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# FORM AR27

**Trade Union and Labour Relations (Consolidation) Act 1992**

## ANNUAL RETURN FOR AN EMPLOYERS' ASSOCIATION

Name of Employers' Association:	LONDON COUNCILS
Year ended:	31 MARCH 2018
List No:	252E
Head or Main Office:	59½ SOUTHWARK STREET LONDON SE1 0AL
Website address (if available)	www.londoncouncils.gov.uk
Has the address changed during the year to which the return relates?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Tick as appropriate)
General Secretary:	STEVE DAVIES
Contact name for queries regarding the completion of this return:	DAVID SANNI
Telephone Number:	020 7934 9704
e-mail:	david.sanni@londoncouncils.gov.uk

**PLEASE FOLLOW THE GUIDANCE NOTES IN THE COMPLETION OF THIS RETURN.  
Any difficulties or problems in the completion of this return should be directed to the  
Certification Office as below or by telephone to: 0330 109 3602**

**The address to which returns and other documents should be sent are:**

**For Employers' Associations based in England and Wales:  
Certification Office for Trade Unions and Employers' Associations  
Lower Ground Floor, Fleetbank House, 2-6 Salisbury Square, London EC4Y 8JX**

**For Employers' Associations based in Scotland:  
Certification Office for Trade Unions and Employers' Associations  
Melrose House, 69a George Street, Edinburgh EH2 2JG**



## **London Councils Leaders' Committee**

**At 31 March 2018**

<b>Name</b>	<b>Position</b>
Cllr Claire Kober OBE	Chair
Cllr Peter John OBE	Deputy Chair
Cllr Ruth Dombey OBE	Vice Chair
Cllr Catherine McGuinness	Vice Chair
Cllr Teresa O'Neill OBE	Vice Chair
Cllr Nickie Aiken	Member
Cllr Stephen Alambritis	Member
Cllr Jas Athwal	Member
Cllr Julian Bell	Member
Mayor John Biggs	Member
Mayor Sir Steve Bullock	Member
Cllr Muhammed Butt	Member
Cllr Elizabeth Campbell	Member
Cllr Clare Coghill	Member
Cllr Richard Cornelius	Member
Cllr Stephan Cowan	Member
Cllr Steve Curran	Member
Cllr Kevin Davis	Member
Mayor Philip Glanville	Member
Cllr Georgia Gould	Member
Cllr Ravi Govindia	Member
Cllr Paul Hodgins	Member
Cllr Denise Hyland	Member
Cllr Tony Newman	Member
Cllr Lib Peck	Member
Cllr Ray Puddifoot MBE	Member
Cllr Roger Ramsey	Member
Cllr Darren Rodwell	Member
Cllr Sachin Shah	Member
Cllr Colin Smith	Member
Cllr Doug Taylor	Member
Cllr Mayor Sir Robin Wales	Member
Cllr Richard Watts	Member

# RETURN OF MEMBERS

(see note 9)

NUMBER OF MEMBERS AT THE END OF THE YEAR				
Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)	TOTALS
35	-	-	-	35

## OFFICERS IN POST

(see note 10)

Please attach as an annexe to this form a complete list of all officers in post at the end of the year to which this form relates, with the title of each persons office.

## CHANGE OF OFFICERS

Please complete the following to record any changes of officers during the twelve months covered by this return.

Title of Office	Name of Officer ceasing to hold office	Name of Officer Appointed	Date of Change
Vice Chair	Sir Mark Boleat	Catherine McGuinness	July 2017
Member	Cllr Sarah Hayward	Cllr Georgia Gould	July 2017
Member	Lord True	Cllr Paul Hodgins	July 2017
Member	Cllr Stephen Carr	Cllr Colin Smith	October 2017
Member	Cllr Nicholas Paget-Brown	Cllr Elizabeth Campbell	October 2017

# REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

Previous Year (Restated)			£	£
	<b>INCOME</b>			
47,075,923	From Members	Subscriptions, levies, etc		46,900,951
-	Investment income	Interest and dividends (gross)	-	
94,482		Bank interest (gross)	91,967	
(859,000)		Net return on pension assets/liabilities	(831,000)	
(764,518)				739,033
385,562	Other income	Rents received	499,585	
30,391		Publications/Seminars	11,710	
-		Actuarial gain on pension scheme	4,020,000	
14,186,737		Other operating income	14,616,175	
14,602,690				19,417,470
60,914,095	<b>TOTAL INCOME</b>			65,309,388
	<b>EXPENDITURE</b>			
	Administrative expenses			
7,893,720		Remuneration and expenses of staff	8,263,829	
1,929,937		Occupancy costs	2,033,649	
133,693		Printing, Stationery, Post	114,720	
57,565		Telephones	54,410	
1,615,022		Legal and Professional fees	2,109,845	
11,629,937				12,576,453
52,953	Other charges	Bank charges	46,690	
310,208		Depreciation	321,455	
64,607		Sums written off	-	
237,696		Conference and meeting fees	181,279	
31,517,958		Payment to transport operators	31,549,121	
7,751,648		Grants to voluntary organisations	7,041,084	
5,646,000		Actuarial loss on pension scheme	-	
10,780,470		Other operating expenditure	10,238,892	
56,361,540				49,378,521
-	Taxation			-
67,991,477	<b>TOTAL EXPENDITURE</b>			61,954,974
(7,077,382)	Surplus/Deficit for year			3,354,414
(10,510,392)	Amount of fund at beginning of year			(17,587,774)
(17,587,774)	Amount of fund at end of year			(14,233,360)

## ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND

(see notes 17 to 18)

<b>ACCOUNT 2</b>		<b>Fund Account</b>	
Name of account:		£	£
<b>Income</b>	From members Investment income Other income (specify)		
		<b>Total Income</b>	
<b>Expenditure</b>	Administrative expenses Other expenditure (specify)		
		<b>Total Expenditure</b>	
		Surplus (Deficit) for the year	
		Amount of fund at beginning of year	
		Amount of fund at the end of year (as Balance Sheet)	

<b>ACCOUNT 3</b>		<b>Fund Account</b>	
Name of account:		£	£
<b>Income</b>	From members Investment income Other income (specify)		
		<b>Total Income</b>	
<b>Expenditure</b>	Administrative expenses Other expenditure (specify)		
		<b>Total Expenditure</b>	
		Surplus (Deficit) for the year	
		Amount of fund at beginning of year	
		Amount of fund at the end of year (as Balance Sheet)	

# ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND

(see notes 17 to 18)

<b>ACCOUNT 4</b>		<b>Fund Account</b>	
<b>Name of account:</b>		£	£
<b>Income</b>	From members Investment income Other income (specify)		
	<b>Total Income</b>		
<b>Expenditure</b>	Administrative expenses Other expenditure (specify)		
	<b>Total Expenditure</b>		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		

<b>ACCOUNT 5</b>		<b>Fund Account</b>	
<b>Name of account:</b>		£	£
<b>Income</b>	From members Investment income Other income (specify)		
	<b>Total Income</b>		
<b>Expenditure</b>	Administrative expenses Other expenditure (specify)		
	<b>Total Expenditure</b>		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		

# ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND

(see notes 17 to 18)

<b>ACCOUNT 6</b>		<b>Fund Account</b>	
<b>Name of account:</b>		£	£
<b>Income</b>	From members Investment income Other income (specify)		
	<b>Total Income</b>		
<b>Expenditure</b>	Administrative expenses Other expenditure (specify)		
	<b>Total Expenditure</b>		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		

<b>ACCOUNT 7</b>		<b>Fund Account</b>	
<b>Name of account:</b>		£	£
<b>Income</b>	From members Investment income Other income (specify)		
	<b>Total Income</b>		
<b>Expenditure</b>	Administrative expenses Other expenditure (specify)		
	<b>Total Expenditure</b>		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		

# BALANCE SHEET AS AT [ ]

(see notes 19 and 20)

Previous Year (Restated)		£	£
1,538,408	<b>Fixed Assets</b> (as at page 11)		1,255,042
	<b>Investments</b> (as per analysis on page 13)		
-	Quoted (Market value £ )	-	
-	Unquoted	-	
-	<b>Total Investments</b>		-
	<b>Other Assets</b>		
5,668,324	Sundry debtors	7,514,808	
16,816,579	Cash at bank and in hand	15,780,717	
-	Stocks of goods	-	
-	Others (specify)	-	
22,484,903	<b>Total of other assets</b>		23,295,525
24,023,311	<b>TOTAL ASSETS</b>		24,550,567
(17,587,774)	Fund (Account)		(14,233,360)
-	Fund (Account)		-
-	Fund (Account)		-
-	Revaluation Reserve		-
	<b>Liabilities</b>		
-	Loans		-
-	Bank overdraft		-
-	Tax payable		-
3,990,515	Sundry creditors		4,024,478
6,988,349	Accrued expenses		5,969,986
643,221	Provisions		770,463
29,989,000	Other liabilities		28,019,000
41,611,085	<b>TOTAL LIABILITIES</b>		38,783,927
24,023,311	<b>TOTAL ASSETS</b>		24,550,567



# FIXED ASSETS ACCOUNT

(see note 21)

	Land & Buildings	Fixtures & Fittings	Motor Vehicles & Equipment	Total
	£	£	£	£
<b>COST OR VALUATION</b>				
At start of period	-	1,323,070	215,338	1,538,408
Additions during period	-	20,160	17,929	38,089
Less: Disposals during period	-	-	-	-
Less: DEPRECIATION:	-	229,252	92,203	321,455
Total to end of period	-	1,113,978	141,064	1,255,042
<b>BOOK AMOUNT</b> at end of period	-	1,113,978	141,064	1,255,042
Freehold		-	-	
Leasehold (50 or more years unexpired)		-	-	
Leasehold (less than 50 years unexpired)		-	-	
<b>AS BALANCE SHEET</b>	-	1,113,978	141,064	1,255,042

# ANALYSIS OF INVESTMENTS

(see note 22)

		Other Funds £
<b>QUOTED</b>	British Government & British Government Guaranteed Securities	
	British Municipal and County Securities	
	Other quoted securities (to be specified)	
	TOTAL QUOTED (as Balance Sheet)	
	*Market Value of Quoted Investments	
<b>UNQUOTED</b>	British Government Securities	
	British Municipal and County Securities	
	Mortgages	
	Other unquoted securities (to be specified)	
	TOTAL QUOTED (as Balance Sheet)	
	*Market Value of Unquoted Investments	

\* Market value of investments to be stated where these are different from the figures quoted in the balance sheet

# ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 23 to 25)

<b>Does the association, or any constituent part of the association, have a controlling interest in any limited company?</b>		YES ✓	NO
If YES name the relevant companies:			
COMPANY NAME  London Councils Limited (A company limited by guarantee)	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)  3037449		
<b>INCORPORATED EMPLOYERS' ASSOCIATIONS</b>			
<b>Are the shares which are controlled by the association registered in the association's name</b>		YES	NO
If NO, please state the names of the persons in whom the shares controlled by the association are registered.			
COMPANY NAME	NAMES OF SHAREHOLDERS		
<b>UNINCORPORATED EMPLOYERS ASSOCIATIONS</b>			
<b>Are the shares which are controlled by the association registered in the names of the association's trustees?</b>		YES	NO
If NO, state the names of the persons in whom the shares controlled by the association are registered.			
COMPANY NAME	NAMES OF SHAREHOLDERS		

# SUMMARY SHEET

(see notes 26 to 35)

	All funds except Political Funds £	Political Funds £	Total Funds £
<b>INCOME</b>			
From Members	46,900,951	-	46,900,951
From Investments	(739,033)	-	(739,033)
Other Income (including increases by revaluation of assets)	19,147,470	-	19,147,470
<b>Total Income</b>	65,309,388	-	65,309,388
<b>EXPENDITURE</b> (including decreases by revaluation of assets)	61,954,974	-	61,954,974
<b>Total Expenditure</b>	61,954,974	-	61,954,974
<b>Funds at beginning of year</b> (including reserves)	(17,587,774)	-	(17,587,774)
<b>Funds at end of year</b> (including reserves)	(14,233,360)	-	(14,233,360)
<b>ASSETS</b>			
Fixed Assets			1,255,042
Investment Assets			-
Other Assets			23,295,525
		<b>Total Assets</b>	24,550,567
<b>LIABILITIES</b>		<b>Total Liabilities</b>	38,783,927
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			(14,233,360)

# NOTES TO THE ACCOUNTS

(see note 36)

**All notes to the accounts must be entered on or attached to this part of the return.**

The Consolidated Statement of Accounts for London Councils Joint Committee for the year ended 31 March 2018 are attached to this return. The notes to the accounts can be found on pages 42 to 72 of the Consolidated accounts.

# ACCOUNTING POLICIES


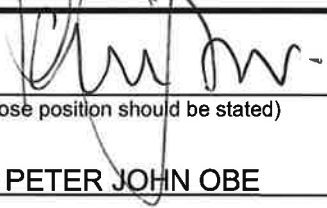
(see notes 37 and 38)

The accounting policies can be found on note 1 which is on pages 42 to 50 of the Consolidated Statement of Accounts for London Councils Joint Committee for the year ended 31 March 2018 which is attached to this return.

## SIGNATURES TO THE ANNUAL RETURN

(see notes 39 and 40)

including the accounts and balance sheet contained in the return.

Secretary's Signature: 	Chairman's Signature:  (or other official whose position should be stated)
Name: <u>STEVE DAVIES</u>	Name: <u>Cllr PETER JOHN OBE</u>
Date: <u>18 SEPTEMBER 2018</u>	Date: <u>18 SEPTEMBER 2018</u>

## CHECK LIST

(see note 41)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED? (see Page 3)	YES	✓	NO	
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 3)	YES	✓	NO	
HAS THE RETURN BEEN SIGNED? (see Note 38)	YES	✓	NO	
HAS THE AUDITOR'S REPORT BEEN COMPLETED (see Note 39)	YES	✓	NO	
IS A RULE BOOK ENCLOSED? (see Note 40)	YES	✓	NO	
HAS THE SUMMARY SHEET BEEN COMPLETED (see Notes 6 and 25 to 34)	YES	✓	NO	

# AUDITOR'S REPORT

(see notes 42 to 47)

made in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992.

**THE CHECKLIST BELOW IS FOR GUIDANCE. A REPORT IS STILL REQUIRED EITHER SET OUT OVERLEAF OR BY WAY OF AN ATTACHED AUDITOR'S REPORT THAT COVERS THE ABOVE 1992 ACT REQUIREMENTS.**

1. In the opinion of the auditors or auditor do the accounts they have audited and which are contained in this return give a true and fair view of the matters to which they relate?  
(See section 36(1) and (2) of the 1992 Act and notes 43 and 44)  
  
YES/NO  
If "No" please explain below.
  
2. Have the auditors or auditor carried out such investigations in the preparation of their audit report as will enable them to form an opinion as to:
  - (a) whether the trade union has kept proper accounting records in accordance with section 28 of the 1992 Act;
  - (b) whether it has maintained a satisfactory system of control over its transactions in accordance with the requirements of that section; and
  - (c) whether the accounts to which the report relates agree with the accounting records?(See section 36(3) of the 1992 Act, set out in note 43)  
  
YES/NO  
If "No" please explain below.
  
3. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:
  - (a) kept proper accounting records with respect to its transactions and its assets and liabilities; and
  - (b) established and maintained a satisfactory system of control of its accounting records, its cash holding and all its receipts and remittances.(See section 36(4) of the 1992 Act set out in note 43)  
  
YES/NO  
If "No" please explain below.
  
4. Please set out a copy of the report made by the auditors or auditor to the union on the accounts to which this AR27 relates. The report is to set out the basis upon which the audit has been conducted and/or such other statement as the auditor considers appropriate. Such a statement may be provided as a separate document.  
(See note 45)


## AUDITOR'S REPORT (continued)

We have attached our independent audit report to the Members of London Councils Joint Committee on the financial statements of London Councils Joint Committee for the year ended 31 March 2018 ('Independent Audit report'). All information referenced above is not provided as a substitute, nor an alternative to the Independent Audit report and the Financial Statements to which this return relates.

The user must also be made aware that we have not performed additional procedures in relation to these figures, and have agreed the amounts to prior work, which was completed during the process of our Financial Statements audit over the London Councils Financial Statements for the year ended 31 March 2018. Within this return, we have reviewed the extraction of data and agreed the classification of each line to the revenue account, between the general ledger and the AR27.

All responses included within the AR27, and any references provided in relation to the Independent Audit report, including our opinion, are provided for the use of members as a body only, and should not be shared for other use. Within the provision of giving our opinion, we do not accept or assume any responsibility for any other persons who may receive our Independent Audit report, unless prior arrangements are first obtained from us.

We have completed the audit in line with our scope and satisfied that we have complied with section 36, and thus London Councils have complied with section 28, of the TULR Act.

Signature(s) of auditor or auditors:		
Name(s):	Neil Hewitson	
Profession(s) or Calling(s):	Director	
Address(es):	KPMG 15 Canada Square London E14 5GL	
Date:	21/9/2018	
Contact name and telephone number:	Steve Lucas 020 7311 2184	

N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany this return.





**LONDON COUNCILS JOINT COMMITTEE**  
**CONSOLIDATED STATEMENT OF ACCOUNTS**  
**YEAR ENDED 31 MARCH 2018**

## **LONDON COUNCILS - JOINT COMMITTEE**

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**NARRATIVE REPORT TO THE STATEMENT OF ACCOUNTS**

**Review of the year**

**About London Councils**

London Councils represents London's 32 boroughs and the City of London.

It is a cross-party organisation that works on behalf of all of its member authorities regardless of political persuasion.

London Councils makes the case to government, the Mayor and others to get the best deal for Londoners and to ensure that our member authorities have the resources, freedoms and powers to do the best possible job for their residents and local businesses.

London Councils runs a number of direct services for member authorities including the Freedom Pass, Taxicard and Health Emergency Badge. It also supports an independent parking and environmental appeals service and a pan-London grants programme for voluntary organisations.

London Councils acts as a catalyst for effective sharing – including ideas, good practice, people, and resources, as well as policies and new approaches - among boroughs and groups of boroughs.

The strategic direction of London Councils is set by its Leaders' Committee, which comprises the Leaders and directly elected Mayors of all of London's local authorities. There is also a cross-party Executive, which guides the organisation's day-to-day work.

**Devolution and Public Service Reform**

During a sustained period of restricted public finances, London Councils has consistently made the case to government and others that devolution of resources and responsibilities to the local level can achieve the best outcomes for residents and reduce cost inefficiencies associated with one size fits all government. London Councils has worked closely with both the Mayor of London and with leaders across other English cities to build a consensus of trust in robust and sustainable devolution arrangements across a range of key areas.

In March 2017, The Chancellor of the Exchequer, the Minister for London, the Mayor of London and the Leader of London Councils signed a joint Memorandum of Understanding (MoU) that set out plans for further devolution to London across the following areas:

- **Business rates:** The government committed to explore options for supporting the voluntary pooling of business rates with London government, subject to appropriate governance structures being agreed. In October 2017, the Mayor and the boroughs agreed to pursue an expanded London-wide business rates retention pilot pool from April 2018.
- **Health:** To support London's future plans for a more place-based, integrated health and social care system, the devolution MoU set out an ambition to agree a second separate, health devolution-specific MoU. The Health and Care Devolution MoU was agreed in November 2017. It reaffirmed a shared commitment to accelerate improvement to the health and care of all Londoners through greater integration, devolution, or delegation of powers and granting of new freedoms to London, in order to better shape provision to local needs and reform the way we do things so that all our residents have the best chance to live longer, healthier lives.

## NARRATIVE REPORT TO THE STATEMENT OF ACCOUNTS (continued)

- **Skills:** In addition to devolving the Adult Education Budget (AEB) to London from 2019-20, the government committed to work with the GLA and London Councils to explore options for greater local control over careers services and better alignment of skills provision. London Councils secured tangible influence for London boroughs over the local delivery of the AEB and ensured that the role of boroughs and sub-regional partnerships (SRP) are fully recognised in the Mayor's Skills for Londoners strategy.
- **Employment:** The government reiterated plans for the national Work and Health Programme (WHP) to be devolved to London whilst committing to a strategic dialogue with London government on employment support. As of March 2018, London's four SRPs received devolved funding to deliver the WHP locally enabling borough groupings in each sub-region tailor their programmes to fit with local needs and opportunities. The devolved WHPs will provide employment support for jobseekers with health conditions, disabilities, and the long-term unemployed.
- **Infrastructure:** The MoU included a commitment to establish a joint taskforce bringing together the GLA, Transport for London, London Councils, and government to explore options for piloting a Development Rights Auction Model (DRAM) on a major infrastructure project in London. The taskforce concluded that, while DRAM may have value elsewhere in the UK, it was unlikely to provide a viable model in the particular circumstances of London's property and development market.
- **Transport:** As part of the MoU, the Mayor committed to publish a new statutory Transport Strategy during 2017, setting out plans to transform conditions for walking, cycling, public transport and ensuring London government possesses the powers it needs to tackle congestion. In October 2017, London Councils responded to the Mayor's draft Transport Strategy setting out a series of issues we wanted to see reflected in his final Strategy.
- **Criminal Justice:** In March 2018, London Councils, the Ministry of Justice and the Mayor of London jointly agreed a Memorandum of Understanding on working towards criminal justice devolution in the capital that sets out a programme of work for how national, regional and local government will collaborate to reduce reoffending, improve services for victims, witnesses and vulnerable offender cohorts, and create better outcomes for London.

Our work in each of these policy areas in 2017/18 is explored further in individual chapters that follow.

## Resources

Ensuring that our member authorities have appropriate resources to deliver the services their residents need, while continuing to support the capital as a national asset, is central to London Councils' work. Our Finance and Performance team works with finance directors, chief executives and others across the capital to provide credible and widely regarded analysis that underpins the case for adequate resourcing of London government and supports sector led improvement across London local government. In 2017/18, we:

- Negotiated with the Mayor and with government for London to pilot the 100 per cent retention of business rates in the capital via a pan-London business rates pool in 2018/19. We estimate this will secure an additional £350 million for London government in 2018/19.

**NARRATIVE REPORT TO THE STATEMENT OF ACCOUNTS (continued)**

- Responded to the government's consultation on relative need and continued to lobby for fair funding distribution for London boroughs as part of the government's Fair Funding Review that will set new funding baselines from 2020 onwards.
- Undertook detailed analysis with directors of children's services and finance to establish the scale of the funding gap within children's social care and similar significant emerging pressures for children with Special Educational Needs. The funding crisis in children's services is now regarded as *the* most important issue facing the sector and we will continue to lobby and make the case for London ahead of the 2019 Spending Review.
- Led the lobby to protect all schools from reductions of up to £245 million as a result of the new schools funding formula. The government subsequently found additional funding which protected London boroughs from significant funding reductions in the final allocations in September 2017.
- Continued to raise awareness about the unfunded burdens of those with No Recourse to Public Funds (NRPF) and the emerging funding gap resulting from local authorities' new duties to support Unaccompanied Asylum Seeking Children (UASC) up to the age of 25 – both of which cost around £50 million within London each year and which disproportionately affect London boroughs.
- Led London Councils' strategic representation to government ahead of the Autumn Budget, and lobbied in response to the local government finance settlement. Coordinated lobbying across the sector led to an additional £150 million of funding being allocated to Adult Social Care at the final settlement by government (£23 million of which went to London Boroughs).
- Undertook modelling and analysis to support the London Regional Employers' office and GLPC in undertaking its review of the London pay spines, which resulted in an agreement to move to revised pay spines over the next two years.
- Supported borough finance teams, London Councils continued to produce a range of analysis and tools for boroughs to use as part of their financial planning.
- Delivered, with the Improvement team continued important benchmarking and analysis to our members and an HR metrics service for HR Directors which was again nominated for an award by the Public Services People Managers Association (PPMA). The team continued to support the London Self Improvement Board and delivered successful peer support programmes for chief executives and finance directors across London.

**Health and Adult Care**

London boroughs' longstanding responsibilities for providing social care to adults and children in their area present increasing financial pressures, with social care spending accounting for 43% of all managed expenditure in 2017/18.

**NARRATIVE REPORT TO THE STATEMENT OF ACCOUNTS (continued)**

In this context, London Councils has worked with member authorities and partners to make the case for a more sustainable funding model for future social care alongside a more devolved and effective system. In 2017/18 we:

- Successfully worked with partners and lobbied to get government to sign the Health and Social Care Devolution Memorandum of Understanding (MoU) and securing more than £100 million in Transformation Funding for London in 2018/19. Crucially, the MoU gives London government greater control over how funding is spent on health and care across the capital; alongside new decision making freedom in respect of estates and capital, and permission to explore opportunities to go further and faster on the integration of health and care.
- Worked with other regional teams in support of local areas to ensure that all Better Care Fund (BCF) plans were signed off.
- Supported local areas to be engaged in emerging developments related to Delayed Transfers of Care. London remains the a top performing region on reducing delays in transfer of care (DToCs).
- Worked with the mental wellbeing initiative Thrive LDN to bring more clarity and focus to the initiative, especially in how Thrive LDN engages and works with the boroughs. As the project enters its second year and prepares to re-launch its “Are we OK” London? campaign, London Councils will continue to support Thrive in the boroughs, particularly in the development of new local Thrive Hubs.
- Helped to shape the development of the Mayor’s Health Inequality Strategy, ensuring that the borough perspective was represented in the drafting.
- Acted as host and fulcrum for significant campaigns to improve the health and wellbeing of Londoners:
  - The London HIV Prevention Programme (LHPP) ‘Do It London’ HIV awareness campaign has played a significant role in changing behaviour to encourage safer sex and to encourage HIV testing. In 2016, data shows that London saw for the first time ever a decline in new HIV diagnoses. Between 2015 and 2016 there was a 30 per cent fall from 1,804 in 2015 to 1,266 in 2016. This was apparent in five London clinics where the number of MSM testing HIV-positive fell by 35 per cent. The LHPP evaluation results demonstrate that the success of the campaign is closely linked with low diagnoses rates. In March 2018 the LHPP ‘Do it London’ campaign won the LGC Award for ‘Campaign of the Year.’
  - In January 2018, London Councils, on behalf of London boroughs, joined a global network of cities to tackle the HIV epidemic called the Fast Track Cities initiative (FTC). This unique collaboration involved other signatory organisations including the GLA, Public Health England and NHS England. A key ambition for the project is to work towards ending the HIV epidemic by 2030. London is already making good progress and exceeding the FTC declaration targets. In 2016 in London 90 per cent of people were diagnosed with HIV; 97 per cent of them were receiving anti-retroviral treatment and of these, 97 per cent were virally suppressed. London is seeking to achieve – Zero new transmissions; Zero new infections and Zero Stigma and discrimination by 2030.

**NARRATIVE REPORT TO THE STATEMENT OF ACCOUNTS (continued)**

- London Councils acted as the focal point for a joint trading standards and public health campaign to 'Stamp out Illegal Tobacco' Over 21,000 illegal tobacco products were seized in a series of raids carried out by local Trading Standards teams from homes, shops and market stalls across London, including Merton, Hackney, Barking and Dagenham, Haringey and Royal Greenwich, while engagement questionnaires were used during public conversations to gather intelligence for possible future action by local enforcement teams. Following the success of the campaign, plans are in place to run it again in July 2018, with almost all London boroughs participating in some way to the project.

**Economic Development**

As a global city London is home to many international businesses that play a significant role in the national economy, but the lifeblood of the capital lies also in its myriad SME businesses that provide employment and support London's local economies and high streets. London Councils has been making the case to government that further devolution of powers and resources to local and sub-regional groups of boroughs is key to unlocking the full potential of London in support of national economic growth that benefits all Londoners, including the most vulnerable. In 2017/18 we:

- Supported London's Sub-Regional Partnerships (SRPs) to run a successful procurement for the Work and Health Programme (WHP) in London, and continued to negotiate with DWP on the terms of devolution for the WHP. Four Work and Health Programmes are now operational in London.
- Secured an agreed approach and budget for a pan-London evaluation of the Work and Health Programme between the SRPs. This will be important in identifying any added value from devolution.
- Influenced the development of the Mayor's Skills for Londoners strategy that will help shape the focus for devolved Adult Education Budget (AEB) in London, ensuring that the role of boroughs and sub-regional partnerships is fully recognised in the strategy.
- Secured tangible influence for London boroughs by ensuring that five boroughs Leaders will be represented on the Board that will advise the Mayor on the devolution of the AEB.
- Completed a pan-London project that defined the distinctiveness and future focus of Adult Community Learning (ACL) in London and proposed an approach to commissioning ACL to the GLA once this funding is devolved.
- Submitted joint proposals with the Mayor on the government's proposals for a UK Shared Prosperity Fund that will replace European Structural and Investment Funds, making the case for devolved funding, a fair allocation for the capital and a reduction in bureaucracy.
- Held a successful London Borough Apprenticeship Awards on 22 September to celebrate the work of apprentices in London boroughs.
- Agreed a Memorandum of Understanding with Arts Council England (ACE) setting out how London Councils and ACE will work together to promote and support culture in the capital.
- Supported the work of the London Culture Forum, along with boroughs, the GLA and ACE, holding a series of well-attended events and action learning sets throughout the year.

**NARRATIVE REPORT TO THE STATEMENT OF ACCOUNTS (continued)****Capital Ambition**

Capital Ambition provides the space for local public services to innovate and improve the efficiency and effectiveness of services across the capital.

Originally established as the regional improvement and efficiency partnership for London, Capital Ambition invested around £34 million on projects between 2008 and 2013. While the level of remaining funds for investment has decreased, the Board's ambition still remains to support London's local public services. This ambition is now delivered through the London Ventures innovation programme, in partnership with EY.

Key outcomes from the London Ventures programme in 2017/18 include:

- The development of a 'targeted ventures' work stream focused on addressing the key challenges of homelessness and temporary accommodation has delivered four projects to date (including, PLACE, see case study)
- Winning the Solutions Partner of the Year award from the Public Finance Innovation Awards 2018 for the partnership with Xantura and their work on predictive analytics (see case study)
- The on-going partnership with 13 venture partners offering products and services ranging from back office finance solutions to social care.
- Starting the next targeted ventures work stream to develop innovative concepts in the area of children and families.

In addition to the London Ventures programme, Capital Ambition has also helped boroughs to test new ways to manage demand through the use of behavioural sciences in partnership with the Behavioural Insights Team. Specific areas of work include improving decision making in children's social care; improving communications around prevention and early help and improving immunisation rates of MMR. CAB has also supported an ongoing programme of work to develop London's health and social care devolution activity.

**London Ventures case studies:****Safeguarding**

**Xantura's Children's Predictive Safeguarding Model** brings together data from multiple agencies to identify children who are most at risk of neglect or abuse, but who were not previously known to the local authority, to help social workers intervene early.

The model brings together data from multiple agencies and applies risks scores to predict, for children under two years-old, the likelihood of them being neglected or abused by the age of five. The model includes an information sharing platform, a secure alert system which sends escalated risk scores to social work teams, and tools to support the engagement of families as risks begin to escalate.

The effectiveness of the model is enhanced by timely data from the vulnerable families and data from others with whom they are in contact, using mobile phone and web technology. The entire system is used to support the professional judgement of social workers – not to override it.

In the longer term this model should strengthen safeguarding across London's local authorities, help more families have greater independence from intervention, and improve families' quality of life whilst cutting costs.

At the Public Finance Innovation Awards 2018, London Ventures partnership with Xantura was recognised through winning the Solutions Partner of the Year award. The judges stated that:



**NARRATIVE REPORT TO THE STATEMENT OF ACCOUNTS (continued)**

"London Ventures impressed us through the breadth of partnership working, the size of the estimated cost savings and efficiency benefits. It's a good replicable project working with data to develop the service."

**Temporary Accommodation**

London Ventures has supported the London Housing Directors and London Councils to develop a pan-London modular housing scheme (known as **PLACE**) for use on meanwhile sites to address London's temporary accommodation challenge. The use of meanwhile sites will mean that land that is currently vacant but earmarked for future development can be used in the interim period as high quality temporary accommodation to meet a very challenging issue for London.

The housing units will be designed such that they can be moved to different sites based upon the needs of the local authorities and availability of meanwhile sites. Led by the London Borough of Tower Hamlets, the project has secured grant funding from the GLA Innovation Fund of £11 million to procure 200 modular units.

**Housing and Planning**

In June 2017, 71 people lost their lives in a fire at Grenfell Tower that is the subject of a major inquiry, as well as a national review of building standards and regulations. Following the tragic events at Grenfell Tower, boroughs rallied to support the immediate rehousing efforts at Kensington and Chelsea and have been working tirelessly to radically reassess fire safety in their own stock and within their own areas. On behalf of our member authorities, London Councils has provided support to an officer group to share best practice and emerging information on fire safety in both council and private stock. We have commissioned additional support to respond in detail to the review of building regulations, pushing strongly towards a safer and more regulated framework to better protect all residents.

London continues to face multiple unique and significant challenges in relation to housing, homelessness, affordability and planning that impact on the daily lives of Londoners and on the future prosperity of the capital. Our work in 2017/18 included:

- Spearheading lobbying for additional funding towards the Homelessness Reduction Act (implemented in April 2018). Although the new burdens funding is still insufficient, government did allocate an additional £11 million nationally for delivery, and has allocated £39 million for pan-London joint working on homelessness. We are currently working through feasibility options on the joint working arrangements with a working group of 22 boroughs.
- Supporting councils in respect of the two new duties introduced by the Act. London Councils has supported boroughs in drafting a protocol to ensure the best outcomes for applicants at this prevention stage where they apply outside of their home borough. We will also be working to evaluate the Act, and in particular homelessness funding.
- Working with a group of 16 boroughs, led by Tower Hamlets and supported by London Ventures to create a modular housing units for temporary accommodation.
- Responding robustly to the new draft London Plan 2018 and the National Planning Policy Framework, advocating the need for infrastructure alongside development, and for a better methodology on small site targets.

**NARRATIVE REPORT TO THE STATEMENT OF ACCOUNTS (continued)**

- Continuing to host the London Housing Directors' Group, and the fire safety sub group sitting below. The group also now runs a working group with the G15 (the group representing London's largest housing associations) focused on bringing forward new supply to meet London's housing needs.
- Working with London First on a series of roundtables between boroughs and developers looking at how Build to Rent options could work for local councils.
- Continuing to make the case for increased financial freedoms and flexibilities for councils to deliver more housing, including affordable housing. The Ministry of Housing, Communities and Local Government subsequently announced a consultation on flexibilities on Right to Buy receipts.

**Children's Services and Schools**

London boroughs have been at the forefront of a transformation of the capital's schools - from a point in time when they had a poor national reputation, to the position today when London has the highest percentage of good or outstanding Ofsted rated schools in the country. Supporting and maintaining that improvement trajectory is a fundamental priority for London boroughs and for the future prosperity of the capital and the national economy.

Our Children and Young People team works closely with groups such as the Association of Directors of Children's Services (ALDCS) in relation to a broad range of children's sector stakeholders. In 2017/18 they:

- Led a wide-ranging, high profile press and parliamentary campaign to lobby government to protect funding for London's schools ahead of the introduction of the new National Funding Formula. This campaign was successful in helping to secure an extra £1.3 billion per year for two years for schools, including an increase in at least 0.5 per cent a year per pupil cash increase for all schools and schools classed as underfunded will receive a per pupil cash increase of up to 3 per cent per year.
- Undertook detailed financial and policy analysis to identify significant funding shortfalls in children's services, particularly in children's social care and services for Special Educational Needs and Disabilities (SEND), which amount to approximately £200 million for 2016/17. London Councils has been lobbying government on the rising cost of SEND provision, including meeting with the Secretary of State, as well as supporting the boroughs with their own campaigning efforts. We have been developing an understanding of what is driving up costs across the sector, working with the boroughs and parent groups, and sharing good practice to help the boroughs to find solutions to reducing costs without impacting on quality of provision.
- Published research which analysed the views of 400 school heads to understand the impact of funding reductions, teacher recruitment and retention challenges and how they view the role of local authorities in education going forward. The final report, *Talking Heads*, received considerable media interest and helped provide significant weight to our school funding campaign.

**NARRATIVE REPORT TO THE STATEMENT OF ACCOUNTS (continued)**

- Developed key positions on early years, including the need for more funding to support the extension of the 3 and 4 year-old entitlement to 30 hours and existing 2 year-old offer, the negative impact of the new early years national funding formula on maintained nursery schools and the need to provide capacity to local authorities to drive up quality in local provision. We have published a report highlighting the key findings from our *Heads of Early Years Survey* and raised these issues directly with government, for example through a submission to the Treasury Select Committee.
- Organised a high level education conference in July 2017 focusing on London schools' success in raising attainment, as well as offering an opportunity to reflect on the pressing challenges facing the sector and consider the shape and ambition for education provision in London going forward.
- Published our annual *Do the Maths* report on the school place challenge facing London, which identified significant increases in demand for secondary and special school places. We have called on the government to secure a specific round of special free schools, as well as to speed up the next wave of general free schools to enable London boroughs to meet their sufficiency duty on school places.
- Lobbied government to raise concerns about the proposed changes to free school meals eligibility that may adversely impact the number of FSM pupils in London, which could leave more children without access to free school meals and reduce funding levels.
- Contributed to the National Audit Office's report into *Converting Maintained Schools into Academies* and the subsequent Public Accounts Committee inquiry to raise concerns about the impact that academy conversion has on the remaining local authority maintained schools and the ability of local authorities to deliver their statutory duties in respect of education.

**Young People's Education and Skills**

In addition to our work on schools policy, London Councils also hosts and supports the Young People's Education and Skills (YPES) Board, the lead strategic body for 14 to 19 education and training in London. The YPES Board provides pan-London leadership for the current and future education and training needs of young Londoners and employers. The Board also supports member authorities in undertaking their statutory functions and in planning, policy and provision. Achievements in 2017/18 included:

- Increasing the take-up of the London Ambitions careers offer by schools and businesses, in partnership with the Greater London Authority (GLA), to ensure that all young people have access to good careers education, information advice and guidance.
- Supporting local authorities in London to promote their apprenticeship opportunities through sponsorship of Skills London, the capital's biggest jobs and careers event for young people.
- Providing professional advice to central government and member authorities to help shape the availability of technical education opportunities in London that work best for young people and businesses.
- Helping boroughs with implementing significant special educational needs and disability reforms.

**NARRATIVE REPORT TO THE STATEMENT OF ACCOUNTS (continued)**

- Commissioning research into the progression of young Londoner's into Higher Education to support boroughs to widen participation and improve social mobility

**Crime and Public Protection**

London Councils aims to ensure that the interests of Londoners, and their councils, are fully recognised in policing, in the development of community safety policies, and in the allocation of funding. In 2017/18, we:

- Ensured boroughs had a voice in the Metropolitan Police Service's reform of local policing as part of 'One Met 2020'.
- Ensured members and senior borough officers had influence on the co-commissioning portion on the London Crime Prevention Fund.
- Commissioned an independent peer review as a basis for supporting and strengthening pan-London local authority emergency response and planning arrangements.
- Supported a collaborative approach, across boroughs, to preventing violent extremism, working through the London Prevent Board. This was supported by the exchange of best practice on Preventing Extremism.
- Supported borough engagement in the London Crime Reduction Board and, in particular, advanced borough interests in the delivery of the Police and Crime Plan.
- Played an active role in convening boroughs to share best practice on tackling Serious Youth Violence.
- Played an active role in convening boroughs in shared endeavour to tackle Violence against Women and Girls. This included channelling borough input to refreshed VAWG strategy for London, making representations in relation to the upcoming Domestic Abuse Bill and engaging with the Deputy Mayor and the London VAWG Board ( Co-chaired by the Executive Member for Crime and Public Protection) on key borough concerns around VAWG.
- Hosted the first meetings of an initiative bring together professionals from statutory and voluntary agencies to develop best practice in responding to the housing needs of survivors of sexual and domestic violence.
- Agreed, in March 2018, along with, the Ministry of Justice and the Mayor of London a Memorandum of Understanding on working towards criminal justice devolution in the capital that sets out a programme of work for how national, regional and local government will collaborate to reduce reoffending, improve services for victims, witnesses and vulnerable offender cohorts, and create better outcomes for London.

**Welfare**

At a time when central government has embarked on a comprehensive overhaul of welfare arrangements nationally, London Councils has worked to ensure that reforms work for London and for Londoners given the unique scale and nature of the capital's economy and workforce. Outcomes in 2017/18 include:

**NARRATIVE REPORT TO THE STATEMENT OF ACCOUNTS (continued)**

- Following consistent lobbying from London Councils the government has increased the Local Housing Allowance cap levels by 3 per cent. As a result of these changes the pool of properties affordable on Housing Benefit will be increased in most of London. Although this is not a direct increase in funding for local authorities, it has the potential to create savings by reducing pressure on authority Discretionary Housing Payment budgets, lessening the need for financial incentives to private landlords and making it easier for authorities to secure affordable private rented sector accommodation for homeless households.
- London Councils has worked closely with member authorities who have Universal Credit full service to collect detailed evidence of its impact on both claimants and councils. As a result of this evidence and ongoing engagement with the Department for Work and Pensions a number of changes have been made to Universal Credit that reduce the negative financial impact on authorities and ensure better support for claimants. These include the abolition of the 7-day waiting period, introduction of a transition to Universal Credit payment and the removal of temporary accommodation from Universal Credit.

**Equalities and Social Integration**

Maintaining and promoting London's reputation as an open, global city where diversity is valued and there is equal access to opportunity, is an important policy objective for London Government. London Councils' work in this area in 2017/18 has included:

- Publishing a report highlighting several case studies of borough work to promote successful social integration in London.
- Making representations to government on boroughs' perspective on the Integrated Communities Strategy Green Paper.
- Assembling evidence on the impact and issues associated with No Recourse to Public Funds (NRPF), circulating the findings to boroughs.
- Holding an event with Syrian Resettlement leads and providers of ESOL to share city-wide mapping of ESOL provision and share best practice.
- Holding an officer-level event on Social Integration, with a panel of expert speakers including the Deputy Mayor for Social Integration and the Director of the Casey Review Strategy Team.
- Holding Good Practice Seminar on Controlling Migration Fund.
- Secured £60,000 funding for a coordinator for Syrian Resettlement in the capital.
- Assembling an independently sourced evidence base which the Executive used to inform the assessment of London Councils Equality Objectives for 2018/19 onwards.

**NARRATIVE REPORT TO THE STATEMENT OF ACCOUNTS (continued)****Transport and Environment (policy)**

London Councils works with a range of stakeholders across the capital to develop policy on a number of transport and environmental challenges the capital faces. Our work in this area is governed by our Transport and Environment Committee (TEC), a statutory committee of councillors from all 33 London council. Work in 2017/18 included:

- Progressing the GULCS (Go Ultra Low City Scheme) project of installing electric vehicle charge points that has generated expression of interest from 25 boroughs to take part in the first phase. Since January 2017 London boroughs have installed just under 650 charging points, London Councils' data reveals there will be another 2,500 charging points installed by 2018/19, an increase of over 300 per cent.
- Influencing and then formally responding to two of the main Mayoral strategies; the Mayor's Transport Strategy and London Environment Strategy.
- Writing, in conjunction with TfL, updated guidance for Local Implementation Plans (LIPs).
- Obtaining additional LIP funding of £11.6 million after cuts were announced by Transport for London. The team also secured a commitment by the Deputy Mayor to have individual discussions with each authority, commitment by TfL that there would not be any in year cuts and the reinstatement of the Local Transport Fund and Training budget for boroughs.
- Writing to Ministers and the Secretary of State for Transport on behalf of London boroughs to:
  - Raise serious concerns in relation to the handling of the south eastern rail franchise
  - Highlight major transport schemes that are required for the wider South East
  - Highlight the difficulties in achieving housing delivery without sufficient infrastructure investment
  - Provide a policy context for lower recycling rates in London compared to the rest of the country

Additionally, we:

- Responded to a number of consultation responses to the Mayor, London Assembly, Government, National Infrastructure Commission and Thames Water ranging from air quality, the Ultra Low Emission Zone, the draft National Infrastructure Assessment, deposit return scheme, London's cycling infrastructure, Mayoral CIL, to Thames Water Business Plan and TfL's bus consultations.
- Organised a joint business event with London First and the National Infrastructure Commission to discuss London's strategic infrastructure requirements.
- Briefed Peers and MPs on issues important to London, such as air quality and strategic transport investment
- Published a report on Demystifying Air Pollution

**NARRATIVE REPORT TO THE STATEMENT OF ACCOUNTS (continued)**

- Undertook second year of air quality polling
- Re-established joint working arrangements with the Thames Regional Flood and Coastal Committee (Thames RFCC) and its new chair and ensured the new Thames Flood Advisers are settled and support boroughs with the implementation of significant flood alleviation schemes.

**Transport and Mobility (services)**

In addition to our work in relation to transport policies, London Councils runs a number of direct services where Leaders have identified a clear benefit in these being administered by London Councils. These include the Freedom Pass and Taxicard schemes that provide vital mobility and transport opportunities to older and disabled Londoners. We also support the provision of an independent appeals service through London Tribunals and we operate the London Lorry Control Scheme to ensure goods can be delivered without unnecessary disruption to residents at night. This year saw a major review of the Lorry Control Scheme (see case study page 16).

**Freedom Pass**

The Freedom Pass allows free travel across London and free bus journeys nationally for older and disabled Londoners. It has been funded by the boroughs since 1986 and is administered on their behalf by London Councils. In 2017/18, we:

- Negotiated and agreed the Freedom Pass settlement for the 2018/19 with Transport for London (TfL), successfully achieving an annual reduction in the settlement for the second year running.
- Successfully negotiated the Freedom Pass settlement agreement with the Rail Delivery Group (RDG).
- Negotiated and published the 2018/19 London Service Permit (LSP) Concessionary Scheme for Freedom Pass with local bus operators (non-TfL buses).
- Calculated and agreed the apportionment of 2018/19 Freedom Pass costs to boroughs.
- Undertook the renewal of approximately 60,000 Freedom Passes which expired in March 2018 and a mid-term review of eligibility of pass holders with cards expiring in March 2020, generating a net cost avoidance figure of £1.3 million.

**Taxicard**

The London Taxicard scheme provides subsidised door to door journeys in licensed taxis and private hire vehicles for London residents who have serious mobility or visual impairments. It is funded by the London boroughs and Transport for London and managed by London Councils on their behalf. In 2017/18, we:

- Successfully negotiated and agreed to maintain TfL funding for Taxicard at current levels plus inflation for 2018/19 in the face of significant budgetary pressures and proposed funding cuts.
- Re-tendered the Taxicard delivery contract, working in partnership with TfL to jointly procure Taxi and private hire vehicle services for both Taxicard and Dial-a-Ride. The new contract, beginning in October 2018, will reflect the results of a consultation with all Taxicard members undertaken last year and which suggested a number of improvements to the service.

**NARRATIVE REPORT TO THE STATEMENT OF ACCOUNTS (continued)**

- Began work on a personal travel budget pilot for mobility schemes in partnership with TfL, and the London boroughs of Southwark and Hounslow.

**London Tribunals**

London Tribunals (formerly the Parking and Traffic Appeals Service) was established by the Road Traffic Act 1991 to provide the administrative support to the Environment and Traffic Adjudicators. The service continues to provide this support under the Traffic Management Act 2004 and, since 2003, to the Road User Charging Adjudicators. London Tribunals also provides support for the hearing centre based at Chancery Exchange in Holborn. In 2017/18, we:

- Continued to provide the administrative support and infrastructure to the Environment and Traffic Adjudicators and Road User Charging Adjudicators to enable them to fulfil their statutory duties in relation to approximately 50,000 appeals.
- Ensured the RUCA tribunal was ready to receive appeals in relation to the new Toxicity Charge introduced by TfL in October 2017.
- Continuing a move to more online digital service provision, introduced a new streamlined process for dealing with Statutory Declarations and Witnesses Statements.

**Health Emergency Badge**

The Health Emergency Badge (HEB) is for people involved in the delivery of primary healthcare attending medical emergencies in patients' homes. All London boroughs have agreed to the scheme, although it is not a mandatory provision and it is offered entirely at the discretion of London parking authorities. In 2017/18, we:

- Continued to operate the London Health Emergency Badge scheme, issuing parking waivers to eligible health workers to use in emergency situations.

**TRACE**

TRACE is an online service for anyone whose vehicle may have been towed away for illegal parking by any council in London. The web service is available 24 hours a day, 365 days a year. It is administered by London Councils on behalf of member authorities. In 2017/18, we:

- Continued to manage and operate the TRACE service, seeing an increased take-up of the online portal service.

**The London European Partnership for Transport (LEPT)**

LEPT was established in 2006 to coordinate, disseminate and promote the sustainable transport and mobility agenda for London and London boroughs in Europe. One of LEPT's main roles is to identify, bid for and manage EU transport and mobility projects involving London boroughs which support their local priorities as well as fitting into the Mayor's Transport Strategy. In 2017/18, we:

- Continued to monitor European funding and knowledge exchange opportunities, and briefed boroughs accordingly.



**NARRATIVE REPORT TO THE STATEMENT OF ACCOUNTS (continued)**

- Coordinated a second stage bid on digital personalised travel planning, entitled PTP-Commute, under the Horizon 2020 call for proposals.
- Attended EU workgroups, seminars and conferences on a wide variety of sustainable transport issues.
- Commenced a review of the LEPT service in light of the emerging implications of Brexit.

**Traffic and Parking**

In addition to the specific services and provisions detailed above, London Councils also works to support the delivery of effective and consistent traffic and parking policies and operations and represents the boroughs on a number of forums and stakeholder groups. In 2017/18, we:

- Provided day-to-day advice and support to boroughs on a range of traffic and parking policy and enforcement issues and hosted a number of forums for front line providers.
- Represented borough interests at the following groups and forums:
  - London Freight Forum and Freight Forum Steering Group
  - London Technical Advisors Group (LoTAG) Transport
  - NESTA's Flying High Challenge
  - TfL's Lane Rental Governance Committee
  - Local Authority Partnership
  - BPA Council and Local Authority Special Interest Group
  - London Tourist Coach Action Plan Group
  - London Automotive Forum
  - TfL's Direct Vision Standard Project Board
  - Urban Freight Working Group.
- Reviewed and updated the parking contravention codes list.
- Competed and published a revised Parking Code of Practice.
- Launched, with the BPA, the 'Positive Parking Agenda' to improve public awareness of the benefits of effective parking management in making the capital's roads safer, more accessible and cleaner.
- Commissioned independent research to identify the range of benefits achieved through parking management backed up with quantitative and qualitative evidence.
- Provided debt registration services with the Traffic Enforcement Centre for the majority of London boroughs.
- Agreed the apportionment of traffic signal and control equipment maintenance costs to boroughs.
- Worked with the BPA to progress the development of international open parking data standards.

**NARRATIVE REPORT TO THE STATEMENT OF ACCOUNTS (continued)**

- Collated, analysed and published London-wide traffic and parking enforcement and appeals statistics.

**Case study:****London Lorry Control Scheme Review**

The London Lorry Control Scheme (LLCS) controls the movement of heavy goods vehicles over 18 tonnes maximum gross weight. It operates at night and at weekends on specific roads in London helping to minimise noise pollution.

In 2017/18 London Councils completed a review of the London Lorry Control Scheme to assess the effectiveness of the scheme, including consideration of its impact on the freight industry, business and the benefits to London's residents. The review was the most extensive in the scheme's 30 year history, drawing together a wide range of stakeholders across the capital (including, hauliers, business groups, residents groups, sub regional partnerships and the noise abatement society). More than 3,500 commercial hauliers were contacted to complete an online survey and an operators' workshop was attended by 70 representatives from such sectors as: retail, construction, distribution logistics and manufacturing.

A number of recommendations arising from the Review were agreed by London Councils' Transport and Environment Committee in June 2017. Many recommendations have already been implemented including a number of improvements to the scheme website and online user portal, which has been completely redesigned.

The full review report and executive summary can be found at:

[file:///docserver/Users/FiderRedirect/spencerpalmer/Downloads/London per cent20Lorry per cent20Control per cent20Scheme per cent20Review FINAL per cent20\(2\).PDF](file:///docserver/Users/FiderRedirect/spencerpalmer/Downloads/London%20per%20Lorry%20per%20Control%20per%20Scheme%20per%20Review%20FINAL%20(2).PDF)

[file:///docserver/Users/FiderRedirect/spencerpalmer/Downloads/LLCS per cent20Review per cent20Exec per cent20Summary per cent20\(1\).pdf](file:///docserver/Users/FiderRedirect/spencerpalmer/Downloads/LLCS%20per%20Review%20per%20Exec%20per%20Summary%20(1).pdf)

**Grants and Community Services****The Grants Programme**

The London Councils Grants Programme, overseen by the Grants Committee - on which all 33 London local authorities are represented - enables boroughs to address high-priority social needs where Leaders have identified that this is best achieved through commissions at a pan-London level.

In April 2017 London Councils launched the new 2017-21 Grants Programme following co-design of services with boroughs and key stakeholders. Commissions were awarded to 13 organisations to deliver services to combat homelessness and tackle sexual and domestic violence.

Key features of the 2017-21 programme include:

- Tackling interrelated issues through joint working (improving the response of the housing sector to domestic violence).
- Greater involvement and links to local provision.
- Added value for boroughs through delivery of robust outcomes.

**NARRATIVE REPORT TO THE STATEMENT OF ACCOUNTS (continued)**

- Continued focus on equalities through partnerships of specialist providers.
- During 2017/18, the Grants Programme helped homeless people and those at risk of homelessness including:
  - 6,162 young people at risk of homelessness were supported including 353 assisted with family mediation/reconnection leading to safe settled reconciliation
  - 5,851 people at risk/ experiencing homelessness were supported including 678 directly assisted to obtain suitable settled accommodation
- The programme also helped people affected by sexual and domestic violence including:
  - 4,049 children who were supported to identify myths and warning signs and know where to seek help
  - 15,328 people affected by sexual or domestic violence who were supported via helpline advice and counselling

**London Care Services**

London Care Services helps boroughs to source good quality accommodation for vulnerable children. Providers of foster care, residential care, residential special schools and residential family centres offer information about their services and costs via a confidential website. The services are made available to subscribing boroughs through a single model contract offering a streamlined and cost effective route to providers. In 2017/18, London Care Services:

- Re-opened registrations to new organisations to join the model contract and adopted new criteria to reflect the changing needs of local authorities.
- Secured a total of 232 residential and 107 fostering services available to subscribing authorities.
- Continued to deliver network and training opportunities for local authority staff
- Initiated a quarterly provider newsletter to keep them up-to-date with relevant information in relation to the model contract.

**Notify**

NOTIFY is a web-based service that enables boroughs to track and exchange information on vulnerable households placed in temporary accommodation and who may be at risk of missing out on health, educational and social services.

Following a thorough review of the service in 2016/17, amendments to the system were agreed with boroughs. The main changes completed in 2017/18 were:

- The ability to issue out of borough temporary accommodation notices.
- The option to subscribe to housing services only.

**NARRATIVE REPORT TO THE STATEMENT OF ACCOUNTS (continued)****A focal point for London Government**

Member authorities do, of course, have their own relationships with pan-London organisations and in particular with the Mayor and the GLA. There are, however, a range of issues where the Mayor, the GLA and other pan-London organisations seek to establish collective negotiation and dialogue with London's boroughs. On these issues, London Councils acts as the focal point for representing borough interests – informed by the political and professional networks that we help convene. We then enable that information to be shared and disseminated quickly with member boroughs.

To ensure that our member authorities have influence in the decisions made at pan-London level that impact on them and the communities they serve, London Councils is engaged in a series of collaborative mechanisms for shaping the way issues are taken forward across the capital. Working with the Mayor and other London partners, London Councils nominates – on a cross party basis – members to serve on boards such as:

- London Crime Reduction Board
- London Enterprise Action Partnership
- London Health Board
- Homes for London Board
- London Waste and Recycling Board

Some of these have statutory underpinning. The overall progress of these is monitored jointly by the Mayor and borough Leaders. The Mayor and borough Leaders meet twice a year in the Congress of Mayor and Leaders; and the London Councils Executive – augmented by sub-regional partnership representatives – meet with the Mayor in the Congress Executive.

In addition, London Councils ensures that the London local government perspective is part of policy development at national level by, for example, organising a full set of ministerial meetings and senior official discussions, and also by promoting ideas and policies at each of the party conferences.

London Councils was also instrumental in establishing the All Party Parliamentary Group (APPG) for London MPs, originally in May 2015, set up to promote London in the interests of all of its people, places and businesses as a global city and powerhouse of the economy. Since then the APPG for London has met regularly to explore a London approach to key areas of the devolution agenda, housing, transport, welfare and infrastructure, including transport and connectivity. London Councils provides the secretariat to the group on behalf of London government, including the Mayor of London.

**Adding Value for London Boroughs**

London Councils acts as host for a number of bodies which add value to the work of our member authorities by helping them co-ordinate their work with pan-London organisations. These include:

- London Safeguarding Children Board (LSCB), representing London's councils in a broader partnership with police, health and other partners to promote child safeguarding across London.
- London Young People's Education and Skills (YPES) Board – the lead strategic body for 14-19 education and training in the capital.
- London Councils is the Regional Employers' body for London local authorities. Boroughs are members of the Greater London Employment Forum and are represented on the Greater London Provincial Council for the purposes of negotiations with trades unions.

**NARRATIVE REPORT TO THE STATEMENT OF ACCOUNTS (continued)**

- Capital Ambition, London's improvement and efficiency partnership and sponsor of the innovative London Ventures programme.
- London European Partnership for Transport (LEPT), which provides the London boroughs with support and access to European funding for transport projects.
- London Councils was also instrumental in the creation of a new collective investment vehicle for Local Government Pension Scheme (LGPS) funds, the London CIV. The London CIV.
- London Councils also provides a key interface between boroughs, the London Resilience Group, the Greater London Authority (GLA) and a range of services on issues around city management and resilience.

**Events and Awards**

**The London Summit** – Our annual flagship event is free to all London members and senior borough officers. Our 2017 Summit - held on Saturday 18 November at the City of London's Guildhall - saw councillors of all political parties from the 32 London boroughs and the City of London, as well as representatives from the business, public and voluntary sectors - gather to engage in debate and share experiences from across the capital. The morning presentation was delivered by Ben Page, chief executive of Ipsos MORI. Debate panellists included Cllr Peter John OBE, Leader, Southwark; Cllr Sean Anstee, leader, Trafford Council; Jasmine Whitbread, chief executive, London First; Kru Desai, partner, KMPG LLP

**Awards** – London Councils supports and organises the following awards on behalf of boroughs that highlight and share their successes:

**The London Borough Apprenticeship Awards:** Established in 2011 to showcase the value of apprenticeships to London boroughs, how borough staff have contributed to apprentices' success and how boroughs are helping to maximise apprenticeship opportunities with contractors and suppliers. The winners of the 2017 awards were announced at a ceremony at the Plaisterers' Hall on 22 September. The 2017 winners in the various categories were: Apprentice of the Year – Carly Mitchell (LB Camden); Best contribution by a new apprentice – Jordan Bailey (RB Kingston upon Thames); Best progression by an apprentice – Elisha Grant (LB Bexley); Best manager or mentor – Fran Beckman (Lewisham); Best work with supply chains and/ or small businesses to create new apprenticeships – LB Camden.

**The Small Business Friendly Awards** - organised by London Councils and the London Region of The Federation of Small Businesses (FSB) the awards, now in their fourth year, are an opportunity to celebrate projects or initiatives delivered by the London boroughs that have a positive impact on London's small business community. The Best All-Round Small Business Borough in 2017 was Wandsworth, recognised for its wide range of support for small businesses and start-ups in the borough, while Havering was highly commended in the same category. Other 2016 winners were: Merton - Best Small Business Procurement to Support Local Trade; Lambeth and Sutton (joint winners) – Best Programme of Support for Small Business; Cllr Brian Coleman, Hammersmith and Fulham – Best Small Business Champion (member); Jenni Asiama, Wandsworth – Best Small Business Champion (officer).

**Keeping Our Members Informed**

**Website** – London Councils' website was visited by more than 1 million unique visitors and had 4.6 million page views in 2017/18 (up 400,000 on the previous year).

**Key Issues** – our weekly e-newsletter, sent to more than 20,000 subscribers across the capital each Wednesday morning, provides a quick summary of the issues affecting London local government and the evolving policy landscape in the capital.

**NARRATIVE REPORT TO THE STATEMENT OF ACCOUNTS (continued)**

**Member Briefings** – our member briefing service provides members with timely policy analysis and information across all our main policy themes directly to their inbox. Improvements to our website enable members to edit and amend their preferences more easily than ever before. In 2017/18 we sent 77 policy briefings to subscribing members.

**Parliamentary Briefings** – we regularly brief MPs and Peers on government bills that affect London boroughs. In 2017/18 these included briefings in support of our lobbying work, including topics such as the Fair Funding Review, Skills, Air Quality, Education, Business Rate Relief; Homelessness; Universal Credit; Supported Housing and Grenfell remedial costs.

**Twitter** – London Councils' Twitter account @londoncouncils has more than 19,000 followers who receive up-to-date news on all the latest developments in London local government as they happen. Ahead of the May 2018 local elections, London Councils' Tweets ranked in the top 10 most engaged with of any .gov account.

**London Government Directory** – a free copy of our annual London Government Directory, sponsored by London Communication Agency, is sent to every member and senior officers in all 33 London local authorities. The 2019 edition will be sent to members in October 2018. The Directory is also available to view online at [www.directory.londoncouncils.gov.uk](http://www.directory.londoncouncils.gov.uk)

**Policy reports** – London Councils publishes a comprehensive range of policy reports providing data, analysis and recommendations on key policy challenges in the capital.

**NARRATIVE REPORT TO THE STATEMENT OF ACCOUNTS (continued)****Financial Review**

This Statement of Accounts represents the consolidation of the accounts of the activities of London Councils Joint Committee, London Councils Grants Committee and London Councils Transport and Environment Committee. Due to the unique nature of the Committee's activities, a breakdown of the main headings contained in the Comprehensive Income and Expenditure Statement are detailed in appendices A to C.

**Financial information**

The Director of Corporate Resources has pleasure in presenting the Consolidated Accounts which consist of the following:

- Statement of Responsibilities for the Statement of Accounts (page 27);
- Consolidated Expenditure Funding Analysis (page 37)
- Consolidated Comprehensive Income and Expenditure Statement (page 38);
- Consolidated Movement in Reserves Statement (pages 39);
- Consolidated Balance Sheet (page 40);
- Consolidated Cash Flow Statement (page 41); and
- Notes to the Consolidated Accounts (pages 42 – 72).

**Revenue expenditure**

Set out below is a comparison between the actual and budget for the year.

	<b>Revised Budget</b>	<b>Actual</b>	<b>Variation</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
Expenditure	63,906	61,949	(1,957)
Income	(61,203)	(62,029)	(826)
Interest income and expenditure	(75)	745	820
<b>Deficit for the year</b>	<b>2,628</b>	<b>665</b>	<b>(1,963)</b>
Transfer from Reserves	(2,628)	(4,327)	(1,699)
<b>Net Surplus for the year (including transfers from reserves)</b>	<b>-</b>	<b>(3,662)</b>	<b>(3,662)</b>

## NARRATIVE REPORT TO THE STATEMENT OF ACCOUNTS (continued)

The surplus of £3.662 million is split over the three funding streams as follows:

	<b>Grants Committee</b>	<b>Transport, and Environment Committee</b>	<b>Joint Committee</b>	<b>Total</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Total Expenditure	7,636	44,977	9,336	61,949
Total Income	(7,983)	(45,676)	(8,370)	(62,029)
Interest income and expenditure	29	236	480	745
<b>(Surplus)/Deficit for the year</b>	<b>(318)</b>	<b>(463)</b>	<b>1,446</b>	<b>665</b>
Transfer from Reserves	(338)	(1,111)	(2,878)	(4,327)
<b>Net Surplus</b>	<b>(656)</b>	<b>(1,574)</b>	<b>(1,432)</b>	<b>(3,662)</b>

Transport and Environment (TEC) and the Grants Committee (GC) are separate joint-committees that require separate accounts to be prepared (refer to Note 1, Item I on page 48 and Appendices A and B on pages 73 and 74).

### Grants Committee

The surplus of £656,000 is attributable to a surplus of £155,000 in relation to London Councils main grants programme and a surplus of £501,000 in the European Social Fund (ESF) match funded grants programme.

For the main grants programme, a breakeven position has been recorded in respect of the payments to providers of commissioned services for 2017/18. In addition, during the course of closing the 2016/17 accounts, liabilities of £755,000 relating to 25 outstanding payments due to commissions were set up. Payments of £636,000 have been released during 2017/18, with the residual £119,000 that has not been paid out being recycled through the revenue account and transferred back to reserves.

There is an underspend of £23,000 in relation to the administration of the main grants programme, attributable to an underspend of £18,000 in respect of salary costs and an underspend of £5,000 for general running costs and central recharges. In addition, a sum of £13,000 from investment income was been received during the year.

For the ESF matched funded commissions, the provisional surplus of £501,000 is attributable to the current ESF programme. The continued slippage for these commissions was reported to the Grants Committee in both November 2017 and March 2018. Performance has increased and improved over the last six months, so that payments to providers of £659,000 can now be recognised in the 2017/18 outturn figures. Due to the payment structure for ESF projects, higher levels of spend are recognised in the accounts towards the latter stages of projects, when outcomes (job entries and sustained jobs) can be verified. Similarly, a sum of £487,000 out of the £1 million boroughs contributions levied during 2017/18 can also be recognised as income in the provisional results for the year, along with £424,000 borough contributions treated as deferred income received during 2016/17. Administrative costs, estimated to be in the region of £155,000, have been incurred in respect of the new programme, for which ESF grant of £74,000 is expected to accrue in respect of eligible expenditure. This is included within the overall ESF grant income due for the year of £404,000. From 2018/19 onwards, no further borough contributions will be levied toward the cost of the ESF matched funded commissions. Residual expenditure in both 2018/19 and 2019/20 will be funded by provisional accumulated reserves of £1.92 million and through ESF grant accruing from eligible expenditure incurred.



**NARRATIVE REPORT TO THE STATEMENT OF ACCOUNTS (continued)****Transport and Environment Committee**

The surplus of £1.574 million is attributable to:

- **Freedom Pass non-TfL bus services (-£478,000)**

In December 2016, TEC approved a budgetary provision of £1.7 million for 2017/18 to cover the cost of payments to non-TfL bus operators under the national concessionary fares scheme, the overall cost of which is demand led by eligible bus users. Claims from operators amounting to £1.213 million have been received and accepted for 2017/18, which has led to an underspend of £478,000, or 28%. This is broadly attributable to a 5.7% overestimate of the increase on the 2016/17 cost base, a 10.4% fall in journey volumes and 4% attributable to reimbursement agreements with new operators that took over the services from the existing operators, the terms of which were more favourable to London Councils. There was also a 7.9% reduction in the projected average trip fare of £3.90 to an actual unit fare of £3.59.

- **Net Freedom Pass survey and issue costs (-£377,000)**

The budget for the pass survey and issue processes for the year was £1.518 million. This budget covers the issuing of Freedom Passes to new applicants and for the replacement of passes which are lost, stolen or faulty. For 2017/18, it also covered the cost of the mid-term review of pass eligibility. Total expenditure for 2017/18 is £1.296 million, of which £187,000 was spent on the mid-term review, leading to an underspend of £222,000. In addition, a sum of £777,000 was collected during 2017/18 in respect of replacement Freedom Passes, £177,000 in excess of the £600,000 budgetary provision, which reduces by £22,000 to £155,000 once bank charges are taken into account. In net terms, therefore, there was a surplus of £377,000, which, in accordance with approved TEC practice, will be transferred from the provisional surplus to the specific reserve created to fund the full 2020 freedom pass renewal process.

- **Net position on parking appeals (-£284,000)**

There is a net surplus of £284,000 in respect of environmental and traffic appeals. The number of appeals and statutory declarations represented by corresponding financial transactions posted in the accounts during the year was 42,557 against a budget of 40,586, generating income of £1.366 million, £171,000 more than the budget estimate of £1.195 million. In addition, there is an underspend of £147,000 in adjudicators costs, offset by additional contractor costs of £34,000. The throughput of appeals was 3.66 appeals per hour, compared to a budget figure of 2.76 and an actual figure of 2.5 appeals per hour for 2016/17.

- **London Tribunals Administration (-£172,000)**

The appeals Hearing Centre underspent the budget of £2.769 million by £172,000. There was a provisional underspend on ETA operations of £227,000, spread across salaries (£15,000), premises costs (£83,000), legal costs (£26,000) plus savings of £103,000 in respect of general office running costs and contract costs. Additional costs apportioned to RUCA operations, due to the increased proportion of RUCA appeals during 2017/18 amounted to £55,000 and is fully rechargeable to TfL/GLA.

## NARRATIVE REPORT TO THE STATEMENT OF ACCOUNTS (continued)

- **Lorry Control Administration/PCN income (-£360,000)**

The administration of the London Lorry Control Scheme underspent the budget of £709,000 by £50,000. This is attributable to underspends on salary costs of £2,000, offset by additional premises costs of £5,000, additional central recharges of £21,000, additional general office costs of £5,000 and additional contract payments of £9,000. These overspends were offset by an underspend of £86,000 in respect of the review of LLC Scheme. At its meeting in July, the TEC Executive Sub-Committee was asked to approve the carry forward of the underspend on the review of the LLC Scheme of £86,000 into 2018/19. Much of the progress with the review recommended actions to be deferred until after the local elections. The signing review and trial of ANPR camera enforcement is now planned for this summer.

However, there was a significant overachievement in the collection of PCN income of £310,000 above the budgetary provision of £800,000, due to continued effective performance of the outsourced enforcement function meaning that transaction volumes continue to increase, leading to higher levels of debt actually being raised and collected. In addition, the continued development of the computer management system allows outstanding debt to be registered at the Court more quickly. Of the £1.194 million income due for the year, £105,000 has yet to be collected and has been registered with the County Court. A bad debt provision of £84,000 has been established in respect of this outstanding amount, in accordance with usual accounting practice. This is a reduction of £53,000 on the bad debt provision of £137,000 as at 31 March 2017, so the net surplus income increases to £363,000 for the year.

- **Residual variances of : £207,000.**

### Joint Committee

The surplus of £1.432 million is attributable to:

- **Employee Costs (-£572,000)**

Employee costs underspend by £572,000, split between the following areas:

- £271,000 on officer salary costs, primarily due to high staff turnover and holding off recruiting to certain current vacant posts. In addition, an underspend on the incremental drift provision of £115,000 allowed this saving to be reflected in the 2018/19 budget approved by Leaders' in December 2017;
- £130,000 in respect of the lump sum payment required for 2017/18 to the LGPS fund administered by the LPP/LPFA in respect past service pension costs, again taken as a reduction in the current year's budget as part of the December 2017 budget setting process;
- £50,000 in respect of the maternity cover budget not used during the year; and
- £6,000 in respect of members allowances.

- **Challenge Implementation Fund (-£501,000)**

Expenditure charged to the Challenge Implementation Fund during 2017/18 amounted to £24,000. In accordance with the decision of the Leaders' Committee in December 2017 in setting the revenue budget for 2018/19, the underspend of £501,000 will be rolled into 2018/19, which together with a transfer from general reserves of £24,000 will replenish the available budget back up to the £525,000 level to be used in 2018/19. As Challenge related work is accelerated, the probable level of expenditure in 2018/19 is likely to be in line with this provision.

## NARRATIVE REPORT TO THE STATEMENT OF ACCOUNTS (continued)

- **Other Income (-£325,000)**

This additional income is made up of a number of elements:

- Income in respect of the London Summit (£22,000) and the Andy Ludlow Award (£22,000), offset by expenditure of £45,000;
- Additional income of £118,000 for the letting of meeting room facilities at Southwark Street, including £51,000 relating to charges for use by tenants;
- Income of £50,000 for GLEF/Regional Employers related courses and other associated work, offset by the cost of consultants engaged to deliver some of the courses of £16,000, leading to net additional income of £12,000;
- External contributions amounting to £63,127 towards research projects funded by the commissioning budget;
- A transfer of £99,000 from Grants Committee accumulated ESF reserves in respect of a projected income shortfall in respect of the borough ESF commissions, which are not administered by the Grants Committee; and
- A refund of £5,000 in respect of undersubscribed staff training courses.

- **Commissioning (-£267,000)**

Expenditure on commissioning and other priority work, including health, amounted to £333,000 for the year, leading to an underspend of £267,000 against the approved budget of £600,000. In addition, external contributions of £63,127 were received to co-fund specific projects undertaken during the year and this sum is included as part of other income in the bullet point above.

- **Central Recharge Income (-£109,000)**

Additional income in respect of central recharges of £109,000 has arisen, primarily due to changes in occupancy and/or actual consumption of supplies and services. A breakdown of the additional recharges broadly comprise of the following:

- Recharges to the TEC and Grants funding streams of £37,000;
- Recharges to externally funded projects of £5,000; and
- Recharges to tenants, including the Pension CIV, of £67,000.

- **Externally Funded Projects (+£344,000)**

A provision of £344,000 has been set up to cover potential shortfalls in claiming ESF grants in respect of administration costs for the current programme. Measures introduced during 2017/18 to mitigate the extent of potential further losses include the recruitment of an ESF technical advisor and a restructuring of the existing administration team to best support delivery of the programme and deliver efficiencies in terms of costs in the 2018/19 financial year.

- Residual variances of £2,000.

**NARRATIVE REPORT TO THE STATEMENT OF ACCOUNTS (continued)**

**Budget for 2018/19**

On 5 December 2017, the Leaders' Committee approved a total expenditure budget for 2018/19 of £63.293 million, exclusive of the borough payments of £323.316 million to Transport for London (TfL) in respect of Concessionary Fares. Total income sources, including the use of existing balances of £2.296 million were also estimated to be £63.293 million, leaving a projected balanced budget for the year.

The Committee has arrangements in place to secure economy, efficiency and effectiveness in the use of its resources.

**STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS**

**The Committee's Responsibilities**

The Committee is required to:

- make arrangements for the proper administration of its financial affairs and to secure that one of its officers has responsibility for the administration of those affairs. In this Committee, that officer is the Director of Corporate Resources;
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets; and
- approve the Statement of Accounts.

**The Director of Corporate Resources' Responsibilities**

The Director of Corporate Resources is responsible for the preparation of the Statement of Accounts (which includes the financial statements) in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom ('the Code').

In preparing this Statement of Accounts, the Director of Corporate Resources has:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent;
- complied with the Code;
- kept proper accounting records which were up to date;
- taken reasonable steps for the prevention and detection of fraud and other irregularities;
- assessed the Committee's ability to continue as a going concern, disclosing, as applicable, matters related to going concern;
- used the going concern basis of accounting on the assumption that the functions of the Committee will continue in operational existence for the foreseeable future; and
- maintained such internal control as is determined necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

I certify that the Statement of Accounts gives a true and fair view of the financial position of the Committee at 31 March 2018 and of its income and expenditure for the year then ended.



F Smith CPFA  
Director of Corporate Resources

18 September 2018

**APPROVAL CERTIFICATE**

At a meeting of London Councils' Audit Committee held at 59½ Southwark Street, London, SE1 0AL on 18 September 2018, the statement of accounts were approved on behalf of the Committee.

A handwritten signature in black ink, appearing to read 'R. E. Ramsey', written in a cursive style.

**Cllr Roger Ramsey**  
**Chair of London Councils' Audit Committee**

**18 September 2018**

## ANNUAL GOVERNANCE STATEMENT

### Scope of responsibility

London Councils (the Committee) is responsible for ensuring that its business is conducted in accordance with the law, that public money is safeguarded, properly accounted for and used economically, efficiently and effectively. The Committee is also responsible for securing continuous improvement in the way its functions are exercised.

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

London Councils has approved and adopted a code of corporate governance in the form of a framework, which is consistent with the principles of the CIPFA/SOLACE Framework Delivering Good Governance in Local Government 2016. A copy of London Councils Corporate Governance Framework can be obtained from the Director of Corporate Governance at 59½ Southwark Street, London SE1 0AL. This statement explains how London Councils has applied this code.

### The purpose of the governance framework

The governance framework comprises the systems, processes, culture and values by which the Committee is directed and controlled and such activities through which it accounts to, and engages with, its stakeholders. It enables the 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.

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

The governance framework has been in place at London Councils for the year ended 31 March 2018 and up to the date of approval of the statement of accounts.

### The governance framework

The key elements of the Committee's governance framework include:

- **Developing and communicating the Committee's vision** – The Committee produces an annual Corporate Business Plan which sets out its proposed purpose, themes, work programmes and services. The plan consists of two levels: a high level plan available for stakeholders and external audiences and detailed internal work plans developed for management purposes. This is informed by on-going liaison with key borough stakeholders including the Chair and all Executive portfolio holders. The Corporate Business Plan is submitted to the Leaders' Committee. There are a number of ways in which the Committee communicates with relevant stakeholders which include member briefings, committee and other meetings, briefings for senior managerial and professional colleagues in boroughs and events such as the London Councils' Summit.
- **Commitment to openness and acting in the public interest** – The Committee has adopted the Information Commissioners model publications scheme and follows the definition for joint authorities and boards. Details of the scheme and the information published are available on London Councils' website. The Committee's decisions are made by its elected members and the agendas, reports, background papers and minutes of meetings are published under this scheme.

**ANNUAL GOVERNANCE STATEMENT (continued)**

- **Measuring the performance of services** – The Committee produces an Annual Review at the end of each financial year which provides a summary of the key activities over the last year and highlights the key achievements. Data collected on the performance of activities and services during the year feeds into the production of a key achievements report at the year end. London Councils Corporate Management Board (CMB), the London Councils Executive and the Grants and Transport and Environment Committees receive regular financial management reports that monitor actual income and expenditure trends against approved budgets. London Councils operates a complaints procedure which provides an opportunity to put things right if an error is made and assists in the search to improve the quality of services to member authorities and to Londoners. There are also a number of internal management mechanisms, such as 1:1 review meetings and a fully embedded performance appraisal framework which monitor on-going progress against objectives.
- **Defining and documenting roles and responsibilities** – The London Councils Agreement sets out the main functions and obligations of London Councils and its member authorities. The Agreement includes the standing orders and financial regulations which provide details of the delegation arrangements in place. There is a scheme of delegations to officers in place which was last reviewed, updated and approved by the Leaders' Committee at its Annual General Meeting on 11 July 2017. There is an established protocol which provides guidance on the working relationships between elected members and officers. Additional information on the roles and responsibilities of London Councils Leaders' Committee, Executive, Grants Committee and Transport and Environment Committee are documented in their individual Terms of Reference. All London Councils officers are issued with a job description which confirms their duties within the organisation.
- **Developing, communicating and embedding codes of conduct** – All London Councils Staff have been made aware of the staff handbook which is located on the intranet site. The staff handbook sign posts staff to London Councils policies and procedures which are on the intranet. All staff are encouraged to refer to the intranet when they require guidance on London Councils policies and procedures. Reference to the staff handbook is also included in the induction training of all new staff joining London Councils with their attention specifically drawn to the financial regulations, the code of conduct, data protection and London Councils whistle blowing policy.
- **Reviewing the effectiveness of the Committee's decision-making framework** - The standing orders and financial regulations are included within the London Councils Agreement. The standing orders were last reviewed and the changes approved by Leaders' Committee on 11 July 2017. The financial regulations were also reviewed and the changes approved by the Leaders Committee on 11 July 2017. Minutes of Committee meetings are posted on London Councils website and provide an official record of decisions made.
- **Identifying and managing risks** - London Councils Risk Management Strategy and Framework was reviewed and approved by the Audit Committee in September 2016. London Councils Corporate Risk Register is primarily compiled from the Risk Registers for each of London Councils three Directorates. The Corporate Risk Register is reviewed in accordance with London Councils Risk Management Framework which includes an annual review by the Audit Committee and was last reviewed in September 2017. The Directorate Risk Registers are reviewed by the Audit Committee on a rolling basis. London Councils' Corporate Management Board ensures that the risk registers, both Directorate and Corporate, continue to support London Councils' corporate priorities, which provides members with assurance on how the risks identified are being managed.



**ANNUAL GOVERNANCE STATEMENT (continued)**

- **Anti-fraud and anti-corruption arrangements** – London Councils is committed to having an effective Anti-Fraud and Anti-Corruption strategy designed to promote standards of honest and fair conduct, prevent fraud and corruption, detect and investigate fraud and corruption, prosecute offenders, recover losses and maintain strong systems of internal control. There are two separate policies in place London Councils Whistle Blowing Policy which was last updated in July 2016 and London Councils Policy to Combat Fraud, Bribery and Corruption, which was agreed by London Councils Audit Committee in March 2014 and reviewed in February 2016. Both documents are available on London Councils' intranet and website.
- **Effective management of change and transformation** – London Councils has a framework for managing organisational change which is available to all staff on the intranet. The framework provides guidance on the statutory elements of managing change and issues that should be considered when implementing changes.
- **Financial management arrangements** – London Councils' financial management arrangements conform with the governance requirements of the CIPFA statement on the Role of the Chief Financial Officer in Local Government.
- **Assurance arrangements** – London Councils' internal audit function is carried out by the City of London's internal audit team under a service level agreement for financial support services. These arrangements conform with the governance requirements of the CIPFA statement on the Role of the Head of Internal Audit in public service organisations and Public Sector Internal Audit Standards.
- **Discharge of the monitoring officer function** – • This is a statutory post under Section 5 of the Local Government and Housing Act 1989 and as such is not applicable to London Councils which is a joint committee<sup>1</sup>. However, legal advice is provided to London Councils by the City of London Corporation including governance advice and support which in a local authority would generally be provided by the borough solicitor and monitoring officer .
- **Discharge of the head of paid service function** – London Councils' Chief Executive is the head of paid service. As with all officers, the Chief Executive is issued with a job description which confirms his duties within the organisation. He is subject to appraisal arrangements with Group Leaders who assess his performance against agreed objectives.
- **Audit Committee** –The Audit Committee is a sub-committee of London Councils Leaders' Committee. The Terms of Reference are agreed annually and were last agreed on 11 July 2017. The Audit Committee meets three times a year and is chaired by a leading member from a borough who can be a member of the Executive. The members of the Audit Committee will normally, but not necessarily, be members of London Councils Leaders' Committee and are not members of the Executive.
- **Response to audit recommendations** – The Committee responds to information requests and queries received from its external auditor on a timely basis. External and internal audit findings and recommendations are considered by officers and appropriate responses which include implementation timescales are provided to the auditors. Audit reports, which include management responses, are presented to the Audit Committee to consider and are published along with the Committee papers on the website. The implementation of audit recommendations are monitored on a regular basis.

<sup>1</sup> London Councils is a joint committee of the authorities participating in the arrangements and constituted under sections 101 and 102 of the Local Government Act 1972 and section 9EB and 20 of the Local Government Act 2000, as relevant

**ANNUAL GOVERNANCE STATEMENT (continued)**

- **Compliance with relevant laws and regulations** - London Councils has comprehensive financial regulations and a comprehensive set of human resources policies and procedures which are reviewed on a regular basis. These arrangements ensure compliance with all applicable statutes, regulations and other relevant statements of best practice in order to ensure that public funds are properly safeguarded and are used economically, efficiently and effectively and in accordance with the statutory and other authorities that govern their use.
- **Whistle-blowing** – London Councils has a whistle-blowing policy which is available to all staff on the intranet. The policy aims to encourage staff and others to feel confident in raising serious concerns by providing clear avenues through which those concerns can be raised and reassuring staff who raise concerns that they will not be victimised if they have a reasonable belief and the disclosure was made in good faith. It is also on the website and staff are encouraged to bring this policy and the policy to combat fraud, bribery and corruption to the attention of contractors and third parties.
- **Identifying the development needs of members and officers** – London Councils has access to a programme of training and development, which is available to all staff and can be found on the intranet. The aim of the programme is to assist in the achievement of the organisation's aims and objectives by providing opportunities for staff to gain the necessary skills and knowledge required to perform their tasks and duties effectively. London Councils also has a performance appraisal scheme which provides all staff with regular assessments of their performance and development needs in relation to their work objectives. Members have access to development opportunities in their own authorities. There is a member only section on London Councils' website which provides them with useful information, regular briefings in specific policy areas and a forum for information exchange.
- **Establishing clear channels of communication** – London Councils actively engages with relevant stakeholders when developing its work. All Committee meetings are open to the public and consultations are undertaken where relevant. London Councils issues member briefings and arranges a number of events, conferences and seminars that also provide opportunities for stakeholder engagement, as do regular meetings of officer networks. London Councils produces an Annual Review which provides a summary of the key achievements over the last year and annual statutory financial statements. Information on consultations, minutes of committee meetings and publications are posted on London Councils website [www.londoncouncils.gov.uk](http://www.londoncouncils.gov.uk). London Councils consults with Chief Officer groupings across boroughs in the development of its work.
- **Enhancing the accountability for service delivery and effectiveness of public service providers** - All working arrangements with public service providers are subject to signed agreements/contracts which set out the terms of the service provided. All agreements/contracts are reviewed to ensure that the roles and responsibilities of the parties involved are clearly defined and the terms are beneficial to London Councils and its member authorities. Key performance indicators are incorporated into agreements where appropriate and monitored regularly. Nominated officers are responsible for managing the outcomes of the service and establishing clear lines of communication with providers.
- **Partnership arrangements** – London Councils has a set protocol for staff to follow when working in partnership with outside bodies. A checklist is to be completed for each new partnership or project. Partnership arrangements are also subject to signed agreements which include objectives, roles and responsibilities. The performance of partnerships are monitored in the same manner as other service providers. London Councils does not currently have any material partnership arrangements.

**ANNUAL GOVERNANCE STATEMENT (continued)****Review of effectiveness**

London Councils has responsibility for conducting at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of London Councils Corporate Management Board which has responsibility for the development and maintenance of the governance environment, the internal audit annual report and also by comments made by the external auditors in their annual audit letter and other reports. The review of the effectiveness of the governance framework includes:

- The work of Internal Audit, undertaken by the City of London under a service level agreement, and the annual opinion of the Head of Audit and Risk Management at the City of London. Internal Audit plays a central role in providing the required assurance on internal controls through its comprehensive risk-based audit of all auditable areas within a five-year planning cycle, – with key areas being reviewed annually. This is reinforced by consultation with London Councils Corporate Management Board and London Councils' Audit Committee on perceived risk and by a rigorous follow-up audit regime. The review considers the annual opinion of the Head of Audit and Risk Management on the internal control environment in operation at London Councils during the financial year. The Internal Audit Section of the City of London operates, in all aspects, in accordance with the CIPFA Code of Practice and Public Sector Internal Audit Standards.
- The Audit Committee's review of the governance arrangements in place during 2017/18.
- London Councils Corporate Management Board considers an annual report on Corporate Governance, which includes work completed during the current year and highlights work planned for the following year.

**Areas for development during 2018/19**

The review of the effectiveness of London Councils governance arrangements has revealed the following areas for development during 2018/19:

**Information Governance and Security**

In 2017/18, London Councils established an action plan in preparation of the introduction of General Data Protection Regulations (GDPR)/Data Protection Act which came into force in the UK on 25 May 2018. A risk-based approach was adopted with priority given to high risk areas that required improvement. The improvement programme involved assisting teams with asset registers, risk assessments and registers, procedure notes, contract revisions, retention schemes, privacy notices, training and a revision of or introduction of corporate policies. London Councils appointed a Data Protection Officer in line with legislative requirements and established a GDPR Preparation Board to monitor the implementation of the action plan. Progress reports have been provided to the London Councils' Executive and Audit Committee in the last quarter of 2017/18. The improvements to information security controls will continue during 2018/19 to help embed a privacy by design culture.

An internal audit review on Information Management and Security was completed in 2017/18. The review assessed the adequacy of controls for compliance with the Data Protection Act, staff training and awareness, disposal of sensitive and confidential data and access controls. The review revealed that there was a sound control environment in place but identified a number of areas of improvement such as enhanced password controls, restricted use of removable media devices and the creation of a disposal register which includes evidence of disposal. The recommended improvements will be implemented during 2018/19.

**ANNUAL GOVERNANCE STATEMENT (continued)**

London Councils will take adequate steps over the coming year to address the above matters in order to further enhance its governance arrangements. London Councils is satisfied that these steps will address the improvement needs identified in the effectiveness review. London Councils will monitor their implementation and operation as part of our next annual review.

**Significant governance issues**

There are no significant governance issues.

John O'Brien  
Chief Executive



18 September 2018

Cllr Peter John OBE  
Chair of London Councils



18 September 2018

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE LONDON COUNCILS JOINT COMMITTEE****Opinion**

We have audited the financial statements of London Councils Joint Committee ('the Committee') for the year ended 31 March 2018 which comprise the Consolidated Comprehensive Income and Expenditure Statement, the Consolidated Balance Sheet, the Consolidated Movement in Reserves Statement, the Consolidated Cash Flow Statement and the related notes, including the accounting policies in note 1.

In our opinion the financial statements:

- give a true and fair view of the financial position of the Committee as at 31 March 2018 and of the Committee's expenditure and income 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 2017/18.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) ("ISAs (UK)") and applicable law. Our responsibilities are described below. We have fulfilled our ethical responsibilities under, and are independent of the Committee in accordance with, UK ethical requirements including the FRC Ethical Standard. We believe that the audit evidence we have obtained is a sufficient and appropriate basis for our opinion.

**Going concern**

We are required to report to you if we have concluded that the use of the going concern basis of accounting is inappropriate or there is an undisclosed material uncertainty that may cast significant doubt over the use of that basis for a period of at least twelve months from the date of approval of the financial statements. We have nothing to report in these respects.

**Other information published with the financial statements**

The Director of Corporate Resources is responsible for the other information published with the financial statements, including the Narrative Statement and the Annual Governance Statement. Our opinion on the financial statements does not cover the other information and, accordingly, we do not express an audit opinion or, except as explicitly stated below, any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether, based on our financial statements audit work, the information therein is materially misstated or inconsistent with the financial statements or our audit knowledge. Based solely on that work we have not identified material misstatements in the other information. In our opinion the other information published with the financial statements for the financial year is consistent with the financial statements.

**Director of Corporate Resources' responsibilities**

As explained more fully in the statement set out on page 27, the Director of Corporate Resources is responsible for: the preparation of the Committee's financial statements in accordance with proper practices as set out in the Code of Practice on Local Authority Accounting in the United Kingdom 2017/18; such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; assessing the Committee's ability to continue as a going concern, disclosing, as applicable, matters related to going concern; and using the going concern basis of accounting on the assumption that the functions of the Committee will continue in operational existence for the foreseeable future.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE LONDON COUNCILS JOINT COMMITTEE (continued)****Auditor's responsibilities**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue our opinion in an auditor's report. Reasonable assurance is a high level of assurance, but does not guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements. A fuller description of our responsibilities is provided on the FRC's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities)

**THE PURPOSE OF OUR AUDIT WORK AND TO WHOM WE OWE OUR RESPONSIBILITIES**

This report is made solely to the members of the Committee, as a body. Our audit work has been undertaken so that we might state to the members of the Committee, as a body, those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the members of the Committee, as a body, for our audit work, for this report, or for the opinions we have formed.



Neil Hewitson  
for and on behalf of KPMG LLP, Statutory Auditor  
Chartered Accountants  
15 Canada Square  
London  
E14 5GL

21 September 2018

## CONSOLIDATED EXPENDITURE AND FUNDING ANALYSIS FOR THE YEAR ENDED 31 MARCH 2018

The Expenditure and Funding Analysis shows how annual expenditure is used and funded from resources in comparison with those resources consumed or earned by the Committee in accordance with generally accepted accounting practices. It also shows how this expenditure is allocated for decision making purposes between the various committees. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Consolidated Comprehensive Income and Expenditure Statement.

	2017/18	2017/18	2017/18	2016/17	2016/17	2016/17
	Net Expenditure Chargeable to Usable Reserves £000	Adjustments between the Funding and Accounting Basis £000	Net Expenditure in the Comprehensive Income and Expenditure Statement £000	Net Expenditure Chargeable to Usable Reserves £000	Adjustments between the Funding and Accounting Basis £000	Net Expenditure in the Comprehensive Income and Expenditure Statement £000
<b>Cost of Services</b>						
London Councils Grants Committee	(412)	65	(347)	(8)	25	17
London Councils Transport and Environment Committee	(1,076)	377	(699)	(805)	135	(670)
London Councils Joint Committee	163	803	966	1,033	281	1,314
<b>Net Cost of Services</b>	<b>(1,325)</b>	<b>1,245</b>	<b>(80)</b>	<b>220</b>	<b>441</b>	<b>661</b>
Financing and investment income and expenditure	(86)	831	745	(89)	859	770
<b>Deficit / (Surplus)</b>	<b>(1,411)</b>	<b>2,076</b>	<b>665</b>	<b>131</b>	<b>1,300</b>	<b>1,431</b>
Opening Usable Reserve Balance	(12,510)			(12,641)		
Deficit / (Surplus)	(1,411)			131		
<b>Closing Usable Reserve Balance</b>	<b>(13,921)</b>			<b>(12,510)</b>		

**CONSOLIDATED COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31 MARCH 2018**

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices.

	Notes	2017/18 Gross Expenditure £000	2017/18 Gross Income £000	2017/18 Net £000	2016/17 Gross Expenditure £000	2016/17 Gross Income £000	2016/17 Net £000
<b>Cost of Services</b>							
London Councils Grants Committee	Appx A	7,636	(7,983)	(347)	8,657	(8,640)	17
London Councils Transport and Environment Committee	Appx B	44,977	(45,676)	(699)	44,106	(44,776)	(670)
London Councils Joint Committee	Appx C	9,336	(8,370)	966	9,511	(8,197)	1,314
<b>Net Cost of Services</b>		<b>61,949</b>	<b>(62,029)</b>	<b>(80)</b>	<b>62,274</b>	<b>(61,613)</b>	<b>661</b>
Financing and investment income and expenditure	7	837	(92)	745	865	(95)	770
<b>Deficit on Provision of Services</b>		<b>62,786</b>	<b>(62,121)</b>	<b>665</b>	<b>63,139</b>	<b>(61,708)</b>	<b>1,431</b>
Actuarial (gain)/loss on pension assets/liabilities	8			(4,020)			5,646
<b>Other Comprehensive Income and Expenditure</b>				<b>(4,020)</b>			<b>5,646</b>
<b>Total Comprehensive Income and Expenditure</b>				<b>(3,355)</b>			<b>7,077</b>



## CONSOLIDATED MOVEMENT IN RESERVES STATEMENT FOR THE YEAR ENDED 31 MARCH 2018

This statement shows the movement in the year on the different reserves held by the Committee, analysed into usable reserves and unusable reserves. The surplus or deficit on the provision of services line shows the true economic cost of providing the Committee's services, more details of which are shown in the Comprehensive Income and Expenditure Statement.

	2017/18		2016/17		Total Committee Reserves	Usable Reserves	Unusable Reserves	Total Committee Reserves
	Usable Reserves	Unusable Reserves	Usable Reserves	Unusable Reserves				
<b>Balance at 1 April</b>	£000 12,510	£000 (30,098)	£000 12,641	£000 (23,152)	£000 (17,588)	£000 12,641	£000 (23,152)	£000 (10,511)
Total Comprehensive Income and Expenditure	(665)	4,020	(1,431)	(5,646)	3,355	(1,431)	(5,646)	(7,077)
Adjustments between accounting basis and funding basis under regulations (note 6)	2,076	(2,076)	1,300	(1,300)	-	1,300	(1,300)	-
<b>Increase/(Decrease)</b>	<b>1,411</b>	<b>1,944</b>	<b>(131)</b>	<b>(6,946)</b>	<b>3,355</b>	<b>(131)</b>	<b>(6,946)</b>	<b>(7,077)</b>
<b>Balance at 31 March</b>	<b>13,921</b>	<b>(28,154)</b>	<b>12,510</b>	<b>(30,098)</b>	<b>(14,233)</b>	<b>12,510</b>	<b>(30,098)</b>	<b>(17,588)</b>

**CONSOLIDATED BALANCE SHEET AS AT 31 MARCH 2018**

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Committee. The net assets or liabilities of the Committee (assets less liabilities) are matched by the reserves held by the Committee. Reserves are reported in two categories. The first category of reserves are usable reserves, i.e. those reserves that the Committee may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use. The second category of reserves is those that the authority is not able to use to provide services. This category includes reserves that hold unrealised gains and losses such as the Pension Reserve.

	Note	31 March 2018	31 March 2017
		£000	£000
Property, Plant and Equipment	9	1,247	1,525
Intangible Assets	10	8	13
<b>Long Term Assets</b>		<b>1,255</b>	<b>1,538</b>
Short Term Debtors	11	7,515	5,668
Cash and Cash Equivalent	12	15,781	16,817
<b>Current Assets</b>		<b>23,296</b>	<b>22,485</b>
Short Term Creditors	13	(9,549)	(10,472)
Provisions	14	(208)	(197)
<b>Current Liabilities</b>		<b>(9,757)</b>	<b>(10,669)</b>
Long Term Creditors	15	(446)	(507)
Provisions	14	(562)	(446)
Other Long Term Liabilities	8	(28,019)	(29,989)
<b>Long Term Liabilities</b>		<b>(29,027)</b>	<b>(30,942)</b>
<b>Net Liabilities</b>		<b>(14,233)</b>	<b>(17,588)</b>
Usable Reserves	16	13,921	12,510
Unusable Reserves	18	(28,154)	(30,098)
<b>Total Reserves</b>		<b>(14,233)</b>	<b>(17,588)</b>

The notes on pages 42 to 72 form part of the accounts.



F Smith CPFA  
Director of Corporate Resources

18 September 2018

**CONSOLIDATED CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2018**

The Cash Flow Statement shows the changes in cash and cash equivalents of the Committee during the reporting period. The statement shows how the Committee generates and uses cash and cash equivalents by classifying cash flows as operating, investing, and financing activities. Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute towards the Committee's future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (i.e. borrowing) to the Committee.

	<b>2017/18</b> <b>£000</b>	<b>2016/17</b> <b>£000</b>
Net deficit on the provision of services	(665)	(1,431)
Adjustments to net deficit on the provision of services for non-cash movements	(332)	1,522
Adjustments for items included in the net deficit on the provision of services that are investing and financing activities.	(86)	(89)
<b>Net cash flows from Operating Activities (note 19)</b>	<b>(1,083)</b>	<b>2</b>
Investing Activities (note 20)	47	(37)
<b>Net decrease in cash and cash equivalents</b>	<b>(1,036)</b>	<b>(35)</b>
<b>Cash and cash equivalents at 1 April</b>	<b>16,817</b>	<b>16,852</b>
<b>Cash and cash equivalents at 31 March</b>	<b>15,781</b>	<b>16,817</b>

**NOTES TO THE CONSOLIDATED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018****1. Accounting Policies****a General Principles**

The Statement of Accounts summarises the Committee's transactions for the 2017/18 financial year and its position at the year-end of 31 March 2018. The Committee prepares its accounts in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2017/18.

The Statement of Accounts have been prepared with the overriding requirement that it gives a 'true and fair' view of the financial position, performance and cash flows of the Committee.

The Statement of Accounts has been prepared with reference to:

- The objective of providing financial information about the reporting authority that is useful to existing and potential investors, lenders and other creditors in making decision about providing resources to it;
- The objective of providing information about the Committee's financial performance, financial position and cash flows that is useful to a wide range of users for assessing the stewardship of the Committee's management and for making economic decisions;
- The objective of meeting the common needs of most users focusing on the ability of the users to make economic decisions, the needs of public accountability and the stewardship of the Committee's resources;
- The accrual basis of accounting;
- The following underlying assumptions:
  - Going concern basis.
- The following qualitative characteristics:
  - Relevance;
  - Materiality; and
  - Faithful representation.
- The following enhancing qualitative characteristics:
  - Comparability;
  - Verifiability;
  - Timeliness; and
  - Understandability.

The accounting convention adopted in the Statement of Accounts is historical cost.

The accounting policies have been consistently applied.

**NOTES TO THE CONSOLIDATED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (continued)****b Accruals of Income and Expenditure**

The accounts are prepared on an accruals basis which means that income and expenditure 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 Committee transfers the significant risks and rewards of ownership to the purchaser and it is probable that economic benefits or service potential associated with the transaction will flow to the Committee;
- Revenue from the provision of services is recognised when the Committee 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 Committee;
- Expenses in relation to services received (including those services provided by employees) are recorded as expenditure when services are received, rather than when payments are made;
- Interest receivable on investments and payable on borrowings is accounted for respectively as income and expenditure on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract;
- Where income and expenditure has 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 it is doubtful that debts will be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected;
- Income and expenditure are credited and debited to the relevant category within the Comprehensive Income and Expenditure Statement, unless they represent capital receipts or capital expenditure; and
- Creditors for grants outstanding to voluntary organisations at the year-end are included where approved by Committee, the circumstances of the voluntary organisation have not changed since approval, and evidence shows that expenditure in respect of the grant has been incurred. Creditors for ESF grants are recognised where grant claims received from voluntary organisations exceed payments made to the claimant.

**c Allocation of Income**

Income, where possible, is allocated to the specific service area to which it relates or offsets specific expenditure. Income that is not directly attributable to a particular service is apportioned to other expenditure categories based on actual expenditure.

**d Cash and Cash Equivalents**

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are investments that mature in three months or less from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

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

## NOTES TO THE CONSOLIDATED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (continued)

## 1. Accounting Policies (continued)

## e Contingent Liabilities

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

## f Employee Benefits

**Benefits Payable During Employment**

Short-term employee benefits are those due to be settled within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits for current employees and are recognised as an expense for services in the year in which employees render service to the Committee. An accrual is made for the cost of holiday entitlements (or any form of leave e.g. flexi leave) earned by employees but not taken before the year-end which employees can carry forward into the next financial year. The accrual is made at the wage and salary rates applicable in the following accounting year, being the period in which the employee takes the benefit. The accrual is charged to the Surplus or Deficit on the Provision of Services, but then reversed out through the Movement in Reserves Statement so that holiday benefits are charged to revenue in the financial year in which the holiday absence occurs.

**Termination Benefits**

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

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

**Post Employment Benefits****Defined Benefit Pension Scheme**

As part of the terms and conditions of employment, officers of the Committee are offered membership of the Local Government Pension Scheme administered by the London Pension Fund Authority (LPFA). The scheme provides defined benefits to its members (retirement lump sums and pensions), earned as officers work for the Committee.

This scheme is accounted for as a final salary defined benefit scheme:

## NOTES TO THE CONSOLIDATED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (continued)

**1. Accounting Policies (continued)**

- The liabilities of the pension fund attributable to the 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, projected earnings of current employees etc.
- Liabilities are discounted to their value at current prices using, a discount rate of 2.6% (2016/17: 2.8%).
- The assets of the pension fund attributable to the Committee are included in the Balance Sheet at their fair value:
  - Quoted securities – current bid price;
  - Unquoted securities – professional estimate;
  - Unutilised securities – current bid price; and
  - Property – market value.
- The change in the net pensions liability is analysed into six components:
  - Current service cost – the increase in liabilities as a result of years of service earned this year debited to the Staff Costs line in the Comprehensive Income and Expenditure Statement to the services for which the employees worked;
  - Past service cost – the increase in liabilities as a result of a scheme amendment or curtailment whose effect relates to years of service earned in earlier years debited to the Staff Costs line in the Comprehensive Income and Expenditure Statement;
  - Net interest on the net defined benefit liability (asset), ie net interest expense for the Committee – the change during the period in the net defined benefit liability (asset) that arises from the passage of time charged to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement – this is calculated by applying the discount rate used to measure the defined benefit obligation at the beginning of the period to the net defined benefit liability (asset) at the beginning of the period – taking into account any changes in the net defined benefit liability (asset) during the period as a result of contribution and benefit payments;
  - Return on plan assets – excluding amounts included in net interest on the net defined benefit liability (asset) – charged to the Pensions Reserve as Other Comprehensive Income and Expenditure;
  - Actuarial gains and losses – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – charged to the Pensions Reserve as Other Comprehensive Income and Expenditure; and
  - Contributions paid to the pension fund – cash paid as employer’s contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

**NOTES TO THE CONSOLIDATED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (continued)****1. Accounting Policies (continued)**

In accordance with the Code of Practice, the General Reserve balance is charged with the actual amount payable by the Committee to the pension fund and not the amount calculated according to the accounting standard. In the Movement in Reserves Statement, there are transfers to and from the Pensions Reserve to remove the impact of the notional debits and credits for retirement benefits and replace them with debits for the cash paid to the pension fund and any such amounts payable but unpaid at the year-end. The negative balance that arises on the Pension Reserve measures the beneficial impact to the General Reserve of being required to account for retirement benefits on the basis of cash flows rather than as benefits are earned by employees.

The actuarial gains and losses are charged to Other Comprehensive Income in the Comprehensive Income and Expenditure Statement with a corresponding entry in the Pensions Reserve.

**Defined Contribution Pension Scheme**

The Committee operates a defined contribution pension scheme for tribunal adjudicators who are classed as workers under auto enrolment legislation but are not entitled to join the Local Government Pension Scheme. A defined contribution scheme is a pension plan under which the Committee pays contributions to a separate pension provider. Once the contributions have been paid the Committee has no further payment obligations. The value of contributions are based on a percentage of the fees paid to adjudicators as set out in the relevant auto enrolment legislation. The contributions recognised as an expense when they are due. Amounts owed at the end of a financial year are recognised as accruals in the accounts. The assets of the scheme are held separately from the Committee in independently administered funds.

**g Exceptional Items and Prior Period Adjustments**

When items of income and expense are material, their nature and amount is disclosed separately, either on the face of the Comprehensive Income and Expenditure Statement or in the notes to the accounts, depending on how significant the items are to an understanding of the Committee's financial performance.

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

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Committee's financial position or financial performance. Where a change is made, it is applied retrospectively (unless stated otherwise) by adjusting opening balances and comparative amounts for the prior period as if the new policy had always been applied.

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



## NOTES TO THE CONSOLIDATED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (continued)

## 1. Accounting Policies (continued)

## h Financial Instruments

**Financial Liabilities**

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

Currently the Committee has no borrowings.

**Financial Assets**

Financial Assets are receivables that have fixed or determinable payments but are not quoted in an active market. The assets are initially measured at fair value, and subsequently measured at their amortised cost.

## i Government Grants and Contributions

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

- the Committee will comply with the conditions attached to the payments; and
- the grants will be received.

Amounts recognised as due to the Committee are not credited to the Comprehensive Income and Expenditure Statement until conditions attached to the grant or contribution have been satisfied.

Monies advanced as grants and contributions for which conditions have not been satisfied are carried in the Balance Sheet as creditors. When conditions are satisfied, the grant or contribution is credited to the relevant service line in the Comprehensive Income and Expenditure Statement.

## j Intangible Assets

Expenditure of £1,000 or more on non-monetary assets that do not have physical substance but are controlled by the Committee as a result of past events (e.g. software licences) is capitalised when it is expected that future economic benefits or service potential will flow from the intangible asset to the Committee. Intangible assets are measured initially at cost and amortised over the life of the asset.

## k Interest Income

Interest is credited to the Comprehensive Income and Expenditure Statements of the constituent committees based on average cash balances held by the City of London and invested in accordance with their Treasury Management Strategy Statement and Annual Investment Strategy, which is approved by the City of London's Financial Investment Board.

**NOTES TO THE CONSOLIDATED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (continued)****1. Accounting Policies (continued)****l Interest in Companies and Other Entities**

London Councils Joint Committee operates one subsidiary, London Councils Limited, a company limited by guarantee. London Councils Limited activities are consolidated within the Joint Committee statement of accounts. The company exists to record all transactions relating to the holding of property leases and the employment of the political advisers. London Councils' member boroughs are the members of the company and London Councils' Elected Officers are its Directors. London Councils benefits directly from the accommodation paid for by London Councils Limited and the services provided by the political advisers to members in their roles at London Councils.

The activities of London Councils Grants Committee and London Councils Transport and Environment Committee, which are carried out by London Councils Joint Committee, are incorporated into these group accounts. The activities of these associated committees and the main Joint Committee are detailed in appendices A to C.

Intragroup transactions are excluded from the Statement of Accounts on consolidation.

**m Leases****Finance leases**

Lease arrangements for assets are treated as finance leases when substantially all the risks and rewards associated with the ownership of an asset are transferred to the Committee. Rentals payable are apportioned between:

- A charge for the acquisition of the interest in the property (recognised as a liability in the balance sheet at the start of the lease, matched with an asset within Property, Plant and Equipment – the liability is written down as the rent becomes payable); and
- A finance charge.

Property, plant and equipment recognised under finance leases are accounted for using the policies applied generally to such assets, subject to depreciation being charged over the life of the lease.

**Operating leases**

Leases that do not meet the definition of finance leases are accounted for as operating leases. Lease rentals payable are charged to the Comprehensive Income and Expenditure Statement on a straight line basis over the terms of the lease.

**n Overheads**

Central overhead costs identified as directly attributable to a particular funding stream are allocated in full to that funding stream. Where such costs are not directly attributable, they are re-charged across the funding streams using the most relevant apportionment basis, from the list below:

- Number of desk spaces;
- Full Time Equivalent units;
- Absolute value of transactions; and
- Volume of transactions.

## NOTES TO THE CONSOLIDATED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (continued)

**1. Accounting Policies (continued)****o Property, Plant and Equipment**

Assets that have physical substance and are held for use in the production or supply of goods or services, or for administrative purposes and that are expected to be used during more than one financial year are classified as Property, Plant and Equipment. Expenditure on the acquisition, creation, enhancement of Property, Plant and Equipment subject to a de minimis level of £1,000, is capitalised on an accruals basis, provided that it is probable that the future economic benefits or service potential associated with the item will flow to the Committee and the cost of the item can be measured reliably. Expenditure that maintains but does not add to an asset's potential to deliver future economic benefits or service potential (i.e. repairs and maintenance) is charged as an expense when it is incurred.

Assets are initially measured at cost, comprising:

- the purchase price; and
- 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.

Assets are then carried in the Balance Sheet at their depreciated historical costs.

Assets are depreciated on a straight line basis, starting after the year of acquisition, over their economic useful life as follows:

- Leasehold Improvements – the lower of 10 years or the remaining period left on the lease;
- Furniture and Equipment:
  - o Furniture and Fittings – 5 years;
  - o Computer Hardware – 3 years.

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

When an asset is disposed of or decommissioned, the carrying amount of the asset in the Balance Sheet is written off to the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. Receipts from disposal (if any) are credited to the Comprehensive Income and Expenditure Statement.

**p Provisions**

Provisions are made where an event has taken place that gives the Committee a legal or constructive obligation that probably requires settlement by a transfer of economic benefits and a reliable estimate can be made of the amount of the obligation.

## NOTES TO THE CONSOLIDATED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (continued)

**1. Accounting Policies (continued)**

Provisions are charged as an expense to the Comprehensive Income and Expenditure Statement in the year that the Committee becomes aware of the obligation, and are measured at the best estimate at the balance sheet date of the expenditure required to settle the obligation, taking into account relevant risks and uncertainties. When payments are eventually made, they are charged to the provision carried in the Balance Sheet. Estimated settlements are reviewed at the end of each financial year, where it becomes less than probable that a transfer of economic benefits will now be required (or a lower settlement than anticipated is made), the provisions is reversed and credited back to the Comprehensive Income and Expenditure Statement. Provisions for dilapidations costs and works in connection with property leases are built up over the life of the lease on a straight line basis.

**q Reserves**

The Committee uses Specific Reserves to set aside funds earmarked for a specific purpose and money received from boroughs outside the main subscription, or from other public sector bodies, which is to be used for specific purposes. Reserves are created by transferring amounts from the General Reserve to the Specific Reserves on the Movement in Reserves Statement. When expenditure to be financed from a specific reserve is incurred, it is charged to the appropriate service in that year to score against the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement and a transfer of funds from the specific reserve made to the General Reserve in the Movement in Reserves Statement.

Certain reserves are kept to manage the accounting processes for retirement and employee benefits and do not represent usable resources for the Committee.

**r Value Added Tax**

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

**2. Accounting Standards that have been Issued but not yet adopted**

The Code of Practice on Local Authority Accounting in the United Kingdom 2018/19 (the Code) has introduced changes in accounting policies which will be required from 1 April 2018. If these had been adopted for the financial year 2017/18 there would be no material changes to the Committee's accounts as detailed below.

**IFRS 9 Financial Instruments** – This standard replaces *IAS39 Financial Instruments: Recognition and Measurement* and provides new guidance on the recognition, measurement, classification, impairment, derecognition and hedge accounting of financial instruments. This standard will not have a material impact on the accounts due to the nature of financial instruments held by the Committee.

**IFRS 15 Revenue from Contracts with Customers** – The standard specifies how and when an entity will recognise revenue as well as requiring reporting entities to provide users of financial statements with more informative, relevant disclosures. The standard provides a single, principles based five-step model to be applied to all contracts with customers. This standard will not have a material impact on the accounts as member subscriptions and charges from the bulk of the Committee's income. However, the standard will result in increased disclosures in the accounts.

## NOTES TO THE CONSOLIDATED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (continued)

**2. Accounting Standards that have been Issued but not yet adopted (continued)**

**IAS 12 Income Taxes: Recognition of Deferred Tax Assets for Unrealised Losses** – There has been an amendment to this standard to clarify when a deferred tax asset should be recognised for unrealised losses. This amendment will not have a material impact on the Committee's accounts as it does not have a deferred tax liability.

**IAS 7 Statement of Cash Flows** – There has been a narrow scope amendment to this standard which require entities to provide a reconciliation of the amounts in the opening and closing Balance Sheet for each item for which cash flows have been, or would be, classified as financing activities and disclose matters that are relevant to understanding the entity's liquidity, such as restrictions that affect the decisions of an entity to use cash and cash equivalent balances. This amendment will not have a material impact on the Committee's accounts.

**3. Critical Judgements in Applying Accounting Policies**

In applying the accounting policies set out in note 1, the Committee has had to make certain judgements about complex transactions or those involving uncertainty about future events.

The critical judgements made in the Statement of Accounts are:

**Government Funding**

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

**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 Committee 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 Committee's Balance Sheet at 31 March 2018 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

**Pensions**

Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. Barnett Waddingham LLP, an independent firm of qualified actuaries, is engaged to provide London Councils with expert advice in calculating the net pension liability.

The effect on the net pensions liability of changes in individual assumptions can be measured. For instance, a 0.1% increase in the discount rate assumption would result in a decrease in the pension liability of £1.688 million. However, the assumptions interact in complex ways. During 2016/17, Barnett Waddingham LLP advised that the net pensions liability had increased by £2.628 million as a result of a change in financial assumptions.

**NOTES TO THE CONSOLIDATED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (continued)****4. Assumptions Made about the Future and Other Major Sources of Estimation Uncertainty (continued)****Property, Plant and Equipment**

Assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance that will be incurred in relation to individual assets. The current economic climate makes it uncertain that the Committee will be able to sustain its current spending on repairs and maintenance, bringing into doubt the useful lives assigned to assets.

If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets falls. It is estimated that the annual depreciation charge for Leasehold Improvements would increase by £57,000 for every year that useful lives had to be reduced.

**Provisions**

The Committee has made a provision of £770,000 for its contractual obligations for dilapidations and periodic decoration included within its property leases. The provision is based on the most reasonable estimate of these future costs. An increase of 10% to the total value of these costs would have the effect of adding £77,000 to the annual contribution to the provision.

**Bad Debt Provision**

At 31 March 2017, the Committee had a balance of accounts receivable debtors of £1.210 million. This amount excludes debts registered at the County Court. A review of these balances resulted in a calculation of a bad debt provision, based on historic loss experiences, of £13,000. However, in the current economic climate it is not certain that such an allowance would be sufficient. If collection rates were to deteriorate the provision will have to be increased accordingly.

**5. Events After the Balance Sheet Date**

The Statement of Accounts was authorised for issue by the Director of Corporate Resources on 18 September 2018. Events taking place after this date are not reflected in the accounts or notes. Where events taking place before this date provided information about conditions existing at 31 March 2018, the figures in the accounts and notes have been adjusted in all material respects to reflect the impact of this information.

**6. Note to the Consolidated Expenditure and Funding Analysis**

This note provides a reconciliation of the main adjustments to the net expenditure chargeable to the General Reserve to arrive at the amounts in the Comprehensive Income and Expenditure Statement. The adjustments arise due to the difference in the accounting basis and funding basis under regulations.

## NOTES TO THE CONSOLIDATED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (continued)

## 6. Note to the Consolidated Expenditure and Funding Analysis (continued)

Adjustments between funding and accounting basis during 2017/18:

<b>Adjustments from General Reserves to arrive at the Comprehensive Income and Expenditure</b>	<b>Pension Adjustments £000</b>	<b>Accumulated Absence Adjustments £000</b>	<b>Total Adjustments £000</b>
Grants Committee	61	4	65
Transport and Environment Committee	374	3	377
London Councils Core Joint Committee	784	19	803
<b>Net Cost of Services</b>	<b>1,219</b>	<b>26</b>	<b>1,245</b>
Financing and investment income and expenditure	831	-	831
<b>Difference between General Reserve and Comprehensive Income and Expenditure Statements (Surplus)/Deficit on Provision of Services</b>	<b>2,050</b>	<b>26</b>	<b>2,076</b>

Adjustments between funding and accounting basis during 2016/17:

<b>Adjustments from General Reserves to arrive at the Comprehensive Income and Expenditure</b>	<b>Pension Adjustments £000</b>	<b>Accumulated Absence Adjustments £000</b>	<b>Total Adjustments £000</b>
Grants Committee	26	(1)	25
Transport and Environment Committee	133	2	135
London Councils Core Joint Committee	299	(18)	281
<b>Net Cost of Services</b>	<b>458</b>	<b>(17)</b>	<b>441</b>
Financing and investment income and expenditure	859	-	859
<b>Difference between General Reserve and Comprehensive Income and Expenditure Statements (Surplus)/Deficit on Provision of Services</b>	<b>1,317</b>	<b>(17)</b>	<b>1,300</b>

## 7. Financing and Investment Income and Expenditure

	<b>2017/18 £000</b>	<b>2016/17 £000</b>
Interest Payable	6	6
Interest and Investment Income	(92)	(95)
Net Loss on Pension Scheme Assets/Liabilities (see note 8)	831	859
<b>Total</b>	<b>745</b>	<b>770</b>

## NOTES TO THE CONSOLIDATED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (continued)

**8. Pensions****Defined Benefit Scheme**

As part of their terms and conditions of employment, London Councils staff are eligible to participate in the Local Government Pension Scheme (LGPS) which is a defined benefit statutory scheme administered in accordance with the Local Government Pension Scheme Regulations 2013. The scheme is contracted out of the State Second Pension and currently provides benefits based on final salary and length of service on retirement. Changes to the LGPS came into effect from 1 April 2014 and any benefits accrued from this date will be based on career average revalued salary, with various protections in place for those members in the scheme before the changes take effect.

The administering authority for the Fund is the London Pensions Fund Authority (LPFA). The LPFA Board oversees the management of the Fund whilst the day to day fund administration is undertaken by Local Pensions Partnership. Where appropriate some functions are delegated to the Fund's professional advisers.

On 1 May 2000, London Councils staff transferred into the LPFA Scheme as London Councils was granted Admitted Body status. Prior to this date, the five predecessor bodies had different pension arrangements for staff. The accumulated benefits of staff from the previous pension schemes have been transferred to the LPFA scheme.

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

Employers' contributions are set every three years as a result of the actuarial valuation of the Fund required by the Regulations. The next actuarial valuation of the Fund will be carried out as at 31 March 2019 and will set contributions for the period from 1 April 2020 to 31 March 2023. There are no minimum funding requirements in the LGPS but the contributions are generally set to target a funding level of 100% using the actuarial valuation assumptions. Based on the triennial valuation as at 31 March 2016, the employers' contribution towards the Future Service Rate was set at 12% of pensionable pay for the period 1 April 2017 to 31 March 2020.

The LPFA aim to establish and maintain full funding on a risk adjusted triennial valuation basis. The LPFA administers the funds of 363 different public sector and 'not for profit' organisations with assets totalling £5.7 billion. At the end of March 2016 the funding level was 96% on a triennial valuation basis, as per the LPFA's external actuary (Barnett Waddingham). The funding level is projected to increase to 111% by 2020/21.

On the Employer's withdrawal from the plan, a cessation valuation will be carried out in accordance with Regulation 64 of the LGPS Regulations 2013 which will determine the termination contribution due by the Employer, on a set of assumptions deemed appropriate by the Fund Actuary.

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

- **Investment risk.** The Fund holds investment in asset classes, such as equities, which have volatile market values and while these assets are expected to provide real returns over the long-term, the short-term volatility can cause additional funding to be required if a deficit emerges.
- **Interest rate risk.** The Fund's liabilities are assessed using market yields on high quality corporate bonds to discount future liability cashflows. As the Fund holds assets such as equities the value of the assets and liabilities may not move in the same way.



## NOTES TO THE CONSOLIDATED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (continued)

## 8. Pensions (continued)

- Inflation risk. All of the benefits under the Fund are linked to inflation and so deficits may emerge to the extent that the assets are not linked to inflation.
- Longevity risk. In the event that the members live longer than assumed a deficit will emerge in the Fund. There are also other demographic risks.

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

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

The LPFA, as administering authority, provided Barnett Waddingham LLP, an independent firm of qualified actuaries with scheme membership information as at 31 March 2016 for all employees within London Councils as part of the triennial valuation. Assets were allocated within the LPFA Pension Fund based on these calculated liabilities. The triennial valuation as at 31 March 2016 was the starting point for the 'roll forward' IAS19 valuations. In order to assess the actuarial value of the LPFA Pension Fund's liabilities as at 31 March 2018 attributable to London Councils, scheme liabilities have been assessed by Barnett Waddingham LLP on an actuarial basis using the projected unit method, and estimate of pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels etc.

The individual committees' share of assets and liabilities of the pension scheme are not separable, therefore, all assets, liabilities, charges, returns and other costs have been allocated to each committee in accordance with the proportion of employer contributions paid by the committee as a percentage of the total paid by London Councils in the year. This approach results in an adjustment to the Defined Benefit Obligation and the Fair Value of Employer's Assets as a result of the difference between the percentage used to apportion the deficit at the start of the financial year and the percentage used at the end of the financial year.

**Financial Assumptions**

The financial assumptions as at 31 March 2018:

<b>Assumptions as at:</b>	<b>31 March 2018 (% per annum)</b>	<b>31 March 2017 (% per annum)</b>
RPI increases	3.3%	3.6%
CPI increases	2.3%	2.7%
Salary increases	3.8%	4.2%
Pension increases	2.3%	2.7%
Discount rate	2.6%	2.8%

These assumptions are set with reference to market conditions at 31 March 2018.

Our estimate of the duration of the Employer's liabilities is 22 years.

## NOTES TO THE CONSOLIDATED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (continued)

**8. Pensions (continued)**

An estimate of the employer's future cash flows is made using notional cash flows based on the estimated duration above. These estimated cash flows are then used to derive a Single Equivalent Discount Rate (SEDR). The discount rate derived is such that the net present value of the notional cash flows, discounted at this single rate, equates to the net present value of the cash flows, discounted using the annualised Merrill Lynch AA rated corporate bond yield curve (where the spot curve is assumed to be flat beyond the 30 year point). The approach has changed from the "spot rate" approach adopted at the previous accounting date to reflect national auditor preferences.

Similarly to the approach used to derive the discount rate, the Retail Prices Index (RPI) increase assumption is set using a Single Equivalent Inflation Rate (SEIR) approach, using the notional cash flows described above. The single inflation rate derived is that which gives the same net present value of the cash flows, discounted using the annualised Merrill Lynch AA rated corporate bond yield curve, as applying the BoE implied inflation curve. As above, the Merrill Lynch AA rated corporate bond yield spot curve is assumed to be flat beyond the 30 year point and the BoE implied inflation spot curve is assumed to be flat beyond the 40 year point. The approach has changed from the "spot rate" approach adopted at the previous accounting date to reflect national auditor preferences.

As future pension increases are expected to be based on the Consumer Prices Index (CPI) rather than RPI, we have made a further assumption about CPI which is that it will be 1.0% p.a. below RPI i.e. 2.3% p.a. We believe that this is a reasonable estimate for the future differences in the indices, based on the different calculation methods and recent independent forecasts. This is a slightly higher deduction than at the last accounting date where it was assumed that that CPI was 0.9 % lower than RPI.

Salaries are assumed to increase at 1.5% p.a. above CPI in addition to a promotional scale. However, a short-term overlay has been allowed from 31 March 2016 to 31 March 2020 for salaries to rise in line with CPI.

**Demographic and Statistical Assumptions**

A set of demographic assumptions that are consistent with those used for the funding valuation as at 31 March 2016 have been adopted. The post retirement mortality tables have been constructed based on Club Vita analysis. These base tables are then projected using the CMI 2015 Model, allowing for a long term rate of improvement of 1.5% per annum.

The assumed life expectations from age 65 are:

	31 March 2018	31 March 2017
Retiring today:		
Males	22.0	21.9
Females	24.6	24.5
Retiring in 20 years:		
Males	24.3	24.2
Females	26.9	26.8

The following assumptions have also been made:

- Members will exchange half of their commutable pension for cash at retirement;
- Members will retire at one retirement age for all tranches of benefit, which will be the pension weighted average tranche retirement age; and

## NOTES TO THE CONSOLIDATED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (continued)

## 8. Pensions (continued)

- o The proportion of membership that had taken up the 50:50 option at the previous valuation date will remain the same.

The fair value of the pension scheme assets attributable to the London Councils Joint Committee at 31 March 2018:

	At 31 March 2018		At 31 March 2017	
	£000	%	£000	%
Equities	32,226	61%	29,904	59%
Target return portfolio	11,811	22%	10,664	21%
Infrastructure	2,305	4%	2,657	5%
Property	3,793	7%	2,573	5%
Cash	2,567	5%	4,669	9%
	<b>52,702</b>	<b>100%</b>	<b>50,467</b>	<b>100%</b>

Quoted securities included within the assets values above have been measured at their bid value in accordance with the Code. Under the Liability Driven Investment (LDI), RPI swaps are used to hedge 25% of the Funds cash flow liability against inflation.

The analysis of the net value of the pension scheme assets and liabilities recognised in the Balance Sheet as at 31 March 2018 is as follows:

	At 31 March 2018	At 31 March 2017
	£000	£000
Fair value of employer assets	52,702	50,467
Present value of scheme liabilities	(80,647)	(80,378)
<b>Net Liability</b>	<b>(27,945)</b>	<b>(29,911)</b>
Present value of unfunded liabilities	(74)	(78)
<b>Net Liability in Balance Sheet</b>	<b>(28,019)</b>	<b>(29,989)</b>

The analysis of the amounts recognised in the Comprehensive Income and Expenditure Account for the year ended 31 March 2018 is as follows:

	At 31 March 2018	At 31 March 2017
	£000	£000
Service cost	1,758	1,256
Net interest on the defined liability	831	859
Administration expenses	66	53
<b>Total</b>	<b>2,655</b>	<b>2,168</b>

## NOTES TO THE CONSOLIDATED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (continued)

## 8. Pensions (continued)

The reconciliation of the Defined Benefit Obligation at 31 March 2018 is as follows:

	At 31 March 2018	At 31 March 2017
	£000	£000
<b>Opening Defined Benefit Obligation</b>	<b>(80,456)</b>	<b>(64,179)</b>
Current service cost	(1,758)	(1,256)
Interest cost	(2,237)	(2,424)
Change in financial assumptions	2,628	(16,735)
Change in demographic assumptions	-	503
Experience loss on Defined Benefit Obligation	-	2,834
Estimated benefits paid net of transfers	1,496	1,227
Contributions by scheme participants	(399)	(431)
Unfunded pension payments	5	5
<b>Closing Defined Benefit Obligation</b>	<b>(80,721)</b>	<b>(80,456)</b>

The reconciliation of the Fair Value of Employer's Assets at 31 March 2018 is as follows:

	At 31 March 2018	At 31 March 2017
	£000	£000
<b>Opening Fair Value of Employer's Assets</b>	<b>50,467</b>	<b>41,153</b>
Interest on assets	1,406	1,565
Return on assets less interest	1,332	6,806
Other actuarial gains	-	856
Administration expenses	(66)	(53)
Contributions by employer	605	851
Contributions by scheme participants	399	431
Estimated benefits paid plus unfunded net of transfers in	(1,501)	(1,232)
<b>Closing Fair Value of Employer's Assets</b>	<b>52,702</b>	<b>50,467</b>

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

## NOTES TO THE CONSOLIDATED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (continued)

## 8. Pensions (continued)

Sensitivity analysis:

	£000	£000	£000
<b>Adjustment to Discount Rate</b>	<b>+0.1%</b>	<b>0.0%</b>	<b>-0.1%</b>
Present value of total obligation	79,033	80,721	82,447
Projected service cost	1,640	1,680	1,721
<b>Adjustment to Long-term Salary Increases</b>	<b>+0.1%</b>	<b>0.0%</b>	<b>-0.1%</b>
Present value of total obligation	80,866	80,721	80,577
Projected service cost	1,680	1,680	1,680
<b>Adjustment to Pension Increases and Deferred Revaluation</b>	<b>+0.1%</b>	<b>0.0%</b>	<b>-0.1%</b>
Present value of total obligation	82,304	80,721	79,172
Projected service cost	1,721	1,680	1,640
<b>Adjustment to Mortality Age Rating Assumption</b>	<b>+1 year</b>	<b>None</b>	<b>-1 year</b>
Present value of total obligation	83,618	80,721	77,928
Projected service cost	1,734	1,680	1,628

The analysis of the re-measurements in Other Comprehensive Income and Expenditure for the year ended 31 March 2018 is as follows:

	At 31 March 2018	At 31 March 2017
	£000	£000
Return on plan assets in excess of interest	1,392	6,896
Other actuarial gains	-	856
Change in financial assumptions	2,628	(16,735)
Change in demographic assumptions	-	503
Experience gain/(loss) on defined benefit obligation	-	2,834
<b>Re-measurements</b>	<b>4,020</b>	<b>(5,646)</b>

The projections for the year to 31 March 2019 is as follows:

	31 March 2019
	£000
Service cost	1,680
Net interest on the defined liability	706
Administration expenses	69
<b>Total</b>	<b>2,455</b>
Employers contribution	593

## NOTES TO THE CONSOLIDATED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (continued)

## 8. Pensions (continued)

## Defined Contribution Scheme

The Committee provides a defined contribution scheme to adjudicators who are classed as workers under auto enrolment legislation but are not entitled to join the Local Government Pension Scheme. The scheme is operated by Smart Pension and the amount recognised as an expense is as follows:

	2017/18 £000	2016/17 £000
Current period contributions	7	-

## 9. Property, Plant and Equipment

Movements in:

	Furniture and Equipment £000	Leasehold Improvements £000	Total £000
<b>Cost</b>			
At 1 April 2017	1,142	1,931	3,073
Additions	19	20	39
Disposals	(74)	-	(74)
<b>At 31 March 2018</b>	<b>1,087</b>	<b>1,951</b>	<b>3,038</b>
At 1 April 2017	940	608	1,548
Charge for the year	88	229	317
Charge relating to Disposals	(74)	-	(74)
<b>At 31 March 2018</b>	<b>954</b>	<b>837</b>	<b>1,791</b>
<b>Net Book Value</b>			
<b>At 31 March 2018</b>	<b>133</b>	<b>1,114</b>	<b>1,247</b>
<b>At 31 March 2017</b>	<b>202</b>	<b>1,323</b>	<b>1,525</b>

## NOTES TO THE CONSOLIDATED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (continued)

## 9. Property, Plant and Equipment (continued)

Comparative movements in 2016/17:

	Furniture and Equipment £000	Leasehold Improvements £000	Total £000
<b>Cost</b>			
At 1 April 2016	1,038	1,927	2,965
Additions	109	4	113
Disposals	(5)	-	(5)
<b>At 31 March 2017</b>	<b>1,142</b>	<b>1,931</b>	<b>3,073</b>
At 1 April 2016	864	379	1,243
Charge for the year	81	229	310
Charge relating to Disposals	(5)	-	(5)
<b>At 31 March 2017</b>	<b>940</b>	<b>608</b>	<b>1,548</b>
<b>Net Book Value</b>			
<b>At 31 March 2017</b>	<b>202</b>	<b>1,323</b>	<b>1,525</b>
<b>At 31 March 2016</b>	<b>174</b>	<b>1,548</b>	<b>1,722</b>

The capital expenditure on Property, Plant and Equipment will be funded from revenue budgets in line with the annual depreciation charge.

There are no contractual commitments for the acquisition of Property, Plant and Equipment.

## 10. Intangible Assets

The intangible assets consist solely of purchased computer software. The Committee accounts for its software as intangible assets, to the extent that the software is not an integral part of a particular IT system and accounted for as part of the hardware item of Property, Plant and Equipment. The carrying amount of computer software, accounted for as intangible assets, are amortised on a straight line basis, starting after the year of acquisition, over the lower of 3 years or the length of the software licence.

## NOTES TO THE CONSOLIDATED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (continued)

## 10. Intangible Assets (continued)

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

	31 March 2018 £000	31 March 2017 £000
<b>Balance at start of year:</b>		
Gross carrying amount	35	22
Accumulated amortisation	(22)	(21)
<b>Net carrying amount at start of year</b>	<b>13</b>	<b>1</b>
Additions	-	13
Disposals	-	-
Amortisation for the period	(5)	(1)
<b>Net carrying amount at end of year</b>	<b>8</b>	<b>13</b>
Comprising:		
Gross carrying amount	35	35
Accumulated amortisation	(27)	(22)
	<b>8</b>	<b>13</b>

The capital expenditure on intangible assets will be funded from revenue budgets in line with the annual amortisation charge.

There are no contractual commitments for the acquisition of Intangible Assets.

## 11. Short Term Debtors

	31 March 2018 £000	31 March 2017 £000
Central government bodies	871	804
Other local authorities	2,381	2,683
Public corporations and trading funds	2,571	754
Other entities and individuals	1,692	1,427
<b>Total</b>	<b>7,515</b>	<b>5,668</b>

Included within the debtor balances above are amounts due from member boroughs (excluding payments in advance and bad debt provision) of £2.334 million (2016/17: £2.67 million), payments in advance of £1.75 million (2016/17: £1.632 million), other debtors of £3.528 million (2016/17: £1.518 million) offset by a bad debt provision of £97,000 (2016/17: £152,000).

## 12. Cash and Cash Equivalents

	31 March 2018 £000	31 March 2017 £000
Cash held by the Committee	61	1,807
Cash balances held by the City of London	15,720	15,010
<b>Total</b>	<b>15,781</b>	<b>16,817</b>



## NOTES TO THE CONSOLIDATED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (continued)

## 13. Short Term Creditors

	31 March 2018	31 March 2017
	£000	£000
Central government bodies	(20)	(8)
Other local authorities	(6,975)	(6,803)
NHS bodies	(196)	(367)
Public corporations and trading funds	(97)	(469)
Other entities and individuals	(2,261)	(2,825)
<b>Total</b>	<b>(9,549)</b>	<b>(10,472)</b>

Included within the creditor balances above are amounts due to member boroughs (excluding receipts in advance) of £3.915 million (2016/17: £3.103 million), receipts in advance of £3.708 million (2016/17: £3.966 million), accruals of £1.702 million (2016/17: £3.38 million) and other creditors of £224,000 (2016/17: £23,000).

## 14. Provisions

	Property Lease Provisions £000
<b>Balance at 1 April 2017</b>	<b>(643)</b>
Additional Provisions made in 2017/18	(121)
Unwinding of discount	(6)
<b>Balance at 31 March 2018</b>	<b>(770)</b>
Analysis of Total Provisions:	
	£000
Current	(208)
Non-current	(562)
<b>Total Provision</b>	<b>(770)</b>

The Company has established a provision for its contractual obligations included within its property leases. The lease for Southwark Street requires internal and external decoration works to be carried out in March 2016 and March 2021 and dilapidation works to be carried out in March 2021. The external decoration work due in March 2016 has not been carried out.

The lease for Chancery Exchange requires internal decoration work to be carried out every three years commencing from March 2018 and general dilapidation work to be carried out at the end of the lease in March 2025.

## 15. Long Term Creditors

	31 March 2018	31 March 2017
	£000	£000
Other local authorities	(446)	(507)
<b>Total</b>	<b>(446)</b>	<b>(507)</b>

The creditor balances above have arisen due to the smoothing of property leases.

## NOTES TO THE CONSOLIDATED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (continued)

## 16. Usable Reserves

	31 March 2018	31 March 2017
	£000	£000
General Reserve	10,810	10,776
Specific Reserve	3,111	1,734
<b>Total</b>	<b>13,921</b>	<b>12,510</b>

## 17. Transfers to Specific Reserves

Transfers to the Specific Reserves during the year ended 31 March 2018:

	Balance at 1 April 2017	Transfer out	Transfer in	Balance at 31 March 2018
	£000	£000	£000	£000
2020 Freedom Pass Re-issue Reserve	1,734	-	1,377	3,111
<b>Total</b>	<b>1,734</b>	<b>-</b>	<b>1,377</b>	<b>3,111</b>

Transfers to the Specific Reserves during the year ended 31 March 2017:

	Balance at 1 April 2016	Transfer out	Transfer in	Balance at 31 March 2017
	£000	£000	£000	£000
2020 Freedom Pass Re-issue Reserve	1,000	-	734	1,734
<b>Total</b>	<b>1,000</b>	<b>-</b>	<b>734</b>	<b>1,734</b>

The 2020 Freedom Pass Re-issue Reserves was established by the Committee on 11 December 2014 to accumulate funds to meet the cost of the Freedom Pass reissue exercise.

## 18. Unusable Reserves

	31 March 2018	31 March 2017
	£000	£000
Pensions Reserve	(28,019)	(29,989)
Accumulated Absences Reserve	(135)	(109)
<b>Total</b>	<b>(28,154)</b>	<b>(30,098)</b>

**Pensions Reserve**

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

## NOTES TO THE CONSOLIDATED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (continued)

## 18. Unusable Reserves (continued)

	2017/18		2016/17	
	£000	£000	£000	£000
<b>Balance at 1 April</b>		<b>(29,989)</b>		<b>(23,026)</b>
Actuarial (losses)/gains on pension assets and liabilities		4,020		(5,646)
Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	(2,655)		(2,173)	
Employer's pensions contribution and direct payments to pensioners payable in the year	605	(2,050)	856	(1,317)
<b>Balance at 31 March</b>		<b>(28,019)</b>		<b>(29,989)</b>

**Accumulated Absences Reserve**

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

	2017/18		2016/17	
	£000	£000	£000	£000
<b>Balance at 1 April</b>		<b>(109)</b>		<b>(126)</b>
Settlement or cancellation of accrual made at the end of the preceding year	109		126	
Amounts accrued at the end of the current year	(135)		(109)	
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements		(26)		17
<b>Balance at 31 March</b>		<b>(135)</b>		<b>(109)</b>

## NOTES TO THE CONSOLIDATED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (continued)

## 19. Cash Flow Statement – Operating Activities

	2017/18		2016/17	
	£000	£000	£000	£000
<b>Deficit on Provision of Services</b>		<b>(665)</b>		<b>(1,431)</b>
Adjusted for:				
Current Service Cost Adjustment	1,219		458	
Depreciation	317		310	
Amortisation of Intangible Assets	5		1	
Net loss on Pension Scheme				
Assets/Liabilities	831		859	
Provision for liabilities and charges	127		109	
Increase in Debtors	(1,847)		(800)	
(Decrease)/Increase in Creditors	(984)		585	
<b>Adjustments for non-cash movements</b>		<b>(332)</b>		<b>1,522</b>
Interest Payable	6		6	
Interest and Investment Income	(92)		(95)	
<b>Adjustments for investing and financing activities</b>		<b>(86)</b>		<b>(89)</b>
<b>Net cash flows from Operating Activities</b>		<b>(1,033)</b>		<b>2</b>

## 20. Cash Flow Statement – Investing Activities

	2017/18	2016/17
	£000	£000
Interest Payable	(6)	(6)
Interest and Investment Income	92	95
Payment to Acquire Property, Plant and Equipment and Intangible Assets	(39)	(126)
<b>Total</b>	<b>47</b>	<b>(37)</b>

## 21. Leases

**Operating Leases**

The Committee uses leased properties under the terms of operating leases. The amounts payable under these arrangements during the year amounted to £1,137,000 (2016/17: £1,137,000) and are included in Premises costs in the Comprehensive Income and Expenditure Statement.

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

	31 March 2018	31 March 2017
	£000	£000
Not later than one year	1,272	1,221
Later than one year and not later than five years	3,120	4,096
Later than five years	592	888
<b>Total</b>	<b>4,984</b>	<b>6,205</b>

## NOTES TO THE CONSOLIDATED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (continued)

**22. Intragroup Transactions**

The intragroup transactions excluded from the Consolidated Comprehensive Income and Expenditure Statement during the year are as follows:

	<b>2017/18</b> <b>£000</b>	<b>2016/17</b> <b>£000</b>
London Councils Limited recharge of Chancery Exchange costs to the Transport and Environment Committee:		
Expenditure	505	471
Income	(505)	(471)
London Councils Limited recharge of Southwark Street costs to London Councils Joint Committee:		
Expenditure	164	157
Income	(164)	(157)
Grants Committee transfer of payments to boroughs to London Councils Joint Committee:		
Expenditure	99	-
Income	(99)	-

**23. Members' Allowances**

The Committee paid the following amounts to members of its Committees during the year.

	<b>2017/18</b> <b>£000</b>	<b>2016/17</b> <b>£000</b>
Members' Allowances	199	197

## NOTES TO THE CONSOLIDATED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (continued)

## 24. Officers' Remuneration

The number of employees whose remuneration (including termination payments but excluding employer's pension contributions) was £50,000 or more in bands of £5,000 was:

Remuneration Bands	Number of Employees	
	2017/18 £000	2016/17 £000
£50,000 - £54,999	5	4
£55,000 - £59,999	2	6
£60,000 - £64,999	6	-
£65,000 - £69,999	1	2
£70,000 - £74,999	2	3
£75,000 - £79,999	2	4
£80,000 - £84,999	2	2
£85,000 - £89,999	-	1
£90,000 - £94,999	1	1
£100,00 - £104,999	3	3
£105,000 - £109,999	-	1
£110,000 - £114,999	2	1
£120,000 - £124,999	-	1
£125,000 - £129,999	1	-
£150,000 - £154,999	1	1
£155,000 - £159,999	-	1

These amounts include payments made to Parking Adjudicators.

## NOTES TO THE CONSOLIDATED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (continued)

## 24. Officers' Remuneration (continued)

The remuneration paid to the Committee's senior employees in 2017/18 is as follows:

Post Holder	Salary £	Bonus £	Compensation for Loss of Office £	Total Remuneration excluding Pension Contribution	Employer's Pension Contribution £	Total Remuneration including Pension Contribution £
Chief Executive (John O'Brien)	149,955	2,999	-	152,954	18,354	171,308
Corporate Director, Policy and Public Affairs	125,411	-	-	125,411	15,049	140,460
Director, Corporate Governance	101,377	-	-	101,377	12,165	113,542
Director, Corporate Resources	101,377	-	-	101,377	12,165	113,542
Director, Transport and Mobility	113,120	-	-	113,120	13,574	126,694
Strategic Director, Young People Education and Skills, Community Services and Grants	92,740	-	-	92,740	11,129	103,869
Director, Communications	101,377	-	-	101,377	12,165	113,542
<b>Total</b>	<b>785,357</b>	<b>2,999</b>	<b>-</b>	<b>788,356</b>	<b>94,601</b>	<b>882,957</b>

## NOTES TO THE CONSOLIDATED ACCOUNTS FOR THE YEAR ENDED 31 MAF CH 2018 (continued)

## 24. Officers' Remuneration (continued)

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

Post Holder	Salary £	Bonus £	Compensation for Loss of Office £	Total Remuneration excluding Pension Contribution	Employer's Pension Contribution £	Total Remuneration including Pension Contribution £
Chief Executive (John O'Brien)	148,470	5,939	-	154,409	18,522	172,931
Corporate Director, Policy and Public Affairs	124,169	-	-	124,169	14,900	139,069
Corporate Director, Services	94,620	-	70,733	165,353	11,175	176,528
Director, Corporate Governance	100,373	-	-	100,373	12,045	112,418
Director, Corporate Resources	100,373	-	-	100,373	12,045	112,418
Director, Transport and Mobility	109,198	-	-	109,198	13,104	122,302
Strategic Director, Young People Education and Skills, Community Services and Grants	84,055	-	-	84,055	10,087	94,142
<b>Total</b>	<b>761,258</b>	<b>5,939</b>	<b>70,733</b>	<b>837,930</b>	<b>91,878</b>	<b>929,808</b>



## NOTES TO THE CONSOLIDATED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (continued)

**25. Termination Benefits**

There were termination payments of £9,351 included in the Comprehensive Income and Expenditure Statement for 2017/18 (2016/17: £71,000).

**26. External Audit Costs**

The Committee incurred the following amounts in relation to the audit of the Statement of Accounts and Employers' Association Annual Return:

	2017/18 £000	2016/17 £000
Fees payable to KPMG LLP in respect of the audit of the Statement of Accounts:	36	36
	36	36

**27. Related Parties**

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

**Member Boroughs**

Member boroughs have direct control over the Committees activities through their membership of London Councils Leaders' Committee. The total value of income from subscriptions, contributions and other charges paid to London Councils by its member boroughs during 2017/18 was £46.764 million (2016/17: £47.009 million). The total value of expenditure on secondment fees, rent, rates, professional fees and the distribution of grants paid to member boroughs during 2017/18 was £3.121 million (2016/17: £4.063 million). On 31 March 2018, the value of debtor balances owed by member boroughs (including payments in advance) amounted to £2.35 million (2016/17: £2.406 million) and the value of creditor balances (including receipts in advance) owed to member boroughs amounted to £7.42 million (2016/17: £7.017 million).

**Transport for London**

A representative of Transport for London (TfL) sits on London Councils Transport and Environment Committee and therefore has influence over the activities of the Committee. The total value of income received from TfL in respect of subscriptions, contributions and charges during 2017/18 was £10.135 million (2016/17: £9.919 million). The total value of expenditure on charges during 2017/18 was £29,000 (2016/17: £23,000). On 31 March 2018, the value of debtor balances owed by TfL amounted to £1.531 million (2016/17: £174,000) and there were no creditor balances owed to TfL (2016/17: £301,000).

## NOTES TO THE CONSOLIDATED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (continued)

**27. Related Parties (continued)****Central Government**

Central Government has effective control over the general operations of member boroughs as it is responsible for providing the statutory framework within which the boroughs operate, provides the majority of their funding in the form of grants and prescribes the terms of many of the transactions that the boroughs have with other parties. The total value of expenditure on the registration of debts to HM Courts and Tribunal Services and other charges during 2017/18 amounted to £4.208 million (2016/17: £3.818 million). The total value of funding received from Central Government in 2017/18 amounted to £280,000 (2016/17: £305,000). On 31 March 2018, the value of debtor balances owed by central government bodies amounted to £870,000 (2016/17: £520,000) and the value of creditor balances owed to central government bodies (including receipts in advance) amounted to £20,000 (2016/17: £7,000).

**London Pensions Fund Authority (LPFA)**

London Councils' pension scheme is administered by the LPFA and a member of London Councils Leaders Committee sits on the LPFA board. The total value of expenditure paid to the LPFA for pension payments and other charges during 2017/18 was £628,000 (2016/17: £850,000). On 31 March 2018, the value of creditor balances owed to the LPFA (including receipts in advance) amounted to £1,000 (2016/17: £2,000).

**28. Grant Commitments**

The value of commitments in 2018/19 is £8.053 million. Included within these amounts is £1.88 million in respect of the European Social Fund (ESF) Co-Financing Programme. The Committee will receive a contribution of £940,000 from ESF which represents 50% of the total grant expenditure under the co-financing programme.

**29. Concessionary fares**

These accounts do not include the amount of £324.181 million (2016/17: £333.94 million) paid directly by member boroughs to Transport for London in respect of the Concessionary Fares scheme.

**29. Segmental Reporting**

The information in the accounts is set out in the segments based on the Committee's internal management reporting. Therefore, no further disclosures are required.

**Appendix A – London Councils Grants Committee Comprehensive Income and Expenditure Statement 2017/18**

	2017/18 Gross Expenditure £000	2017/18 Gross Income £000	2017/18 Net £000	2016/17 Gross Expenditure £000	2016/17 Gross Income £000	2016/17 Net £000
<b>Cost of Services</b>						
Borough commissioned services	6,054	(6,173)	(119)	7,458	(7,505)	(47)
ESF commissioned services	659	(1,255)	(596)	-	(517)	(517)
One off Payment to Boroughs	156	-	156	486	-	486
<b>Cost of Services</b>	<b>6,869</b>	<b>(7,428)</b>	<b>(559)</b>	<b>7,944</b>	<b>(8,022)</b>	<b>(78)</b>
Other Operating Expenditure	767	(555)	212	713	(618)	95
Financing and investment income and expenditure	42	(13)	29	46	(17)	29
<b>(Surplus)/Deficit on Provision of Services</b>	<b>7,678</b>	<b>(7,996)</b>	<b>(318)</b>	<b>8,703</b>	<b>(8,657)</b>	<b>46</b>
Re-measurement of the net defined liability			(274)			283
<b>Other Comprehensive Income and Expenditure</b>			<b>(274)</b>			<b>283</b>
<b>Total Comprehensive Income and Expenditure</b>			<b>(592)</b>			<b>329</b>

**Appendix B – London Councils Transport and Environment Committee Comprehensive Income and Expenditure Statement 2017/18**

	Notes	2017/18 Gross Expenditure £000	2017/18 Gross Income £000	2017/18 Net £000	2016/17 Gross Expenditure £000	2016/17 Gross Income £000	2016/17 Net £000
<b>Cost of Services</b>							
Freedom Pass and Taxicard services		33,858	(34,807)	(949)	33,511	(34,531)	(1,020)
Direct Services		9,215	(10,522)	(1,307)	9,201	(10,004)	(803)
One off Payment to Boroughs		340	-	340	340	-	340
<b>Cost of Services</b>		<b>43,413</b>	<b>(45,329)</b>	<b>(1,916)</b>	<b>43,052</b>	<b>(44,535)</b>	<b>(1,483)</b>
Other Operating Expenditure		1,564	(347)	1,217	1,054	(241)	813
Financing and investment income and expenditure		256	(20)	236	249	(1)	248
<b>Surplus on Provision of Services</b>		<b>45,233</b>	<b>(45,696)</b>	<b>(463)</b>	<b>44,355</b>	<b>(44,777)</b>	<b>(422)</b>
Re-measurement of the net defined liability				(732)			1,510
<b>Other Comprehensive Income and Expenditure</b>				<b>(732)</b>			<b>1,510</b>
<b>Total Comprehensive Income and Expenditure</b>				<b>(1,195)</b>			<b>1,088</b>

**Appendix C – London Councils Joint Committee Comprehensive Income and Expenditure Statement 2017/18**

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices.

	2017/18 Gross Expenditure £000	2017/18 Gross Income £000	2017/18 Net £000	2016/17 Gross Expenditure £000	2016/17 Gross Income £000	2016/17 Net £000
<b>Cost of Services</b>						
Direct services	17	(17)	-	160	(160)	-
Externally Funded Projects	2,384	(2,040)	344	2,179	(1,845)	334
Improvement and Efficiency	154	(154)	-	178	(178)	-
Research and Commissioning	331	(331)	-	322	(322)	-
YPES Regional Activity	42	(180)	(138)	56	(180)	(124)
One-off Payment to Boroughs	330	-	330	825	-	825
<b>Net Cost of Services</b>	<b>3,258</b>	<b>(2,722)</b>	<b>536</b>	<b>3,720</b>	<b>(2,685)</b>	<b>1,035</b>
Other Operating Expenditure	6,846	(6,416)	430	6,420	(6,141)	279
Financing and Investment income and expenditure	539	(59)	480	570	(77)	493
<b>Deficit on Provision of Services</b>	<b>10,643</b>	<b>(9,197)</b>	<b>1,446</b>	<b>10,710</b>	<b>(8,903)</b>	<b>1,807</b>
Re-measurement of the net defined liability			(3,014)			3,853
<b>Other Comprehensive Income and Expenditure</b>			<b>(3,014)</b>			<b>3,853</b>
<b>Total Comprehensive Income and Expenditure</b>			<b>(1,568)</b>			<b>5,660</b>

### Appendix C – London Councils Joint Committee Comprehensive Income and Expenditure Statement 2017/18 (continued)

#### a. Consolidation Adjustments

Included within the Deficit on the Provision of Services

- is expenditure of £669,000 (2016/17: £629,000) and income of £669,000 (2016/17: £629,000) in respect of the premises costs of Southwark Street and Chancery Exchange which were incurred by London Councils Limited and recharged to the London Councils Joint Committee and London Councils Transport and Environment Committee; and
- is a transfer from the Grants Committee to London Councils Joint Committee in respect of payments to boroughs.

These amounts are removed on consolidation as follows:

	2017/18 Gross Expenditure £000	2017/18 Gross Income £000	2017/18 Net £000	2016/17 Gross Expenditure £000	2016/17 Gross Income £000	2016/17 Net £000
Net Cost of Services	3,258	(2,722)	536	3,720	(2,685)	1,035
Other Operating Expenditure	6,846	(6,416)	430	6,420	(6,141)	279
	10,104	(9,138)	966	10,140	(8,826)	1,314
Recharge of premises costs	(669)	669	-	(629)	629	-
Transfer from Grants Committee to London Councils Joint Committee	(99)	99	-	-	-	-
<b>Amount included in Consolidated Income and Expenditure Statement</b>	<b>9,336</b>	<b>(8,370)</b>	<b>966</b>	<b>9,511</b>	<b>(8,197)</b>	<b>1,314</b>

#### b. Other Operating Expenditure

Other Operating Expenditure consists of the following items:

	2017/18 £000	2016/17 £000
Staff costs	4,203	3,877
Premises costs	1,693	1,587
Other running costs	950	956
<b>Total</b>	<b>6,846</b>	<b>6,420</b>

**GLOSSARY****Accounting Policies**

The specific principles, bases, conventions, rules and practices applied by the Council in preparing and presenting the accounts.

**Accruals**

The concept that income and expenditure are recognised as they are earned or incurred, not as money is received or paid.

**Actuarial Gains and Losses**

Changes in actuarial deficits or surpluses that arise because either actual experience or events have differed from the assumptions adopted at the previous valuation (experience gains or losses) or the actuarial assumptions have been changed.

**Actuary**

An independent consultant who advises on the financial position of the Pension Fund.

**Balance Sheet**

A statement showing the position of the Council's assets and liabilities as at 31 March in each year.

**Budget**

A forecast of the Committee's planned expenditure. Budgets are reviewed during the course of the financial year to take account of pay and price changes and other factors affecting the level or cost of services.

**Capital Charges**

A charge to service revenue accounts to reflect the cost of fixed assets used in the provision of services. The charge includes depreciation (intended to represent the cost of using the asset) and any impairment that may have occurred in the year of account.

**Capital Expenditure**

Expenditure on the acquisition of a fixed asset or expenditure which adds to and not merely maintains the value of an existing fixed asset.

**Carrying amount**

The amount at which an asset is recognised after deducting any accumulated depreciation and impairment losses.

**Change in Accounting Estimate**

An adjustment of the carrying amount of an asset or a liability, or the amount of the periodic consumption of an asset, that results from the assessment of the present status of, and expected future benefits and obligations associated with, assets and liabilities. Changes in accounting estimates result from new information or new developments and, accordingly, are not correction of errors.

**Consistency**

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

**Contingent**

A condition which exists at the balance sheet date where the outcome will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the authority's control.

**Creditors**

Amounts owed by the Committee for goods received or services provided before the end of the accounting period but for which payments have not been made by the end of that accounting period.

**GLOSSARY (continued)****Current Asset**

An asset that will be consumed or cease to have value within one year of the reporting date. Examples are inventories and debtors.

**Current Expenditure**

A general term for the direct running costs of local authority services, including employee costs and running expenses.

**Current Liability**

An amount which will become payable or could be called in within the next accounting period, examples are creditors and cash overdrawn.

**Current Service Cost**

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

**Curtailments**

Curtailments arise as a result of the early payment of accrued pensions on retirement on the grounds of efficiency, redundancy or where the employer has allowed employees to retire on unreduced benefits before they would otherwise have been able to do so.

**Debtors**

Amounts due to the Committee before the end of the accounting period but for which payments have not yet been received by the end of that accounting period.

**Depreciation**

The loss in value of a fixed asset due to age, wear and tear, deterioration or obsolescence.

**Employee benefits**

All forms of consideration given by an entity in exchange for service rendered by employees.

**Events after the reporting period**

Those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the accounts are authorised for issue. Two types of events can be identified: a) those that provide evidence of conditions that existed at the end of the reporting period (adjusting events after the reporting period), and b) Those that are indicative of conditions that arose after the reporting period (non-adjusting events after the reporting period).

**Fair Value**

The amount for which an asset could be exchanged or a liability settled, between knowledgeable, willing parties in an arm's length transaction. In accounting terms, fair values are approximated by the present value of the cash flows that will take place over the remaining life of the financial instrument.

**Fixed Assets**

Tangible assets that yield benefit to the Committee and its services for a period of more than one year.

**Historical Cost**

This is the cost deemed to be the carrying amount of an asset as at 1 April 2007 (i.e. b/f from 31 March 2007) or at the date of acquisition, whichever date is the later, and adjusted for subsequent depreciation or impairment (if applicable).

**Impairment**

A reduction in the value of a fixed asset below its carrying amount on the balance sheet.



**GLOSSARY (continued)****Intangible Assets**

An intangible asset is an identifiable non-monetary asset without physical substance. It must be controlled by the authority as a result of past events, and future economic or service benefits must be expected to flow from the intangible asset to the authority. The most common class of intangible asset in local government bodies is computer software.

**Inventories**

Assets that are: a) in the form of materials or supplies to be consumed in the production process b) in the form of materials or supplies to be consumed or distributed in the rendering of services c) held for sale or distribution in the ordinary course of operations, or d) in the process of production for sale or distribution.

**Levies**

A payment that a local authority is required to make to a particular body (a levying body) to meet specific services.

**Material**

Material omissions or misstatements of items are material if they could, individually or collectively, influence the decisions or assessments of users made on the basis of the accounts. Materiality depends on the nature or size of the omission or misstatement judged in the surrounding circumstances. The nature or size of the item, or a combination of both, could be the determining factor.

**Net Realisable Value**

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

**Operational Assets**

Fixed assets held and occupied, used or consumed by the Committee in the direct delivery of services for which it has either a statutory or discretionary responsibility.

**Past Service Cost**

The increase in the present value of Pension Fund liabilities arising in the current year from previous years' service. Past service cost may be either positive (where benefits are introduced or improved) or negative (where existing benefits are reduced).

**Pensions Interest Cost**

The expected increase during a period in the present value of Pension Fund liabilities which arises because the benefits are due one year closer to settlement.

**Post Balance Sheet Events**

Those events, both favourable and unfavourable, which occur between the balance sheet date and the date on which the Statement of Accounts is signed by the responsible financial officer.

**Post-Employment Benefits**

Employee benefits (other than termination benefits) which are payable after the completion of employment.

**Present Value of a Defined Benefit Obligation**

The present value, without deducting any plan assets, of expected future payments required to settle the obligation resulting from employee service in the current and prior periods.

**Provision**

An amount set aside in the accounts for liabilities or losses which are certain or very likely to occur but uncertain as to the amounts involved or the dates on which they will arise.

**GLOSSARY (continued)****Prudence**

The concept that revenue is not anticipated but is recognised only when realised in the form either of cash or other assets and full and proper allowance is made for all known and foreseeable losses and liabilities.

**Recharges**

The collective term for accounting entries representing transfers of (or to cover) costs initially debited elsewhere. They therefore comprise apportionments and charges.

**Recoverable Amount**

The recoverable amount of an asset is the higher of fair value less costs to sell (i.e. net selling price) and its value in use.

**Related Parties**

Two or more parties are related parties when at any time during the financial period:

- (i) one party has direct or indirect control of the other party; or
- (ii) the parties are subject to common control from the same source; or
- (iii) one party has influence over the financial and operational policies of the other party to an extent that the other party might be inhibited from pursuing at all times its own separate interests; or
- (iv) the parties, in entering a transaction, are subject to influence from the same source to such an extent that one of the parties to the transaction has subordinated its own separate interest.

**Related Party Transaction**

A related party transaction is a transfer of resources or obligations between related parties, regardless of whether a price is charged. Related party transactions exclude transactions with any other entity that is a related party solely because of its economic dependence on the authority or the government of which it forms part.

**Remuneration**

All sums paid to or receivable by an employee and sums due by way of expense allowances (as far as those sums are chargeable to UK income tax) and the money value of any other benefits received other than in cash. Pension contributions payable by the employer are excluded.

**Reserves**

Sums set aside to finance future spending for purposes falling outside the definition of a provision. Reserves set aside for stated purposes are known as earmarked reserves. The remainder are unallocated reserves, often described as balances.

**Residual Value**

The residual value of an asset is the estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful life.

**Short-Term Employee Benefits**

Employee benefits (other than termination benefits) that fall due wholly within 12 months after the end of the period in which the employees render the related service.

**Specific Grants**

These are grants paid by various government departments outside the main formula. They include ring-fenced grants and specific formula grants.

**Specific Reserves**

Reserves set aside for a specific purpose or a particular service or type of expenditure.

**GLOSSARY (continued)**

**Tangible Fixed Assets**

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

**Useful Life**

The period over which benefits will be derived from the use of a fixed asset.

**VAT**

An indirect tax levied on most business transactions and on many goods and some services. Input Tax is VAT charged on purchases. Output Tax is VAT charged in sales.