who had indicated their willingness to continue.

It would also be remiss of me not to recognise the considerable contributions to the work of Council by two of the assay office chairmen, who also stood down from their positions with their assay

offices, so losing their place on Council. Kay Alexander has represented the Birmingham assay office for several years and Sir Jerry Wiggin has represented the Goldsmiths' Assay Office, though chairing the Goldsmiths' Assay Office management committee. They leave with our grateful thanks and we welcome Kate Hartigan and Grant MacDonald who replace them.

### **Office for National Statistics**

In early 2012 the Council secretary, Geraldine Swanton, was contacted by the Office for National Statistics (ONS) requesting information about the Council and, as a consequence, the assay offices. It became apparent that, in the interests of statistical harmonisation across Europe, there was a major re-classification project underway affecting all bodies associated with government which, whilst not necessarily of concern to the Council itself, could have serious consequences for the assay offices, conceivably calling into question the viability of the existing hallmarking system.

Thus far the ONS has reclassified the BHC, which is a Non-Departmental Public Body and continues to be so, as a body of Central Government; previously it was regarded as a Public Corporation. In respect of the assay offices however, the commonly held view has been and remains that they are independent organisations, two established by Royal Charter and two by Acts of Parliament, albeit carrying out a function of the state insofar as they provide hallmarking services. The ONS does not necessarily share that view for national statistical purposes and is considering the matter.

### **UK Sub-Offices and On-Site Hallmarking**

This subject is referred to in some detail in the Governance statement which follows later on in this report. Suffice to mention here that the year has seen no applications to open sub-offices. Indeed the reverse is the case in that the BHC was notified during the course of the year of the actual or intended closure of some off-site facilities due to the contraction of business rendering them uneconomic to operate; the work would of course be transferred to the relevant main Office.

### **Overseas Marking**

During the course of 2012, the economic impact assessment underpinning the draft Legislative Reform Order, which was referred to in last year's report and is intended to give the assay offices the ability to operate outside the UK, had to be revised. The amendments were accepted and the Order set off on its way through the necessary Parliamentary processes and procedures to become law.

These are both time consuming and complex in that LROs require presentation to both Houses, either in the Houses themselves or in Committee. In the event, the Order was considered in detail by the House Commons Regulatory Reform Committee and debated by the House of Lords in Grand Committee. I am pleased to report that with most of the work having been done during 2012, the Order became law on 8<sup>th</sup> February 2013. The assay offices can now operate on a "level playing field" competing with some of their overseas counterparts who have had this ability for many years.

This report should acknowledge the very effective support the Council and therefore the assay offices have received from the NMO representatives with responsibility for hallmarking who have patiently persisted in ensuring a successful outcome through what is clearly a difficult process and which has required substantial involvement from, in turn, the Department of Business, Innovation & Skills legal officers.

It should also be noted that the Council's Applications Committee has drawn up a set of rigorous guidelines and protocols by which applications for off-shore offices should be measured. They were approved by Council at its autumn meeting. They are risk based and deemed to be "light touch" regulation both of which are required of regulators whilst still meeting the requirement to ensure that the high standards of hallmarking achieved by the assay offices do not fall under somewhat different conditions.

### **Inspection by the Royal Mint**

The Queen's Assay Master has confirmed that the results of the inspections of all the assay offices in 2012 were satisfactory

## **Enforcement**

Section 9(1) of the Hallmarking Act provides "it shall be the duty of every Local Weights and Measures Authority to enforce the provisions of this Act within their area". This means that within each Local Authority, the Trading Standards Department has the responsibility for enforcing hallmarking legislation.

Like many other activities, enforcement is subject to the financial constraints facing all local authorities. In addition, enforcement of hallmarking has to be considered along with the many other enforcement responsibilities which are the duty of the Trading Standards Service. Further, in some regions, the low quantum of fines imposed on offenders by the courts may have the effect of diminishing the deterrent value of enforcement activity.

That notwithstanding, those enforcement activities undertaken, particularly those involving inspection of retail premises, have proved more efficient when conducted by Trading Standards Service staff in conjunction with staff from the assay offices. Enforcement direct in the market place ensures fair trading between traders and provides important protection for consumers. There appears, however, to be a disparity in approach between regional Trading Standards Services, with some opting to close down traders' premises and confiscate jewellery pending criminal proceedings, while others appear to take a less robust approach.

Last year, my predecessor reported on the creation of the Touchstone Award, which was devised to highlight and encourage Trading Standards Services' enforcement of hallmarking. That award was presented in June 2012 to Birmingham City Council, which demonstrated the most innovative initiative undertaken in relation to hallmarking enforcement in 2011. As well as raising the profile and value to the consumer of hallmarking, it has proved to be a stimulus, encouraging Trading Standards Services to enforce the Hallmarking Act.

I would like to express thanks on behalf of the Council to those Trading Standards teams who participated and to those who made this innovative award possible. In particular I would mention Robert Grice, an independent member of Council and former Trading Standards Officer, Marion Wilson, marketing director of Birmingham Assay Office and, of course, all four assay offices who provided not only the funding but much else in the way of support.

## **Finance**

The expenses of the Council are covered by the assay offices pro rata to their respective turnover figures as laid down by the Hallmarking Act. Accordingly it would not be appropriate for Council to have either a permanent surplus of income over expense or to create reserves. The accounts for the year are included in the combined report and accounts.

## **Prices for Assaying and Hallmarking**

Council fixes the maximum charges which may be made for assaying and hallmarking. These were left unchanged during 2012.

## **Date Letter**

The date letter is an optional mark and for 2013 is "o".

## **Statistics**

Details of the number and weight of gold, silver, platinum and palladium items dealt with by the assay offices (and other statistical information) are set out in Appendices II and III to this report.

The total number of items marked in the year was 9,323,000.

## **Auditors**

The Comptroller and Auditor General has audited the accounts for the year ended 31 December 2012.

## **General Equality Duty**

The Council is subject to the public-sector equality duty under the Equality Act 2010 s149. The Council is therefore required, in the exercise of its functions, to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not. The Council is not a body designated to discharge specific duties under the Equality Act 2010 s149.

## **Publication Scheme**

Council has a Publication Scheme for the purposes of the Freedom of Information Act 2000, a copy of which can be obtained from the Secretary.

## **Conclusion**

To conclude this report, I would like to express my appreciation to the officers of the assay offices for their support; to the members of the British Hallmarking Council for their support and advice during the preceding twelve months and for electing me as the Chairman for a further three year term; to the representatives from the National Measuring Office whose guidance on the ways of government has been invaluable; and finally but by no means last, to our very able secretary, Geraldine Swanton, without whom my job would be impossible.

## **Signed**

**Christopher J Jewitt**  
**Chairman for the year ended 31 December 2012.**

**Date : 15 April 2013**



## **BRITISH HALLMARKING COUNCIL**

### **MEMBERS OF THE COUNCIL**

The members of the Council who served during the year were:

#### **Chairman**

Mr Christopher Jewitt D.L. is a Director of the Sheffield hand tool manufacturing company, Footprint Sheffield Limited. Prior to becoming Chairman, he was Chairman of the Management Committee and Guardians of the Sheffield Assay Office. He is also a past Master Cutler of the Company of Cutlers in Hallamshire and is Deputy Lieutenant of the County of Yorkshire

#### **Members appointed by former DTI(now BIS):**

**Ms Linda Campbell OBE** is Chair of the product authentication and inspection company PAI. She was previously Chief Executive of the United Kingdom Accreditation Service (UKAS) and a Director of the British Standards Institute (BSI). She was awarded an OBE in 2003 for services to accreditation. Linda retired at the end of 2011.

**Mr Mike Drewry** is a former Director of Environmental and Consumer Services for the City of Edinburgh Council. He is a qualified Trading Standards Officer and has held a number of Director level posts in Departments with responsibility for enforcing consumer protection laws and regulations. He is a Council Member of the Trading Standards Institute (TSI) and is one of the Institute's lead officers with responsibility for hallmarking.

**Mr Martyn Pugh** is a designer/maker of silverware and jewellery. His business supplies collections of silverware and jewellery and individual pieces to clients both nationally and internationally. He is a National Committee Member of the British Jewellery Association (BJA) and a Committee Member of the Contemporary British Silversmiths.

**Mr Stefan Waclawski** is a Director of the multiple retail jewellers M M Henderson Limited, which has 15 branches in Scotland. He has over thirty-five years retail jewellery experience and is responsible, amongst other things, for purchasing, pricing and distribution of gold, silver and diamond jewellery and dealing with the UK assay offices.

**Mr John Pearce** is a professional jewellery designer and manufacturer. He founded Johnny Rocket Ltd in 1997 and has developed the company so that it is now a very well known brand in celebrity circles.

**Mr Bryn Aldridge** is a Director of Trading Standards and Veterinary Services for the City of London Corporation and a Code Panel Member for the Retail Energy Association.

**Mr Robert Grice** was a Trading Standards Professional for nearly 40 years, retiring as Chief Officer of the Service in 2006. He has an MSc in Criminal Justice and following retirement was, for almost six years, an Assistant Divisional Training Officer for West Yorkshire Police in a part time capacity. Robert is a long standing Guardian of the Sheffield Assay Office.

**Mr Eric Melrose** is the former Director of Planning and Environmental Services for Aberdeenshire Council having held senior management posts directing trading standards and consumer protection activities in Grampian Council. He has chaired the Metrology Panel of LACORS and was the Scottish Champion of the DTI Consumer Direct service in Scotland.

**Mr Adrian Levett** is the former head of Trading Standards Warwickshire County Council. He has chaired several key national and regional trading standards bodies concerned with service delivery, and is a consultant in change management activities.

**Mr Derek Lassetter** has been involved with the manufacture and supply of precious metals to the jewellery and silversmithing trades in the UK and overseas for over 40 years. A former Director of Argex Ltd and Manager at Johnson Matthey, he retains a consultant interest in the trade in addition to serving as a Board Member of a Housing Association and as an independent member of an NHS Medical Research Ethics Committee.

**Assay Office Representatives (London):**

**Mr Dick Melly** is the Clerk of the Goldsmiths Company.

**Sir Jerry Wiggin** is a former Member of Parliament and Prime Warden of the Goldsmiths Company. Sir Jerry was the sponsor of the Hallmarking Bill through the House of Parliament in 1973.

**Assay Office Representative (Sheffield):**

**Mr Simon Batiste** is the Law Clerk of the Sheffield Office, and a barrister with Chambers in Leeds. He has a long family connection with hallmarking.

**Assay Office Representatives (Birmingham):**

**Ms Kay Alexander** is Chairman of the Guardians of the Birmingham Assay Office, and a Broadcaster and Journalist with the BBC.

**Assay Office Representative (Edinburgh):**

**Mr Peter Nussey** is a Management Consultant specialising in human resources issues and Managing Director of Murrayfield Consultants Limited. He is a member of the Incorporation of Goldsmiths of the City of Edinburgh.

**Co-Opted Members:**

**Mr Tom Murray** is Deacon of the Incorporation of Goldsmiths in Edinburgh. He is also a solicitor in Edinburgh. He is a member of the Law Society of Scotland's Investor Protection Committee, and is the Purse Bearer to the Lord High Commissioner. He has a long family connection with hallmarking. **Role at EAO**

**Mr Chris Heaton** is Chairman of the Sheffield Assay Office. He is a Chartered Accountant and a Main Board Director of OSL Group Holdings, with responsibility for its automotive divisions. He is also a Director of Charterfields Limited, an international asset valuers headquartered in Sheffield

**Assay Masters (entitled to attend):**

**Dr Robert Organ** is Deputy Warden of the London Assay Office.

**Mr Michael Allchin** is Assay Master of the Birmingham Assay Office.

**Mr Ashley Carson** is Assay Master at the Sheffield Assay Office.

**Mr Scott Walter** is Assay Master at the Edinburgh Assay Office.

## THE BRITISH HALLMARKING COUNCIL

## MAXIMUM CHARGES

The following charges are the maximum charges fixed by the Council for assaying and hallmarking articles of precious metal:

	<b>Maxima P</b>	<b>Band p</b>
<b>GOLD</b>		
Bracelets, Necklets, Chains under 5 grams	45p + 1.5 p/g	46.5 - 52.5
Bracelets, Necklets, Chains under 10 grams	"	52.5 - 60.0
Bracelets, Necklets, Chains under 30 grams	"	60.0 - 90.0
and for every further 20 grams	"	
Locketts, Brooches	"	
Earrings	"	
Cuff Links	"	
Rings	"	
Other Articles:           under 2 grams	"	46.5 - 48.0
under 10 grams	"	48.0 - 60.0
under 20 grams	"	60.0 - 75.0
under 50 grams	"	75.0 - 120.0
and for every further 10 grams	"	
Gold Articles (second-hand)	£6.00	
Minimum charge for any parcel	£20.00	
<b>SILVER</b>		
Articles 20 grams and under	45p + 1.5 p/g	57.0 - 75.0
Over 20 grams per 100 grams	"	
Articles less than 10 grams each submitted in identical batches of more than 50	"	57.0 - 60.0
Chain work:           under 15 grams	"	57.0 - 67.5
under 30 grams	"	67.5 - 90.0
30 grams and over	"	
Handles (stamped)	"	
Clad Glasswear	"	
Filled Electroforms	60p + 2.0 p/g	
All second-hand articles	£6.00	
Minimum charge for any parcel	£20.00	
<b>PLATINUM</b>		
Platinum articles will be charged at double the rate applicable to Gold articles		
Minimum charge for any parcel	£20.00	

APPENDIX 2

WEIGHT IN KILOGRAMS OF ARTICLES DEALT WITH BY ALL THE ASSAY OFFICES FOR  
2011 AND 2012

QUARTER	GOLD												SILVER		PLATINUM		PALLADIUM	
	999		980		916		750		585		375		2012	2011	2012	2011	2012	2011
	2012	2011	2012	2011	2012	2011	2012	2011	2012	2011	2012	2011						
FIRST	15.3	7.8	0.1	0.7	737	733	1,239	1,265	109	248	2,802	3,029	17,540	26,255	513	506	199	223
SECOND	15.4	11.5	2.4	0.1	783	820	1,368	1,420	93	88	3,193	2,540	18,073	21,012	553	490	298	201
THIRD	1.7	12.0	1.0	0.2	746	756	1,284	1,687	90	101	2,964	3,451	18,541	23,679	477	487	180	161
FOURTH	11.8	5.2	0.0	0.1	672	595	1,562	1,610	125	97	3,635	3,816	21,776	25,468	449	456	160	123
Cumulative total to date	44.2	36.5	3.4	1.1	2,938	2,904	5,453	5,982	418	533	12,594	12,835	75,931	96,413	1,992	1,939	837	708

**NUMBERS OF ARTICLES DEALT WITH BY ALL THE ASSAY OFFICES FOR  
2011 AND 2012**

QUARTER	ALL ARTICLES -1000 units		GOLD ARTICLES - 1000 units		SILVER ARTICLES - 1000 units		PLATINUM ARTICLES - single units		PALLADIUM ARTICLES - single units	
	2012	2011	2012	2011	2012	2011	2012	2011	2012	2011
FIRST	2,029	2,762	886	1,062	1,050	1,638	62,666	61,652	30,287	31,702
SECOND	2,150	2,223	1,038	918	1,006	1,244	60,623	61,588	45,736	30,895
THIRD	2,257	2,714	1,004	1,142	1,162	1,511	63,279	61,509	27,779	25,171
FOURTH	2,888	3,045	1,219	1,313	1,593	1,678	54,494	54,021	21,587	18,991
<b>TOTAL</b>	<b>9,323</b>	<b>10,744</b>	<b>4,146</b>	<b>4,434</b>	<b>4,811</b>	<b>6,071</b>	<b>241,062</b>	<b>238,770</b>	<b>125,389</b>	<b>106,759</b>

**PERCENTAGE FIGURE FOR THE ABOVE TOTALS FOR EACH ASSAY OFFICE**

OFFICE	ALL ARTICLES <i>2012</i>	GOLD ARTICLES <i>2012</i>	SILVER ARTICLES <i>2012</i>	PLATINUM ARTICLES <i>2012</i>	PALLADIUM ARTICLES <i>2012</i>
LONDON	27	31	24	39	19
BIRMINGHAM	36	39	32	38	44
SHEFFIELD	20	25	16	18	35
EDINBURGH	17	5	28	5	2

**CONVENTION ON THE CONTROL & MARKING OF ARTICLES  
OF PRECIOUS METAL**

**UNITED KINGDOM**

**YEAR TOTAL 2012**

	<b>GOLD</b>	<b>SILVER</b>	<b>PLATINUM</b>	<b>PALLADIUM</b>	<b>TOTALS</b>
<b>London</b>	663,509	383,850	29,483	9,867	1,086,709
<b>Birmingham</b>	525,907	292,586	26,060	3,806	848,359
<b>Sheffield</b>	653,777	491,505	14,723	7561	1,167,566
<b>Edinburgh</b>	11,207	119,994	15	0	131,216
<b>TOTALS</b>	1,854,400	1,287,935	70,281	21,234	3,233,850

**BRITISH HALLMARKING COUNCIL**

**Accounts**

**31 December 2012**

## **ACCOUNTS 2012**

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## **ACCOUNTS 2012**

### **OFFICERS AND PROFESSIONAL ADVISERS**

#### **Chairman**

Christopher Jewitt

#### **Secretary and Accounting Officer**

Geraldine Swanton

#### **Bankers**

Lloyds TSB Bank Plc  
125 Colmore Row  
Birmingham  
B3 3AD

#### **Solicitors**

SGH Martineau LLP  
No. 1 Colmore Square  
Birmingham  
B4 6AA

#### **Auditors**

Comptroller and Auditor General  
National Audit Office  
157 - 197 Buckingham Palace Road  
Victoria  
London  
SW1W 9SP

## **FOREWORD TO THE ACCOUNTS**

### **Year ended 31 December 2012**

#### **Preparation of accounts**

The statement of accounts of the British Hallmarking Council has been prepared in a form directed by the Secretary of State with the consent of the Treasury in accordance with the Hallmarking Act 1973 (as amended by the Government Resources and Accounts Act 2000 (Audit of Public Bodies) Order 2003). The statement has also been prepared in accordance with an Accounts Direction letter dated 21 January 2004 from the former Department of Trade and Industry which requires the annual accounts to show a true and fair view of the income and expenditure and cash flows for the financial year and the state of affairs at the year end and further requires the accounts to be prepared in accordance with Executive Non-Departmental Public Bodies Annual Reports and Accounts Guidance and other guidance which the Treasury may issue from time to time and any other specific disclosures required by the Secretary of State. The Annual Reports and Accounts guidance has been superseded by the Government Financial Reporting Manual

So far as Geraldine Swanton, the Accounting Officer, is aware, there is no relevant audit information of which the Council's auditors are unaware, and the Accounting Officer has taken all steps which she ought to have taken to make herself aware of all relevant audit information and to establish that the Council's auditors are aware of that information.

#### **History, statutory background and principal activities**

The British Hallmarking Council was constituted by and is governed by the Hallmarking Act 1973. The British Hallmarking Council is charged with the duty of ensuring that adequate facilities for the assaying and hallmarking of articles of precious metal are available as from time to time required in the United Kingdom, of supervising the activities of assay offices in that behalf, of taking all steps appearing to be open to it for ensuring the enforcement of the law with respect to hallmarking and of advising the Secretary of State with respect to all matters concerning the due execution of this Act including any matter which may be referred to the Council by the Secretary of State.

#### **Financial Reporting Manual disclosure requirements**

The Directors Report and Operating and Financial Review information required to be disclosed by the Government Financial Reporting Manual is contained in the Foreword to the Accounts and the Report of the Chairman. A Remuneration Report is also required by the Financial Reporting Manual. All relevant disclosures required are included in note 3 to the accounts - "Staff numbers and related costs" - therefore no separate Remuneration report has been produced.

#### **Results for the year**

The results for the year are set out on page 24. The costs of the British Hallmarking Council are funded by contributions from the Assay Offices in London, Birmingham, Sheffield and Edinburgh in accordance with the Hallmarking Act 1973. Any additional income collected by the Council reduces the Assay Offices' contributions.

## **FOREWORD TO THE ACCOUNTS**

**Year ended 31 December 2012**

(Continued)

### **Council members**

The Council members who have served at any time during the year are as follows:

Christopher Jewitt	Chairman
Adrian Levett	Chairman of sub-Office Applications Committee
Linda Campbell	
Mike Drewry	Chairman of the Education and Enforcement Committee
Martyn Pugh	
Stephan Waclawski	
Kay Alexander	
Simon Batiste	
Tom Murray	
Dick Melly	
Peter Nussey	
Eric Melrose	
Derek Lassetter	
Christopher Jewitt	
Bryn Aldridge	
Robert Grice	
John Pearce	
Sir Jerry Wiggin	

**FOREWORD TO THE ACCOUNTS**  
**Year ended 31 December 2012**  
(Continued)

**Duties of Council members**

The function of the British Hallmarking Council is set out in the Hallmarking Act 1973. Individually Council members contribute to the fulfilment of that function through their participation at meetings - usually twice a year. In addition, Council members may serve on working parties to consider various topics from time to time, and there is also a standing sub- Committee, made up of Council members, to deal with individual applications by Assay Offices for permission to open a sub Office.

**Disclosure of Council members' interests**

The register of Council members' interests, maintained by the Secretary, is open to inspection by the public by prior appointment with the Secretary at the offices of SGH Martineau LLP.

**Payment policy**

The British Hallmarking Council adheres to the principles of the Better Payment Practice Code ('BPPC') as set out below:

- Agree payment terms at the outset of a deal and stick to them;
- Explain payment procedures to suppliers;
- Pay bills in accordance with any contract agreed with the supplier or as required by law; and
- Tell suppliers without delay when an invoice is contested, and settle disputes quickly.

The BPPC target is to pay all undisputed supplier invoices within 30 days, unless other payment terms have been agreed. This target was achieved in relation to 23% (2011 -31%) of invoices by value because of delays in settling invoices from SGH Martineau LLP.

**Employees**

The British Hallmarking Council does not have any employees.

**Auditors**

The statement of accounts has been audited by the Comptroller and Auditor General. The auditors are appointed under statute and report to Parliament. The audit fee for the year ended 31 December 2012 is £ 3,000 (£3,000 in 2011). No other services were provided.

**Personal data**

The Council, as a non-profit-making organisation, is exempt from the notification requirements of the Data Protection Act 1998. Personal data is processed by the Council for the purposes of maintaining a record of Council membership and for administering the activities of members, those entitled to attend its meetings and/or who have regular contact with it. There have been no personal data loss incidents within the year

**Future developments**

For the 2013 calendar year the specific objectives of the British Hallmarking Council are described in the Chairman's Report, which is on pages 1 to 4.

**Post-Statement of Financial Position**

There is no post-statement of financial position events which might affect the understanding of the statement of accounts.

**Geraldine Swanton**

Secretary and Accounting Officer

**Date: 15 April 2013**

**Christopher Jewitt**

Chairman

**Date: 15 April 2013**

## **STATEMENT OF COUNCIL AND ACCOUNTING OFFICER'S RESPONSIBILITIES**

### **Year ended 31 December 2012**

Under the Hallmarking Act (as amended), the Secretary of State with the approval of Treasury has directed the British Hallmarking Council to prepare a statement of accounts each financial year in the form and on the basis set out in the Accounts Direction. The accounts are prepared on an accruals basis and must give a true and fair view of the Council's state of affairs at the period end and of its income and expenditure, total recognised gains and losses and cash flows for the financial year.

In preparing the accounts, the Council and the Accounting Officer are required to comply with the requirements of the Government Financial Reporting Manual and in particular to:

- observe the Accounts Direction issued by the Secretary of State, including relevant accounting and disclosure requirements, and apply accounting policies on a consistent basis;
- make judgements and estimates on a reasonable basis;
- state whether applicable accounting standards as set out in the Government Financial Reporting Manual have been followed, and disclose and explain any material departure in the financial statements; and
- prepare the financial statements on a going concern basis, unless it is inappropriate to do so.

The Principal Accounting Officer for the Department for Business Innovation & Skills appointed the Secretary of the Council as Accounting Officer on 13 February 2012, with effect from 3 October 2011. Her relevant responsibilities as Accounting Officer, including responsibility for the propriety and regularity of the public finances and for keeping proper records, are set out in HM Treasury's "Managing Public Money" Chapter 3.

## **GOVERNANCE STATEMENT**

### **Year ended 31 December 2012**

#### **Scope of responsibility**

As Accounting Officer, I have responsibility for maintaining a sound system of internal control that supports the achievement of the British Hallmarking Council's policies, aims and objectives, whilst safeguarding the public funds and Council assets for which I am personally responsible, in accordance with the responsibilities assigned to me in "Managing Public Money".

My appointment as Accounting Officer was confirmed by the Department for Business, Innovation & Skills, the Council's sponsoring Department (BIS), on 13 February 2012. The appointment letter sets out the specific responsibilities of the Accounting Officer in respect of internal control matters.

On 26 March 2010, the Council adopted the Model Code of Practice for Board Members of Advisory Non-Departmental Public Bodies issued by the Cabinet Office ("the Code"). The Code is based on Cabinet Office Guidance on 'Codes of Practice for Board Members of Public Bodies' (February October 2004 ("the Guidance")). The Guidance incorporates my responsibilities as Accounting Officer towards the overall management of the Council, its procedures and financial matters.

#### **Governance structure**

The composition of the Council is determined by the Hallmarking Act 1973 Schedule 4. The maximum number of members is nineteen and the minimum is sixteen. Ten members are appointed by the Secretary of State, three of whom have experience of consumer protection and a maximum of seven of whom are engaged in trading or manufacture of precious metal. Six members of the Council are assay-office appointees, two from the Birmingham and London Assay Offices and one each from the Sheffield and Edinburgh Assay Offices. Two further members are co-opted to the Council and such members are usually recommended by the Sheffield and Edinburgh Assay Offices. The assay masters and other employees of the four assay offices are entitled to attend and speak at Council meetings, but may not vote.

The Council meets twice a year, in April and October. Members' attendance or non-attendance is noted at each meeting and documented in the minutes.

At the date of my appointment to the Council, there were two sub-committees, the Applications Committee and the Education & Enforcement Committee. The Application Committee is made up of four independent members of the Council and its remit is to consider applications by the assay offices to set up sub-offices or otherwise engage in off-site hallmarking (e.g. on customers' premises) and to make recommendations accordingly to the Council. Hence, while the Council grants or refuses applications with respect to setting up sub-offices in accordance with the Hallmarking Act 1973 s13(2)(e), responsibility for the administration of the approvals scheme has been delegated to the Applications Committee. The Applications Committee has issued criteria and protocols for setting up sub-offices, as well as for component and off-shore marking, all of which were approved by the Council. In April 2012, the Council further delegated authority to the Applications Committee to consider applications for temporary sub-offices, in accordance with the Council's powers of delegation under the Hallmarking Act 1973 Schedule 4 par 15. In October 2012, the Council accepted the Applications Committee's recommendation (i) to apply to applications for sub-offices overseas the current control process for new UK sub-offices/component marking and (ii) to apply the control processes in (i) to existing sub-offices. The Applications Committee provides a report of its activities at each meeting of the Council.

The Education and Enforcement Committee is an *ad hoc* committee which meets to consider specific enforcement issues that arise and to devise initiatives to raise public awareness of the hallmarking regime. The Committee launched the Touchstone Award in late 2011 and early 2012 to highlight and encourage Trading Standards enforcement of hallmarking. This award was presented to Birmingham City Council in June 2012 for demonstrating the most innovative initiative undertaken in relation to hallmarking enforcement. The initiative is to be run again in 2013 with the support of the four assay offices. All Education & Enforcement Committee activities are undertaken only with the approval of the Council.

Schedules 1 and 2 of the Hallmarking Act 1973 make detailed provision for various technical aspects of the hallmarking regime. From time to time, queries arise concerning the practical application of those provisions, which can only be properly addressed by individuals with the

relevant, technical hallmarking expertise. At its October 2012 meeting, the Council approved in principle the creation of a Technical Committee in accordance with the Hallmarking Act 1973 Schedule 5 paragraph 15, to address those technical matters in the relevant Schedules. Terms of reference for the Technical Committee have yet to be agreed by the Council, but it is envisaged that membership will include the four assay masters. The Technical Committee's remit will be to consider and make recommendations to the Council regarding the interpretation and application of the provisions relating to the technical aspects of hallmarking as set out in the Hallmarking Act 1974 Schedules 1 and 2; to consider and make recommendations on any specific, technical matters referred to it by the Council; and to make decisions on such technical matters within its remit as are specifically delegated to it by the Council. The Technical Committee will be required to report to the Council at its April and October meetings.

### **Review of Council Performance**

A system of appraisal of individual members appointed by the Secretary of State has been developed and is conducted by the Chairman. Such members are assessed by the Chairman in respect of their understanding of the statutory obligations of the Council, their contribution to the discharge of those responsibilities, attendance at meetings, preparedness, participation in debates, acceptance of collective responsibility. As the Council meets only twice a year, the appraisals are conducted every three years to inform the Secretary of State's decision whether to reappoint the individual member for another term.

### **Risk and the purpose of the system of internal control**

The Chairman, at the beginning of this Annual Report and Accounts, highlights some of the potential risks posed to the hallmarking regime and, hence, indirectly to the Council. The potential reclassification of the assay offices as public-sector bodies, in particular if construed as part of central government, could adversely affect the viability of the existing hallmarking system. The amendment to the Hallmarking Act 1973 permitting overseas hallmarking is a new opportunity for the assay offices to extend their activities, but will also challenge the systems and protocols developed by the Council to ensure that the high standards of hallmarking are maintained in the assay offices overseas facilities. Finally, budget constraints on local authorities as a result of reduced funding, together with the low quantum of fines sometimes imposed for hallmarking offences, have reduced the appetite amongst some Trading Standards Departments for enforcement of hallmarking legislation.

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risk to the achievement of Council policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The system of internal control has been in place at the British Hallmarking Council for the year ended 31 December 2012 and up to the date of approval of the annual accounts, and accords with Treasury guidance.

### **Capacity to handle risk and the risk and control framework**

The Council is a small operation and internal control procedures have been designed with this in mind. The following arrangements are in place, which demonstrate the Council's capacity to handle the risks to its operations:

- Council meetings, which I attend, are usually held twice a year to discuss the activities of the Council and to review or assess the impact of existing and proposed legislation, together with relevant government policy, on the Council. Representatives from the assay offices and the National Measure Office (NMO), an executive agency for BIS, regularly attend Council meetings.
- The Chairman and I work closely throughout the year to monitor Council-related matters and to appraise Council members accordingly. We also liaise regularly with the assay offices, including formally meeting with the assay masters and other assay office representatives usually twice a year to keep abreast issues relevant hallmarking. The



Chairman and I are in regular contact with the NMO to ensure that there is a proper flow of information and government policies affecting the Council are appropriately implemented.

- The annual budget is approved by the Council. SGH Martineau LLP prepare and maintain accounting records under my supervision and any payments made to this firm for all services provided are independently approved by the Chairman and disclosed separately in the financial statements. Invoices for payment to this firm approved by the Chairman are supported by detailed narratives of expenditure. Copies of invoices and narratives are also provided to the Assay Offices, which fund the Council's costs, in accordance with the statutory allocation.
- Actual expenditure is reviewed in comparison with the annual budget by the Council and is approved by the Council when the statement of accounts is approved.
- The Council does not have an internal audit function or audit committee but the Council will consider matters impacting on internal control and the financial statements. This arrangement is considered sufficient for the size and extent of the Council's operations.
- Assay Offices are required annually to issue viability statements indicating their ability to provide hallmarking services for the next twelve months, and by implication, to generate income to apply to the Council's costs.

### **Review of effectiveness**

As Accounting Officer, I have responsibility for reviewing the effectiveness of the system of internal control. My review of the effectiveness of the system of internal control is informed by the work of Council members who have responsibility for the development and maintenance of the internal control framework, and comments made by the external auditors in their management letter and other reports. I have been advised on the implications of the result of my review of the effectiveness of the system of internal control by the Council and a plan to address weaknesses and ensure continuous improvement of the system is in place.

A Corporate Statement was agreed between Council and DTI and signed in January 2005. Following the transfer of sponsorship from DTI to the National Measurement Office and subsequent Machinery of Government changes between DTI, DIUS and BIS, a new Corporate Statement was agreed with the National Measurement Office and signed on 5 March 2011. A copy of the Corporate Statement 2013, which will shortly be submitted for approval to the National Measurement Office, but has not yet been signed at the date given below, is available from me.

**Geraldine Swanton**  
Secretary and Accounting Officer

**Date: 15 April 2013**

## **BRITISH HALLMARKING COUNCIL**

### **THE CERTIFICATE AND REPORT OF THE COMPTROLLER AND AUDITOR GENERAL TO THE HOUSES OF PARLIAMENT**

I certify that I have audited the financial statements of the British Hallmarking Council for the year ended 31 December 2012 under the Hallmarking Act 1973 as amended by the Government Resources and Accounts Act 2000. The financial statements comprise: the Statements of Comprehensive Net Expenditure, Financial Position, Cash Flows, Changes in Taxpayers' Equity; and the related notes. These financial statements have been prepared under the accounting policies set out within them.

#### **Respective responsibilities of the Council, Accounting Officer and auditor**

As explained more fully in the Statement of the Council and Accounting Officer's Responsibilities, the Council and the Accounting Officer are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. My responsibility is to audit, certify and report on the financial statements in accordance with the Hallmarking Act 1973 as amended by the Government Resources and Accounts Act 2000. I conducted my audit in accordance with International Standards on Auditing (UK and Ireland). Those standards require me and my staff to comply with the Auditing Practices Board's Ethical Standards for Auditors.

#### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the British Hallmarking Council's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the British Hallmarking Council; and the overall presentation of the financial statements. In addition I read all the financial and non-financial information in the Annual Report to identify material inconsistencies with the audited financial statements. If I become aware of any apparent material misstatements or inconsistencies I consider the implications for my certificate.

I am required to obtain evidence sufficient to give reasonable assurance that the expenditure and income recorded in the financial statements have been applied to the purposes intended by Parliament and the financial transactions recorded in the financial statements conform to the authorities which govern them.

#### **Opinion on regularity**

In my opinion, in all material respects the expenditure and income recorded in the financial statements have been applied to the purposes intended by Parliament and the financial transactions recorded in the financial statements conform to the authorities which govern them.

#### **Opinion on financial statements**

In my opinion:

- the financial statements give a true and fair view of the state of the British Hallmarking Council's affairs as at 31 December 2012 and of the net expenditure for the year then ended; and
- the financial statements have been properly prepared in accordance with the Hallmarking Act 1973 as amended by the Government Resources and Accounts Act 2000 and Secretary of State directions issued thereunder.

#### **Opinion on other matters**

In my opinion:

- the part of the Remuneration Report to be audited has been properly prepared in accordance with Secretary of State directions made under the Hallmarking Act 1973 as amended by the Government Resources and Accounts Act 2000; and
- the information given in the Report of the Chairman, Members of the Council and the Foreword to the Accounts for the financial year for which the financial statements are prepared is consistent with the financial statements.

**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 or returns adequate for my audit have not been received from branches not visited by my staff; or
- the financial statements are not in agreement with the accounting records and returns; or
- I have not received all of the information and explanations I require for my audit; or
- the Governance Statement does not reflect compliance with HM Treasury's guidance.

**Report**

I have no observations to make on these financial statements.

**Amyas C E Morse**  
**Comptroller and Auditor General**

**Date**

National Audit Office  
157-197 Buckingham Palace Road  
Victoria  
London  
SW1W 9SP

**Statement of Comprehensive Net Expenditure  
for the year ended 31 December 2012**

	<b>Note</b>	<b>2012 £</b>	<b>2011 £</b>
<b>Expenditure</b>			
Staff costs	3	-	-
Depreciation		-	-
Other expenditures	4	<u>(73,669)</u>	<u>(69,397)</u>
<b>Income</b>			
Income from Activities	5	73,663	69,390
Other income		<u>-</u>	<u>-</u>
		<u>73,663</u>	<u>69,390</u>
<b>Net expenditure</b>		(6)	(7)
Interest receivable		<u>6</u>	<u>7</u>
Net Expenditure after interest		<u>-</u>	<u>-</u>

**Statement of Changes in Taxpayers Equity**

	<b>2012 £</b>	<b>2011 £</b>
Balance at 1 January	-	-
Net expenditure	-	-
Balance at 31 December	-	-

**Statement of Financial Position  
as at 31 December 2012**

	<b>Note</b>	<b>2012 £</b>	<b>2011 £</b>
<b>Current assets:</b>			
Trade and other receivables	6	3,884	14,584
Other assets	6	-	1,166
Cash and cash equivalents	7	30,728	7,111
<b>Total current assets</b>		<u>34,612</u>	<u>22,861</u>
<b>Total assets</b>		<u>34,612</u>	<u>22,861</u>
<b>Current liabilities:</b>			
Trade and other payables	8	31,695	22,861
Other liabilities	8	2,917	-
<b>Total current liabilities</b>		<u>34,612</u>	<u>22,861</u>
<b>Assets less liabilities</b>		<u>-</u>	<u>-</u>
<b>Reserves</b>		<u>-</u>	<u>-</u>

The financial statements on pages 24 and 25 were approved by the Council on 15 April 2013 and were signed on its behalf by:

(Signed)

**Christopher Jewitt  
Chairman**

**Date:**

(Signed)

**Geraldine Swanton  
Secretary and Accounting Officer**

**Date:**

**Statement of Cash Flow  
for the year ended 31 December 2012**

	<b>Note</b>	<b>2012 £</b>	<b>2011 £</b>
<b>Cash flows from operating activities</b>			
Net Surplus after cost of capital and interest		-	-
Decrease/(Increase) in trade and other receivables		11,866	11,967
Increase/(Decrease) in trade and other payables		11,751	(15,540)
		<hr/>	<hr/>
<b>Net cash inflow/(outflow) from operating activities</b>		<b>23,617</b>	<b>(3,573)</b>
		<hr/>	<hr/>
<b>Net financing</b>		-	-
<b>Net increase(decrease) in cash and cash equivalents in the period</b>		<b>23,617</b>	<b>(3,573)</b>
		<hr/>	<hr/>
<b>Cash and cash equivalents at the beginning of the period</b>	7	<b>7,111</b>	<b>10,684</b>
		<hr/>	<hr/>
<b>Cash and cash equivalents at the end of the period</b>	7	<b>30,728</b>	<b>7,111</b>
		<hr/>	<hr/>

## Notes to the British Hallmarking Accounts

### 1. Statement of accounting policies

These financial statements have been prepared in accordance with the 2012-13 Government Financial Reporting Manual (FReM) by HM Treasury. The accounting policies contained in the FReM apply International Financial Reporting Standards (IFRS) as adapted or interpreted for the public sector context. Where the FReM permits a choice of accounting policy, the accounting policy which is judged to be most appropriate to the particular circumstances of the British Hallmarking Council for the purpose of giving a true and fair view has been selected. The particular policies adopted by the British Hallmarking Council have been applied consistently in dealing with items that are considered material to the accounts.

#### 1.1 Account convention

These accounts have been prepared under the historical cost convention

#### 1.2 Funding

The activities of the Council are funded by the Assay Offices. Charges are levied in proportion to the relevant sales of the Assay Offices in the previous financial year, net of any other income received, such as income from notices.

#### 1.3 VAT

Expenditure is recognised net of recoverable Value Added Tax. Amounts due to, or from HM Revenue and Customs in respect of VAT are included in payable, or receivable within the statement of financial position.

### 2. Analysis of Net Expenditure by Segment

	<b>2012 Segment 1 £</b>	<b>2012 Total £</b>	<b>2011 Segment 1 £</b>	<b>2011 Total £</b>
Gross Expenditure	(73,669)	(73,669)	(69,397)	(69,397)
Income	<u>73,663</u>	<u>73,663</u>	<u>69,390</u>	<u>69,390</u>
Net Expenditure	<u>(6)</u>	<u>(6)</u>	<u>(7)</u>	<u>(7)</u>
Total Assets	-	-	-	-

The Council only has one segment of activity, namely regulation of hallmarking.

### 3. Staff numbers and related costs

Staff costs comprise:

	<b>2012 £</b>	<b>2011 £</b>
Emoluments of Chairman – Christopher Jewitt	<u>NIL</u>	<u>NIL</u>
Emoluments of Secretary and Accounting Officer - Geraldine Swanton	<u>NIL</u>	<u>NIL</u>

There were no employees of the Council during 2012. The current Chairman, Mr Christopher Jewitt, is a Director of the Sheffield hand tool manufacturing company, Footprint Sheffield Limited. At the Council meeting dated 11 November 2005, it was agreed the Chairman's fee should be £14,000. The formal duties of the Chairman are set out in the Hallmarking Act 1973 and include conducting meetings of Council and liaising with the Secretary of State. The Chairman does not have set hours of work, nor a target for total hours of work. His remuneration is set by the Council on the basis of a recommendation by an informal committee of Council members. The Chairman is elected by the Council.

The Secretary of the Council, Ms Geraldine Swanton, is a senior associate solicitor in private practice with SGH Martineau LLP in Birmingham. The Secretary is appointed by the Council for an undefined period. Ms Swanton received no remuneration from the Council for the work she carried out. Ms Swanton's time was charged by SGH Martineau LLP at an agreed rate of £215 per hour. The amount of SGH Martineau LLP's charges in respect of the Secretary's time varies from year to year in accordance with the time spent. In 2012 the amount was £26,089 (£11,020, 2011). The apparent increase from 2011 was because in 2012 more of Ms Swanton's time was categorised as general secretarial services, rather than as discrete or specific services, as this was deemed to be a more accurate reflection of the activities undertaken. There was in reality no significant increase in the time recorded by Ms Swanton in respect of secretarial services overall. The time will, in future, be recorded on a consistent basis to enable comparisons to be made.

SGH Martineau LLP have provided secretarial and accounting services to the Council since its formation on terms agreed from time to time. During the year, SGH Martineau LLP were engaged to provide book-keeping services for £1,150 (£1,150, 2011), and to provide accounts preparation services for £1,750 (£1,750, 2011).

Save for the Chairman's remuneration, and an allowance of £75 per hour paid to the members of the sub-Offices' Application Committee, Eric Melrose, Adrian Levett and Derek Lassetter (the amounts of which during the year amounted to £300 per member), no payments are made to Council members in respect of their time, although they are reimbursed for their travelling expenses.

#### 4. Other Expenditure

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Running costs	<u>73,669</u>	<u>69,397</u>
Chairman's remuneration	14,000	14,000
Chairman's expenses	1,053	200
Council members' expenses	3,106	3,929
Less: re-charged to sub-offices	-	(2,933)
Audit fee	3,000	3,000
Secretarial costs and expenses	35,392	32,835
Other professional charges	14,966	17,242
Other expenses	<u>2,152</u>	<u>1,124</u>
	<u>73,669</u>	<u>69,397</u>



## 5. Income

Income is analysed as follows:-

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Contributions from Assay Offices:-		
London	20,047	16,474
Birmingham	25,699	22,479
Sheffield	15,595	14,119
Edinburgh	12,322	16,318
	<hr/>	<hr/>
Sales of notices	73,663	69,390
Other income	-	-
	<hr/>	<hr/>
	73,663	69,390
	<hr/>	<hr/>

## 6. Trade receivables and other current assets

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
<b>Amounts falling due within one year:</b>		
Amounts due from Assay Offices	3,884	14,497
VAT	-	1,166
Prepayments	-	87
	<hr/>	<hr/>
	3,884	15,750
	<hr/>	<hr/>

## 7. Cash and cash equivalents

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Balance at 1 January	7,111	10,684
Net change in cash and cash equivalent balances	<hr/>	<hr/>
	23,617	(3,573)
	<hr/>	<hr/>
Balance at 31 December	30,728	7,111
	<hr/>	<hr/>
The following balances at 31 December were held at:		
Commercial banks	<hr/>	<hr/>
	30,728	7,111
	<hr/>	<hr/>

## 8. Trade payables and other current liabilities

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
<b>Trade payables amounts falling due within one year:</b>		
Intra-government	3,148	18
External to government	31,464	22,843
	<hr/>	<hr/>
	34,612	22,861
	<hr/>	<hr/>

## **9. Capital commitments**

The Council has no capital commitments (2011 £Nil).

## **10. Commitments under leases**

The Council has no leasing commitments (2011 £Nil).

## **11. Related-party transactions**

- 11.1 The sponsoring body of the Council is the National Measurement Office which is an executive agency for the Department of Business Innovation and Skills ("BIS"), both of which are regarded as related parties. During the year, the Council has had a number of material transactions with BIS.
- 11.2 No commission was received in 2012 (2011 - £Nil) from the Assay Offices in respect of commission on sale of notices as notices. These are now available free electronically as well as in printed form, and the Council has decided that no commission shall be charged to the Offices on printed copies sold in 2012 or henceforth as it is perceived to be not cost effective to do so.
- 11.3 Amounts payable to SGH Martineau LLP in respect of the year were £49,179 (2011 - £49,302). Geraldine Swanton, the Council's Secretary and Accounting Officer, is a senior associate in SGH Martineau LLP. All invoices submitted by SGH Martineau LLP are approved by the Chairman prior to payment.
- 11.4 The Chairman is a Director of the Sheffield hand tool manufacturing company, Footprint Sheffield Limited and the Council pays Mr Jewitt remuneration for the year of £14,000 (2012 - £14,000 to the previous Chairman).

## **12. Third-party assets**

The Council has no third party assets.

## **13 Subsequent events**

There were no reportable subsequent events. The accounts were authorised for issue by the Accounting Officer on **18 April 2013**, the date on which the accounts were certified by the Comptroller and Auditor General.





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