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NOTTINGHAMSHIRE & CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY - FINANCE AND RESOURCES COMMITTEE

Date: Friday, 28 June 2019 **Time:** 10.00 am

Venue: Nottinghamshire Fire and Rescue Service HQ, Bestwood Lodge Drive, Arnold,
Nottingham, NG5 8PD

**Members are requested to attend the above meeting to be held at the time, place
and date mentioned to transact the following business**

A handwritten signature in black ink, appearing to read "M. W. Taylor". The signature is fluid and cursive.

Clerk to the Nottinghamshire and City of Nottingham Fire and Rescue Authority

<u>AGENDA</u>	<u>Pages</u>
1 APOLOGIES FOR ABSENCE	
2 DECLARATIONS OF INTERESTS	
3 MINUTES Of the meeting held on 29 March 2019 (for confirmation)	3 - 6
4 REVENUE AND CAPITAL OUT-TURN FOR 2018/19 Joint Report of the Treasurer and Chief Fire Officer	7 - 18
5 FINAL ACCOUNTS 2018/19 Report of the Treasurer to the Fire Authority	19 - 158
6 REVENUE, CAPITAL AND PRUDENTIAL CODE MONITORING REPORT TO 31 MAY 2019 Report of the Chief Fire Officer	159 - 172
7 INTERNAL AUDIT ANNUAL REPORT 2018/19 Report of the Chief Fire Officer	173 - 216

8 EXCLUSION OF THE PUBLIC

To consider excluding the public from the meeting during consideration of the remaining item in accordance with Section 100A(4) of the Local Government Act 1972 on the basis that, having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

9 ESTATES COLLABORATION UPDATE

217 - 222

Report of the Chief Fire Officer

ANY COUNCILLOR WHO IS UNABLE TO ATTEND THE MEETING AND WISHES TO SUBMIT APOLOGIES SHOULD DO SO VIA THE PERSONAL ASSISTANT TO THE CHIEF FIRE OFFICER AT FIRE SERVICES HEADQUARTERS ON 0115 967 0880

IF YOU NEED ANY ADVICE ON DECLARING AN INTEREST IN ANY ITEM ABOVE, PLEASE CONTACT THE CONSTITUTIONAL SERVICES OFFICER SHOWN ON THIS AGENDA, IF POSSIBLE BEFORE THE DAY OF THE MEETING.

Governance Officer:

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<http://committee.nottinghamcity.gov.uk/mgListCommittees.aspx?bcr=1>

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**NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM
FIRE AND RESCUE AUTHORITY**

FINANCE AND RESOURCES COIMMITTEE

**MINUTES of the meeting held at Fire and Rescue Services HQ, Bestwood Lodge,
Arnold Nottingham NG5 8PD on 29 March 2019 from 10.01 am - 10.39 am**

Membership

Present

Councillor Malcolm Wood (Chair)
Councillor Andrew Brown
Councillor John Clarke
Councillor Brian Grocock

Absent

Councillor Mike Quigley MBE

Colleagues, partners and others in attendance:

John Buckley - Chief Fire Officer, NFRS
Neil Harris - Ernest & Young LLP
Charlotte Radford - Treasurer (F&R & PCC)
Becky Smeathers - Head of F&R Finance
Kate Morris - Governance Officer

27 APOLOGIES FOR ABSENCE

Councillor Michael Quigley MBE

28 DECLARATIONS OF INTERESTS

None.

29 MINUTES

The minutes of the meeting held on 18 January 2019 were confirmed as a true record and signed by the Chair.

30 PRUDENTIAL CODE MONITORING REPORT TO FEBRUARY 2019

Becky Smeathers, Head of Finance, presented the report of the Chief Fire Officer which informs Members of performance for the three month period to 28 February 2019 relating to the prudential indicators for capital and treasury management.

It was noted that there was additional temporary borrowing in January 2019 of £2million to take advantage of low rates. This bought the total borrowing at the end of February to

£23.642million which is well within the operational boundary. Further borrowing has also taken place and this will be reported to the next meeting of this committee.

RESOLVED to note the report

31 REVENUE AND CAPITAL MONITORING REPORT TO 31 JANUARY 2019

Becky Smeathers, Head of Finance, presented the report of the Chief Fire Officer which informs members of the financial performance of the Service in the year 2018/19 to the end of January 2019. She highlighted the following information:

- (a) Figures are mainly in line with those reported in January, however overall underspend has fallen to £67,000 from £84,000;
- (b) There has been a slightly lower than expected use of reserves over 2018-19. In order to rationalise the number of Earmarked Reserves, a review will be undertaken going forward;

Following questions from Members the following further information was highlighted

- (c) The Car tax liabilities relate to the lease car arrangements previously reported to this committee and have been included in the forecast outturn figures;
- (d) An element of the unplanned overtime relates to support given to Greater Manchester Fire and Rescue Services. These costs have been recovered;
- (e) The retained pay underspend is attributed to some stations not yet fully achieving the 3hrs of drills per week, built into the budget;
- (f) There are a number of options being considered for the site of the old Newark Fire Station, these will be bought to this committee in the new financial year.

RESOLVED to:

- (1) Note the contents of the report; and**
- (2) Approve the proposed changes to earmarked reserves which are set out in Paragraph 2.22 and Appendix C of the published report.**

32 INTERNAL AUDIT REPORT 2018/19 UPDATE

Becky Smeathers, Head of Finance, presented the report drawing members attention to the outcome of reports commissioned by Nottinghamshire Fire and Rescue Service, prepared by the Authority's Internal Auditors.

In line with recommendations by this committee in June 2018 this report brings forward audit reports on a rolling basis. A reasonable level of assurance was given on all reports.

RESOLVED to note the content of the report.

33 EXTERNAL AUDIT PLAN 2018/19

Neil Harris, Ernest & Young LLP, presented the report of the external auditors detailing the audit plan for work which they intend to carry out on the Authority's 2018/19 financial statements and value for money arrangements.

He outlined the indicative audit plan and detailed the areas of focus as set out in the report. He emphasised that financial resilience would be a focus, as would value for money, although on review of previous audit reports this was not as a result of any concerns.

RESOLVED to note the contents of this report.

34 CORPORATE RISK MANAGEMENT

Chief Fire Officer John Buckley introduced the report intended to provide an overview of the corporate risk management process and the current version of the Corporate Risk Register.

The only addition of note to the register is to capture the risk associated with the Joint Fire Control projects with Derbyshire Fire and Rescue Service and the control measures which are being implemented to mitigate this risk.

RESOLVED to note the content of the report.

35 MANAGEMENT OF OCCUPATIONAL ROAD RISK

Chief Fire Officer John Buckley, presented the report to members giving an overview of the activities associated with the management of occupational road risk. He highlighted the following points:

- (a) The insurance premium has increased again, this is not attributable to accidents, but is as a result in changes to the fleet;
- (b) The number of accidents reported has been steadied, however there is still a high number of minor accidents, predominantly slow speed manoeuvring;
- (c) The Service is working with Nottingham Trent University on eLearning which supplements existing driver training around hazard perception, this is being rolled out across the Service;

RESOLVED to note the actions being taken by the Service to reduce the risk associated with Occupations Road Risk

Thanks were offered to both Councillor Malcolm Wood and Councillor Brian Grocock for their many years' service to the Nottinghamshire and City of Nottingham Fire and Rescue Authority as this was their last meeting.

Both Councillor Wood and Councillor Grocock thanked the Committee members and the Officers for their support and hard work for the Authority

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NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority
Finance and Resources Committee

REVENUE AND CAPITAL OUT-TURN FOR 2018/19

Joint Report of the Treasurer and Chief Fire Officer

Date: 28 June 2019

Purpose of Report:

To report to Members on the financial performance of the Service in the year 2018/19, analysing significant variances against the original revenue and capital budgets. This final position is also reported in the Statement of Accounts for 2018/19 which also forms part of this agenda.

CONTACT OFFICER

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1. BACKGROUND

- 1.1. The Authority's Statement of Accounts is produced annually and is a comprehensive statement of the Authority's financial position and financial transactions in the reported year. The un-audited Statement of Accounts for the financial year 2018/19 was required to be completed and then authorised for issue to the external auditor before 31 May 2018 by the Treasurer to the Fire Authority.
- 1.2. The audit of the Statement of Accounts is due to be completed in July 2018, and the audited Statement of Accounts and the external auditor's Annual Governance Report will be presented to Members of the Fire Authority on 26 July 2019.
- 1.3. The purpose of this report is to give Members more detailed information regarding of the Authority's financial performance in 2018/19. The out-turn position may be subject to change if any issues are identified by the auditor which require amendments to revenue or capital expenditure.

2. REPORT

- 2.1 When the 2018/19 revenue budget of £42.227m was approved by the Fire Authority in February 2018 it was on the basis that a budget deficit of £1.444m would be supported by general reserves in order to balance the budget.
- 2.2 Total expenditure for 2018/19 was £42.715m. Of this, net expenditure of £393k was funded from Earmarked Reserves, requiring £1.377m of funding from General reserves. This represents an underspend position of £67k against the planned use of general reserves of £1.444m.
- 2.3 Table 1 below shows a summary of expenditure and funding.

Table 1 – Summary Expenditure and Funding Position

	Annual Budget 2018/19	Actual 2018/19	Variance 2018/19
	£000's	£000's	£000's
Employees	33,566	34,357	791
Premises	2,317	2,530	213
Transport	1,752	1,965	213
Supplies & Services	3,447	3,462	15
Third Party Payments	58	35	(23)
Support Services	178	172	(6)
Capital Financing	2,432	2,291	(141)
Income	(1,523)	(2,097)	(574)
Net Expenditure	42,227	42,715	488
Funded by:			
General Fund Reserves	(1,444)	(1,377)	67
Earmarked Reserves	0	(393)	(393)
Revenue Support Grant	(5,961)	(6,123)	(162)
Non-Domestic Rates	(10,586)	(10,586)	0
Council Tax	(24,236)	(24,236)	0
Total Funding	(42,227)	(42,715)	(488)

2.4 Details of variances have been reported on to Finance and Resources Committee throughout the year. Whilst the revenue budget underspend in total is £67k, which is relatively small at 0.2% of the overall budget, within this figure there are a few significant over and underspends. These are detailed below.

2.4.1 **Wholetime Pay** - An overspend of £216k was caused by additional pre-planned overtime required to fill gaps in the ridership prior to the recruitment courses being delivered.

2.4.2 **Retained pay** - This overall retained pay budget underspent by £351k. The drills and training budget had been increased to allow for additional hours to be undertaken. This was not achieved, resulting in the underspend.

2.4.3 **Car Tax Liabilities:** The Authority recently commissioned a tax review which has identified that some travel related expenses have been incorrectly treated for tax purposes. This has been corrected going forward. At its meeting on 28 September 2018 Fire Authority approved that the service would meet the tax liabilities previously incurred up to a maximum of £250k. A provision has been created

in the 2018/19 accounts to cover this expenditure when it is incurred.

- 2.4.4 **Redundancy and pension strain costs:** A provision of £647k has been included in the 2018/19 accounts to cover the termination payments for the Joint Control Room merger with Derbyshire Fire and Rescue Service and the planned closure of the Prince's Trust Programme. The provision was created to comply with the relevant accounting standard relating to termination benefits. These additional costs will be offset by ongoing savings in excess of £400k per year.
- 2.4.5 **Pension costs:** the forecast underspend is £111k. Ill health retirement costs can be difficult to predict as they are dependent on the number of ill health retirements during the year, and costs for each retirement can vary greatly.
- 2.4.6 **Prince's Trust:** there is a deficit of £223k relating to the net cost of the Prince's Trust project for 2018/19. As previously reported, there have been ongoing issues with the Princes Trust project which has been struggling to attract sufficient numbers to make it cost efficient. The project was the subject of a separate report to Policy and Strategy Committee in February where the decision was made to draw a close to the programme.
- 2.4.7 **Capital Financing Costs** - The cost of financing the capital programme was £141k lower than expected due to delayed capital expenditure resulting in lower than anticipated borrowing and continued lower than forecast interest rates.
- 2.4.8 **Income** - Additional secondment income of £267k was received to offset costs of officers seconded onto national projects such as the new inspection regime and the Emergency Services Mobile Communication Project. This is used to offset additional costs of backfilling these posts.
- 2.4.9 A further £96k was recovered under Central Government's Bellwin scheme to cover the additional costs incurred when the service supported Lancashire and Manchester Fire Services during the moorland fires in 2018.
- 2.4.10 **Revenue Support Grant** – An additional £163k was received by way of Revenue Support Grant (RSG). This was an additional allocation of RSG that had been previously top sliced from Authorities by Central Government to fund the floors and ceilings safety net programme. The cost of the programme was less than expected, resulting in an additional one off allocation. This has been used to create an operational resilience reserve as detailed in the Budget Proposal report to Fire Authority on 15 February 2019.

RESERVES

- 2.5 Details of the use of reserves during 2018/19 can be found in Appendix A. A net total of £1.77m has been utilised from reserves during the year. Total reserves as at 31 March 2019 were £10.337m. The earmarked reserve balance at the end of the financial year was £4.8m and the General Reserve £5.5m.

Table 2 – Breakdown of Reserve Movement during 2018/19

Reserves	Balance 01/04/18 £'000	Net Movement 2018/19 £'000	Balance 31/03/19 £'000
Earmarked	5,156	(393)	4,763
General Fund	6,953	(1,377)	5,576
Total	12,109	(1,770)	10,337

- 2.6 The £393k net movement in Earmarked reserves includes £234k contribution into reserves and £2,004k expenditure from reserves (see Appendix A). The movement into reserves requires the approval of Finance and Resources Committee. It consists of:
- £163,735 funding from additional RSG which was used to create an operational resilience reserve as detailed in the Budget Proposal report to Fire Authority in February 2019 (see 2.4.10);
 - £50,000 to create a reserve to fund any necessary work resulting from Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) inspection which was approved as part of the 2018/19 budget process;
 - £20,324 resilience grants which were not spent in 2018/19 and thus transferred into 2019/20.
- 2.7 After using £1.77m to finance the deficit for 2018/19, general fund reserves stand at £5.5m as at 31 March 2019. At its meeting on 15 February 2019 Fire Authority approved the use of £1.2m of General Reserves to enable a balanced budget to be set. However, early monitoring of the 2019/20 position would indicate that the amount required will be less than this, which will ensure that general fund reserve levels will remain above the minimum level of £3.9m agreed by Fire Authority on 15 February 2019.

CAPITAL BUDGET OUTTURN

- 2.8 Details of project expenditure can be found in Appendix B. Final expenditure as at 31 March 2019 was £1.075m, which is an underspend within the year of £2.153m against the Revised Budget of £3.227m.
- 2.9 A summary of variances is shown in the following table with explanations of major variances in the following paragraphs.

	Revised Budget 2018/19	Actual 2018/19	(Under) / Over spend 2018/19	Slippage to 2019/20
	£000's	£000's	£'000	£000's
Transport	372	69	(303)	303
Operational Equipment	690	113	(577)	493
Property	1,453	566	(887)	884
IT & Communications	713	327	(386)	401
Total	3,227	1,075	(2,153)	2,081
Funded by:				
Capital Grant				41
Borrowing		898		1,991
Earmarked Reserves		62		0
Capital Receipts		115		49
Total		1,075		2,081

- 2.10 The 2018/19 capital programme has been smaller than in previous years as the service is between building projects. In April 2018 crews moved into the new Fire Station in Newark. The completion of this station and demolition of the old station accounted for almost half of capital expenditure incurred (£465k). The station has been designed to be much more energy efficient and will reduce future annual running costs.

Transport

- 2.11 **Light Vehicle Replacement** – Several electric vehicles have been ordered, but delivery times have become problematic due to high demand levels, resulting in alternative suppliers being considered.
- 2.12 **Special Appliances** – The chassis of the new Hazardous Materials Environmental Protection Unit (HMEPU) is expected to be delivered in

August, with the body build being completed around December 2019. The budget of £150k is requested to be slipped into 2019/20.

Equipment

- 2.13 **Lightweight Fire Coats** - the light weight fire coats are again being considered as a collaborative project which has delayed the £200k project.
- 2.14 **Breathing Apparatus (BA) Communications** -The updated BA communication equipment has been delayed to ensure proper testing of the equipment. This has been done collaboratively with Derbyshire Fire and Rescue Service who operate with the same BA kits as Nottinghamshire. Working collaboratively is expected to deliver savings in the region of £20k. Slippage of £110k is required to facilitate this work.
- 2.15 **CCTV installation in vehicles** – this project has been delayed due to insufficient staff resources. The £200k budget will be slipped into 2019/20.

Property

- 2.16 **Hucknall Fire Station** - The Retained Duty System station in Hucknall is being co-located with the East Midlands Ambulance Service (EMAS) station in Hucknall. Again, the collaborative approach has taken longer to deliver than originally anticipated but leases have now been signed and work is commencing. Slippage of £363k is required for this project.
- 2.17 **Refurbishment of stations** – This project included work to the smoke house at the Service Development Centre (SDC) which has not yet been completed. Slippage of £110k is requested for this project.
- 2.18 **Workshop** – This project is on hold whilst utility access rights are sorted out. Once this has been completed, the site can be procured and the project can commence. The delays require that the budget of £171k is slipped into 2019/20.

Information and Communications Technology

- 2.19 The delays in the national Emergency Services Mobile Communication Project (ESMCP) have had a knock-on effect on anticipated expenditure on project related equipment, resulting in an underspend of £41k.
- 2.20 The tri service control and mobilising system work has largely been completed under the maintenance contract. The remaining budget is to be slipped into 2019/20 to enable any development work following the creation of Joint Fire Control to be undertaken.
- 2.21 The Finance Agresso Upgrade commenced in May 2019. The upgrade is being undertaken in a collaborative way with both Leicestershire and Derbyshire Fire Services. The £45k budget requires slippage into 2019/20.
- 2.22 A summary of requests for slippage is shown in the table below:

Scheme	Slippage Required £'000
Special Appliances	150
Light Vehicle Replacement	153
Breathing Apparatus sets	113
CCTV vehicles	200
Lightweight Fire Coats	180
Refurbishment of stations	110
Newark Fire Station	242
Hucknall Fire Station	361
Worksop Fire Station	171
ICT replacement equipment	67
SharePoint	26
HQ core switch upgrade	30
Business Process Automation	11
Performance Management	10
Emergency Services Network	41
Tri Service Control	171
Finance Agresso Upgrade	45
Total	2,081

DEBTS WRITTEN OFF IN 2018/19

2.23 Three debts totalling £1,491.05 have been written off during the 2018/19 financial year. The majority of this (£1,346.36) related to the overpayment of pension when a pensioner died shortly after payment.

3. FINANCIAL IMPLICATIONS

The financial implications are set out within the main body of the report.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

There are no human resources or learning and development implications arising from this report.

5. EQUALITIES IMPLICATIONS

An equality impact assessment has not been undertaken because this report summarises only the financial impact of activities undertaken in 2018/19. Equality impacts arising from new policies implemented in the year will have been identified in other reports.

6. CRIME AND DISORDER IMPLICATIONS

There are no crime and disorder implications arising from this report.

7. LEGAL IMPLICATIONS

There are no legal implications arising from this report.

8. RISK MANAGEMENT IMPLICATIONS

There are no risk management implications that arise specifically from this report, however the regular receipt of financial reports is key to managing one of the most significant risks to the organisation, that of financial risk. Throughout the year, finance department staff work collaboratively with budget holders towards keeping expenditure within budget and improving financial performance and reporting to Finance and Resources Committee at regular intervals.

9. COLLABORATION IMPLICATIONS

This report includes income and expenditure from several collaboration agreements. Opportunities for collaboration are continually being investigated.

10. RECOMMENDATIONS

It is recommended that Members:

- 10.1 Note the contents of this report.
- 10.2 Approve the transfer into reserves totalling £234k as detailed in Paragraph 2.6.
- 10.3 Approve the total capital slippage of £2,081k to be carried forward to 2019/20 as detailed in Paragraph 2.22.

11. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)

None.

Charlotte Radford
TREASURER TO THE FIRE AUTHORITY

John Buckley
CHIEF FIRE OFFICER

RESERVE POSITION AT 31 MARCH 2018

Reserve	Opening Balance 01/4/18 £'000	Movement into Reserve £'000	Use of Reserve £'000	Movement During 2018/19 £'000	Closing Balance 31/3/19 £'000
Prevention, Protection and Partnership	513	20	(159)	(139)	374
Resilience	405	164	(32)	132	537
Capital	1,114		(77)	(77)	1,037
Transition	848	50	(184)	(134)	714
Estates	95	0	(95)	(95)	0
Information, Communication and Technology (ICT)	1,360	0	(8)	(8)	1,352
Operational	480	0	(65)	(65)	415
Pension	309	0	0	0	309
Other	31	0	(7)	(7)	24
Total Earmarked Reserves	5,156	234	(627)	(393)	4,763
General Reserve	6,953	0	(1,377)	(1,377)	5,576
Total Reserves	12,109	234	(2,004)	(1,770)	10,339

CAPITAL EXPENDITURE 2018/19

Scheme	Revised Budget 2018/19 £'000	Actual Expenditure 2018/19 £'000	(Under) / Over Spend £'000	Slippage required to 2019/20 £'000
Transport				
Special Appliances	150	0	(150)	150
Light Vehicle Replacement	222	69	(153)	153
	372	69	303	303
Equipment				
BA Sets	110	(3)	(113)	113
Central Fire Station				
Conversion Hose Reel Equipment	200	116	(84)	0
CCTV - Vehicles	200	0	(200)	200
Lightweight Fire Coat	180	0	(180)	180
	690	113	(577)	493
Estates				
Refurbishment of Fire Stations	126	16	(110)	110
Newark Fire Station	707	465	(242)	242
Hucknall Fire Station	380	17	(363)	361
Worksop Fire Station	240	69	(171)	171
	1,453	566	(887)	884
IT & Communications				
ICT replacement equipment	140	73	(67)	67
Mobile Computing	20	20	0	0
SharePoint development	150	124	(26)	26
HQ core switch upgrade	30	0	(30)	30
Business Process Automation	49	38	(11)	11
Performance Management	67	57	(10)	10
Emergency Service Mobile Communications	41	0	(41)	41
Tri Service Control	171	0	(171)	171
Payroll System Upgrade	0	15	15	0
Finance Agresso Upgrade	45	0	(45)	45
	713	327	(386)	401
Total	3,227	1,075	(2,153)	2,081
Financed by:				
Capital Grant		0		
Capital Receipts		115		
Earmarked Reserves		62		
Borrowing		898		
Total		1,075		



NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority
Finance and Resources Committee

FINAL ACCOUNTS 2018/19

Report of the Treasurer to the Fire Authority

Date: 28 June 2019

Purpose of Report:

To present to Finance and Resources Committee the 2018/19 final accounts of Nottinghamshire and City of Nottingham Fire Authority, prior to approval by the full Fire Authority at its meeting on 26 July 2019.

CONTACT OFFICER

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Head of Finance

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1. BACKGROUND

- 1.1 The unaudited accounts have been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2018/19, which is published by the Chartered Institute of Public Finance and Accountancy (CIPFA). The unaudited accounts were submitted to the External Auditors, Ernst Young LLP, on 31 May 2019 in line with the statutory deadline. They are being presented to Finance and Resources Committee to facilitate scrutiny of the accounts prior to the completion of the audit.
- 1.2 This report is issued as a covering paper to the final accounts which are appended in full as Appendix A.
- 1.3 The statement sits alongside the provisional outturn report, also on this agenda, which sets out that the estimated year end underspend against the budget is £67k subject to any post audit accounting adjustments.

2. REPORT

THE CORE STATEMENTS IN THE ACCOUNTS

- 2.1 There are four core statements in the Statement of Accounts, and these are on Pages 22 to 28 of the Accounts. The core statements show references to disclosure notes within the Accounts which give further information and explanations about the figures within the core statements.
- 2.2 The **Movement in Reserves Statement** shows the movement in the year on the Authority's various reserves, analysed into "usable" and "unusable" reserves. The usable reserves total £10.337m at 31 March 2019, including the General Reserve and Earmarked Reserves and these are available to be spent by the Authority in the future. This statement also shows how the net deficit on the provision of services is adjusted in accordance with accounting regulations to give the net decrease in the General Reserves of £1.377m for the year.
- 2.3 The **Comprehensive Income and Expenditure Statement** shows all of the items of income and expenditure which constitute the accounting cost in the year of providing services. Although this Statement shows a deficit of £12.020m, this does not represent the cost to taxpayers, as the deficit is adjusted in accordance with accounting regulations to give the net deficit of £1.377m, which is the required amount from General Fund Reserve to finance expenditure for the year.
- 2.4 The **Balance Sheet** shows the value of the Authority's assets and liabilities at 31 March 2019. The Authority's net assets are matched by the Authority's reserves. Paragraph 2.8 below gives further explanation of the Pensions Reserve on the Balance Sheet.

- 2.5 The **Cash Flow Statement** shows the changes in cash (and cash equivalents) during the year and shows how the Service's activities generate and use cash.
- 2.6 On Pages 105 and 106 of the Accounts are the Pension Fund Statements which show the transactions in the year on firefighter pensions and the assets and liabilities as at 31 March 2019.

The Narrative Statement

- 2.7 The Narrative Statement gives a useful overview of both the Accounts themselves and the Authority's activities during the year and beyond from a financial viewpoint. It sets the context for the Accounts and is therefore a useful starting point for someone reading the Authority's accounts for the first time.

Pensions

- 2.8 Standard accounting practice requires the Authority to show the full future pensions liabilities at the time that these liabilities are earned by employees. An independent actuary has assessed the liabilities for pension schemes in which the Authority participates, namely the Firefighters' Pension Schemes and the Local Government Pension Scheme. The schemes are currently in deficit, which shows as a total liability (Pensions Reserve) of £544m on the Balance Sheet.
- 2.9 The Firefighters' Pension Schemes are unfunded and the annual cost of benefits is paid for mainly by current employee contributions and employer contributions. The Department for Housing, Communities and Local Government meets any annual shortfall – ie: if the contributions into the fund do not meet the cost of pensions paid in the year. The Authority is required to continue to show the liability in respect of the Firefighter Pension Schemes in its Balance Sheet and notes to the core financial statements.

Nottinghamshire Fire Safety Limited

- 2.10 Nottinghamshire Fire Safety Limited is an arm's length trading company, established by the Authority, whose main activity is to sell fire extinguisher maintenance services to external customers. The financial statements for this company are attached as Appendix B.
- 2.11 This is the Trading Company's seventh full year of trading and the declared profit after taxation is £3k. Contributions in the region of £63k have also been made to the benefit of the Fire Authority for the Company's use of support services and assets. This offsets some of the costs of these services falling on the Fire Authority itself. No dividend was paid to the Fire Authority as sole shareholder during the year.
- 2.12 The Annual Audit Fee for 2018/19 is expected to be £23,909. The Fee for 2019/20 is expected to remain at the same level. Appendix C provides more detail.

3. FINANCIAL IMPLICATIONS

The financial implications are set out in full in the body of this report.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

There are no human resources or learning and development implications arising from this report.

5. EQUALITIES IMPLICATIONS

An equality impact assessment has not been carried out because this is a report of the Authority's financial performance for the 2018/19 financial year rather than a new or amended policy.

6. CRIME AND DISORDER IMPLICATIONS

There are no crime and disorder implications arising from this report.

7. LEGAL IMPLICATIONS

There are no legal implications arising from this report.

8. RISK MANAGEMENT IMPLICATIONS

- 8.1 The production of Final Accounts is fundamental in demonstrating a sound financial position for any organisation. The "snapshot" provided by annual accounts which can be independently audited provides both stakeholders and elected Members with a significant level of assurance in this area.
- 8.2 The level of working balances and reserves, as shown in the accounts, will enable the position set out in the medium term financial strategy to be sustained.
- 8.3 Detailed aspects of financial risk management are set out within the body of the report.

9. COLLABORATION IMPLICATIONS

There are no collaboration implications arising from this report.

10. RECOMMENDATIONS

It is recommended that Members note:

- 10.1 The Statement of Accounts for 2018/19, as attached at Appendix A.
- 10.2 The financial results for the 2018/19 year for Nottinghamshire Fire Safety Limited, as attached at Appendix B.

11. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)

None.

Charlotte Radford
TREASURER TO THE FIRE AUTHORITY



NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Statement of Accounts

2018/19 – Unaudited accounts

**NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE AUTHORITY
STATEMENT OF ACCOUNTS 2018/19**

TABLE OF CONTENTS	<u>PAGE</u>
Narrative Statement	2
Statement of Responsibilities for the Statement of Accounts	17
Statement of Approval of the Statement of Accounts	18
Auditor's Report	19
The Core Financial Statements	22
- Introduction to Core Statements	22
- Movement in Reserves Statement	24
- Expenditure and Funding Analysis	25
- Comprehensive Income and Expenditure Statement	26
- Balance Sheet	27
- Cash Flow Statement	28
- Index of Notes to the Core Accounting Statements	29
- Notes to the Core Accounting Statements	30
The Pension Statements	105
- Pension Fund Account	105
- Pensions Net Assets Statement	106
- Notes to the Pension Statement	107
Annual Governance Statement	109
Glossary of Terms	119

NARRATIVE STATEMENT

Introduction

This Narrative Statement introduces the Statement of Accounts 2018/19 for the Nottinghamshire and City of Nottingham Fire Authority, which was formed as an independent body on 1st April 1998 following local government reorganisation. I write it as the independent Treasurer to the Fire Authority and as the Officer designated under Section 112 of the Local Government Act 1972. My role is to act on behalf of the Authority in providing oversight and ensuring legal compliance and governance in respect of accounting and financial matters which affect the Authority.

This Statement contains a number of sections. It is intended to give the reader of these accounts a clear overview of the Authority's financial performance in the year and also to put the Authority's non-financial performance into the context of the financial results. I believe that readers of the accounts will be interested in the financial performance in the year and in how this relates to the delivery of services to our communities. I also recognise that the accounts of the Authority can be quite daunting for readers, especially those who are unfamiliar with accounts in general and local government accounts in particular, so I hope that in taking the time to read my statement you will be able to better understand how these accounts are constructed and how best to read and interpret them. I will also explain more about what the core financial statements mean and explain how the notes to the accounts provide the reader with the detailed information to support those core statements which, by their nature, are summarised.

The accounts have been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2018/19, which is published by CIPFA.

Background

The County of Nottinghamshire covers 838 square miles with a mixture of urban and rural areas. It has a population 1.15m, of which around half live in and around the City.

The Fire Authority has 24 Fire Stations, 8 of which are wholetime. 12 stations are crewed by on call staff and the remaining 4 have a mixture of wholetime and on call crews.

The Authority has a number of key plans and strategies which together enable the organisation to deliver its overall objective of creating safer communities:

The Integrated Risk Management Plan (IRMP) 2014-2019 set out the key priorities for the Authority up to March 2019. This has been replaced by a new Strategic Plan which covers 2019/20 to 2021/22. The Medium Term Financial Strategy includes budgets for the next three years which support the delivery of services but within the context of financial sustainability. These plans are all available on our website www.notts-fire.gov.uk or by clicking on the links below.

[- Integrated Risk Management Plan \(IRMP\) 2014-2019](#)

[- Strategic Plan 2019 - 2022](#)

[- Medium Term Financial Strategy](#)

Performance Data

There has been a 6% increase in the number of incidents in 2018/19, mostly due a spike in incidents during the hot weather in 2018. The 8% increase in On-Call (previously called Retained) Mobilisations is partly due to this increase in incident numbers, but also due to a change in policy to allow the mobilisation on-call appliances with 3 firefighters (instead of a minimum of 4) to some incidents where they are the closest appliance and can be dispatched safely.

The number of incidents does not necessarily relate to the cost of delivering a front-line response because the Fire and Rescue Service is based on risk, with Wholetime Duty System employees ready to respond regardless of the actual numbers of incidents. An incident may comprise a single fire appliance attending a road traffic collision or a number of fire appliances attending a large scale incident.

	Emergency Calls Received	Incident Numbers	On-Call Mobilisations in Year
2018/19	25,094	11,236	2,621
2017/18	22,563	10,577	2,424
2016/17	23,918	11,016	2,495

The 11,236 incidents is broken down below. The service has recently introduced a new policy to challenge false automated fire calls in an attempt to reduce the number of unnecessary call outs.

Fires	4,196
Road Traffic Collisions	541
False automated fire calls	3,146
Other	3,353
Total	11,236

Both the number of wholetime and on-call firefighters has remained steady over the last year. Fluctuations can occur due to timings of recruitment campaigns. There have been 2 wholetime recruitment exercises during the year which were necessary due to an increased number of retirements in the workforce. The recruitment of on-call staff is an ongoing exercise as there remains a higher turnover rate amongst the on-call section compared to wholetime. In April 2019, both Retford and Ashfield fire stations are due to convert to daytime crewing only, with night time cover being provided by on-call firefighters. This will result in changes to both the numbers of wholetime and on-call firefighters. The figures shown include 85 non-operational fire fighters who are employed in roles such as fire prevention and protection work and training provision. There are a further 12 newly appointed firefighters who are currently being trained.

	Headcount of Wholetime Firefighters	Pay Cost of Wholetime Duty System £'000	Headcount of On-Call Firefighters	Pay Cost of On-Call Duty System £'000
2018/19	457	21,868	265	3,052
2017/18	455	21,505	258	2,805
2016/17	465	21,668	251	2,646

In addition to responding within the County and City, the Fire and Rescue Service has an obligation to support other Services in times of need such as flooding assistance. The service sent resources to assist both Lancashire and Greater Manchester Fire and Rescue Services during the moorland fires in the summer of 2018. The additional costs related to this work were recovered under the Central Government's Bellwin Scheme.

Similarly, should Nottingham Fire and Rescue Service require additional resources in an emergency, these can be called in from other Services.

The Service also has a responsibility to undertake Fire Protection work. Fire Protection work is aimed at protecting people who work in, use and visit non-domestic buildings and this year has seen an overall increase in the number of fire safety inspections (see table below) as a result of a renewed focus on the Service's risk based inspection programme. The number of fires in non-domestic properties has reduced slightly compared to 2017/18. The service will continue to focus on risk-based inspections and efforts to educate business owners about the importance of fire safety.

	Number of Fire Safety Inspections	Number of Primary Fires in Non-Domestic Properties
2018/19	1,076	254
2017/18	853	286
2016/17	588	288

The service has a comprehensive community safety programme which is focused on keeping people safe. It is carried out by both operational crews, and by specialist community safety staff. Although it is difficult to prove cause and effect, it is generally accepted that community safety work contributes to reductions in the number of fires. The table on page 5 shows that the number of Home Safety Checks (HSCs) carried out by our staff has increased by 26% this year. However, this follows a significant reduction in 2017/18 due to staff shortages which has now been rectified. Despite this increase, the number of fire injuries and deaths has also increased and the Service is focusing on making further increases to the number of HSCs. The service uses a risk based approach to delivering HSCs to ensure that the most vulnerable and at risk groups of the community are prioritised.

The number of fire prevention activities has similarly increased, mostly concentrating on hot spot areas, fire alarm fitting and national campaigns. Youth activities and school visits have dropped back to 2016/17 levels after an increase in activities in 2017/18. Many HSCs are delivered following referrals from both other agencies and our own Persons At Risk Team and this result reflects the difficulties inherent in targetting those people in the community who are most at risk. The "Safe and Well" checks are continuing in our communities who are most at risk of both fire and ill health.

	Number of Home Safety Checks (HSCs) in Year	Proportion of HSCs in High Risk Dwellings	Number of Fire-related Injuries in Dwellings in Year	Number of Fire Prevention Activities & Campaigns in Year	Youth Activities (Risk Watch, School Visits)
2018/19	4,738	19%	38	5,859	623
2017/18	3,757	19%	32	4,281	851
2016/17	4,221	23%	37	4,454	591

The Authority has a complaints process and we do occasionally receive complaints from the public. The number of complaints has remained stable in 2018/19, but the number of communications indicating customer satisfaction has risen significantly over the last 2 years. There was no particular pattern to the nature of complaints received, but every one is investigated by an Officer, who then responds to the complainant.

Where customer satisfaction surveys are distributed after contacts with the public, customer satisfaction rates have been at 99% .

	Number of Complaints in Year	Number of Customer Satisfaction Letters
2018/19	31	57
2017/18	29	41
2016/17	15	30

The performance statistics used in this statement have been collected from our core management information systems such as the incident recording system, the mobilising system and our human resources and financial systems.

Risk Management

Risk management processes are well embedded in the Authority. A comprehensive set of risk registers is monitored regularly by senior managers and elected members. By its nature, risk will change over time and in response to both external and internal pressures. It is important, therefore, that the Authority's managers remain alert to these developments and the emerging risks. In times of austerity and organisational restructuring, there is a possibility that control measures which had previously been seen as satisfactory may become eroded as resources reduce. The Authority has recognised this issue and has responded accordingly. Examples of high risk areas and areas where new risks have been identified are:

- The use of vehicles on Authority business;
- Ensuring that adequate resilience and Business Continuity Plans are in place to ensure the Service can react to major incidents or loss of resources;
- The introduction of the Emergency Services Network. This reflects the requirement to successfully introduce the government's communications solution and to work collaboratively.
- Ensuring that employees safe systems of work are in place to protect employees and / or non-employees.
- Working at Height.

The Corporate Risk Register can be found by following the link below.

[Corporate Risk Register](#)

Value for Money

Reducing levels of government grant funding and restrictions on the level of council tax which can be raised, have resulted in an increased emphasis on seeking value for money in all that we do. The Service has to find a balance between economy (spending less money), efficiency (working smarter) and effectiveness (delivering relevant services).

At its meeting on 16 February 2018 the Fire Authority approved a proposal to amend the crewing arrangements at Ashfield and Retford Fire Stations with anticipated savings of £800k per year. During the year, a significant amount of work has been undertaken to deliver this project and both stations moved to the new crewing arrangements on 1 April 2019.

The Service uses a jointly procured mobilising system (System) alongside Leicestershire and Derbyshire Fire Services. In December 2018 Fire Authority approved for this to be taken one step further with the implementation of a Joint Fire Control with Derbyshire Fire and Rescue Service. This is due to be implemented during 2019/20 with anticipated savings in the region of £350k.

A number of other collaborative opportunities have also been taken advantage of such as the joint use of our fire stations with East Midlands Ambulance Service staff and Nottinghamshire Constabulary.

The Core Statements

Comprehensive Income and Expenditure Statement

This statement brings together all of the items of income and expenditure which constitute the accounting cost in the year of providing services in accordance with generally accepted accounting practices. This is not the same as the net cost to be funded from council tax. The reader may wish to refer to the Movement in Reserves Statement to find out the net increase or decrease to the General Fund Balance, which is effectively the underspend or overspend against the amount of income received by the Authority. During 2017/18 £1,377k was used out of General Reserves against a budget of £1,444k. This represents a slight underspend of £67k.

Expenditure and Funding Analysis

The Expenditure and Funding Analysis shows how annual expenditure is used and funded from annual resources such as grants, non domestic rates and council tax and shows the impact of entries which convert resources consumed or earned by the service calculated in accordance with generally accepted accounting practices, as required in the Comprehensive Income and Expenditure Statement.

Balance Sheet

The Balance Sheet shows the value of the assets and liabilities recognised by the Authority at 31st March. The net assets of the Authority (assets less liabilities) are matched by the reserves held by the Authority and thus the Balance Sheet is "in balance". The reader will notice that the total on the Balance Sheet is a negative figure of £496.670mm, which means that the Authority's liabilities exceed its assets. This would usually be a cause for concern, however in this case the large liability in question relates to future pension liabilities (£544,318m) which at present are funded by Central Government. The underlying financial position of the Fire Authority is a strong one because when this pension liability is excluded, assets exceed liabilities by £47.648m.

Movement in Reserves Statement

This statement shows the movement in the year on the different reserves held by the Authority analysed into usable reserves, which can be applied to fund expenditure or reduce local taxation, and other reserves. The Authority holds reserves for two reasons. There are always issues which may arise for which the Authority has no specific budget but in order that these "one off" type events do not unduly impact upon a single year's budget it is wise to maintain some money to deal with these events should they occur. These are what are known as General Fund Balances. Similarly, the Authority may wish to hold back sums of money because it knows that certain items of expenditure will occur but that these are of a "one off" nature and it is uncertain as to when they will occur. These are called earmarked reserves because they are for a specific purpose. As Treasurer I am required to assess the adequacy of these reserves to meet future events and issue a statement annually to that effect. The Surplus (or Deficit) on the Provision of Services line shows the true economic cost of providing the Authority's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. Adjustments are then made to the Surplus (or Deficit) on the Provision of Services to recognise the fact that the statutory amounts required to be charged to the General Fund Balance for council tax setting purposes are different. The Net Increase (or Decrease) before Transfers to Earmarked Reserves line shows the statutory General Fund Balance before any discretionary transfers to or from earmarked reserves undertaken by the Authority.

It is important to note that some of the Authority's reserves which appear on the balance sheet cannot be used to fund expenditure. An example of an unusable reserve would be the Revaluation Reserve, which contains the gains made by the Authority arising from increases in the value of its Property, Plant and Equipment and Intangible Assets. The Authority held £5.576m in General Reserves as well as £4.763m in Earmarked Reserves as at 31st March 2019.

Cash Flow Statement

This statement, as its name suggests, shows the changes in cash and cash equivalents of the Authority during the reporting period. The starting point for this statement is the net surplus or deficit on the provision of services shown in the Comprehensive Income and Expenditure Statement, as this might suggest what the movement in cash balances has been. There are however a number of charges that are made to the revenue account that are not cash transactions and that merely result in a transfer of funds between the balance sheet and the revenue account. The statement shows how the Authority generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities. The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the Authority are funded by way of taxation and grant income or from the recipients of services provided by the Authority. Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the Authority's future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (i.e. borrowing) to the Authority.

The resultant figure shows the real movement in cash during the year, which is an increase in cash of £5.0m. This is largely due to additional borrowing to fund capital expenditure in line with Treasury Management Strategy and to provide short term cashflow security.

Pension Fund Account

This statement shows the income and expenditure for the year relating to the Firefighters' Pension Schemes. The net amount payable for the year i.e. the extent to which pension benefits payable exceeded contributions, is £11.227m.

Pension Net Assets Statement

This statement shows the net current assets and liabilities arising from the operation of the Firefighters' Pension Schemes. This statement does not take account of liabilities to pay future pensions and other benefits after the period end. Such liabilities are shown in the Authority's Balance Sheet, as explained above.

Annual Governance Statement

This statement sets out the Authority's responsibilities with regard to corporate governance and gives details of key elements of corporate governance in place during the year. It also summarises the Authority's review of the effectiveness of its governance framework, measured against the CIPFA / SOLACE framework, and in which issues for action are highlighted.

Key Figures with the Core Statements

Revenue Budget: £1.377m was required from General Fund to finance expenditure during 2018/19 against a planned use of £1.444m. This represents a £67k underspend against the budget. This was in line with the Medium Term Financial Strategy. The main reasons for the variance given in the section below "Significant Variances".

Cost of Services: this was £51.063m 2018/19 (£50.509m for 2017/18) and is shown in the Comprehensive Income and Expenditure Statement. This represents a 1% increase.

Total Net Assets: this was £496.670m for 2018/19 (£460.918m 2017/18) and is shown on the Balance Sheet. The main reason for the movement between the 2 years was a £35m decrease in the pension liability.

Total Usable Reserves: this was £10.686m for 2018/19 (£12.456m 2017/18) and is shown on the Balance Sheet. The reduction reflects the use of both General Fund (£1.377m) and Earmarked Reserves (£393k) to support revenue expenditure during the year.

Debtors: Debtors were £6.134m for 2018/19 (£5.538m 2017/18), a slight increase from 2017/18 as shown on the Balance Sheet.

Creditors: this was £3.212m for 2018/19 (£3.735m 2017/18) and is shown on the Balance Sheet. The decrease, corrects a spike in the 2017/18 creditor levels and is made up of several smaller variances including stock movement and miscellaneous creditors.

Summary of the Year

A summary of the Fire Authority's overall financial results is given in the following paragraphs:

Revenue Income and Expenditure

The 2018/19 revenue budget for of £42.227m was approved by the Fire Authority in February 2018. This was on the basis that a £1.4m deficit in the budget would be supported by a transfer from general reserves to support the budget. This was in line with the Medium Term Financial Strategy which sets out as a principle that financial planning will take account of the possible use of reserves to minimise the effect of reductions in funding as a means of transition. During the year, a further £393k of planned expenditure has been incurred, funded from Earmarked Reserves. Total Expenditure for the year is £42.715m, requiring £1.377m of funding from General Reserves. This represents an underspend of £67k (0.2%) compared to the £1.444m planned use of General Fund Reserves.

A summary of expenditure is shown below.

	Budget	Actual	Variance
	2018/19	2018/19	2018/19
	£000	£000	£000
Employees	33,566	34,357	791
Premises Related Expenditure	2,317	2,530	213
Transport Related Expenditure	1,752	1,965	213
Supplies and Services	3,447	3,462	15
Support Services	236	207	(29)
Capital Financing	2,432	2,291	(141)
Other Income (eg Grants)	(1,523)	(2,097)	(574)
Net Expenditure	42,227	42,715	488
Financed By:			
Contribution from Earmarked Reserves	0	(393)	(393)
Contribution from General Reserves	(1,444)	(1,377)	67
Revenue Support Grant	(5,961)	(6,123)	(162)
Non Domestic Rates	(10,586)	(10,586)	0
Precept from Constituent Authorities	(24,236)	(24,236)	0
Net	0	0	0

Significant Variances

Variances against the budget have arisen in the following areas (only significant variances are detailed):

Explanation of variances

The amount of the revenue budget underspend in total is £67k, which is relatively small at 0.2% of the overall budget, although within this are a few significant over and underspends.

Employee Costs - The overspend on employee costs largely relates to the creation of a £647k provision to cover termination costs due to be incurred during 2019/20. These relate partly to the move to a Joint Control Room with Derbyshire Fire and Rescue Service which is due to open in July 2019. The merger of this service will create long term savings in the region of £350k per year.

The service's Princes Trust Programme is due to be drawn to an end in July 2019 which will similarly result in some staff redundancies. The programme has struggled to attract and maintain young people onto courses and income is insufficient to meet the costs of the programme. The provision has been created in 2018/19 in order to comply with the relevant accounting standard relating to termination benefits.

Premises Costs- The overspend on premises is due to increased necessary expenditure on building maintenance, gas, electric and Business Rates where the Authority has lost valuation appeals.

Transport Related Expenditure - A tax review has identified that some travel related expenses have been incorrectly treated for tax purposes. Whilst these expenses are now being correctly taxed, at its meeting on 28 September 2018, Fire Authority determined that the service would meet the tax liabilities incurred prior to the correct treatment being determined. Some negotiations are ongoing with Her Majesties Customs and Excise (HMRC) so to date no payments have been made. A provision has been created to cover the costs which are estimated to be in the region of £225k.

Capital Financing Costs - The cost of financing the capital programme has underspent by £141k due to delayed capital expenditure resulting in lower than anticipated borrowing and continued lower than forecast interest rates.

Income - Additional secondment income of £267k was received to offset costs of officers seconded onto national projects such as the new inspection regime and the Emergency Services Mobile Communication Project. This is used to offset additional costs of backfilling these posts.

A further £96k was recovered under Central Government's Bellwin scheme to cover the additional costs incurred when the service supported Lancashire and Manchester Fire Services during the moorland fires in 2018.

There were several areas where income was received in excess of the amount budgeted for, these include an increase in income from renting out space in fire stations to Police and ambulance services, and some apprenticeship levy that the service was able to recover.

More details regarding expenditure during the year will be available in the Capital and Revenue Budget Monitoring report which will be reported to Finance and Resources Committee on 28 June 2019.

Capital Expenditure

Capital expenditure describes the purchasing, upgrading and improvement of Fire Authority assets. These assets are known as "non current assets" and they provide a benefit to the Authority over a longer period of time than the current financial year. A summary of the Capital Programme and actual expenditure for the year is shown below.

Expenditure	Capital Programme	Actual	Variance from Budget
	2018/19 £000	2018/19 £000	2018/19 £000
Vehicles	372	69	(303)
Operational Equipment	690	114	(576)
Property	1,453	566	(887)
Information, Computer and Technology (ICT)	713	326	(387)
Total	3,228	1,075	(2,153)
Funded by:			
Borrowing	897	897	0
Grant funding	0	0	0
Capital Receipts	116	116	0
Earmarked reserve	62	62	0
Total	1,075	1,075	0

The 2018/19 capital programme has been smaller than in previous years as the service is between building projects. In April 2018 crews moved into a new Fire Station in Newark. The completion of this station and demolition of the old station accounted for almost half of capital expenditure incurred (£465k). The station has been designed to be much more energy efficient and will reduce future annual running costs.

Significant Variances

Hucknall Fire Station - The on call station in Hucknall is due to be co-located with the East Midlands Ambulance Service (EMAS) station in Hucknall. The collaborative approach has taken longer to deliver than originally anticipated and the project has been delayed resulting in a £345k underspend during the year.

Vehicles - A review of light vehicle utilisation has taken place to enable more efficient use of vehicles. Orders have been placed for several electric vehicles but delivery is being delayed due to high demand.

Special Appliances - Collaboration opportunities are being explored for these vehicles. This has resulted in a delay in expenditure.

Equipment - the replacement of light weight fire coats and breathing apparatus communication equipment are being procured in collaboration with Derbyshire Fire and Rescue Service. This has caused some delays whilst the specification is agreed, resulting in some slippage into 2019/20. The collaboration is expected to create savings for both organisations in the region of £15k - £25k each.

ICT - Progress has been made on several ICT projects, including improving mobile working, sharepoint development and equipment replacement.

The delays in the national Emergency Services Mobile Communication Project (ESMCP) have had a knock on effect on anticipated expenditure on project related equipment, resulting in an underspend of £171k.

Treasury Management Activity

The Authority borrowed £4m long term loans from the Public Work Loans Board (PWLB) and repaid debt of £2.538m. The Authority's level of long term borrowing at the year end was £25.629m. This compares to long term assets on the Balance Sheet valued at £62.954m. The capital financing requirement as at 31 March 2018 is £25,738m, which demonstrates that the current level of net borrowing is prudent.

There was a further £4m of temporary borrowing outstanding at year end which was taken out to cover a cashflow shortfall. This took total borrowing to £29.629m as at 31 March 2019. This remains within the Operational Boundary set by Fire Authority of £29.723m.

During the year, capital expenditure was mainly financed by capital receipts, capital grant and borrowing.

Earmarked Reserves

Several earmarked reserves have been created for specific projects which will take place in 2019/20 and beyond. The effect of this will be that these earmarked reserves will support the 2019/20 budget and allow certain non-recurrent expenditure to take place. Earmarked reserves have been funded from two sources – they either arise from grants or donations received which have not been spent by the end of the year or they are created from within the revenue budget. The earmarked reserves held by the Authority are shown in note 11.

Pension Funds

Standard accounting practice requires the Authority to show the full future pensions liabilities at the time that these liabilities are earned by employees. An independent actuary has assessed the liabilities for pension schemes in which the Authority participates, namely the Firefighters' Pension Schemes and the Local Government Pension Scheme. The schemes are currently in deficit, which shows as a total liability of £544.318m on the balance sheet. The largest element of this liability relates to the Firefighters' Pension Schemes and stands at £522.293m.

The Firefighters' Pension Schemes are unfunded and the annual cost of benefits is paid for by employee contributions and employer contributions. The Home Office meets any annual shortfall i.e. if the contributions into the fund do not meet the cost of pensions paid in the year. The Authority is required to continue to show the liability in respect of the Firefighter Pension Schemes in its Balance Sheet and notes to the core financial statements.

An employment tribunal case was brought against the Government in relation to possible discrimination in relation to the introduction of the 2015 Firefighters' Pension Scheme. The scheme included transitional protection arrangements between the old scheme and the new scheme. These transitional arrangements were found to be unlawful as they discriminated on the grounds of age. The Government is currently seeking permission to appeal this decision with an unknown timeframe for this permission to be granted or denied. There could be significant additional costs to the Authority if the decision is upheld. For this reason, the Accounts include an Contingent Liability which can be found in note 40.

Other Significant, Material and Unusual Items

Funding for 2020/21 and beyond will be determined as part of the Government's spending review which will not be announced until mid 2019. The spending review will be affected by the revision of the fire funding formula which is also due to be updated for 2020/21 onwards. The uncertainty of Brexit and the possibility of a general election will also affect the spending review and may even delay its announcement. There may be significant changes to the budget following the spending review and the service will have to deal with these when more information becomes available.

For 2019/20 the Authority has been awarded a £2.3m grant to cover the expected increased costs of the firefighter pension employer contribution following the changes to the discount rates applied to the scheme. It is unsure how much of this additional cost will be covered by the spending review going forward.

Planned budgetary reductions will be ongoing during the year to bridge an £800k ongoing shortfall in the budget. Opportunities for making in year savings are currently being explored. Further plans for any necessary savings will be identified and considered once the outcome of the spending review is known.

Both Worksop and Hucknall fire stations are set to undergo transformations, with Hucknall station moving into Hucknall Ambulance Station once work is complete. Both these projects will significantly benefit the communities they serve and create better working conditions for firefighters.

The Business Case for a joint Head Quarters with Nottinghamshire Constabulary was approved by Fire Authority in February 2019, with an anticipated moving in date of 2021. The proposed Head Quarters will be based at the existing Police Head Quarters site. This will create an exciting opportunity for the two services to work more closely together going forward as well delivering savings.

Collaboration opportunities are consistently being explored and in addition to the shared accommodation referred to above and in the Value for Money Section, opportunities are being investigated around the shared use of vehicles with neighbouring Fire Authorities and Nottinghamshire Constabulary. Shared use of training facilities with neighbouring Fire Authorities has also been a successful venture, with more opportunities being explored for the future in areas such as driver training and joint leadership training with Nottinghamshire Police.

Nottinghamshire Fire Safety Limited

The Authority established an arm's-length trading company, which began operating on 1 September 2010. The company was called "Nottinghamshire Fire and Rescue Service (Trading) Limited". Its main activities are to sell fire extinguisher maintenance services and fire safety training to external customers. The financial position of the company is not material in terms of the overall financial position of the Authority so separate accounts are prepared for both the Authority and the trading company.

Further detail about the company's trading results and overall financial position is shown in notes 35 and 42. For 2018/19, Nottinghamshire Fire Safety CIC made a profit before tax of £4k (£42k in 2017/18).

Plans for 2019/20

Elected Members of the Fire Authority approved a council tax increase of 2.95% for 2019/20 with a Band D council tax of £79.80 (£77.51 2018/19). The revenue budget for 2019/20 has been set at £42.7m (£42.2m 2018/19). The 2019/20 budget requires £1.2m to be drawn from reserves to ensure a balanced budget as a transitional temporary measure until the budget can be brought into balance. At its meeting on 14 December 2018 the Fire Authority approved a proposal to create a joint fire control centre with Derbyshire Fire and Rescue Service with anticipated savings of £350k towards the shortfall identified. There is an ongoing shortfall for 2020/21 and beyond in the region of £800k. Opportunities for making savings are currently being explored, although any major decisions are not expected to be made until the outcome of the spending review are known.

The Fire Authority is committed not only to surviving during this period of financial austerity but also to continuing to improve and develop services against this financial backdrop, as detailed in the services new Strategic Plan and accompanying year 1 action plan. The three core aims of the Authority are to deliver high quality services, with an engaged and motivated workforce, within a framework of strong governance and financial stability. Despite the reductions in funding identified, the service has invested in its on-call services and ICT services. This should place the service in a strong position to become more efficient in the long term.

During January and February 2019 the Service underwent an inspection by Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS). The inspection report is due to be published in the summer of 2019. The service had already identified several areas requiring development, and some work has already commenced such as the development of the new Strategic Plan.

The Policing and Crime Act 2017 became law in April 2017. This allowed the Police and Crime Commissioner (PCC) for Nottinghamshire to make a business case to take over responsibility for the fire function if desired. At the time of writing this statement, the PCC has not stated an intention to make such a case, but regardless of whether or not a business case is made we are now legally required to consider collaboration opportunities with the other "blue light" emergency services. This was something that wasn't new to the Authority but the Act has focussed attention on future collaboration opportunities, such as the new joint head quarters project, and it is anticipated that some savings will be identified as these opportunities are explored.

The 2019/20 revenue budget and capital programme provide the financial resources required for the replacement or refurbishment of assets as well as for the day to day running of the service. We have planned to use mainly borrowing and internal financing to finance the capital programme in 2019/20.



Charlotte Radford
Treasurer to the Nottinghamshire and City of Nottingham Fire Authority

**STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS
STATEMENT OF ACCOUNTS 2018/19**

**STATEMENT OF APPROVAL OF THE STATEMENTS OF ACCOUNTS
STATEMENT OF ACCOUNTS 2018/19**

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF NOTTINGHAMSHIRE
STATEMENT OF ACCOUNTS 2018/19**

INTRODUCTION TO THE CORE STATEMENTS
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Movement in Reserves Statement - Page 24

This statement shows the movement in the year on the different reserves held by the Authority, analysed into 'usable reserves' (ie those that can not be applied to fund expenditure or reduce local taxation) and 'other reserves'. The Surplus or (Deficit) on the Provision of Services line shows the true economic cost of providing the Authority's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund Balance for council tax setting purposes. The Net Increase/Decrease before Transfers to Earmarked Reserves line shows the statutory General Fund Balance before any discretionary transfers to or from earmarked reserves undertaken by the Authority.

Expenditure and Funding Analysis - Page 25

This statement shows how annual expenditure is used and funded from resources (government grants, council tax and business rates) by the Authority in comparison with those resources consumed or earned by the Authority in accordance with generally accepted accounting practices. It also shows how this expenditure is allocated for decision making purposes between the Authority's services and departments. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement.

Comprehensive Income and Expenditure Statement - Page 26

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

IAS 1 requires that where the Statement includes amounts in "Other Comprehensive Income and Expenditure" which will not be reclassified subsequently to the Surplus or Deficit on the Provision of Service as well as amounts which will be, then these two types of transactions should be shown separately on the face of the Statement. The Authority does not have transactions which will be reclassified subsequently to the Surplus or Deficit on the provision of Services, so the items in "Other Comprehensive Income and Expenditure" have not been separated in this way.

Balance Sheet - Page 27

The Balance Sheet shows the value of the assets and liabilities recognised by the Authority as at the Balance Sheet date. The net assets of the Authority (assets less liabilities) are matched by the reserves held by the Authority. Reserves are reported in two categories. The first category of reserves are usable reserves, ie those reserves that the Authority may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use (for example the Capital Receipts Reserve that may only be used to fund capital expenditure or repay debt). The second category of reserves is those that the Authority is not able to use to provide services. This category of reserves includes reserves that hold unrealised gains and losses (for example the Revaluation Reserve), where amounts would only become available to provide services if the assets are sold; and reserves that hold timing differences shown in the Movement in Reserves Statement line 'Adjustments between accounting basis and funding basis under regulations'.

Cash Flow Statement - Page 28

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

CORE ACCOUNTING STATEMENTS
MOVEMENT IN RESERVES STATEMENT

<u>Movement in Reserves during 2017/18</u>	General Fund Balance £000	Earmarked Reserves £000	Capital Receipts Reserve £000	Capital Grants Unapplied £000	Total Usable Reserves £000	Unusable Reserves £000	Total Authority Reserves £000
Balance at 31 March 2017 carried forward	7,837	4,894	477	347	13,555	(522,619)	(509,064)
Movement in reserves during 2017/18							
Total Comprehensive Income and Expenditure	(15,340)	0	0	(25)	(15,365)	63,486	48,121
Adjustments between accounting basis and funding basis under regulations (Note 10)	14,718	0	(477)	25	14,266	(14,241)	25
Increase or Decrease in 17/18 before Transfers to Earmarked Reserves	(622)	0	(477)	0	(1,099)	49,245	48,146
Transfers to/from Earmarked Reserves (Note 11)	238	(238)	0	0	0	0	0
Increase/(Decrease) in 2017/18	(384)	(238)	(477)	0	(1,099)	49,245	48,146
Re-allocation of General Fund to Earmarked Reserve	(500)	500		0			
Balance at 31 March 2018 carried forward	6,953	5,156	0	347	12,456	(473,374)	(460,918)
<u>Movement in Reserves during 2018/19</u>							
Balance at 31 March 2018 carried forward	6,953	5,156	0	347	12,456	(473,374)	(460,918)
Movement in Reserves during 2018/19							
Total Comprehensive Income and Expenditure	(12,020)	0	0		(12,020)	(23,731)	(35,751)
Adjustments between accounting basis and funding basis under regulations (Note 10)	10,250	0	0		10,250	(10,250)	0
Increase or Decrease in 2018/19 before Transfers to Earmarked Reserves	(1,770)	0	0	0	(1,770)	(33,981)	(35,751)
Transfers to/from Earmarked Reserves (Note 11)	393	(393)	0	0	0	0	0
Increase/(Decrease) in 2018/19	(1,377)	(393)	0	0	(1,770)	(33,981)	(35,751)
Balance at 31 March 2019 carried forward	5,576	4,763	0	347	10,686	(507,355)	(496,669)

EXPENDITURE AND FUNDING ANALYSIS

	2017/18			2018/19		
Net Expenditure Chargeable to the General Fund	Adjustments between the Funding and Accounting Basis *	Net expenditure in the Comprehensive Income and Expenditure Statement		Net Expenditure Chargeable to the General Fund	Adjustments between the Funding and Accounting Basis *	Net expenditure in the Comprehensive Income and Expenditure Statement
£000	£000	£000		£000	£000	£000
17,776	(10,460)	28,236	Firefighting and Rescue	20,411	(7,109)	27,520
1,211	(485)	1,696	Community Safety	1,487	(367)	1,854
1,370	(372)	1,742	Fire Protection	1,349	(292)	1,642
222	(177)	399	Resilience	263	(150)	414
			Corporate and Centralised Services:			
4,174	(338)	4,512	Estates and Procurement	4,229	(309)	4,539
1,067	(163)	1,230	Equipment	1,202	(144)	1,345
3,038	(1,000)	4,038	People and Organisational Development	3,482	(821)	4,304
608	(92)	700	Finance	1,044	(95)	1,139
2,084	(493)	2,577	ICT	2,623	(386)	3,009
1,136	(191)	1,327	Transport	1,295	(142)	1,437
3,163	(889)	4,052	Other	3,407	(454)	3,860
35,849	(14,660)	50,509	Net Cost of Services	40,792	(10,269)	51,063
(35,227)	(58)	(35,169)	Other Income and Expenditure	(39,024)	19	(39,043)
622	(14,718)	15,340	(Surplus) or Deficit	1,768	(10,250)	12,020
(7,837)			Opening General Fund Balance	(6,953)		
622			Less/Plus (Surplus) or Deficit on General Fund Balance in Year	1,768		
(238)			Less/Plus Net Transfers to/(from) Earmarked Reserves	(393)		
500			Re-allocation of General Fund to earmarked reserves	0		
(6,953)			Closing General Fund Balance	(5,578)		

* See note 8 for further breakdown

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

	2017/18				2018/19			
	Gross	Gross	Net		Notes	Gross	Gross	Net
	Expenditure	Income	Expenditure			Expenditure	Income	Expenditure
	£000	£000	£000		£000	£000	£000	
28,700	(465)	28,235	Firefighting and Rescue		28,028	(508)	27,520	
1,815	(119)	1,696	Community Safety		1,851	3	1,854	
1,769	(27)	1,742	Fire Protection		1,647	(5)	1,642	
617	(219)	398	Resilience		775	(361)	414	
0	0	0	Corporate and Centralised Services:					
4,669	(157)	4,512	Estates and Procurement		4,745	(206)	4,539	
1,232	(2)	1,230	Equipment		1,345	0	1,345	
4,069	(30)	4,039	People and Organisational Development		4,326	(22)	4,304	
818	(118)	700	Finance		1,251	(112)	1,139	
3,585	(1,007)	2,578	ICT		3,017	(8)	3,009	
1,417	(90)	1,327	Transport		1,494	(57)	1,437	
4,066	(14)	4,052	Other		3,900	(40)	3,860	
52,757	(2,248)	50,509	Cost of Services		52,379	(1,316)	51,063	
196		196	Other Operating Expenditure	12		(193)	(193)	
14,784	(40)	14,744	Financing and Investment Income and Expenditure	13	13,944	(81)	13,863	
0	(50,109)	(50,109)	Taxation and Non-Specific Grant Income	14		(52,713)	(52,713)	
67,737	(52,397)	15,340	Surplus (-) or Deficit on Provision of Services		66,323	(54,303)	12,020	
		(2,048)	Surplus or deficit on revaluation of property, plant and equipment assets				(2,120)	
			Impairment Losses on Non-Current Assets Charged to Revaluation Reserve	25			0	
		(61,463)	Remeasurements on the net defined benefit pension liability				25,851	
		(63,486)	Other Comprehensive Income and Expenditure				23,731	
		(48,146)	Total Comprehensive Income and Expenditure				35,751	

BALANCE SHEET			
31 March 2018		Notes	31 March 2019
£000			£000
	Property, Plant & Equipment		
50,485	- Land and Buildings	15	54,285
8,430	- Vehicles, Plant and Equipment	15	7,446
2,451	- Assets Under Construction	15	93
37	Surplus Assets	15	31
1,342	Intangible Assets	16	918
50	Intangible Assets Under Construction	16	181
62,795	TOTAL LONG TERM ASSETS		62,954
7,436	Short Term Investments	17	5,442
319	Inventories	18	279
5,538	Short Term Debtors	19	6,134
2,005	Cash and Cash Equivalents	20	7,020
15,298	TOTAL CURRENT ASSETS		18,875
(4,639)	Short Term Borrowings	17	(4,117)
(3,735)	Short Term Creditors	22	(3,212)
(575)	Short Term Provisions	23	(1,285)
0	Other Short Term Liabilities - Finance Leases	37	0
(25)	Grants Receipts in Advance - Revenue	34	(25)
(8,974)	TOTAL CURRENT LIABILITIES		(8,639)
(24)	Long Term Provisions	23	(30)
(20,599)	Long Term Borrowing	17	(25,512)
(509,414)	Other Long Term Liabilities		
	- Pensions Liability	39	(544,318)
(530,037)	TOTAL LONG TERM LIABILITIES		(569,860)
(460,918)	TOTAL NET ASSETS		(496,670)
	Usable Reserves		
6,953	- General Fund Balance	24	5,576
5,156	- Earmarked Reserves	24	4,763
0	- Capital Receipts Reserve	24	0
347	- Capital Grants Unapplied	24	347
	Unusable Reserves		
19,584	- Capital Adjustment Account	25	18,563
16,856	- Revaluation Reserve	25	18,576
(509,814)	- Pension Reserve	25	(544,518)
0	- Financial Instruments Adjustment Account	25	0
213	- Collection Fund Adjustment Account	25	232
(213)	- Accumulated Absences Adjustment Account	25	(209)
(460,918)	TOTAL RESERVES		(496,670)

CASH FLOW STATEMENT

<u>2017/18</u>		<u>2018/19</u>
<u>£000</u>		<u>£000</u>
	15,340 Net (Surplus)/Deficit on the Provision of Services	12,020
(17,070)	Adjustment to Surplus or Deficit on the Provision of Services for Non-Cash Movements	(12,027)
178	Adjust for Items Included in the Net Surplus or Deficit on the Provision of Services that are Investing and Financing Activities	116
<u>(1,552)</u>	Net Cash Flows from Operating Activities (Note 26)	<u>109</u>
6,077	Investing Activities (Note 27)	(665)
<u>(1,921)</u>	Financing Activities (Note 28)	<u>(4,459)</u>
2,604	Net (Increase) or Decrease in Cash and Cash Equivalents	(5,015)
<u>(4,609)</u>	Cash and Cash Equivalents at the Beginning of the Reporting Period	<u>(2,005)</u>
<u>(2,005)</u>	Cash and Cash Equivalents at the End of the Reporting Period (Note 20)	<u>(7,020)</u>

**INDEX OF NOTES TO THE CORE ACCOUNTING STATEMENTS
STATEMENT OF ACCOUNTS 2018/19**

<u>Note No:</u>	<u>Note:</u>	<u>Page No:</u>
1	Accounting Policies	30
2	Accounting Standards Issued, Not Adopted	46
3	Critical Judgments in Applying Accounting Policies	46
4	Assumptions Made about the Future and other Major Sources of Estimation Uncertainty	47
5	Material Items of Income and Expense	48
6	Events After the Balance Sheet Date	48
7	Note to the Expenditure and Funding Analysis	49
8	Expenditure and Income Analysed by Nature	50
9	Revenue from Contract arising with Service Recipients	51
10	Adjustments between Accounting Basis and Funding Basis under Regulations	52
11	Transfers to/from Earmarked Reserves	54
12	Other Operating Expenditure	55
13	Financing and Investment Income and Expenditure	55
14	Taxation and Non-Specific Grant Income	55
15	Property, Plant and Equipment	56
16	Intangible Assets	59
17	Financial Instruments	61
18	Inventories	66
19	Debtors	66
20	Cash and Cash Equivalents	66
21	Assets Held for Sale	67
22	Creditors	67
23	Provisions	68
24	Usable Reserves	69
25	Unusable Reserves	71
26	Cash Flow Statement - Operating Activities	75
27	Cash Flow Statement - Investing Activities	76
28	Cash Flow Statement - Financing Activities	76
29	Reconciliation of Liabilities arising from Financing Activities	77
30	Pooled Budgets	78
31	Members' Allowances	78
32	Officers' Remuneration	79
33	External Audit Costs	81
34	Grant Income	81
35	Related Parties	82
36	Capital Expenditure and Capital Financing	84
37	Leases	85
38	Termination Benefits	85
39	Defined Benefit Pension Schemes	86
40	Contingent Assets and Liabilities	97
41	Nature and Extent of Risks Arising from Financial Instruments	99
42	Interests in Companies	104

NOTES TO THE CORE ACCOUNTING STATEMENTS
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1. ACCOUNTING POLICIES**General Principles**

The Statement of Accounts summarises the Fire Authority's transactions for the 2018/19 financial year and its position at the year end of 31 March 2019. The Authority is required to prepare an annual Statement of Accounts by the Accounts and Audit (England) Regulations 2015 which those regulations require to be prepared in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2018/19 (the Code) and the Service Reporting Code of Practice 2018/19 supported by International Financial Reporting Standards (IFRS).

The accounting convention adopted is principally historical cost, modified by the revaluation of certain categories of non current assets and financial instruments. All figures in the Statement have been rounded to the nearest £1k, which may result in some discrepancies due to roundings.

Accruals of Expenditure and Income

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

- a) Supplies are recorded as expenditure when they are consumed. Some supplies are carried as Inventories on the balance sheet, where they are held in Stores prior to being distributed and used.
- b) Where goods are supplied to or by the Fire Authority in the financial year, but payment does not occur until the following financial year, a Short Term Creditor or Short Term Debtor for the relevant amount is shown on the Balance Sheet. Exceptions are made to this policy for certain recurring items that cover a specific period, e.g. quarterly energy bills. These items are brought into the accounts in the year they are paid and are not apportioned over the years to which they relate.
- c) Expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made. However, due to a policy change which came into effect on 1 April 2017 an exception is now made to this policy for overtime payments and payments claimed in arrears by retained duty system staff. This expenditure is recognised in the year it is paid rather than the year in which the work was carried out.
- d) Fees and charges due from customers are recognised as income at the date the Fire Authority provides the relevant services. Debts outstanding at the year end are assessed for evidence of uncollectability based on past events and a charge is made to revenue where the total value of debts for which there is evidence of impairment exceeds a £5,000 de minimis threshold. The impairment is assessed using the Expected Credit Loss Model. This model uses a provision matrix and calculates a fixed provision rate based on the number of days that a receivable is past due, assessed on the basis of historical experience from the previous five years and adjusted (if necessary) to reflect current conditions and forecasts of future conditions. Impairment loss allowances are not recognised for debts where the counterparty is central government or a local authority, as statutory provisions prevent default. This policy applies to debts from unpaid fees and charges – council tax debtors are subject to a different policy (see below).
- e) Interest payable on borrowings and receivable on investments is accounted for on the basis of the effective interest rate for the relevant financial instrument rather than on the basis of cash flows determined by the contract.

Allocation of Support Service Costs

Support services are provided primarily by the Authority itself although some are purchased directly from the constituent authorities. The provision of a Clerk to the Authority is purchased from Nottingham City Council and some limited financial services are provided by Nottinghamshire County Council and Leicestershire County Council.

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

Borrowing Costs

Borrowing costs are recognised as an expense in the period in which they are incurred. Borrowing costs are interest and other costs incurred in connection with the borrowing of funds to finance the acquisition, creation or enhancement of non current assets.

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 twenty four 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 Authority's cash management.

Contingent Liabilities and Contingent Assets

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

A contingent asset arises where an event has taken place that gives the authority a possible asset whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Authority. Contingent assets are not recognised in the Balance Sheet but disclosed in a note to the accounts where it is probable that there will be an inflow of economic benefits or service potential.

Council Tax Income and Non Domestic Rates

Council tax and non domestic rates are collected from taxpayers by billing authorities both for themselves and substantively as agents, collecting council tax and non domestic rates on behalf of precepting authorities and central government and distributing it to them. This authority is a precepting authority, and council tax and non domestic rates income included in the Comprehensive Income and Expenditure Statement is the accrued income for the year. The difference between the income included in the Comprehensive Income and Expenditure Statement and the amount required by regulation to be credited to the General Fund is taken to the Collection Fund Adjustment Account on the Balance Sheet and shown within the Movement in Reserves Statement.

Billing authorities prepare a Collection Fund balance sheet for council tax and non domestic rates activities, which is disaggregated and shared between the billing authority and its precepting authorities. This Authority's Balance Sheet contains the following items:

- a) Council tax and non domestic rates arrears apportioned in relation to the following year's precept proportions are included as Short Term Debtors
- b) Impairment allowance for doubtful debts apportioned as for council tax and non domestic rates arrears and deducted from council tax and non domestic rates arrears debtors
- c) Council tax and non domestic rates overpayments and prepayments apportioned in relation to the following year's precept proportions are included as Short Term Creditors
- d) Collection Fund surplus / deficit – the reversing entry to the Comprehensive Income and Expenditure Account adjustment is included in the Collection Fund Adjustment Account
- e) Collection Fund cash surplus / deficit held on the authority's behalf by the billing authority is included in Short Term Debtors or Short Term Creditors

Employee Benefits

Benefits Payable During Employment

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

Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Authority to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy. They are charged on an accruals basis to the appropriate service when the Authority can no longer withdraw the offer of those benefits. Where termination benefits involve the enhancement of pensions, statutory provisions require the General Fund Balance to be charged with the amount payable by the Authority to the pension fund or pensioner in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, appropriations are required to and from the Pensions Reserve to remove the notional debits and credits for pension enhancement termination benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end.

Post Employment Benefits

Participation in Pension Schemes

As part of the terms and conditions of employment of its officers and other employees, the Authority offers retirement benefits. Although these benefits are not actually payable until the employees retire, the Authority has a commitment to make these payments in the future. This commitment needs to be disclosed at the time that the employees earn their future entitlement.

The Authority participates in five pension schemes, all of which are defined benefit schemes:

- The Local Government Pension Scheme (LGPS) is for administrative, support and Control employees and is administered by Nottinghamshire County Council. This is a funded scheme, which means that contributions are paid into a fund with the intention of balancing pension liabilities with pension assets.
- The Firefighters' Pension Scheme 1992 has been closed to new entrants since 6 April 2006. Its members are wholetime firefighters. It is an unfunded pension scheme, meaning that there are no investment assets to meet the cost of pension liabilities and cash has to be generated to meet pension payments as they fall due. The cost of the scheme is met from contributions paid by employees and the Authority, with any deficit in the funding required being met by a top-up grant from the Home Office. Any surplus funding is paid over to the Home Office.
- The Firefighters' Pension Scheme 2006 is also an unfunded pension scheme. This scheme came into being with effect from April 2006 and its members are retained firefighters and wholetime firefighters. Like the 1992 Scheme, the cost of the scheme is met from contributions paid by employees and the Authority, with any deficit in the funding required being met by a top-up grant from the Home Office and any surplus being paid over to them. The Firefighters' Pension Scheme (England)(Amendment) Order 2014 introduced a new modified version of the 2006 Scheme which is available to individuals who were employed as retained firefighters during the period 1 July 2000 to 5 April 2006. The modified version of the scheme has different benefits to the main 2006 Scheme. The 2006 Scheme has been closed to new entrants since April 2015.
- The Firefighters' Pension Scheme 2015 came into effect on 1 April 2015. Like the 2006 and 1992 Schemes, the cost of the scheme is met from contributions paid by employees and the Authority, with any deficit in the funding required being met by a top-up grant from the Home Office and any surplus being paid over to them. Unlike the other firefighters' schemes, it is a career average rather than a final salary scheme. Its members are retained firefighters and wholetime firefighters who were first appointed by an English fire and rescue authority on or after 1 April 2015, and firefighters who were transferred from the 1992 or 2006 Schemes.
- The Firefighters' Compensation Scheme (England) Order 2006 makes provision for the payment of pensions, allowances and gratuities to and in respect of persons who die or are permanently disabled as a result of an injury sustained or disease contracted while employed by a fire and rescue authority. The Firefighter Compensation Scheme (FFCS) is treated as an unfunded defined benefit scheme. The cost of this scheme is met by the Authority.

The arrangements for the three Firefighters' pension schemes and the Firefighters' Compensation Scheme are determined by the Home Office. In order to identify the amount of top-up grant receivable from / surplus payable to the Home Office the Authority is required to produce separate Pension Fund Statements for the firefighters' pension schemes. Additional accounting policies can be found in the notes to these statements.

The Authority is required by the CIPFA Code of Practice to account for pensions in accordance with International Accounting Standard 19 Employee Benefits (IAS 19). One of the objectives of IAS 19 is to ensure that an employer's financial statements reflect a liability when employees have provided services in exchange for benefits to be paid in the future.

All five pension schemes are accounted for as defined benefit schemes:

The liabilities of the LGPS and the firefighters' schemes are included in the Balance Sheet on an actuarial basis using the projected unit method - i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates etc, and estimates of projected earnings for current employees.

- Liabilities are discounted to their value at current prices, using discount rates of 2.4% and 2.4% for the LGPS and firefighters' schemes respectively. The discount rates for all schemes are based on the yields of AA-rated corporate bonds of currency and term appropriate to the currency and term of the scheme's liabilities.
- The assets of the LGPS pension fund attributable to the Authority are included in the Balance Sheet at their fair value:
 - quoted securities - current bid price
 - unquoted securities - professional estimate
 - property - market value
- The change in the net pensions liability is analysed into the following components:
 - Service cost comprising:
 - Current service cost - the increase in liabilities as a result of years of service earned this year. This is allocated in the Comprehensive Income and Expenditure Statement to the services for which the employee 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. This is debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement.
 - Net interest on the net defined benefit liability, i.e. the net interest expense for the Authority - the change during the period in the net defined benefit liability that arises from the passage of time. This is charged to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement.
 - Remeasurements comprising:
 - The return on plan assets - excluding amounts included in net interest on the net defined benefit liability. This is 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. This is charged to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement.
 - Contributions paid to the pension fund - cash paid as employer's contributions to the pension funds in settlement of liabilities.

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

Further detail on post employment benefits accounting policies is given in note 39 to the core financial statements.

Discretionary Benefits

The Authority also has restricted powers to make discretionary awards of retirement benefits in the event of early retirements. Any liabilities estimated to arise as a result of an award to any member of staff are accrued in the year of the decision to make the award and accounted for using the same policies as are applied to the Local Government Pension Scheme.

Events after the Reporting Period

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

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

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

Exceptional Items

When items of income or 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 Authority's financial performance.

Financial Instruments

Financial Liabilities

Financial liabilities are recognised on the Balance Sheet when the Authority becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value and carried at their amortised cost. The amortised cost will include any interest accrued and not paid as at the Balance Sheet date. Where the transaction costs of borrowing are immaterial and there is no premium or discount on borrowing and the interest rate is fixed for the loan term, then the actual interest rate has been used to calculate interest payable as this is the same as the effective interest rate. 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.

Financial Assets

Financial assets are classified based on a classification and measurement approach that reflects the business model for holding the financial assets and their cashflow characteristics. There are three main classes of financial assets measured at:

- Amortised cost
- Fair value through profit or loss
- Fair value through other comprehensive income

The Authority's business model is to hold investments to collect contractual cash flows. Financial assets are therefore classified as amortised cost, except for those whose contractual payments are not solely payment of principal of interest (i.e. where the cash flows do not take the form of a basic debt instrument).

Financial assets measured at amortised cost are recognised on the Balance Sheet when the Authority becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value. They are subsequently measured at their amortised cost.

Annual credits to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement (CIES) for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument. For most of the financial assets held by the authority, this means that the amount presented in the Balance Sheet is the outstanding principal receivable (plus accrued interest) and interest credited to the CIES is the amount receivable for the year in the loan agreement.

Expected Credit Loss Model

The Authority recognises expected credit losses on all of its financial assets held at amortised cost, either on a 12-month or lifetime basis. The recognition of an impairment in the CIES is subject to a collective de minimis threshold of £10k. The expected credit loss model also applies to lease receivables and contract assets. Only lifetime losses are recognised for trade receivables (debtors) held by the Authority.

Impairment losses are calculated to reflect the expectation that the future cash flows might not take place because the borrower could default on their obligations. Credit risk plays a crucial part in assessing losses. Where risk has increased significantly since an instrument was initially recognised, losses are assessed on a lifetime basis. Where risk has not increased significantly or remains low, losses are assessed on the basis of 12-month expected losses. Impairment loss allowances are not recognised for expected credit losses on a financial assets where the counterparty is central government or a local authority for which relevant statutory provisions prevent default.

Government Grants and Contributions (Revenue)

Grants and contributions relating to revenue expenditure are accounted for on an accruals basis, when there is reasonable assurance that the grant or contribution will be received, and they are recognised immediately in the Comprehensive Income and Expenditure Statement as income, except to the extent that the grant or contribution has a condition that the Authority has not satisfied.

A condition requires the grant funder or donor to have a right to the return of their monies (or asset or similar equivalent compensation) if the Authority fails to meet a stipulation under the terms of the transfer. If there are conditions attached to grants and contributions:

where there is no reasonable assurance that the conditions will be met, the grant or contribution received is recorded in Cash and held on the Balance Sheet as a Creditor.

where there is reasonable assurance that the conditions will be met but this has not yet occurred, the grant or contribution is held in the Grants Receipts in Advance account as a liability on the Balance Sheet and recorded in Cash (if received) or Debtors (if receivable). When the conditions have been satisfied, the income will be credited to the Comprehensive Income and Expenditure Statement.

Revenue grants are matched in the Comprehensive Income and Expenditure Statement with the service expenditure to which they relate. Grants to cover general expenditure (e.g. Revenue Support Grant) are credited to Taxation and Non-Specific grant income within the Comprehensive Income and Expenditure Statement

Government Grants and Contributions (Capital)

Grants and contributions relating to capital expenditure are accounted for on an accruals basis, when there is reasonable assurance that the grant or contribution will be received, and they are recognised immediately in the Comprehensive Income and Expenditure Statement as income, except to the extent that the grant or contribution has a condition that the Authority has not satisfied.

A condition requires the grant funder or donor to have a right to the return of their monies (or asset or similar equivalent compensation) if the Authority fails to meet a stipulation under the terms of the transfer. If there are conditions attached to grants and contributions:

- where a capital grant or contribution has been received and conditions remain outstanding at the Balance Sheet date, the grant or contribution is recorded in Cash and held in the Capital Grants Receipts in Advance account as a liability on the Balance Sheet. When the conditions have been satisfied, the income will be credited to Taxation and Non-Specific Grant Income within the Comprehensive Income and Expenditure Statement.
- where no conditions remain outstanding and expenditure has been incurred, the grant or contribution is transferred from the General Fund to the Capital Adjustment Account to reflect the application of capital resources to finance expenditure. This transfer is reported in the Movement in Reserves Statement.
- where no conditions remain outstanding and expenditure has not yet been incurred, the grant or contribution is transferred to the Capital Grants Unapplied Account to reflect its status as a capital resource available to finance expenditure. This transfer is reported in the Movement in Reserves Statement. When, at a future date, the expenditure to be financed is incurred the grant or contribution is transferred from the Capital Grants Unapplied Account to the Capital Adjustment Account to reflect the application of capital resources to finance expenditure. This transfer is reported in the Movement in Reserves Statement.

Interests in Companies

The Authority owns a subsidiary company, Nottinghamshire Fire Safety Limited, which commenced operations on 1 September 2010. The Authority is the sole owner of this company. Single entity accounts have been prepared for both the Authority and for Nottinghamshire Fire and Rescue Service (Trading) Limited. The former are shown within this Statement of Accounts and the latter will be available from the Authority. The company changed its name on 1st April 2016 to "Nottinghamshire Fire Safety Limited".

Further details about the Authority's interest in this company is disclosed in the note on Interests in Companies.

Inventories (Stocks)

Inventories are included in the Balance Sheet at the lower of cost and net realisable value. The cost of inventories is assigned using the First In, First Out (FIFO) costing formula.

Leases

Finance Leases (the Authority as Lessee)

The Fire Authority accounts for leases as finance leases when substantially all of the risks and rewards relating to the leased asset transfer to the Authority. Property, plant and equipment held under finance leases is recognised on the Balance Sheet at the commencement of the lease at its fair value measured at the lease's inception (or the present value of the minimum lease payments, if lower). The asset recognised is matched by a liability for the obligation to pay the lessor. Initial direct costs of the Authority are added to the carrying amount of the asset.

Lease rentals payable are apportioned between:

A charge for the acquisition of the interest in the asset (recognised as a liability in the balance sheet at the start of the lease, matched with a tangible fixed asset – the liability is written down as the rent becomes payable) and

A finance charge (debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement as the rent becomes payable).

Non current assets recognised under finance leases are accounted for using the policies generally applied to such assets, subject to depreciation being charged over the lease term if this is shorter than the asset's estimated useful life. Finance charges are accounted for on a straight line basis over the term of the lease.

Operating Leases (the Authority as Lessee)

Leases that do not meet the definition of finance leases are accounted for as operating leases. Rentals payable are charged to the Comprehensive Income and Expenditure Statement on a straight line basis over the term of the lease (unless the arrangement specifies a rental pattern which is not straight line, in which case this will be disclosed). Arrangements that do not have the legal status of a lease but convey a right to use an asset in return for payment are accounted for under this policy where fulfilment of the arrangement is dependent on the use of specific assets, and where the costs are material.

Operating Leases (the Authority as Lessor)

Income from operating leases is recognised in the Comprehensive Income and Expenditure Statement on a straight line basis over the term of the lease, with the exception of the lease relating to the property at Clifton. In this instance, as the annual payments vary, the income is recognised based on the specific cash flows as notated in the lease agreement.

Non Current Assets

Property, Plant and Equipment

Non current assets which have physical substance and are held for use in the provision of services or for administrative purposes on a continuing basis are classified as Property, Plant and Equipment.

Recognition

Expenditure on the acquisition, creation or enhancement of property, plant and equipment is capitalised on an accruals basis, provided that it yields benefits for more than one financial year. Expenditure on repairs and maintenance is charged as an expense when it is incurred.

Measurement

The value of assets shown is subject to a £30,000 de minimis level. Assets with a value less than £30,000 will, however, be capitalised if they form part of a larger asset e.g. a piece of IT equipment which forms part of the IT infrastructure.

Assets are initially measured at cost, comprising the purchase price plus all expenditure directly attributable to bringing the asset to the location and condition for its intended use. Donated assets are measured initially at fair value with the difference between fair value and any consideration paid being credited to the Taxation and Non-Specific Grant Income line of the Comprehensive Income and Expenditure Statement, unless the donation has been made conditionally. Until conditions are satisfied, the gain is held on the Balance Sheet in the Donated Assets Account. Where gains are credited to the Comprehensive Income and Expenditure Statement, they are reversed out of the General Fund Balance to the Capital Adjustment Account in the Movement in Reserves Statement. Assets are then carried in the balance sheet using the following measurement bases:

Land and Buildings

These assets are classified as either operational or non operational and valued at current value in existing use, which is deemed to be the amount that would be paid for the asset in its existing use in an arm's-length transaction and disregarding potential alternative uses (Existing Use Value - EUV). Specialised, operational assets (e.g. Fire Stations) and specialised, non operational assets are valued at Depreciated Replacement Cost (DRC) which is a proxy for EUV and recognises that for specialised assets there is no market based evidence of fair value. Surplus assets are valued at Fair Value under IFRS. Non operational assets under construction are valued at historical cost. All assets are revalued every 5 years on a rolling basis by the Nottingham Valuation Office, or more if there have been material changes in value. All buildings are revalued subsequent to major refurbishment works being completed.

Furniture and Fittings

Furniture and fittings which form part of major refurbishments are classed as non current assets and are shown in the balance sheet at depreciated historic cost.

Vehicles and Plant

Vehicles and plant are classified as non current assets and are shown at a value which represents cost less depreciation charged on a straight line basis over the length of their useful lives.

All other Assets

All other assets are shown in the Balance Sheet at a valuation which represents their cost less depreciation charged on a straight line basis over the length of their useful lives.

Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains (although see section below: Revaluation and Impairment Losses). Where decreases in value and impairments are identified, they are accounted for by:

- a) Where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains).
- b) where there is no balance in the Revaluation Reserve or an insufficient balance, the carrying amount of the asset is written down against the relevant service line(s) in the Comprehensive Income and Expenditure Statement.

The Revaluation Reserve contains revaluation gains recognised since 1 April 2007 only, the date of its formal implementation. Gains arising before that date have been consolidated into the Capital Adjustment Account.

Charges to Revenue for Non Current Assets

Services and support services are charged annually with the following amounts to record the real cost to the Authority of holding non current assets during the year:

- a) depreciation attributable to the assets used by the relevant service.
- b) revaluation and impairment losses on assets used by the service, where there are insufficient accumulated gains in the Revaluation Reserve balance for that asset against which the losses can be written off.

The Authority is not required to raise council tax to cover these charges. It is, however, required to make an annual contribution from revenue towards the reduction in its overall borrowing requirement. This is known as the Minimum Revenue Provision (MRP) and the Authority's policy is to charge an amount of MRP equal to 4% of the Capital Financing Requirement relating to assets purchased on or before 31 March 2007 plus an amount of MRP calculated on the basis of asset lives relating to assets purchased on or after 1 April 2007. The charges listed in a) to c) above are replaced by a Minimum Revenue Provision charge, by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two.

Depreciation and Amortisation

Depreciation is provided for on non current assets with a determinable finite life by allocating the value of the asset in the Balance Sheet over the periods expected to benefit from their use.

Depreciation is calculated on the following bases:

- Buildings: straight line allocation over the remaining useful life as estimated by the Valuation Office
- IT and Communications Equipment: straight line allocation over estimated remaining useful life
- Land, assets under construction and assets held for sale: not depreciated
- Fire Appliances: straight line allocation over the estimated useful life
- Furniture and Fittings: 20% of the balance at the beginning of the financial year
- Intangible Non Current Assets (software): amortisation equal to straight line allocation over the useful life.

Part year depreciation is charged from the start of the month of acquisition.

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. The de minimis threshold for componentisation is a current net book value of £150k - individual assets with a value of less than £150k will be disregarded for componentisation. To be separately identified as a component, an element of an asset must meet the following criteria:

- have a cost of at least 20% of the cost of the overall asset and
- have a materially different useful life (at least 20% different) and/or
- have a different depreciation method that materially affects the amount charged

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

Revaluation and Impairment Losses

Where the carrying amount of an item of property, plant and equipment is decreased as a result of a revaluation, the decrease is recognised in the Revaluation Reserve up to the credit balance existing in respect of that asset and thereafter in the Surplus or Deficit on Provision of Services.

Where the carrying amount of an item of property, plant and equipment is increased as a result of a revaluation, any impairment losses for that asset, which have been charged to the Surplus or Deficit on Provision of Services in previous years, shall be reversed in the current year as a credit to the Surplus or Deficit on Provision of Services. The balance of the revaluation increase is credited to the Revaluation Reserve, but this amount represents the difference between the revalued amount and what the carrying amount net of depreciation would have been if no impairment loss had occurred in previous years. This means that the previous impairment loss reversal may not reverse the full amount of the loss.

Disposals and Non Current Assets Held for Sale

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

If assets no longer meet the criteria to be classified as Assets Held for Sale, they are reclassified back to non-current assets and valued at the lower of their carrying amount before they were classified as held for sale; adjusted for depreciation, amortisation or revaluations that would have been recognised had they not been classified as Held for Sale, and their recoverable amount at the date of the decision not to sell.

When an asset is disposed of or decommissioned, the value of the asset in the balance sheet is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. Amounts received from disposals are credited to the Usable Capital Receipts Reserve, which will then be used for new capital investment or set aside to reduce the borrowing requirement. Receipts are appropriated to the Reserve from the General Fund Balance in the Movement in Reserves Statement. Any accumulated balance of gains in the Revaluation Reserve, relating to an asset which has been disposed of, are written out to the Capital Adjustment Account.

When an existing building is demolished and replaced with a new build, the existing building would be treated as a disposal, the new building being added to Assets Under Construction at cost and then moved to Operational Buildings and revalued at Fair Value from the date it becomes operational.

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

Donated Assets

Donated assets are defined as assets transferred at nil value or acquired at less than fair value. Donated assets from other public bodies which meet the definition of "government" in IAS 20 are accounted for as a government grant.

Donated assets are recognised immediately on receipt as Property, Plant and Equipment and are valued at fair value, which in this case is the amount for which the asset could be exchanged between knowledgeable, willing parties in an arm's-length transaction. The gain to the Authority on receipt of the asset is recognised as income in the relevant service line in the Comprehensive Income and Expenditure Statement. The exception to this is to the extent that the Authority has not met any conditions attached to the donated asset, the gain relating to the asset is recognised in the Donated Assets Account on the Balance Sheet. The income will subsequently be recognised in the Comprehensive Income and Expenditure Statement when the conditions of donation have been satisfied.

After initial recognition, donated assets are measured in accordance with the accounting policies for Property, Plant and Equipment.

Re-classification of Assets Under Construction to Operational Assets

Assets under construction which are subsequently identified as being operational will be reclassified in the quarter following the date when the asset became operational.

Intangible Assets

Intangible assets are identifiable, non financial, non current assets controlled by the Authority which do not have physical substance. This Authority has one type of intangible non current asset, which is software. Expenditure on the acquisition of intangible non current assets is capitalised on an accruals basis, provided that it yields benefits for more than one financial year.

The value of assets capitalised is subject to a £30,000 de minimis level. Assets with a value of less than £30,000 will, however, be capitalised if they form part of a larger asset e.g. an ICT project to implement a new system with both hardware and software. Where an asset incorporates both hardware and software, it will be classified as an intangible asset when the majority of the cost is attributable to software – otherwise it will be classified as Equipment within Property, Plant and Equipment.

Software is initially measured at cost and subsequently shown in the Balance Sheet at amortised historic cost. Amortisation is charged to the Comprehensive Income and Expenditure Account over the economic life of the asset. An asset is tested for impairment whenever there is an indication that the asset might be impaired – any losses recognised are charged to the relevant service line in the Comprehensive Income and Expenditure Statement. Any gain or loss arising on the disposal or abandonment of an intangible asset is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement.

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

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

Provisions

Provisions are made where an event has taken place which gives the Fire Authority an obligation that probably requires settlement by a transfer of economic benefits, but where the timing of the transfer is uncertain. Provisions are charged to the appropriate service line in the Comprehensive Income and Expenditure Statement when the authority becomes aware of the obligation, based on the best estimate of the likely settlement. 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 and a provision may then be reversed and credited back to the relevant service if the requirement has changed.

Reserves

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

Two usable reserves are shown on the face of the Balance Sheet. These are:

General Reserve

This reserve is the surplus or deficit of income over expenditure in the 2018/19 financial year, and the cumulative effect of such surpluses or deficits carried forward from previous years. See note 24.

Earmarked Reserve

This reserve contains funds built up to meet expected liabilities. The movement of this reserve is shown in note 11.

Capital Reserves

There are four capital related reserves shown in the Balance Sheet. Of these four reserves the Usable Capital Receipts Reserve and the Capital Grants Unapplied Reserve are cash backed; the remaining two are non cash backed.

The Revaluation Reserve

This represents the total of all fixed asset revaluation gains since 1 April 2007, less any revaluation losses since 1 April 2007 which have been offset against prior revaluation gains for the same asset.

The Capital Adjustment Account

This account is credited with amounts set aside to finance capital expenditure and absorbs any timing differences between the setting aside of resources and accounting for depreciation and impairment losses. This reserve was created on 1 April 2007, replacing the Capital Financing Account. Its opening balance was an amalgamation of the closing balances as at 31 March 2007 of the Fixed Asset Restatement Account and the Capital Financing Account.

The Usable Capital Receipts Reserve

This reserve is credited with the disposal proceeds when fixed assets are sold. It is ring fenced for supporting new capital expenditure or for reducing the underlying need to borrow against the capital financing requirement.

The Capital Grants Unapplied Reserve

This reserve is credited with capital grants received, which have yet to be used to finance capital expenditure.

Movements on these reserves are shown in notes 24 and 25.

Pensions Reserve

This reserve represents the full future pensions liabilities at the time that these liabilities are earned by employees. An independent actuary assesses the liabilities for pension schemes in which the Authority participates, namely the Firefighters' Pension Schemes and the Local Government Pension Scheme.

Accumulated Absences Adjustment Account

This reserve absorbs the differences that would otherwise arise on the General Fund balance from accruing for accumulated absences earned but not taken in the year.

Collection Fund Adjustment Account

This reserve manages the differences arising from the recognition of council tax income in the Comprehensive Income and Expenditure Statement as it falls due from council tax payers, compared with the statutory arrangements for paying across amounts due to the General Fund from the billing authorities.

Value Added Tax

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

2. ACCOUNTING STANDARDS ISSUED, NOT ADOPTED

The Code of Practice requires the disclosure of the impact of an accounting change arising from a new accounting standard which has been issued but not yet adopted by the Code for the relevant financial year.

There are a number of new standards introduced in the 2019/20 Code of Practice:

- Amendments to IAS 40 *Investment Property: Transfers of Investment Property* (issued December 2016)
- Annual Improvements to IFRS Standards 2014 - 2016 Cycle (December 2016). The amendments that may apply to local authorities include:
 - IFRS 12 *Disclosure of Interests in Other Entities: Clarification of the Scope of the Standard*
 - IAS 28 *Investments in Associates and Joint Ventures: Measuring an Associate or Joint Venture at Fair Value*
- IFRIC 22 *Foreign Currency Transactions and Advance Consideration* (issued December 2016)
- IFRIC 23 *Uncertainty over Income Tax Treatments* (issued June 2017)
- Amendments to IFRS 9 *Financial Instruments : Prepayment Features with Negative Compensation* (issued October 2017).

None of these changes would impact significantly on the Authority's accounts for 2019/20.

A new accounting standard covering leases, IFRS 16 - *Leases*, is expected to be adopted in the 2020/21 Code. This new standard will bring almost all leases onto an entity's balance sheet. As a result, some contractual payments that the Authority currently recognises as revenue expenditure could instead be recognised as an asset with a corresponding lease liability.

3. CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES

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

The Government has provided an indicative four year funding settlement, which gives some degree of certainty around future grant levels, however there still the possibility that funding for local government organisations will be further reduced. Despite this there is no indication that the assets of the Authority might be impaired as a result of a need to close facilities and reduce levels of service provision. The Authority faces a budget deficit in the region of £0.8m in three years to 2020/21. Plans are being developed to reduce base budgets over the next three years and eliminate the deficit.

The Authority has valued its Fire Stations at depreciated replacement cost, as there is no market based evidence of fair value due to the specialised nature of the assets.

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

The items in the Authority's Balance Sheet at 31 March 2019 for which there is a significant risk of material adjustment in the forthcoming year are as follows:

Item	Uncertainties	Effect if Actual Results Differ from Assumptions
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 Authority will be able to sustain its current spending on repairs and maintenance, bringing into doubt the useful lives assigned to assets.	If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets falls. It is estimated that the annual depreciation charge for buildings would increase by £90k for every year that useful lives had to be reduced.

Item	Uncertainties	Effect if Actual Results Differ from Assumptions
Pensions Liability	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Authority with expert advice about the assumptions to be applied.	The effects on the net pensions liability of changes in individual assumptions can be measured. A sensitivity analysis showing the impacts of changes in the discount rates used is included in note 39

This list does not include assets and liabilities that are carried at fair value based on a recently observed market price.

5. MATERIAL ITEMS OF INCOME AND EXPENSE

Within the Comprehensive Income and Expenditure Statement are a number of material items of income and expense in Net Cost of Services which are not disclosed separately. These are as follows:

2017/18	Description of Item	Income or Expense	2018/19
£000			£000
3,379	Depreciation and Amortisation of Non Current Assets	Expense	3,532
(153)	Capital Receipt	Income	(116)
	Reversal of unused provision for 0 firefighters' pay award	Income	(183)

6. EVENTS AFTER THE BALANCE SHEET DATE

The un-audited Statement of Accounts was authorised for issue by the Treasurer to the Authority on 31st May 2019. Events taking place after this date are not reflected in the financial statements or notes. Where events taking place before this date provided information about conditions existing at 31 March 2019, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.

The service has two live Employment Tribunal cases confirmed to the Authority as at the date the Statement of Accounts was authorised for issue and is therefore a non-adjusting event after the balance sheet date. This matter is also referred to in Note 40 Contingent Assets and Liabilities.

7. NOTE TO THE EXPENDITURE AND FUNDING ANALYSIS**Adjustments between Funding and Accounting Basis 2018/19**

Adjustments from the General Fund to arrive at the comprehensive Income and Expenditure Statement amount	Adjustment for Capital purposes	Net change for the Pension Adjustment	Other Differences	Total Adjustments
	£000	£000	£000	£000
Firefighting and Rescue	(752)	(6,372)	15	(7,109)
Community Safety	(8)	(363)	4	(367)
Fire Protection	0	(290)	(2)	(292)
Resilience	0	(152)	2	(150)
Corporate and Centralised Services				
Estates & Procurement	(213)	(98)	2	(309)
Equipment	(18)	(125)	(1)	(144)
People and Organisation Development	(104)	(698)	(18)	(820)
Finance	(6)	(89)	(1)	(96)
Information Communication and Technology	(179)	(210)	3	(386)
Transport	(142)	0	0	(142)
Other Corporate and Centralised Services	0	(454)	0	(454)
	(1,422)	(8,851)	4	(10,269)
Other income and expenditure	0	0	19	19
	(1,422)	(8,851)	23	(10,250)

Adjustments between Funding and Accounting Basis 2017/18

Adjustments from the General Fund to arrive at the comprehensive Income and Expenditure Statement amount 2017/18	Adjustment for Capital purposes	Net change for the Pension Adjustment	Other Differences	Total Adjustments
	£000	£000	£000	£000
Firefighting and Rescue	(841)	(9,619)	1	(10,459)
Community Safety	(11)	(472)	(2)	(485)
Fire Protection		(369)	(3)	(372)
Resilience		(173)	(5)	(178)
Corporate and Centralised Services				
Estates & Procurement	(236)	(102)	0	(338)
Equipment	(20)	(142)	(1)	(163)
People and Organisation Development	(121)	(882)	3	(1,000)
Finance	(2)	(91)	2	(91)
Information Communication and Technology	(252)	(243)	1	(494)
Transport	(195)	0	4	(191)
Other Corporate and Centralised Services	(1)	(886)	(1)	(888)
	(1,679)	(12,979)	(1)	(14,659)
Other income and expenditure	25	0	(83)	(58)
	(1,654)	(12,979)	(84)	(14,717)

8. EXPENDITURE AND INCOME ANALYSIS BY NATURE

<u>2017/18</u>	<u>2018/19</u>
£000	£000
Expenditure	
46,059 Employee Benefits Expenses	42,811
426 Other Employee Expenses	398
2,402 Premises Related Expenses	2,530
1,548 Transport Related Expenditure	1,965
3,711 Supplies and Services	3,462
39 Third Party Payments	35
159 Support Services	172
3,170 Depreciation, amortisation, impairment and disposal of non-current assets	2,920
807 Interest Payments	793
58,321 Total Expenditure	55,086
Income	
(704) Fees, charges and other service income	(817)
(40) Interest and investment income	(81)
(33,686) Income from council tax and non-domestic rates	(35,033)
(8,551) Government grants	(7,135)
(42,981) Total Income	(43,066)
15,340 (Surplus)/Deficit on Provision of Services	12,020

9. REVENUE FROM CONTRACTS WITH SERVICE RECIPIENTS

Amounts included in the Comprehensive Income and Expenditure Statement for contracts with service recipients

2017/18 £'000	2018/19 £'000
(£633) Revenue from contracts with service recipients	(£683)
Impairment of receivables or contract assets	
(£633) Total Included in Comprehensive Income and Expenditure Statement	(£683)

Amounts included in the Balance Sheet for contracts with Service Recipients

2017/18 £'000	2018/19 £'000
(£178) Receivables which are included in debtors	(£337)

10. ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

This note details the adjustments that are made to the total comprehensive income and expenditure recognised by the Authority in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Authority to meet future capital and revenue expenditure.

The following sets out a description of the reserves that the adjustments are made against.

General Fund Balance

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

Capital Receipts Reserve

The Capital Receipts Reserve holds the proceeds from the disposal of land or other assets, which are restricted by statute from being used other than to fund new capital expenditure or to be set aside to finance historical capital expenditure. The balance on the reserve shows the resources that have yet to be applied for these purposes at the year-end.

Capital Grants Unapplied

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

Usable Reserves

2017/18			2018/19		
General Fund Balance	Capital Receipts Reserve	Capital Grants Unapplied	General Fund Balance	Capital Receipts Reserve	Capital Grants Unapplied
£000	£000	£000	£000	£000	£000
Adjustments to the Revenue Resources					
<u>Amounts by which income and expenditure included in the Comprehensive Income and Expenditure Statement are different from revenue for the year calculated in accordance with statutory requirements:</u>					
(12,979)					
			(8,852)		
(83)			19		
(1)			4		
(3,298)		(25)	(3,035)		
					0
(16,361)	0	(25)	(11,864)	0	0
Adjustments between Revenue and Capital Resources					
153	(153)				
			116	(116)	
1490			1436		
0			62		
1,643	(153)	0	1,614	(116)	0
Adjustments to Capital Resources					
	630			116	
		25			0
0	630	25	0	116	0
(14,718)	477	0	(10,250)	0	0

11 TRANSFERS TO/FROM EARMARKED RESERVES

This note sets out the amounts set aside from the General Fund in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves either to meet General Fund expenditure in the year, or because the earmarked reserve was no longer required.

Balance at 31 March 2017 £000	Transfers out 2017/18 £000	Movements 2017/18 £000	Transfers in 2017/18 £000		Balance at 31 March 2018 £000	Transfers out 2018/19 £000	Movements 2018/19 £000	Transfers in 2018/19 £000	Balance at 31 March 2019 £000
(1,321)	909	1	(949)	Information Communication and Technology	-1,360	62	-54	0	-1,352
(639)	126	0	(2)	Prevention, Protection and Partnerships	-514	146	0	-7	-375
(451)	69	0	(22)	Resilience	-404	45	0	-177	-536
(1,114)	0	0	0	Capital	-1,114	77	0	0	-1,037
(585)	105	0	0	Operational	-480	65	0	0	-415
(95)	0	0	0	Estates	-95	95	0	0	0
(349)	0	0	(500)	Transition	-849	130	54	-50	-715
(308)	0	0	0	Pension	-308	0	0	0	-308
(32)	1	0	0	Other	-31	7	0	0	-24
(4,894)	1,210	1	(1,473)	SubTotal	(5,155)	627	0	(234)	(4,762)

12 OTHER OPERATING EXPENDITURE

<u>2017/18</u>	<u>2018/19</u>
£000	£000
196 Gains/(Losses) on the disposal of non-current assets	193
196 Total	193

13 FINANCING AND INVESTMENT INCOME AND EXPENDITURE

<u>2017/18</u>	<u>2018/19</u>
£000	£000
807 Interest payable and similar charges	793
0 Interest paid in relation to Finance Leases	0
13,977 Net interest on defined pension liability	13,151
(40) Interest receivable and similar income	(81)
0 Dividend from Subsidiary Company	
14,744 Total	13,863

14 TAXATION AND NON-SPECIFIC GRANT INCOME

<u>2017/18</u>	<u>2018/19</u>
£000	£000
23,365 Council tax income and surplus on collection	24,366
3,525 Non domestic rates	3,667
9,015 Pension top up grant	11,044
6,979 Non ringfenced government grants	6,125
25 Capital grants and contributions	0
6,796 Non domestic rates tax top-up grant	7,000
397 Business Rates Tax Loss Reimbursement Grant	503
8 Transparency grant	8
50,110 Total	52,713

15 PROPERTY PLANT AND EQUIPMENT

Movements in 2018/19	Other Land and Buildings £000	Vehicles, Plant, Furniture & Equipment £000	Surplus Assets £000	Assets Under Construction £000	Total Property, Plant & Equipment £000
Cost or Valuation					
At April 2018	52,763	22,945	1,155	2,453	79,316
Prior Year Adjustments					0
Additions	32	323	0	538	893
Donations	0	0	0	0	0
Revaluation Increases/(decreases) recognised in the Revaluation Reserve	2,120	0	0		2,120
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	419	0	0	0	419
Derecognition - Disposals	(105)	(577)	0	0	(682)
Derecognition - Other	0	0	0	(50)	(50)
Assets reclassified (to)/from Held for Sale	0	0	0	0	0
Assets reclassified (to)/from Assets Under Construction	2,500	0	0	(2,500)	0
Correction of classification	0	396	0	(346)	50
At 31 March 2019	57,729	23,087	1,155	95	82,066
Accumulated Depreciation & Impairment					
At April 2018	(2,278)	(14,516)	(1,118)	0	(17,912)
Prior Year Adjustments					0
Depreciation & Impairment Charges	(1,487)	(1,700)	(6)	0	(3,193)
Depreciation written out to the Revaluation Reserve	400		0		400
Depreciation written out to the Surplus/Deficit on the Provision of Services			0		0
Impairment losses/(reversals) recognised in the Revaluation Reserve			0		0
Impairment losses/(reversals) recognised in the Surplus/Deficit on the Provision of Services			0		0
Derecognition- Disposals		574	0		574
Derecognition- Other	(86)		0		(86)
Other movements in Depreciation & Impairment	6		0		6
At 31 March 2019	(3,445)	(15,642)	(1,124)	0	(20,211)
Net Book Value					
at 31st March 2019	54,284	7,445	31	95	61,855
at 31st March 2018	50,485	8,429	37	2,453	61,404

Comparative Movements in 2017/18:	Other Land and Buildings £000	Vehicles, Plant, Furniture & Equipment £000	Surplus Assets £000	Assets Under Construction £000	Total Property, Plant & Equipment £000
Cost or Valuation					
At April 2017	53,646	21,709	1,155	635	77,145
Prior Year Adjustments					0
Additions	223	1,467	0	2,113	3,803
Donations					0
Revaluation Increases/(decreases) recognised in the Revaluation Reserve	(1,347)	0	0	0	(1,347)
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	405	0	0	0	405
Derecognition - Disposals	0	(252)	0	(295)	(547)
Derecognition - Other	(164)	0	0	0	(164)
Assets reclassified (to)/from Held for Sale					0
Assets reclassified (to)/from Assets Under Construction	0	21	0	0	21
At 31 March 2018	52,763	22,945	1,155	2,453	79,316
Accumulated Depreciation & Impairment					
At April 2017	(4,457)	(13,027)	(1,112)	0	(18,596)
Prior Year Adjustments	0	0	0	0	0
Depreciation & Impairment Charges	(1,215)	(1,687)	(6)	0	(2,908)
Depreciation written out to the Revaluation Reserve	3,369				3,369
Depreciation written out to the Surplus/Deficit on the Provision of Services	0				0
Impairment losses/(reversals) recognised in the Revaluation Reserve	0				0
Impairment losses/(reversals) recognised in the Surplus/Deficit on the Provision of Services					0
Derecognition- Disposals	0	198			198
Derecognition- Other	25		0	0	25
Other movements in Depreciation & Impairment	0	0	0	0	0
At 31 March 2018	(2,278)	(14,516)	(1,118)	0	(17,912)
Net Book Value at 31st March 2018	50,485	8,429	37	2,453	61,404

Capital Commitments

At 31 March 2019 the Authority had entered into a number of contracts for the construction or enhancement of Property, Plant and Equipment in 2018/19 and future years budgeted to cost £60k. Similar commitments at 31 March 2018 were £603k. The major commitments for 2018/19 are:

- Newark Fire Station £60k

Revaluations

The Authority carries out a rolling programme that ensures that all Property, Plant and Equipment required to be measured at fair value is revalued at least every five years. All valuations are carried out by the Valuation Office, the last valuation took place on the 31 March 2019, covering 6 properties and was carried out by Richard Hemsworth MRICS. Valuations of and buildings were carried out in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institute of Chartered Surveyors.

The basis of valuation for various types of property is given in Accounting Policies Note 1.

The following table shows the progress of the Authority's rolling programme for the revaluation of non-current assets.

	Other Land & Buildings £000	Vehicles, Plant, Equipment £000	Surplus Assets £000	Total £000
Carried at Historical cost	0	7,446	0	7,446
Valued at Fair Value as at:				
31 March 2019	10,851	0	0	10,851
31 March 2018	9,664	0	0	9,664
31 March 2017	10,944	0	0	10,944
31 March 2016	20,907	0	0	20,907
31 March 2015	1,504	0	0	1,504
31 March 2014	407	0	0	407
31 March 2013	8	0	0	8
31 March 2012	0	0	31	31
Total Cost or Valuation	54,285	7,446	31	61,762

16 INTANGIBLE ASSETS

The Authority 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 basis of valuation and amortisation of intangible assets is outlined in Accounting Policies Note 1.

Software 2017/18 £000	Software Under Construction 2017/18 £000		Software 2018/19 £000	Software Under Construction 2018/19 £000
Balance at start of year:				
2,289	418	• Gross carrying amounts	2,894	50
(1,221)	0	• Accumulated amortisation	(1,553)	0
<u>1,068</u>	<u>418</u>	Net carrying amount at start of year	<u>1,341</u>	<u>50</u>
397	(418)	Assets Reclassified	0	(50)
208	50	Purchases	0	181
		Disposals		0
(332)	0	Amortisation for the period	(424)	0
0	0	Other Changes - Disposal Amortisation	0	0
<u>1,341</u>	<u>50</u>	Net carrying amount at end of year	<u>917</u>	<u>181</u>
Comprising:				
2,894	50	• Gross Carrying Amounts	2,894	181
(1,553)	0	• Accumulated amortisation	(1,977)	0
<u>1,341</u>	<u>50</u>		<u>917</u>	<u>181</u>

17 FINANCIAL INSTRUMENTS

The 2018/19 CIPFA Code of Practice on Local Authority Accounting in the United Kingdom incorporates a new accounting standard, IFRS 9 Financial Instruments. IFRS 9 replaces an earlier accounting standard, IAS 39 Financial Instruments: Recognition and Measurement.

IFRS 9 introduces changes to the classification of financial assets. As a result, financial assets that were previously classed as "Loans and Receivables" are now reclassified as "Amortised Cost".

The following categories of financial instrument are carried in the Balance Sheet:

31 March 2018			31 March 2019	
<u>Non-current</u>	<u>Current</u>		<u>Non-current</u>	<u>Current</u>
<u>£000</u>	<u>£000</u>		<u>£000</u>	<u>£000</u>
		Financial assets		
0	7,436	Investments measured at amortised cost	0	5,442
		Cash & cash equivalents measured at		
0	2,005	amortised cost	0	7,020
0	4,748	Debtors measured at cost	0	5,298
		Financial assets measured at fair value through		
0	0	profit or loss	0	0
		Financial assets measured at fair value through		
0	0	other comprehensive income	0	0
0	14,189	Total financial assets	0	17,760
		Financial liabilities		
(20,599)	(4,639)	Loans measured at amortised cost	(25,512)	(4,117)
0	(3,411)	Creditors measured at cost	0	(3,122)
0	0	Financial liabilities measured at fair value	0	0
(20,599)	(8,050)	Total financial liabilities	(25,512)	(7,239)

Note: the figures for debtors and creditors in the above table include grant receipts in advance but exclude Council Tax and Non Domestic Rates (NDR) debtors and creditors because Council Tax is a statutory debt not arising from a contract and therefore falls outside the scope of financial instruments. The table below provides a reconciliation between the figures in the above table and those on the Balance Sheet.

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

The values for financial instruments in the above table, and on the Balance Sheet, are all gross figures i.e. no netting of financial instruments has taken place.

<u>31 March 2018</u>	<u>31 March 2019</u>
£000	£000
Debtors	
5,538 Debtors - as shown on Balance Sheet	6,134
<u>(790) Less: Council Tax and NDR debtors</u>	<u>(836)</u>
<u>4,748 Debtors Classified as Financial Instruments</u>	<u>5,298</u>
Creditors	
(3,735) Creditors - as shown on Balance Sheet	(3,212)
349 Less: Council Tax NDR prepayments / overpayments	514
<u>(25) Grant Receipts in Advance - as shown on Balance Sheet</u>	<u>(424)</u>
<u>(3,411) Creditors Classified as Financial Instruments</u>	<u>(3,122)</u>

31 March 2018			31 March 2019	
Carrying Amount	Fair Value		Carrying Amount	Fair Value
£000	£000	Financial Liabilities at amortised cost	£000	£000
(19,227)	(21,337)	- PWLB Loans	(21,618)	(24,059)
(6,011)	(8,222)	- Other Loans	(8,011)	(10,321)

The fair value of borrowings is higher than the carrying amount because the Authority's portfolio of loans includes a number of fixed rate loans where the interest payable is higher than the prevailing rates at the Balance Sheet date. This shows a notional future loss (based on economic conditions at 31 March 2019) arising from a commitment to pay interest to lenders above current market rates.

31 March 2018			31 March 2019	
Carrying Amount	Fair Value		Carrying Amount	Fair Value
£000	£000	Investments held at amortised cost	£000	£000
7,436	7,436	Cash and cash equivalents held at amortised cost	5,442	5,442
2,005	2,005		7,020	7,020

All of the investments and cash equivalents held by the Authority have a maturity of less than 12 months. The carrying value is therefore taken to be a reasonable approximation of the fair value.

The 2018/19 CIPFA Accounting Code of Practice ("the Code") requires authorities to maximise the use of relevant observable inputs and minimise the use of unobservable inputs when measuring fair value. To achieve this objective, authorities are required to follow a fair value hierarchy, which categorises the inputs to valuation techniques used to measure fair value into three levels as follows:

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

Fair value hierarchy for financial assets and financial liabilities that are not measured at fair value in the Balance Sheet

31 March 2019

<i>Recurring fair value measurements using:</i>	Quoted prices in active markets for identical assets	Other significant observable inputs	Significant unobservable inputs	Total	
	(Level 1)	(Level 2)	(Level 3)		
	£'000	£'000	£'000	£'000	
Financial liabilities					
Loans held at amortised cost		0	(34,380)	0	(34,380)
Financial assets					
Investments, cash & cash equivalents held at amortised cost		0	12,462	0	12,462
Total	0	(21,918)	0	(21,918)	

31 March 2018 Comparative Year

<i>Recurring fair value measurements using:</i>	Quoted prices in active markets for identical assets	Other significant observable inputs	Significant unobservable inputs	Total	
	(Level 1)	(Level 2)	(Level 3)		
	£'000	£'000	£'000	£'000	
Financial liabilities					
Loans held at amortised cost		0	(29,559)	0	(29,559)
Financial assets					
Investments, cash & cash equivalents held at amortised cost		0	9,441	0	9,441
Total	0	(20,118)	0	(20,118)	

The fair value for financial liabilities and financial assets that are not measured at fair value included in level 2 in the previous table have been arrived at using a discounted cash flow analysis with the most significant inputs being the discount rate.

The fair value for financial liabilities and financial assets that are not measured at fair value can be assessed by calculating the present value of cash flows that will take place over the remaining term of the instruments, using the following assumptions:

Financial assets	Financial liabilities
<ul style="list-style-type: none"> • no early repayment or impairment is recognised • estimated ranges of interest rates as 31 March 2019 of 0.05% to 0.95% for short term investments and cash equivalents, based on new lending rates for equivalent assets at that date • the fair value of trade and other receivables 	<ul style="list-style-type: none"> • no early repayment is recognised • estimated ranges of interest rates at 31 March 2019 of 1.47% to 2.35% for loans payable based on new lending rates for equivalent loans at that date

18 INVENTORIES

Consumable Stores		
31 March 2018		31 March 2019
£000		£000
298	Balance Outstanding at start of year	319
403	Purchases	374
(382)	Recognised as an expense in year	(414)
0	Written off balances	0
319	Balance outstanding at year end	279

19 DEBTORS

31 March 2018		31 March 2019
£000		£000
2,504	NNDR and council tax	2,727
882	Trade Debtors	240
2,760	Other debtors	3,769
(1,373)	Provision for bad debts	(1,420)
765	Prepayments and Accrued Income	818
5,538	Total Short Term Debtors	6,134
5,538	Total	6,134

20 CASH AND CASH EQUIVALENTS

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

31 March 2018		31 March 2019
£000		£000
Cash held by the Authority		
351	Bank Current Accounts	196
1,654	Short-term deposits with banks	6,824
2,005	Total Cash and Cash Equivalents	7,020

21 ASSETS HELD FOR SALE

There were no Non Current Assets held for sale either as at 31st March 2018 or at 31st March 2019.

22 CREDITORS

<u>31 March 2018</u>		<u>31 March 2019</u>
£000		£000
(2,064)	Trade Creditors	(800)
(549)	NNDr and Council Tax	(675)
(1,121)	Other Creditors	<u>(1,737)</u>
<u>(3,734)</u>	Short Term Creditors	<u>(3,212)</u>

23 PROVISIONS**PROVISIONS**

	Long Term	Short Term					Total
		Insurances £000	On-Call Duty System £000	Officers Car Leasing £001	Fire Fighters Pay Award £000	Exit Packages £000	
Balance at 1 April 2018	(24)						(22)
Additional provisions made in 2018/19	(30)		(225)		(647)	(21)	(923)
Amounts used in 2018/19	15	1					16
Unused amounts reversed in 2018/19	9			183			192
Balance at 31 March 2019	(30)	(21)	(225)	0	(647)	(391)	(1,314)

Insurances

This provision allows for potential liabilities arising from existing claims against the authority. Uninsured losses of £15k were covered by the provision during the year. The provision required at 31 March 2019 was determined to be £30k.

On Call Duty System

This liability arises from an employment tribunal test case relating to "Part Time Workers (Prevention of Less Favourable Treatment) Regulations". A prudent estimate was made in 2009/10 and 2010/11 relating to the payment of compensation to on call duty system firefighters. During the year amounts of compensation have continued to be paid, although there remain some amounts of compensation to be paid as well as the possibility that further applications for compensation may be made. The remaining provision should cover any outstanding liabilities.

Officers Car Leasing

A tax review has identified that some travel related expenses have been incorrectly treated for tax purposes. Whilst these expenses are now being correctly taxed, at its meeting on 28 September 2018, Fire Authority determined that the service would meet the tax liabilities incurred prior to the correct treatment being determined. Some negotiations are ongoing with Her Majesties Customs and Excise (HMRC) so to date no payments have been made. A provision has been created to cover the costs which are estimated to be in the region of £225k.

Fire Fighters Pay Award

A provision of £183k is in relation to ongoing Firefighter pay award negotiations, representing 1% of pay. This was not used during 2018/19 so was reversed.

Exit Package

During 2018/19, decisions were made by the Authority to move the service's Control Room into a joint Control with Derbyshire Fire and Rescue, and also to draw to a close the service's Princes Trust Programme following the end of the current course. A provision has been created to cover termination costs which will be incurred during 2019/20.

Non Domestic Rates Appeals

From 2013/14, a proportion of Non Domestic Rates collected by Nottinghamshire collecting authorities is retained locally, rather than paid directly to central government. Part of these retained rates are collected on behalf of NFRS, and so a portion of any related provisions must now be recognised by NFRS. This provision allows for possible losses arising from any successful appeals of business premises rateable values in 2018/19.

24 USABLE RESERVES

Usable reserves contain resources which the Authority can apply to the provision of services, either by incurring expenditure or by undertaking capital investment

<u>31 March 2018</u>		<u>31 March 2019</u>
<u>£000</u>		<u>£000</u>
6,953	General Fund	5,576
5,156	Earmarked Reserves	4,763
0	Capital Receipts Reserve	0
347	Capital Grants Unapplied	347
12,456	Total Usable Reserves	10,686

General Fund

The General Fund reserve contains accumulated surplus funds which have arisen either as a result of general underspending against the revenue budget or as a result of decisions to transfer revenue resources to the General Fund reserve. This reserve contains resources which could be used to fund any future unforeseen and unbudgeted significant expenditure.

<u>2017/18</u>		<u>2018/19</u>
<u>£000</u>		<u>£000</u>
7,837	Balance at 1 April	6,953
(384)	Transfer (to)/from General Fund Reserve	(1,377)
(500)	Transfer from General Fund Reserve to Earmarked Reserves	0
6,953	Balance at 31 March	5,576

Earmarked Reserves

Earmarked Reserves contain resources set aside for specific purposes such as future projects. The reserves are created by appropriating amounts out of the General Fund Balance (shown in the Movement in Reserves Statement). When expenditure to be financed from an earmarked reserve is incurred, it is charged to the appropriate service in that year to score against the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement. The reserve is then appropriated back into the General Fund Balance in the Movement in Reserves Statement so that there is no net charge against council tax for the expenditure.

<u>2017/18</u>		<u>2018/19</u>
<u>£000</u>		<u>£000</u>
4,894	Balance at 1 April	5,156
(1,210)	Application of Earmarked Reserves to finance expenditure	(627)
1,472	Transfer from General Fund Reserve	234
0	Write back reserves no longer required	0
5,156	Balance at 31 March	4,763

Capital Receipts Reserve

The Capital Receipts Reserve holds resources arising from capital receipts which have not yet been applied to finance new capital expenditure or to repay debt.

<u>2017/18</u>		<u>2018/19</u>
£000		£000
477	Balance at 1 April	0
153	Capital Receipts in Year	116
<u>(630)</u>	Capital Receipts applied in year to finance capital	<u>(116)</u>
<u>0</u>	Balance at 31 March	<u>0</u>

Capital Grants Unapplied

The Capital Grants Unapplied Account holds capital grants received in the year, which have not yet been applied to finance new capital expenditure.

<u>2017/18</u>		<u>2018/19</u>
£000		£000
347	Balance at 1 April	347
25	Capital Grants received in Year	0
<u>(25)</u>	Capital Grants applied in year to finance capital	<u>0</u>
<u>347</u>	Balance at 31 March	<u>347</u>

25 UNUSABLE RESERVES

31 March 2018		31 March 2019
£000		£000
16,856	Revaluation Reserve	18,576
19,584	Capital Adjustment Account	18,563
(509,815)	Pensions Reserve	(544,518)
213	Collection Fund Adjustment Account	232
(213)	Accumulated Absences Account	(209)
(473,375)	Total Unusable Reserves	(507,356)

Revaluation Reserve

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

- Re-valued downwards or impaired and the gains are lost
- Used in the provision of services and the gains are consumed through depreciation, or
- Disposed of and the gains are realised.

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

2017/18		2018/19
£000		£000
15,175	Balance at 1 April	16,856
2,058	Upward revaluations of assets	2,200
(35)	Downward revaluation of assets and impairment losses not charged to the Surplus/Deficit on the Provision of Services	(80)
2,023		2,120
17,198	Surplus or deficit on revaluation of non-current assets not posted to the Surplus or Deficit on the Provision of Services	18,976
(342)	Difference between fair value depreciation and historical cost depreciation	(400)
0	Accumulated gains on assets disposed of	0
(342)	Amount written off to the Capital Adjustment Account	(400)
16,856	Balance at 31 March	18,576

Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The Account is debited with the cost of acquisition, construction or enhancement as depreciation, impairment losses and amortisations are charged to the Comprehensive Income and Expenditure Statement (with reconciling postings from the Revaluation Reserve to convert fair value figures to historical cost basis). The Account is credited with the amounts set aside by the Authority as finance for the costs of acquisition, construction and enhancement.

The Account contains gains recognised on donated assets that have yet to be consumed by the Authority, and also contains revaluation gains accumulated on Property, Plant and Equipment before April 2007, the date that the Revaluation Reserve was created to hold such gains.

Note 8 provides details of the source of all the transactions posted to the Account, apart from those involving the Revaluation Reserve.

<u>2017/18</u>	<u>2018/19</u>
£000	£000
20,419 Balance at 1 April	19,583
<u>Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Account (CIES)</u>	
• Charges for depreciation and impairment of non-current assets	(3,112)
(3,047) 405 • Revaluation losses on Property, Plant and Equipment and reversal of previous impairments	419
(332) • Amortisation of intangible assets	(424)
0 • Revenue expenditure funded from capital under statute	
• Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the CIES	83
(349) (3,323)	(3,034)
342 Adjusting amounts written out of the Revaluation Reserve	400
(2,981) Net written out amount of the cost of non-current assets consumed in the year	(2,634)
<u>Capital financing applied in the year:</u>	
• Use of Capital Receipts Reserve to finance new capital expenditure	116
630 • Capital grants and contributions credited to the CIES that have been applied to capital financing	0
• Statutory provision for the financing of capital investment charged against the General Fund balance	1,436
1,490 • Voluntary provision for the financing of capital investment charged against the General Fund balance	0
0 • Application of grants to capital financing from Capital Grants Unapplied Account	0
25 • Capital expenditure charged against the General Fund balance	0
0	62
2,145	1,614
0 Movement in the Donated Assets Account credited to the CIES	
19,583 Balance at 31 March	18,563

Pension Reserve

The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post employment benefits and for funding benefits in accordance with statutory provisions. The Authority accounts for post employment benefits in the Comprehensive Income and Expenditure Statement (CIES) 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 Authority makes employer's contributions to pension funds or eventually pays any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a substantial shortfall in the benefits earned by past and current employees and the resources the Authority has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

<u>2017/18</u>	<u>2018/19</u>
£000	£000
(558,299) Balance at 1 April	(509,815)
61,463 Remeasurements on the net defined benefit pension	(25,851)
Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of	
(26,966) Services in the CIES	(24,412)
Employers pensions contributions and direct payments to	
13,987 pensioners payable in the year	15,560
<u>(509,815) Balance at 31 March</u>	<u>(544,518)</u>

Collection Fund Adjustment Account

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

<u>2017/18</u>	<u>2018/19</u>
£000	£000
296 Balance at 1 April	213
Amount by which council tax and non-domestic rates income credited to the Comprehensive Income and Expenditure Statement is different from council tax and non-domestic rates income	
(83) calculated for the year in accordance with statutory requirements	19
<u>213 Balance at 31 March</u>	<u>232</u>

Accumulated Absences Adjustment Account

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

2017/18	2018/19
£000	£000
(212) Balance at 1 April	(213)
Settlement or cancellation of accrual made at the end of 212 the preceding year	213
<u>(213) Amounts accrued at the end of the current year</u>	<u>(209)</u>
Amount by which officer remuneration charged to the CIES on an accruals basis is different from remuneration chargeable in the year in accordance with statutory (1) requirements	4
(213) Balance at 31 March	(209)

26 CASHFLOW STATEMENT - OPERATING ACTIVITIES

<u>2017/18</u> £000	<u>2018/19</u> £000
15,340 Net (Surplus) or Deficit on the Provision of Services	12,020
<u>Adjust net surplus or deficit on the provision of services for non cash movements</u>	
(2,909) Depreciation	(3,108)
266 Impairment and revaluations	419
(332) Amortisation	(424)
(33) (Increase)/Decrease in impairment for bad debts	(47)
209 (Increase)/Decrease in Creditors	(1,111)
(1,350) Increase/(Decrease) in Debtors	1,936
21 Increase/(Decrease) in Inventories	(40)
(12,578) Pension Liability	(9,053)
(21) Contributions (to)/from Provisions	(717)
Carrying amount of non-current assets sold (property plant and	
(349) equipment, investment property and intangible assets)	77
6 Accrued Interest	41
<u>(17,070)</u>	<u>(12,027)</u>
<u>Adjust for items included in the net surplus or deficit on the provision of services that are investing or financing activities</u>	
25 Capital Grants credited to surplus or deficit on the provision of services	0
Proceeds from the sale of property plant and equipment, investment	
153 property and intangible assets	116
<u>178</u>	<u>116</u>
<u>(1,552) Net Cash Flows from Operating Activities</u>	<u>109</u>

CASHFLOW STATEMENT - OPERATING ACTIVITIES

The cash flows for operating activities include the following items:

<u>2017/18</u> £000	<u>2018/19</u> £000
(34) Interest received	(66)
808 Interest paid	474
0 Dividends received	0

27 CASHFLOW STATEMENT - INVESTING ACTIVITIES

<u>2017/18</u> £000	<u>2018/19</u> £000
Purchase of property, plant and equipment, investment property and 3,748 intangible assets	1,458
3,500 Purchase of short-term and long-term investments	2,000
Proceeds from the sale of property, plant and equipment, investment (146) property and intangible asset	(123)
(1,000) Proceeds from short-term and long-term investments	(4,000)
(25) Other receipts from investing activities	0
<u>6,077</u> Net cash flows from investing activities	<u>(665)</u>

28 CASHFLOW STATEMENT - FINANCING ACTIVITIES

<u>2017/18</u> £000	<u>2018/19</u> £000
(7,950) Cash receipts of short and long-term borrowing	(14,000)
6,029 Repayments of short and long-term borrowing	9,541
<u>(1,921)</u> Net cash flows from financing activities	<u>(4,459)</u>

29 RECONCILIATION OF LIABILITIES ARISING FROM FINANCING ACTIVITIES

	1 April 2018	Financing cash flows	Non-cash changes	31 March 2019
	£'000	£'000	£'000	£'000
Long-term borrowings	(20,599)	(5,000)	88	(25,511)
Short-term borrowings	(4,639)	541	(20)	(4,118)
Total liabilities from financing activities	(25,238)	(4,459)	68	(29,629)

	1 April 2017	Financing cash flows	Non-cash changes	31 March 2018
	£'000	£'000	£'000	£'000
Long-term borrowings	(21,183)	(2,000)	2,583	(20,600)
Short-term borrowings	(2,135)	79	(2,583)	(4,639)
Total liabilities from financing activities	(23,318)	(1,921)	0	(25,239)

30 POOLED BUDGETS

The Authority has a pooled budget arrangement with the Local Resilience Forum, which is a multi-agency project for planning and coordinating response to major incidents. This forum involves various public bodies from the Nottinghamshire area including Health Bodies and Local Government Authorities.

The Authority has a pooled budget arrangement for the Multi-Agency Coordination Centre, which is a premise at which a coordinated response to major incidents can be managed. Various Nottinghamshire public bodies, including Health Bodies, Local Government, and Police Authorities are parties to this arrangement.

See note 30 details of balances held relating to this arrangements.

31 MEMBERS' ALLOWANCES

The following amounts were paid to Members of the Authority during the year

<u>2017/18</u>		<u>2018/19</u>
£000		£000
124	Allowances	117
<u>2</u>	Expenses	<u>2</u>
<u>126</u>	Total	<u>119</u>

32 OFFICERS' REMUNERATION

The remuneration paid to the Authority's senior employees is as follows:

		Salary, Fees and Allowances £	Expense Allowances £	Compensation for loss of employment £	Total Remuneration excluding Pension Contributions £	Pension Contribution £	Total £
Chief Fire Officer	2018/19	153,377	47	0	153,424	36,047	189,471
	2017/18	150,702	72	0	150,774	32,702	183,476
Deputy Chief Fire Officer (Change in Post Holder during 2018/19)	2018/19	124,556	47	0	124,603	17,875	142,478
	2017/18	124,329	63	0	124,392	17,779	142,171
Assistant Chief Fire Officer (Post Disestablished during 2018/19)	2018/19	105,680	47	0	105,727	19,639	125,366
	2017/18	113,027	440	0	113,467	24,527	137,994
Assistant Chief Officer	2018/19	72,404	47	0	72,451	12,059	84,510
	2017/18	0	0	0	0	0	0
Head of Finance (There was a change in post holder during 2017/18)	2018/19	56,662	47	0	56,709	9,709	66,418
	2017/18	40,530	52	0	40,582	5,992	46,574
Treasurer (Post outsourced 16/12/2017)	2018/19	0	0	0	0	0	0
	2017/18	8,395	37	0	8,432	1,566	9,998
Total	2018/19	512,679	235	0	512,914	95,329	608,243
Total	2017/18	436,983	664	0	437,647	82,566	520,213

Note : "Expense Allowances" shows taxable benefits. Employer's National Insurance contributions are excluded from the above table

The table below shows the number of employees whose remuneration was £50,000 or more, in bands of £5,000. It includes the senior officers shown in the previous table. Remuneration is defined as pay, taxable expenses allowances and the monetary value of any benefits such as a provided car. Employer's pension contributions are excluded.

2017/18	Remuneration Band	2018/19
Number of employees		Number of employees
11	£50,000-£54,999	14
23	£55,000-£59,999	30
8	£60,000-£64,999	10
5	£65,000-£69,999	2
2	£70,000-£74,999	5
	£75,000-£79,999	
	£80,000-£84,999	1
	£85,000-£89,999	
1	£90,000-£94,999	
	£95,000-£99,999	
	£100,000-£104,999	1
	£105,000-£109,999	
1	£110,000-£114,999	
	£115,000-£119,999	1
1	£120,000-£124,999	
	£125,000-£129,999	
	£130,000-£134,999	
	£135,000-£139,999	
	£140,000-£144,999	
	£145,000-£149,999	
1	£150,000-£154,999	1
	£155,000-£159,999	
	£160,000-£164,999	
	£165,000-£169,999	

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

	(a)		(b)		(c)		(d)		(e)	
	Exit package cost band (including special payments)	Number of compulsory redundancies	Number of other departures agreed	Total number of exit packages by cost band	Total cost of exit packages in each band	2017/18	2018/19	2017/18	2018/19	
£0-£20,000	2	2	2	5	4	7	34,520	127,957		
£20,001 - £40,000	0	2	0	8	0	10	0	312,333		
£40,001 - £60,000	0	0	0	1	0	1	0	41,977		
Total	2	4	2	14	4	18	34,520	482,267		

33 EXTERNAL AUDIT COSTS

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

2017/18		2018/19
£000		£000
	Fees payable with regard to external audit services carried out by the	
31	appointed auditor for the year	24
0	Fees payable in respect of statutory inspections	0
0	Fees payable in respect of other services provided by the appointed auditor	0
0	Audit Commission Rebate	0
31	Total	24

34 GRANT INCOME

The Authority credited the following grants, contributions and donations to the Net Cost of Services in the Comprehensive Income and Expenditure Statement. Other grants have been credited to Taxation and Non-Specific Grant Income in the Comprehensive Income and Expenditure Statement. These grants are detailed in note 14.

2017/18		2018/19
£000		£000
	Credited to Services	
(375)	Firelink grant (part of the Fire Revenue grant DCLG)	(387)
(91)	New Dimension grant (part of the Fire Revenue grant DCLG)	(80)
(28)	New Risks grant	(32)
(599)	Emergency Services Mobile Communications grant	0
0	Sponsorship of events and awards	0
0	Miscellaneous Community Safety donations	0
(3)	Apprenticeship Levy	(33)
(47)	National Resilience Service and Maintenance grant	0
(1,143)	Total	(532)

The Authority has received a number of grants, contributions and donations that have yet to be recognised as income because they have conditions attached to them that will require the monies or property to be returned to the giver if the conditions are not met. The balances at the year-end are as follows:

Current Liabilities

31 March 2018		31 March 2019
£000		£000
	Grants Receipts in Advance (Revenue Grants)	
(11)	Local Resilience Forum	(11)
(14)	Multi Agency Coordination Centre	(14)
(1)	Emergency Services Carol Concert	(1)
(26)	Total	(26)

35 RELATED PARTIES

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

Central Government

Central government has significant influence over the general operations of the Authority. It is responsible for providing the statutory framework within which the Authority operates, provides the majority of its funding in the form of grants and prescribes the terms of many of the transactions that the Authority has with other parties (e.g. council tax bills). Grants received from government departments are set out in the analysis in Note 34 and Note 14.

Members

Members of the Authority have direct control over the Authority's financial and operating policies. Details of members' allowances and expenses are shown in Note 31.

Officers

Some senior employees have significant influence over the Authority's activities. Details of senior officers' remuneration are shown in Note 32.

Nottinghamshire County Council and Nottingham City Council

The Authority is made up of 12 members from Nottinghamshire County Council and 6 members from Nottingham City Council, and so a related party relationship exists between the Authority and these Councils by way of common control. Significant transactions are detailed below, and include expenditure on cleaning and maintenance services and income from partnership working. The Police and Crime Commissioner attends the Combined Fire Authority meetings in a non voting capacity.

	Nottinghamshire County Council		Nottingham City Council	
	<u>2017/18</u>	<u>2018/19</u>	<u>2017/18</u>	<u>2018/19</u>
	£000	£000	£000	£000
Expenditure during year	414	458	653	525
Income during year	1	12	38	29
Creditor at 31 March	4	3	36	76
Debtor at 31 March	0	10	28	20

Other Public Bodies

Some members of the Authority are also members of other local Borough or District Councils in Nottinghamshire. Other public bodies such as Fire Authorities are subject to varying degrees of common control or significant influence by central government. The Authority carries out transactions with such bodies from time to time, including income and expenditure from the provision of goods or services, partnership working and pooled budgets, including transactions at other than commercial value. Note that council tax receipts from collecting authorities and transactions with tax authorities are considered to be agency arrangements, and do not qualify as related party relationships.

	Derbyshire Fire & Rescue Service		Leicestershire Fire & Rescue Service	
	<u>2017/18</u>	<u>2018/19</u>	<u>2017/18</u>	<u>2018/19</u>
	£000	£000	£000	£000
Expenditure during year	169	221	50	147
Income during year	6	1	1	2
Creditor at 31 March	0	2	15	5
Debtor at 31 March	3	0	0	0

Entities Controlled or Significantly Influenced by the Authority

The Authority is the sole shareholder of Nottinghamshire Fire Safety Limited, with 6 members forming the Board of Directors. The Authority recovers costs incurred in the provision of certain goods and services to the Company including finance, payroll, human resources, insurance and transport. The Company is the Authority's provider of fire extinguisher maintenance services.

The Authority provided a loan of £55k to the Company on the commencement of trading on 1 September 2010. The loan is a revolving credit facility allowing the Company to draw down up to a maximum of £100k and decrease to nil at any time and interest is charged at 15 basis points above the Bank of England bank rate, a rate negotiated at arm's length. During 2015/16 the outstanding balance of the loan was repaid in full. The Authority's transactions and balances with the Company are detailed below. Note 42 provides more details regarding the company's transactions for the year 2018/19.

<u>Nottinghamshire Fire Safety Ltd</u>		
<u>2017/18</u>		<u>2018/19</u>
£000		£000
9	Expenditure during year	12
47	Income during year	49
0	Creditor at 31 March	0
15	Debtor at 31 March	14
0	Outstanding loan to Trading Company	0

Other than the items detailed above, there were no members or officers with significant influence over the authority who had an interest in an organisation with which the Authority carried out significant transactions or held significant balances.

36 CAPITAL EXPENDITURE AND CAPITAL FINANCING

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

2017/18		2018/19
£000		£000
23,885	Opening Capital Financing Requirement	26,278
477	Capital receipt not applied in year	0
	<i>Capital Investment</i>	
283	Property, Plant and Equipment - (Operational and under Constr	570
3,519	Property, Plant and Equipment - (Non Operational)	323
258	Intangible Assets (including under construction)	181
	<i>Sources of Finance</i>	
(629)	Capital Receipts	(116)
(25)	Government grant and other contributions	0
	Sums set aside from revenue:	
0	Direct revenue contributions	(62)
(1,490)	Minimum / Voluntary Revenue Provision	(1,436)
<u>26,278</u>	Closing Capital Financing requirements	<u>25,738</u>
	Explanation of Movements in Year	
0	Decrease in underlying need to borrow (unsupported by government financial assistance)	0
<u>2,393</u>	(Decrease) / Increase in Capital Financing Requirement	<u>(540)</u>

37 LEASES**Authority as Lessee**

The Authority currently has no assets which would be defined as assets subject to operating lease arrangements. This was also the case in 2017/18.

Authority as LessorOperating Leases

The Authority has entered into an operating lease arrangement with Nottinghamshire Police in respect of one of its properties, which is currently not required for operational purposes. Annual rentals are varied therefore the straight line method of accounting for rental income to the Comprehensive Income and Expenditure Statement, is not used. (See item in the Statement of Accounting Policies - Note 1). Rent received in 2018/19 was £15k and in 2017/18 was £12k.

Future contracted receipts are:

	£000's
Within 1 year	15
Within 2 to 5 years	39 *
Over 5 years	0

*The rent receivable in these years is £15,000 or 75% of the commercial rent applicable in each year, whichever is the greater. The figure stated above is based on the minimum amount receivable.

38 TERMINATION BENEFITS

In 2018/19 the Authority made the decision to terminate the contracts of 18 individuals. These redundancies are not due to occur until 2019/20. 14 of the redundancies are due to the implementation of a joint fire control function with Derbyshire Fire and Rescue Service, and 4 are due to the closure of the Prince's Trust Programme.

In total the Authority expects to incur redundancy and other termination costs of £648k, and this expenditure has been recognised as a provision in 2018/19 (this compares with termination benefits of £37k in 2017/18).

The Authority expects to incur pension strain costs of £36k arising from an early retirement without actuarial reduction of pension, and this is also classed as a termination benefit. This expenditure has been recognised in the Comprehensive Income and Expenditure Statement in 2018/19, and has increased the pension liability in the balance sheet. However, it is a statutory requirement that the general fund must be only charged for amounts payable in the financial year, so an adjustment has been made in the Movement in Reserves Statement to transfer the charge to the Pensions Reserve.

39 DEFINED BENEFIT PENSION SCHEMES

Participation in Pension Schemes

As part of the terms and conditions of employment of its officers, the Authority makes contributions towards the cost of post-employment benefits. Although these benefits will not actually be payable until employees retire, the Authority has a commitment to make these payments in the future.

As at 31 March 2019 the Authority participates in four post-employment schemes, all of which are defined benefit schemes:

1) The Local Government Pension Scheme (LGPS)

This scheme is for administrative, support and Control employees. It is a funded scheme, which means that contributions are paid into a fund with the intention of balancing pension liabilities with pension assets. It is administered in accordance with the Local Government Pension Scheme Regulations 2013, and it provides benefits based on career average revalued earnings.

The administering authority for the fund is Nottinghamshire County Council. The Pension Fund Committee oversees the management of the Fund whilst the day to day Fund administration is undertaken by a team within the administering authority. Where appropriate some functions are delegated to the Fund's professional advisors. The administering authority is responsible for the preparation and maintenance of the Funding Strategy Statement and the Investment Strategy Statement. These should be amended when appropriate based on the Fund's performance and funding.

By participating in the Local Government Scheme, the Authority is exposed to a number of risks:

- a) Investment risk: The Fund holds investments in assets such as equities which have volatile market values and, while these asset 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.
- b) Interest rate risk: The Fund's liabilities are assessed using market yields on high quality corporate bonds to discount the liabilities. As the Fund holds assets such as equities, the value of assets and liabilities may not move in the same way.
- c) 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.
- d) 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.
- e) "Orphan" liability risk: As many unrelated employers participate in the Nottinghamshire County Council Pension Fund, there is an orphan liability risk that employers may leave the Fund but with insufficient assets to cover their pension obligations so that the difference may fall on the remaining employers

These risks are mitigated to a certain extent by the requirement to charge the General Fund with the amounts payable to the pension fund or pensioners at the year end, in accordance with statute.

2) The Firefighters' Pension Scheme 1992 (1992 FPS)

The Firefighters' Pension Scheme 1992 is an unfunded pension scheme. This scheme has been closed to new entrants since 6 April 2006. Its members are wholetime firefighters. It is a defined benefit, final salary scheme and its arrangements are governed by statute (the Firemen's Pension Scheme Order 1992).

3) The Firefighters' Pension Scheme 2006 (2006 NFPS)

The Firefighters' Pension Scheme 2006 is also an unfunded pension scheme. This scheme came into effect from April 2006 and its members are retained firefighters and wholetime firefighters. Like the 1992 FPS it is a defined benefit, final salary scheme and its arrangements are governed by statute (the Firefighters' Pension Scheme (England) Order 2006). The Firefighters' Pension Scheme (England) (Amendment) Order 2014 introduced a new modified version of the 2006 Scheme which is available to individuals who were employed as retained firefighters during the period 1 July 2000 to 5 April 2006. Although this modified version does not constitute a scheme on its own, it has different benefits to the main 2006 Scheme. The 2006 Scheme has been closed to new entrants since 1 April 2015.

4) The Firefighters' Pension Scheme 2015 (2015 FPS)

The Firefighters' Pension Scheme 2015 came into effect on 1 April 2015. Like the 1992 FPS and the 2006 NFPS, it is an unfunded defined benefit scheme and its arrangements are governed by statute (the Firefighters' Pension Scheme (England) Regulations 2014). However, unlike the other two firefighters' schemes, it is a career average rather than a final salary scheme. This scheme will eventually replace the 1992 FPS and 2006 NFPS after a transitional phase which will last for 10 years. The Firefighters' Pension Scheme (England) (Transitional and Consequential Provisions) Regulations 2015 protects the rights that members have accrued in the 1992 and 2006 schemes, and sets out the transitional arrangements for transferring members of these schemes into the 2015 scheme. Its members are retained firefighters and wholetime firefighters who were first appointed by an English fire and rescue authority on or after 1 April 2015, and firefighters who were transferred from the 1992 FPS or 2006 NFPS.

The three Firefighters' Schemes are very similar in nature. They are unfunded pension schemes, meaning that there are no investment assets to meet the cost of pension liabilities and cash has to be generated to meet pension payments as they fall due. The Authority has primary responsibility for meeting the costs and managing the risks relating to the firefighters' pension arrangements. However, there is currently an arrangement in place whereby the cost of the schemes are met from contributions paid by employees and the Authority, with any deficit in the funding required being met by a top-up grant from the Home Office. Any surplus funding is paid over to the Home Office.

The 1992 FPS and 2006 NFPS provide benefits based on final salary and length of service at retirement, and the 2015 FPS provides benefits based on revalued average salary. The governance arrangements are managed by the Authority, and this essentially involves managing the cash flows and being responsible for the administration of the schemes. The day to day administration is carried out by Leicestershire County Council on behalf of the Authority.

Given that the pension schemes are unfunded, the contributions payable are simply those which are sufficient to meet the benefit outgo as and when it arises. As mentioned above, this benefit outgo is largely underwritten by the Home Office. By participating in these pension schemes, the Authority is exposed to some risks:

- a) There are no investment risks in relation to these schemes as they are unfunded. The greatest single risk is that the government could change the arrangements for meeting part of the benefit outgo, which could increase the Authority's contributions.
- b) There is a risk that changes in the assumptions (e.g. life expectancy, price inflation, discount rate) could increase the defined benefit obligation. Other assumptions used to value the defined benefit obligation are also uncertain, although their effect is less material.

A Pension Top-up Grant is received annually from the government to meet the cost of the net funding deficit for the three firefighters' schemes. It is paid directly to the Firefighters' Pension Fund (see the Pension Fund statements on pages 105 to 108) and it is therefore not the Authority's income, however in IAS 19 terms it is a current contribution towards the Authority's liabilities for retirement benefits. The grant is therefore credited to other operating income in the Comprehensive Income and Expenditure Statement. The grant is not treated as an asset of the firefighters' pension schemes, but as a source of income to the schemes it does reduce the year end pension liability.

Past service costs of £206k relating to the 2006 NFPS are recognised under Corporate and Centralised Services in the Comprehensive Income and Expenditure Statement. These past service costs relate to the purchasing of back service credits by members of the Modified Scheme.

The Authority also participates in the Firefighters' Compensation Scheme. The Firefighters' Compensation Scheme (England) Order 2006 makes provision for the payment of pensions, allowances and gratuities to and in respect of persons who die or are permanently disabled as a result of an injury sustained or disease contracted while employed by a fire and rescue authority. The level of benefits payable is dependent on salary, service and the degree of disablement of the individual at the time the injury is incurred. Therefore the level of long term benefits can be both material and volatile. For this reason the Compensation Scheme is treated as an unfunded defined benefit scheme and accounted for, under International Accounting Standard 19 (IAS 19), in the same manner as for the Firefighters' Pension Schemes.

The Compensation Scheme is administered by the Authority in accordance with statutory arrangements. The cost of the scheme is met solely by the Authority. The risks arising from the Authority's participation in this scheme are as follows:

- a) There is a risk that changes in the assumptions (e.g. life expectancy, price inflation, discount rate) could increase the defined benefit obligation. Other assumptions used to value the defined benefit obligation are also uncertain, although their effect is less material.
- b) There is a risk that the government could change the arrangements of the scheme in such a way that the costs incurred by the Authority are significantly increased.

- c) Historically the number of firefighters who are permanently disabled or who die as a result of injuries sustained or diseases contracted whilst in the employment of the Authority is very low, so the number of injury pension recipients is relatively small. However, the Authority is committed to pay benefits as and when they fall due, so if the number of occurrences were to increase it could have a significant impact on the amounts payable.

Court of Appeal ruling for Firefighters/Judges Pension Schemes (the Sergeant and McCloud cases)

In December 2018 the Court of Appeal ruled against the Government in these two linked cases. In essence, the Court held that the transitional protections which were afforded to older members when the reformed schemes were introduced in 2015 constituted unlawful age discrimination. The Government is attempting to appeal the cases, but it is not known at this stage whether an appeal will even be possible. If the Government ultimately loses these cases then remedial action in the form of increases in benefits is likely to be required. There may well be knock-on effects for the other public service schemes which implemented transitional protections when the latest reforms were introduced, such as the LGPS. At this stage it is uncertain whether remedial action will be required, nor is it clear what the extent of any potential action might be. Therefore no provision for this ruling has been made in the accounting figures relating to post-employment benefits.

Transactions Relating to Post-employment Benefits

The Authority recognises the cost of retirement benefits in the reported cost of services when they are earned by employees, rather than when the benefits are actually paid as pensions. However, the charge against council tax is based on the cash payable in the year, so the real cost of post-employment/retirement benefits is reversed out of the General Fund to the Pension Reserve via the Movement in Reserves Statement. Ordinarily, the balance on the Pension Reserve will match the balance on the Pension Liability as the real cost of the post-employment benefits is fully reversed out of the General Fund. However, following the most recent triennial funding valuation of the LGPS the Authority opted to prepay its monetary contributions for the three years to 31 March 2020 by making a single lump sum payment of £602k in April 2017, thus achieving a saving of £33k. In order to spread the monetary cost over the 3 year period one third of the lump sum payment (£201k) has been charged to the General Fund via the Movement in Reserves Statement. As a result of this, the balance on the Pension Reserve is £201k more than the balance on the Pension Liability. This mis-match will be eliminated by the end of the three year period once the monetary cost has been fully recognised in the General Fund.

The following transactions have been made in the Comprehensive Income and Expenditure Statement and the General Fund Balance via the Movement in Reserves Statement during the

LGPS	Firefighters' schemes		LGPS	Firefighters' schemes
£'000	£'000		£'000	£'000
2017/18	2017/18		2018/19	2018/19
Comprehensive Income and Expenditure Statement				
<i>Cost of Services</i>				
Service cost comprising:				
2,111	10,625	- current service costs	2,036	8,972
0	242	- past service costs	36	206
11	0	Administration expenses	11	0
<i>Financing and Investment Income and Expenditure</i>				
627	13,350	Net interest expense	569	12,582
2,749	24,217	<i>Total Post-employment Benefits charged to the Surplus or Defecit on the Provision of Services</i>	2,652	21,760
<i>Other Post-employment Benefit charges to the Comprehensive Income and Expenditure Statement</i>				
Remeasurement of the net defined benefit liability comprising:				
36	0	Return on plan assets (excluding the amount included in the net interest expense)	(2,325)	0
0	(31,732)	Actuarial (gains) and losses arising on changes in demographic assumptions	(3,212)	0
(1,789)	(19,515)	Actuarial (gains) and losses arising on changes in financial assumptions	3,028	28,360
0	(8,463)	Experience (gains) and losses	0	0
0	0	Other actuarial gains and losses	0	0
996	(35,493)	<i>Total Post-employment Benefits charged to the Comprehensive Income and Expenditure Statement</i>	143	50,120
Movement in Reserves Statement				
(2,749)	(24,217)	Reversal of net charges made to the Surplus or Deficit on the Provision of Services for post-employment benefits in accordance with the Code	(2,652)	(21,760)
<i>Actual amount charged against the General Fund Balance for pensions in the year:</i>				
1,012	11,826	Employers' contributions payable to the scheme	1,021	13,818
	1149	Retirement benefits payable to pensioners		721

	Firefighters' Pension Scheme 1992 £'000		Firefighters' Pension Scheme 2006 £'000		Firefighters' Pension Scheme 2015 £'000		Firefighters' Compensation Scheme £'000	
	2018/19	2017/18	2018/19	2017/18	2018/19	2017/18	2018/19	2017/18
Comprehensive Income and Expenditure Statement								
<i>Cost of Services</i>								
Service cost comprising:								
current service cost	1,981	3,242	290	636	4,803	5,606	1,898	1,141
past service cost	0	10	206	232	0	0	0	0
<i>Financing and Investment Income and Expenditure</i>								
Net interest expense	10,437	11,346	855	920	515	403	775	681
<i>Total Post-employment Benefits charged to the Surplus or Deficit on the Provision of Services</i>	12,418	14,598	1,351	1,788	5,318	6,009	2,673	1,822
<i>Other Post-employment Benefits charges to the Comprehensive Income and Expenditure Statement</i>								
Remeasurement of the net defined benefit liability comprising:								
Actuarial (gains) and losses arising on changes in demographic assumptions	0	(26,143)		(1,977)		(972)		(2,640)
Actuarial (gains) and losses arising on changes in financial assumptions	20,804	(14,386)	3,097	(2,313)	2,331	(1,327)	2,128	(1,489)
Experience (gains) and losses		(11,593)		(1,298)		(1,040)		5,468
<i>Total Post-employment Benefits charged to the Comprehensive Income and Expenditure Statement</i>	33,222	(37,524)	4,448	(3,800)	7,649	2,670	4,801	3,161
Movement in Reserves Statement								
Reversal of net charges made to the Surplus or Deficit on the Provision of Services for post-employment benefits in accordance with the Code <i>Actual amount charged against the General Fund Balance for pensions in the year:</i>	(12,418)	(14,598)	(1,351)	(1,788)	(5,318)	(6,009)	(2,673)	(1,822)
Employers' contributions payable to the scheme (inclusive of government top-up grant)	15,386	13,148	(20)	(38)	(1,548)	(1,254)		
Retirement benefits payable to pensioners							721	1,149

Pension Assets and Liabilities Recognised in the Balance Sheet

Reconciliations of the amounts included in the Balance Sheet arising from the authority's obligation in respect of its defined benefit plans:

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

Firefighters' Schemes:

	Unfunded Liabilities: Firefighters' Pension Scheme 1992		Unfunded Liabilities: Firefighters' Pension Scheme 2006		Unfunded Liabilities: Firefighters' Pension Scheme 2015		Unfunded Liabilities: Firefighters' Compensation Scheme	
	£'000 2018/19	£'000 2017/18	£'000 2018/19	£'000 2017/18	£'000 2018/19	£'000 2017/18	£'000 2018/19	£'000 2017/18
Opening balance at 1 April	(408,113)	(458,785)	(32,729)	(36,461)	(16,633)	(12,709)	(29,237)	(27,225)
Current service cost	(1,981)	(3,242)	(290)	(636)	(4,803)	(5,606)	(1,898)	(1,141)
Past service cost	0	(10)	(206)	(232)	0	0	0	0
Interest cost	(10,437)	(11,346)	(855)	(920)	(515)	(403)	(775)	(681)
Contributions from scheme participants	(587)	(724)	(140)	(163)	(1,605)	(1,405)	0	0
Remeasurement gains and (losses):								
Actuarial gains/losses arising from changes in demographic assumptions	0	26,143	0	1,977	0	972	0	2,640
Actuarial gains/losses arising from changes in financial assumptions	(20,804)	14,386	(3,097)	2,313	(2,331)	1,327	(2,128)	1,489
Experience gains/losses on defined benefit obligation	0	11,593	0	1,298	0	1,040	0	(5,468)
Benefits paid net of transfers (in)/out	15,973	13,872	120	95	57	151	721	1,149
Closing balance at 31 March	(425,949)	(408,113)	(37,197)	(32,729)	(25,830)	(16,633)	(33,317)	(29,237)

Reconciliation of Present Value of the Scheme Liabilities (Defined Benefit Obligation)
Local Government Pension Scheme:

Funded Liabilities: Local Government Pension Scheme

£'000		£'000
2017/18		2018/19
(52,653)	Opening balance at 1 April	(53,572)
(2,111)	Current service cost	(2,036)
0	Past service cost	(36)
(1,462)	Interest cost	(1,362)
(355)	Contributions from scheme participants	(360)
	Remeasurement gains and (losses):	
0	Actuarial gains/losses arising from changes in demographic assumptions	3,212
1,789	Actuarial gains/losses arising from changes in financial assumptions	(3,028)
1,199	Benefits paid net of transfers (in)/out	671
21	Unfunded pension payments	22
(53,572)	Closing balance at 31 March	(56,489)

Reconciliation of the Movements in the Fair Value of the Local Government Pension Scheme Assets

<u>Local Government Pension Scheme</u>		
£'000		£'000
2017/18		2018/19
29,534	Opening fair value of scheme assets	30,870
835	Interest income	793
	Remeasurement gain/(loss):	
(36)	The return on plan assets, excluding the amount included in the net interest expense	2,325
0	Other actuarial gains/(losses)	0
1,413	Contributions from employer	820
355	Contributions from employees into the scheme	360
(1,220)	Benefits paid (including unfunded benefits)	(693)
(11)	Administration expenses	(11)
30,870	Closing fair value of scheme assets	34,464

Local Government Pension Scheme assets comprised:

Fair value of scheme assets at 31 March 2018			Fair value of scheme assets at 31 March 2019			
£'000	% Quoted	% Unquoted		£'000	% Quoted	% Unquoted
			Equities:			
7,650	25%	<1%	• UK investments	8,040	23%	<1%
12,154	39%		• Overseas investments	11,802	34%	
494		2%	• Private equity investments – unspecified origin	863		3%
20,298	64%	2%	Equities subtotal	20,705	57%	3%
			Gilts:			
707	2%		• UK fixed interest gilts	990	3%	
0			• Overseas fixed interest gilts	0		
0			• UK inflation-linked gilts	0		
707	2%		Gilts subtotal	990	3%	
			Other Bonds:			
3,452	11%		• UK corporate bonds	3,290	10%	
154	1%		• Overseas corporate bonds	139	0%	
0	0%		• Inflation-linked bonds	0	<1%	
3,606	12%		Bonds subtotal	3,429	10%	
3,878		13%	Property	5,358		16%
610		2%	Cash	1,038		3%
764		3%	Inflation-linked pooled fund	1,246		4%
1,007		3%	Infrastructure	1,698		5%
30,870	78%	22%	Total	34,464	70%	30%

Further information about the Fund's assets can be obtained from the Pension Fund Annual Report, which can be accessed online at www.nottspf.org.uk.

Basis for Estimating Assets and Liabilities

Liabilities have been assessed on an actuarial basis using the projected unit credit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels etc. The liabilities of the Local Government Pension Scheme and the Firefighters' schemes have been assessed by Barnett Waddingham Public Sector Consulting and Mercer Limited respectively, both of whom are independent firms of actuaries.

The most recent full actuarial valuations for the Local Government Pension Scheme and the Firefighters' schemes were carried out at 31 March 2016 and 31 March 2018 respectively. Both firms of actuaries have adopted a roll-forward approach to updating the net liabilities as at 31 March 2019. This approach takes into account the cashflows paid into and out of each scheme before taking into consideration any changes in assumptions.

The rate of interest used to discount the post-employment benefit obligations is based on the market yields at the reporting date on high quality corporate bonds of equivalent currency and term to the scheme liabilities. In assessing the liabilities for retirement benefits at 31 March 2019 both firms of actuaries have used a rate of 2.4%, compared with respective rates of 2.55% and 2.6% for the local government and firefighters' schemes at 31 March 2018.

The principal assumptions used by the actuaries in their calculations were:

	Local Government Pension Scheme		Firefighters' Schemes 1992, 2006 and 2015		Firefighters' Compensation Scheme	
	2018/19	2017/18	2018/19	2017/18	2018/19	2017/18
<i>Mortality assumptions:</i>						
<i>Longevity at 65 for current pensioners (LGPS) and at 60 for current pensioners (FF Schemes):</i>						
Men	21.6	22.6	26.4	26.3	23.8	23.7
Women	24.4	25.6	28.4	28.3	25.8	25.7
<i>Longevity at 65 for future pensioners (LGPS) and at 60 for future pensioners (FF Schemes):</i>						
Men	23.3	24.8	28.3	28.2	25.7	25.6
Women	26.2	27.9	30.3	30.2	27.7	27.6
Rate of inflation (CPI)	2.4%	2.3%	2.2%	2.1%	2.2%	2.1%
Rate of increase in salaries	3.9%	3.8%	3.7%	3.6%	3.7%	3.6%
Rate of increase in pensions	2.4%	2.3%	2.3%	2.2%	2.3%	2.2%
Rate of revaluation of CARE pensions (2015 Scheme only)			3.5%	3.4%		
Rate for discounting scheme*	2.4%	2.6%	2.4%	2.6%	2.4%	2.6%

*The discount rate is determined by reference to market yields at the end of the reporting period on high quality corporate bonds.

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the table above. The sensitivity analyses below have been determined based on reasonable 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 other assumptions remain constant. This approach is not necessarily realistic, since some assumptions are related: for example, if inflation were to increase it might be reasonable to expect that nominal yields on corporate bonds will increase also. However, it enables the reader to isolate one effect from another. The methods and types of assumptions used in preparing the sensitivity analysis below did not change from those used in the previous period.

Sensitivity analysis for the Firefighters' Schemes

	Firefighters' Pension Scheme 1992		Firefighters' Pension Scheme 2006	
	Impact on the defined benefit liability £'000	Impact on the projected service cost £'000	Impact on the defined benefit liability £'000	Impact on the projected service cost £'000
Increase discount rate by 0.1% p.a.	-7,005	-47	-1,059	-6
Increase inflation by 0.1% p.a.	7,127	47	1,091	7
Increase pay growth by 0.1% p.a.	742	8	528	3
Increase life expectancy by 1 year	12,437	60	1,068	11

	Firefighters' Pension Scheme 2015		Firefighters' Compensation Scheme	
	Impact on the defined benefit liability £'000	Impact on the projected service cost £'000	Impact on the defined benefit liability £'000	Impact on the projected service cost £'000
Increase discount rate by 0.1% p.a.	-801	-224	-711	-63
Increase inflation by 0.1% p.a.	828	231	729	65
Increase pay growth by 0.1% p.a.	0	0	452	48
Increase life expectancy by 1 year	650	179	1,037	66

Sensitivity analysis for the LGPS

	Impact of an increase of +0.1% £'000	Impact of a decrease of -0.1% £'000
<i>Adjustment to discount rate:</i>		
Impact on the defined benefit liability	-1,193	1,220
Impact on the projected service cost	-46	47
<i>Adjustment to long term salary increase:</i>		
Impact on the defined benefit liability	158	-157
Impact on the projected service cost	0	0
<i>Adjustment to pension increases and deferred revaluation:</i>		
Impact on the defined benefit liability	1,060	-1,037
Impact on the projected service cost	47	-46
<i>Adjustment to mortality age rating assumption:</i>		
Impact on the defined benefit liability	2,029	-1,956
Impact on the projected service cost	58	-56

Asset and Liability Matching Strategy

The Local Government Pension Scheme does not use any asset and liability matching strategies to manage risk. The Pension Fund Annual Report details the nature and extent of risks arising from financial instruments, and the Fund's Risk Management Strategy and Risk Register details the measures taken to mitigate those risks. These documents are available at www.nottspf.org.uk.

Impact on the Authority's Cash Flows

The defined benefit liability shows the underlying commitments that the Authority has in the long run to pay retirement benefits. The total liability of £544m has a substantial impact on the net worth of the Authority as recorded in the Balance Sheet, however statutory arrangements for funding the deficit mean that the financial position of the Authority remains healthy:

- The net liability on the Local Government Pension Scheme will be made good by increased contributions over the remaining working life of employees (i.e. before payments fall due), as assessed by the scheme actuary. The aims of the Fund are to keep employer contribution rates as constant as possible. 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 long term funding objective is for the Fund to achieve and then maintain sufficient assets to cover 100% of projected accrued liabilities.

- Finance is only required to be raised to cover firefighter pensions when the pensions are actually paid, and any shortfalls are currently met by the Home Office.
- Finance is only required to be raised to cover the costs of the firefighters' compensation scheme when the pensions are actually paid, and these costs are included in the Authority's annual budget. The amount spent in 2018/19 was £720k.

The total contributions expected to be made by the Authority to the Local Government Pension Scheme in the year to 31 March 2020 is £714k. The total expected contributions for the Firefighters' Pension Schemes and Compensation Scheme are £14.5m inclusive of government top-up grant.

The weighted average duration of the defined benefit obligation for Local Government Pension Scheme Members is 22 years. The weighted average durations of the defined benefit obligations of the 1992 FPS, 2006 NFPS, 2015 FPS and the Firefighters' Compensation Scheme are 17 years, 29 years, 32 years and 22 years respectively.

40 CONTINGENT ASSETS AND LIABILITIES

At 31 March 2018, the Authority had no contingent assets

At 31 March 2018, the Authority is involved in two disputes with individuals formally employed by the authority. The disputes are for unfair dismissal and on the grounds of disability discrimination. The outcome of these disputes are not yet known but any potential liability is unlikely to exceed £117,000.

Claims have been made in relation in respect of alleged unlawful discrimination arising from the Transitional Provisions in the Firefighters Pension Regulations 2015. In December 2018 the Court of Appeal (McCloud / Sargeant) ruled that the 'transitional protection' offered to some members as part of the reform to public sector pensions amounts to unlawful discrimination. The Government is seeking permission to appeal this decision. It is envisaged that if this is unsuccessful, the Court will require steps to be taken to compensate employees who were transferred to the new schemes potentially including Firefighters Pension Scheme members. This would lead to an increase in Firefighters Pension Scheme liabilities and The Government Actuary Department (having been commissioned on behalf of several fire and rescue authorities) using specific assumptions have estimated the potential increase in scheme liabilities as a result of the judgment to be between approximately 4.1% and 5% of national pension scheme liabilities as at March 2019 (see sensitivity analysis below). This estimate is based on one potential remedy and depending on the outcome of the appeal, the remedy calculation and its applicability to the Firefighters Pension Scheme will need to be revisited in the light of further direction from the courts.

The impact of an increase in scheme liabilities arising from McCloud / Sargeant judgment will be measured through the pension valuation process, which determines employer and employee contribution rates. The next Firefighters Pension valuation is due to take place in 2020 with implementation of the results planned for 2023/24 and authorities will need to plan for the impact of this on employer contribution rates alongside other changes identified through the valuation process.

The impact of an increase in annual pension payments arising from McCloud / Sargeant is determined through The Firefighters Pension Scheme (England) Order 2006. These require a fire authority to maintain a pension fund into which employee and employer contributions are paid and out of which pension payments to retirees are made. If the pension fund does not have enough funds to meet the cost of pensions in year the amount required to meet the deficit is then paid by the Secretary of State to the fire authority in the form of a central government top-up grant.

Sensitivity analysis of the potential impact of the McCloud / Sargeant ruling on the pension liability

The potential impact has been estimated under the following scenarios:

	Earnings assumption	Assumption at 31 March 2018
Scenario 1	CPI + 2.0% pa	4.30% pa
Scenario 2	CPI + 1.0% pa	3.30% pa
Scenario 3	CPI + 0.0% pa	2.30% pa

The potential impact on the scheme liabilities under each of the scenarios is as follows:

	Scenario 1	Scenario 2	Scenario 3
Impact on scheme liabilities (expressed as a % of total liabilities)	5.00%	4.60%	4.10%

All of the above results include a 25% margin for uncertainty.

These estimates have been produced on a "better of" basis when comparing a member's benefits in the 2015 Scheme and their relevant pre-2015 scheme benefits over the four years to 31 March 2019. This has been done for all members in the Firefighters' Pension Scheme data at 31 March 2016 and is based on the assumptions made by the Government Actuary's Department (GAD) for the preparation of accounting disclosures in 2018, rather than allowing for each members' actual career progression/salary increases etc. As this Authority uses a different actuarial service provider for its accounting disclosures, the methodology and assumptions used by GAD will differ from those used by its own Actuary for the 2017/18 accounting disclosures. However, it still gives a reasonable illustration of the potential impact of the ruling.

It is currently unclear if or how the McCloud / Sargeant ruling might affect Local Government Pension Scheme members' past or future service benefits.

41 NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS

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

- Credit risk – the possibility that other parties might fail to pay amounts due to the Authority
- Liquidity risk – the possibility that the Authority might not have funds available to meet its commitments to make payments
- Re-financing risk – the possibility that the Authority may be required to renew a financial instrument on maturity at less advantageous interest rates or terms
- Market risk – the possibility that financial loss might arise as a result of changes in, for example, interest rates.

Overall procedures for managing risk

The Authority's overall risk management programme focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the resources available to fund services. Risk management is carried out by the Finance Team, in conjunction with treasury advisors from Link Asset Services. Risk Management policies are approved by the Authority.

The procedures for managing risk are set out through a legal framework based on the Local Government Act 2003 and associated regulations. These require the Authority to comply with the CIPFA Prudential Code, the CIPFA Code of Practice on Treasury Management in the Public Services and investment guidance. Overall, these procedures require the Authority to manage risk in the following ways:

- by formally adopting the requirements of the the CIPFA Treasury Management Code of Practice;
- by the adoption of a Treasury Policy Statement and treasury management clauses within its financial regulations/standing orders;
- by approving annually in advance prudential and treasury indicators for the following three years limiting:
 - The Authority's overall borrowing;
 - Its maximum and minimum exposures to the maturity structures of its debt;
 - Its management of interest rate exposure;
 - Its maximum annual exposures to investments maturing beyond a year.
- by approving an investment strategy for the forthcoming year, setting out its criteria for both investing and selecting investment counterparties in compliance with Government guidance.

The annual treasury management strategy and prudential code indicators for 2018/19 were approved by the Authority on 16 February 2018. They are available on the Nottingham City Council website. The key issues within the treasury management strategy were:

- The Authorised Limit for 2017/18 was set at £32.7m. This is the maximum limit of external borrowings or other long term liabilities.
- The Operational Boundary was set at £29.7m. This is the expected maximum level of debt and other long term liabilities during the year.
- The maximum proportions of fixed and variable interest rate exposure were set at 100% and 30% respectively.
- Maximum and minimum exposures to the maturity structure of debt were set, which restricted the amount of short term debt as a way of reducing exposure to re-financing risk.
- An upper limit of £2.0m was set for principal sums invested for longer than 364 days.

The Authority has adopted the CIPFA Treasury Management in the Public Services Code of Practice and Cross-Sectoral Guidance Notes (updated) and sets prudential and treasury indicators each year to control the key risks arising from financial instruments.

Credit Risk

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Authority's customers. The risk is minimised through the Annual Investment Strategy, which is contained within the Annual Treasury Management Strategy.

The Annual Investment Strategy required that deposits are not made with financial institutions unless they meet identified minimum credit criteria, in accordance with the Fitch, Moody's, and Standard & Poor's Credit Rating Services. The Authority has a list of approved banks and financial institutions to which it will lend surplus cash. The list is based on minimum independent credit ratings from the Credit Rating Services, which are overlaid by credit outlooks, credit default swap spreads and sovereign ratings to give an overall rating for each counterparty which indicates a maximum term for investments. The annual investment strategy also considers maximum amounts to be deposited with any one institution. The Authority is advised of ratings changes by Link Asset Services and the list is updated accordingly on an ongoing basis.

The Authority's maximum exposure to credit risk in relation to its investments with banks and other local authorities cannot be assessed generally as the risk of any institution failing to make interest payments or to repay the principal sum will be specific to each individual institution. Recent experience has shown that it is rare for such entities to be unable to meet their commitments, and there was no evidence at 31 March 2019 that any of the Authority's deposits might not be repaid.

Invoices to customers for chargeable services are usually of relatively low value. The Authority actively pursues outstanding debts, and the Debt Recovery Policy provides for non emergency services to be ceased to non paying customers.

Amounts arising from Expected Credit Losses

Impairment losses are calculated to reflect the expectation that the future cash flows might not take place because the borrower could default on their obligations. Credit risk plays a crucial part in assessing losses, particularly where risk has increased significantly since the investment or debtor was initially recognised. Impairment is based on the principle of credit loss, which is defined as cash shortfalls measured by the difference between the cash flows that are contractually due to the Authority, and the cash flows that the Authority expects to receive.

Changes to credit risk relating to investments are assessed based on information obtained from Credit Rating Services, the financial press, and the Authority's treasury advisors. Credit risk relating to investments will also be deemed to have increased significantly should contractual payments of principal or interest become more than 30 days overdue.

Since the Annual Investment Strategy prohibits the use of investment counterparties that do not meet minimum creditworthiness criteria, all investments are considered to have low credit risk upon initial recognition.

Credit risk relating to trade receivables is not deemed to have increased significantly until payments become more than 120 days overdue. The Authority is very successful at collecting trade debtors, which is reflected by the fact that less than 1% of debts have been written off during the past five years. Experience shows that debts are highly likely to be recovered, and of the relatively small proportion of debts that reach the stage of 120 or more days overdue around 12% will be written off.

In accordance with the Authority's accounting policies, lifetime expected credit losses have been calculated for trade receivables and 12-month expected credit losses have been calculated for investments.

The lifetime expected credit losses were assessed using a provision matrix which calculates a fixed provision rate based on the number of days that a receivable is past due, assessed on the basis of historical experience from the previous five years and adjusted (if necessary) to reflect current conditions and forecasts of future conditions.

The calculation for the 12-month expected credit losses was based on the historic default rate for A-rated investments which was produced by combining multi-year historic default rate data up to the end of December 2018 from the three main credit rating agencies. The credit losses were found to be immaterial and have therefore not been recognised.

The Authority has the following exposure to credit risk at 31 March 2019:

	Credit risk rating / Provision matrix category	Gross Carrying amount £'000s
12-month expected credit losses	AAA	0
	AA	0
	A	12,462
Simplified approach (lifetime credit losses for trade receivables)	Not due	33
	1-30 days	0
	31-60 days	4
	61-90 days	0
	91-120 days	0
	121+ days	1

Liquidity Risk

Liquidity Risk

The Authority manages its liquidity position through the risk management procedures outlined above (the setting and approval of prudential indicators and the approval of the treasury management strategy), as well as through cash flow management processes. This ensures that sufficient cash balances are maintained to meet daily revenue requirements without recourse to borrowing other than short term borrowing to deal with temporary cash flow deficits.

The Authority has ready access to borrowings from the money markets to cover any day to day cash flow needs and is able to access borrowings from the Public Works Loan Board for longer term funds so there is no significant risk that it will be unable to raise funds in order to meet its commitments relating to financial liabilities.

All trade and other payables are due to be repaid within one year.

Re-financing and Maturity Risk

The risk to which the Authority is exposed is that it will need to replenish its borrowings when interest rates are unfavourable. The Authority's strategy is to place limits on the percentage of borrowings due to mature within 10 years, as follows: maturing within 12 months – less than 20%; maturing 12 months to 5 years – less than 30%; maturing 5 years to 10 years – less than 75%. Between 0% and 100% of borrowings may fall due for repayment after 10 years, and between 30% and 100% of borrowings may fall due for repayment after 20 years. This strategy allows the Authority time to restructure debt when interest rates are favourable.

The Authority maintains a significant debt and investment portfolio. Whilst the cash flow procedures above ensure adequate liquidity, longer-term risk to the Authority relates to managing the exposure to replacing financial instruments as they mature. This risk relates to both the maturing of longer term financial liabilities and longer term financial assets.

The approved treasury indicator limits for the maturity structure of debt and the limits placed on investments placed for greater than one year in duration are the key parameters used to address this risk. The Finance team manages the risk within the approved parameters by:

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

The maturity analysis of financial liabilities is as follows, with the maximum and minimum limits for fixed interest rates maturing in each period:

	Approved minimum limits	Approved maximum limits	Actual 31 March £000s	Actual 31 March £000s
Less than 1 year	0%	20%	4,117	4,639
Between 1 and 5 years	0%	30%	1,612	1,699
Between 5 and 10 years	0%	75%	5,000	4,000
Over 10 years	0%	100%	0	0
Over 20 years	30%	100%	18,900	14,900
Total			29,629	25,238

Market Risk

Price risk

The Authority has no investments in equity shares and therefore has no exposure to loss arising from movements in share prices.

Foreign exchange risk

The Authority has no financial assets or liabilities denominated in foreign currencies and therefore has no exposure to loss arising from exchange rate movements.

Interest rate risk

The Authority is exposed to interest rate movements on its borrowings and investments. Movements in interest rates have a complex impact on the Authority. For instance, a rise in variable and fixed interest rates would have the following effects:

- Borrowings at variable rates – the interest expense charged to the Surplus or Deficit on the Provision of Services will rise

- Borrowings at fixed rates – the fair value of the borrowing will fall (no impact on revenue balances)
- Investments at variable rates – the interest income credited to the Surplus or Deficit on the Provision of Services will rise
- Investments at fixed rates – the fair value of the assets will fall (no impact on revenue balances).

Borrowings are not carried at fair value on the balance sheet, so nominal gains and losses on fixed rate borrowings would not impact on the Surplus or Deficit on the Provision of Services or Other Comprehensive Income and Expenditure. However, changes in interest payable and receivable on variable rate borrowings and investments will be posted to the Surplus or Deficit on the Provision of Services and affect the General Fund Balance. Movements in the fair value of fixed rate investments that have a quoted market price will be reflected in the Other Comprehensive Income and Expenditure Statement.

The strategy is to set a maximum proportion of interest on borrowing which is subject to variable rates. This maximum is determined annually, kept under review and reported to the Fire Authority through the Treasury Management Strategy. In 2018/19 this maximum was set at 30%. In addition, the annual Treasury Management Strategy includes an expectation of interest rate movements, which can be taken into account when planning borrowing and investment activities and when determining whether fixed or variable rate instruments are appropriate. The portfolio of long term borrowings is kept under review and may be restructured when interest rate changes make it advantageous to do so.

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

	<u>£'000</u>
Decrease in fair value of fixed rate investment assets	0
Decrease in fair value of fixed rate borrowings	5,248

The impact of a 1% fall in interest rates would be an equivalent increase in fair value.

42 INTERESTS IN COMPANIES**Nottinghamshire Fire Safety Limited.****Principal activities**

Nottinghamshire Fire Safety Limited is a limited company and wholly owned by Nottinghamshire Fire and Rescue Service. The company was formed on 1st September 2010. The company is engaged in fire extinguisher sales and maintenance together with some safety training activity.

It has been determined that the Authority does control this subsidiary on the basis that the Authority has the power to govern its financial and operating policies so as to benefit from its activities because the board of directors of the subsidiary comprises six elected members. The accounts of this subsidiary are not consolidated with the accounts of the Authority because the turnover of the company and the value of the Authority's investment in it are not material when considered in the context of the Authority's accounts, and corporate governance objectives can be effectively achieved without consolidation. Instead, separate financial statements are prepared for the Authority and for the subsidiary. The financial statements for the company are shown for the current year in draft format as they have yet to be ratified by the Directors and are subject to change. The Authority has the ability to invest in the subsidiary (in the form of a loan) . There is currently no loan outstanding but any balance would be accounted for at cost and shown as a short term investment on the Authority's Balance Sheet and a liability on the subsidiary's Balance Sheet.

The company is considered to be a related party to the Authority, and details of transactions between the two entities have been disclosed in Note 35. The Authority's maximum exposure to loss from its interest in the subsidiary is limited to the share capital

**Key Financial Information for Nottinghamshire Fire and Rescue Service (Trading)
Limited:**

Final 2017/18 £000	Draft 2018/19 £000
Profit and Loss	
439 Turnover	393
42 Operating Profit	4
42 Profit on Ordinary Activities before Taxation	4
33 Profit on Ordinary Activities after Taxation	3
Balance Sheet	
253 Net Current Assets	256

The accounts of the company can be obtained from:

Nottinghamshire Fire Safety Limited
Bestwood Lodge
Bestwood Lodge Drive
Arnold
Nottingham
Nottinghamshire

PENSION STATEMENTS

PENSION FUND ACCOUNT

2017/18		2018/19
£000		£000
	Contributions Receivable	
	Fire Authority:	
(2,813)	Contributions in relation to pensionable pay	(2,774)
(108)	Other (Ill Health Retirements)	(115)
<u>(2,300)</u>	Firefighters' contributions	<u>(2,330)</u>
(5,221)	Total Contributions Receivable	(5,219)
	Transfers in from other authorities	
0	Transfers in from other schemes	(13)
	Benefits Payable	
12,353	Pensions	12,891
1,465	Commutations and lump sum retirement benefits	3,410
92	Lump sum death benefits	79
143	Other	75
<u>14,053</u>	Total Benefits Payable	<u>16,455</u>
	Refunds of Contributions	
6	Contribution holiday refund payments	4
<u>8,838</u>	Net Amount payable for the year before top-up grant from Central Government	<u>11,227</u>
(7,570)	Top-up grant received from Central Government	(8,689)
<u>(1,268)</u>	Balance of top-up grant for the year (receivable from)/payable to Central Government	<u>(2,538)</u>

PENSION NET ASSETS STATEMENT

The net current assets and liabilities arising from the operation of the pension fund are shown in this statement. This statement does not take account of liabilities to pay pensions and other benefits after the period end. Such liabilities are shown in the core accounting statements and are explained in more detail in note 39.

2017/18		2018/19
£000		£000
	Current Assets	
1,021	Prepaid Pensions	1,041
1,269	Pension top-up grant receivable from Central Government	2,538
2,290	Total	3,579
	Current Liabilities	
0	Unpaid pension benefits	(221)
(22)	Tax payable on behalf of members	(20)
(2,268)	Amount owing (to)/from General Fund	(3,338)
(2,290)	Total	(3,579)
0	Net Current Assets	0

NOTES TO THE PENSION STATEMENTS
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1. The Firefighters' Pension Fund

The Firefighters' Pension Fund was established for Fire Authorities in England under the Firefighters' Pension Scheme (Amendment) (England) Order 2006. Until April 2015 there were two separate pension schemes for firefighters: the 1992 Scheme and the 2006 Scheme.

The Firefighters' Pension Scheme (England) (Amendment) Order 2014 introduced a new modified version of the 2006 Scheme which is available to individuals who were employed as retained firefighters during the period 1 July 2000 to 5 April 2006. Although this modified version does not constitute a scheme on its own, it has different benefits to the main 2006 Scheme and is therefore often referred to separately as the "Modified Scheme". The Modified Scheme came into being on 1 April 2014. Individuals who have elected to join the Modified Scheme can choose to pay their historic contributions either by a lump sum or in instalments over a 10 year period. These contributions are being accounted for in the year that the cash is received as the individuals concerned do not accrue any additional pensionable service until the contributions are paid.

The Firefighters' Pension Scheme (England) Regulations 2015 introduced a new pension scheme which came into being on 1 April 2015. This is referred to as the 2015 Scheme. This scheme will eventually replace the 1992 and 2006 Schemes after a transitional phase which will last for 10 years.

All Firefighters' Pension Schemes are unfunded and consequently the fund holds no investment assets. Benefits are payable to pensioners in accordance with with the regulations. Benefits payable are funded by contributions from employees and from the Authority, and any deficit in the funding required is met by a top-up grant from the Home Office. If the amounts receivable exceed the amounts payable then the surplus is paid over to the Home Office. Employees' and employer's contribution rates are set nationally by central government and are subject to a triennial review by the Government Actuary's Department.

The fund is administered by the Authority in accordance with the regulations. The primary objective of the Pension Fund Statements is to demonstrate the balance of transactions taking place over the year in order to identify the amount of top-up grant payable from, or surplus payable to, the Home Office.

2. Accounting Policies for the Pension FundGeneral Principles

The Pension Fund Account and Net Assets Statement summarise the Pension Fund transactions for the 2018/19 financial year and its position at the year end of 31 March 2019. It has been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2018/19.

Accruals

Activity is generally accounted for in the year that it takes place, not simply when cash payments are made or received. This is known as the accruals basis. However, employee and employer contributions are not accounted for on an accruals basis as the effect of doing so is not material. Accruals are shown as debtors and creditors in the Net Assets Statement. In all cases, reasonably accurate calculations of accruals have been possible with the information available at the time of preparing the financial statements. The one exception to this policy is the treatment of historic employee contributions paid into the Modified Scheme (see note 1 above for details).

Administration Costs

The cost of managing pension activities, which includes part of the costs of Human Resources, Payroll and Finance staff as well as part of the cost of Pension Services provided by Leicestershire County Council and the cost of actuarial services, are not accounted for within the Pension Fund but are included in the Authority's Comprehensive Income and Expenditure Statement.

3. The Liability to Pay Pensions

The Authority has a liability to pay future retirement benefits to current members of the Firefighters' Pension Schemes. The value of this liability has been assessed by an independent firm of actuaries and is shown in the Authority's Balance Sheet and explained further in note 39 to the core financial statements. The Pension Fund Account and Net Assets Statement do not take account of this liability.

4. Accruals Within the Pension Fund and Net Assets Statement

Prepaid Pensions

Retirement benefits payable under the 1992 Scheme are paid to members monthly in advance. The payments made in March 2019 relate to April 2019 and have been treated as prepayments.

Pension Top-Up Grant Payable/Receivable

The amount required to be paid by the Home Office in order to balance the Pension Fund to nil has been calculated and accrued for.

Unpaid Pension Benefits

A number of pension lump sums relating to retirements in 2018/19 have been accrued for.

Tax Payable on Behalf of Members

Some pension payments are classed as unauthorised by Her Majesty's Revenue and Customs (HMRC). Members must pay tax on any unauthorised payments they receive. When the payments are made to the members, the Authority deducts the tax that is due and pays it over to HMRC on the member's behalf. Tax that has been deducted but not yet paid over to HMRC has been accrued for.

5. Financing of the Pension Fund

The Authority does not operate a separate bank account for Pension Fund transactions. Instead, all Pension Fund cash transactions go through the Authority's main bank account. These amounts are shown as "Amounts owing from the General Fund". Top-up grant received in advance from central government is based on an estimate - an overpayment of grant is recovered after the year end and an underpayment of grant is paid to the Authority after the year end. The amount of grant payable by the Home Office to the Authority in respect of the 2018/19 financial year is £2,538k, and this is included in the Pension Net Assets Statement. The difference between the grant payable and the cash deficit of £3,338k as at 31 March 2019 is the total of the accruals included in the Pension Fund.

6. Contingent liability

The Authority is required to disclose if there are possible obligations which may require payment or a transfer of economic value.

Pension Transitional Protection Legal Challenge

As part of central government pension reform across the public sector, the Firefighters' Pension Scheme (2015) was created. This new scheme extended the normal pension age to 60 (compared with 55 in the 1992 Scheme) and changed from a "final salary" scheme to a "career average"

scheme as part of a suite of initiatives to make fire pensions more financial sustainable. To support those closer to retirement and therefore less able to alter their financial planning, firefighters within 10-14 years of their normal pension age were wholly or partially protected from transferring to the 2015 Scheme.

In response, a legal challenge was raised nationally which argued that such transitional protection discriminates on the grounds of age, gender and race. If this legal challenge is ultimately successful there will obviously be a financial impact on the Home Office and Fire Authorities. As this potential impact cannot be measured with sufficient reliability, such a cost would be a contingent liability on the pension fund. More detail can be found in note 41 *Contingent Assets and Liabilities*.

NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE AND RESCUE AUTHORITY ANNUAL GOVERNANCE STATEMENT

1.0 SCOPE OF RESPONSIBILITY

1.1 Nottinghamshire Fire and Rescue Authority (the Authority) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for and used economically, efficiently and effectively. The Authority also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvements in the way in which its functions are exercised having regard to a combination of economy, efficiency and effectiveness.

1.2 In discharging this overall responsibility, the Authority is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, use of its resources and including arrangements for the management of risk and the maintenance of an effective internal control environment.

1.3 The Authority has approved and adopted a code of corporate governance, which is consistent with the principles of the CIPFA / Solace framework *Delivering Good Governance in Local Government*.

1.4 This statement sets out how the Authority has complied with the code and also meets the requirements of regulation 6 of the Accounts and Audit (England) Regulations 2015 in relation to the publication of an annual governance statement.

2.0 THE PURPOSE OF THE GOVERNANCE FRAMEWORK

2.1 The governance framework comprises the systems, processes, cultures and values for the direction and control of the Authority and the activities through which it accounts to, engages with and leads the community. It enables the Authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate and cost-effective services.

2.2 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 risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is part of an on-going process designed to identify and prioritise the risks to the achievement of Nottinghamshire Fire and Rescue Authority's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

2.3 A key element of the Internal Control Environment is the development and maintenance of Strategic, Corporate and Departmental risk registers which are understood and managed by senior managers.

2.4 The governance framework has been in place at the Authority for a number of years and regular reviews have been carried out periodically. In 2016/17 a full review of the Local Code of Corporate Governance was carried out and a new Local Code was adopted in line with the CIPFA / Solace framework which was revised in 2016.

3.0 THE GOVERNANCE FRAMEWORK

3.1 In addition to the Annual Governance Statement the Authority has a Code of Corporate Governance that the Authority will commit to in carrying out its duties and responsibilities. In this document, officers have identified against each of the Code's principles what source documentation or existing practice demonstrates how the Authority complies with the principles that make up the Code.

3.2 In developing a code of corporate governance, the Authority had the aim of seeking compliance with the CIPFA / Solace guidelines and recognised that these constitute good practice for local authority organisations.

3.3 The Local Code of Corporate Governance was adopted by the Authority in February 2017. This Annual Governance Statement, and the annual review of governance is against this framework.

3.4 Summarised below are some of the key elements of the systems and processes that underlie the Authority's governance arrangements:

3.5 Identifying and Communicating the Authority's vision and outcomes for citizens and service users

3.5.1 After consulting with the citizens of Nottinghamshire and service users, assessing current risks and service priorities, the Authority prepares an Integrated Risk Management Plan (IRMP) that sets out the vision and service objectives for the organisation. The [IRMP covering 2014 – 2019](#) has now been replaced with a new [Strategic Plan 2019 - 2022](#) which was approved by Fire Authority in February 2019.

3.5.2 The Authority's vision is "Creating Safer Communities" and it strives to deliver this by developing a set of cohesive business plans and working in partnership with others to provide an excellent, affordable service to all the diverse communities of Nottinghamshire. To deliver this the Authority has established three strategic aims, which are:

- to provide high quality services;
- to offer strong governance and financial sustainability; and
- to ensure that our employees are engaged and motivated.

3.6 Monitoring the achievement of the Authority's objectives through a comprehensive performance management framework

3.6.1 The Service operates a system of cascading business plans. The IRMP is the highest level and from this an annual corporate plan is produced followed by a series of departmental and functional business plans. Progress against these plans is regularly reported on to the Executive Delivery Team (EDT) and the Strategic Leadership Team (SLT). Officers also report on progress and outcomes to the relevant committees of the Fire Authority.

3.7 **The Internal Control Environment**

3.7.1 The Authority's internal control environment comprises many systems, policies, procedures and operations. These can be broadly split into risk management, internal check/financial control and internal audit. Internal check and financial control are targeted towards financial matters whereas risk management has a much broader brief and is more associated with the risk of non-achievement of objectives and targets. The system cannot eliminate all risks of failure to achieve the Authority's aims and objectives. Once a risk has been identified the Authority, where possible, will eliminate that risk. If this is not possible or not cost effective then procedures are established to manage the risk effectively, efficiently and economically. Some of the significant control processes are outlined below:

3.7.2 **Policy and Decision Making Process**

The Authority has democratic control over its activities via an approved committee structure with agreed powers and duties that are periodically reviewed. The Authority has a written constitution that sets out how the Authority operates, how decisions are made and the procedures which are followed to ensure these are efficient, transparent and accountable. There is a formal briefing process prior to reports being finalised for Committee or Fire Authority meetings thus allowing key Members an opportunity to scrutinise proposed reports in detail. The Authority also runs Member seminars and training sessions to help Members discuss issues in more detail and in an informal environment.

3.7.3 **Management Structure**

The Authority has a clear management structure with defined roles and responsibilities. The Strategic Leadership Team includes all department heads as well as the Principal Officers. The current structure empowers managers to make appropriate decisions but also places accountability at the centre of this process.

The Authority has an Executive Delivery Team which is comprised of all the Departmental Heads and augmented by specialists as required. As part of a more empowering style of management this group has decision making powers with only the most significant or challenging decisions reserved for the Strategic Leadership Team. These arrangements enable good quality decision-making.

The Authority has an approved scheme of delegation to officers that is reviewed periodically by the Chief Fire Officer and the Clerk to the Fire Authority, with any changes being approved by the Fire Authority.

3.7.4 **Established Policies, Procedures & Regulations**

The Authority ensures compliance with established policies, procedures, laws and regulations. The information regarding policies and procedures is held on the intranet, and these are continually enhanced and developed through the introduction of new policies and procedures as and when required. The Authority has established policies on anti-fraud and whistleblowing. The Authority carries out a regular review of financial regulations which clearly define how decisions are taken and the processes and controls required to manage risk. The list below outlines some of the key policies and process in place to enhance the internal control system, which are reviewed as and when required:

- Treasury Management Strategy
- Procurement Strategy
- Financial Regulations & Standing Orders
- Scheme of Delegation
- Counter Fraud, Money Laundering, Corruption and Bribery Policy
- Whistleblowing Policy
- Complaints procedure
- Code of Corporate Governance
- Constitution
- Code of Conduct
- Equality and Diversity schemes
- Workforce plan and establishment model
- Full range of robust policies and procedures to underpin the conduct of staff from operational procedures, discipline processes, through to performance development reviews

3.7.5 **Internal Audit Function**

The Authority has a strong Internal Audit function arrangement with Nottinghamshire County Council, and has well-established protocols for working with External Audit.

3.7.6 **Risk Management Strategy**

The Authority has a well-established and embedded risk management strategy. This is managed at the corporate/strategic level by The Finance and Resources Committee which receive regular reports on risk exposures both in terms of existing and emergent risk. Members scrutinise risk registers and receive explanations for changes. The Committee is advised by the Head of Finance and the Service's Risk Manager on behalf of the Chief Fire Officer.

The system of internal control is based on an ongoing process designed to identify and prioritise risks to the achievement of Service policies, aims and objectives, to evaluate the likelihood and impact of those risks being realised and facilitate a risk management culture to enable risks to be effectively assessed, managed, monitored and reported.

3.7.7 **Best Value Duty**

The Authority ensures the economical, effective and efficient use of resources, and secures continuous improvement in the way in which its functions are exercised, by having regard to a combination of economy, efficiency, and effectiveness as required by the Best Value duty. The requirement to deliver services within a reducing budget over recent years has increased the focus on Best Value and the Authority has procurement policies in place, providing a framework within which to buy goods and services which offer good value for money.

3.7.8 **Financial Management**

Financial management in the Authority and the reporting of financial standing is undertaken through a financial system which integrates the general ledger, sales ledger and purchase ledger functions and facilitates good budgetary control. Budget Managers are supported by Finance Officers in the use of this system for monitoring financial performance.

4.0 **REVIEW OF EFFECTIVENESS**

4.1 The Authority has responsibility for conducting a review of the effectiveness of its governance framework including the system of internal control, at least annually. The review of effectiveness is informed by the work of the Strategic Leadership Team and other senior managers within the Authority who have responsibility for the development and maintenance of the governance environment, the Internal Audit annual report, and also by comments made by the external auditors and other review agencies and inspectorates.

4.2 Maintaining and reviewing the effectiveness of the governance framework throughout the financial year has been carried out by the following:

- The Authority and its Committees
- Management Review
- Internal audit
- External bodies

4.3 **The Authority and its Committees**

4.3.1 The Authority has reviewed the vision and strategic service objectives as part of the development of the Strategic Plan, creation of the year 1 corporate plan and as part of the budgeting process. The budgeting process also had a measure of Member scrutiny with the Chair of the Finance and Resources Committee taking an active role.

4.3.2 At the annual general meeting in June the format and structure of its democratic decision process was reaffirmed and approval was given to the powers and make-up of the following committees:

The Policy and Strategy Committee
The Finance and Resources Committee
The Community Safety Committee
The Human Resources Committee

4.3.3 In addition to the above there are also panels for appointments, Equalities, Personnel matters and the Firefighters' Pension Schemes.

4.3.4 Terms of reference and responsibilities for all these Committees form part of the Authority's Governance arrangements.

4.4 **Management Review**

4.4.1 Included in the day to day management of the organisation are a number of key officers, systems and procedures designed to provide core elements of the internal control mechanism, with a nominated lead officer responsible for reviewing the effectiveness of these systems.

4.4.2 There is a system of performance management and review embedded within the Authority's management structure and processes. The 2014/19 Integrated Risk Management Plan and the 2019/22 Strategic Plan set out the Authority's key objectives and these are reflected in annual departmental business plans. These plans are then monitored by Corporate Support and managed by the individual departmental management teams.

- 4.4.3 Risk management at the strategic / corporate level forms part of the overall responsibilities of The Finance and Resources Committee and Members of this committee take a keen interest in Risk Management and receive update reports every six months. Risk Management is an integral part of project management and business planning within the Corporate Support department and both this and operational risk management are considered strong. The Service has a Risk Assurance Team which is responsible for corporate risk, operational risk and health and safety risk. The purpose of this is to enhance the co-ordination of assurance activities and management of risk within the Service.
- 4.4.4 The Authority employs appropriate professional staff:
- A Statutory Monitoring Officer is responsible for ensuring the legality of Authority actions and supporting the Committee decision making process. No actions of the Authority were deemed ultra vires in the year. All relevant laws and regulations are being complied with, although a correction of the tax treatment of car leasing arrangements and essential user lump sums was required during the year following an independent tax audit requested by the service. The monitoring officer is a qualified solicitor provided on a contractual basis to the Authority by the Legal Services Department of Nottingham City Council. This arrangement also includes support for the Authority's wider governance structure.
 - A Responsible Finance Officer is appointed as the independent Treasurer to the Authority to ensure the proper and effective administration of the financial affairs of the Authority. The Strategic Leadership Team ensures that the Authority approves a realistic and affordable financial plan for both revenue and capital expenditure which links to the IRMP / Strategic Plan. The Authority continued to ensure it had good arrangements for managing its finances including strong leadership throughout the year. The financial planning process is well embedded and understood across the Authority by staff and Members. An in house financial team managed by the Head of Finance maintains the correct competencies and ensures that the Strategic Leadership Team receives all appropriate information to support the key decisions and objectives of the service.
- 4.4.5 In addition to the Treasurer the Authority also employs a Head of Finance who fulfils the role of Chief Financial Officer. This post holder is responsible for advising both senior managers and elected members on all financial matters. This is a role shared with the Treasurer who is seen to act independently of the Strategic Leadership Team's advice to the Fire Authority. In reality, these two officers work very closely together. Both officers are professionally qualified and have many years' experience within Local Government finance.
- 4.4.6 A full review was most recently carried out in 2015 of the role of Chief Financial Officer and, always accepting that the key statutory responsibilities under Sections 114 of the Local Government and Finance Act 1988 are held by the Treasurer, all of the principles set out in the CIPFA document *The Role of the Chief Financial Officer* are met.
- 4.4.7 Budget monitoring remains robust at both strategic and service level via the production of monthly financial monitoring reports for both Capital and Revenue budgets. These reports as well as being scrutinised by budget managers are also reported to the Strategic Leadership Team and quarterly to the Finance and Resources Committee.

- 4.4.8 Functional Heads also exercise a detailed degree of budget monitoring against the capital programme.
- 4.4.9 The External Auditor approved an unqualified Statement of Accounts for 2017/18 and it is anticipated this will be repeated in 2018/19. A presentation by the Head of Finance on the final accounts by way of a detailed year-end report to the Authority helped to communicate the year-end position to Members in a clear and understandable format.
- 4.4.10 Towards the end of the financial year, Internal Audit reviewed the Authority's governance arrangements against the Local Code of Corporate Governance adopted by the Authority in February 2017. The audit judged the authority to have a reasonable level of assurance, with no recommendations being made requiring immediate action. Six lower priority recommendations were made, which are being addressed.
- 4.4.11 In all, 26 policies have been reviewed during the year. These were mostly operational, ICT and Human Resources related but did include the Counter Fraud and Money Laundering Policy and the Business Continuity Management Policy.
- 4.4.12 Under the Civil Contingencies Act (2004) (Part 1. Para 2(1) (C)) and The Fire and Rescue Services Act 2004 there is a duty for all Category 1 Responders to prepare plans to ensure so far as reasonably practicable, that if in an emergency the Service can perform its core functions. NFRS has been developing its Business Continuity Management System (BCMS) for many years. Business Continuity plans have been reviewed during the year and a table top exercise was undertaken in November 2018 to test BCM arrangements. These exercises will be undertaken at regular intervals to ensure that the service has the capability to meet its obligations.
- 4.4.13 Work continues on a new performance management framework. New software has been purchased and is in the process of being populated. The aim of this work is to improve the management of organisational performance and to increase accountability to the community in respect of the way that services are delivered.
- 4.4.14 In addition to the usual Internal and External Audit reviews, the Authority is had its first inspection by Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) which took place in January and February 2019. The inspection focused on Efficiency, Effectiveness and People and will provide a useful benchmarking opportunity against other Fire Authorities. Whilst the final report is not due to be published until the summer, the process of being inspected did highlight areas where improvements could be made. Examples include using the IRMP more effectively to drive business and as a basis for monitoring performance and also ensuring that our policies and procedures are up to date and fit for purpose. These were also areas identified through the internal audit process.
- 4.4.15 The Authority published its first Efficiency Plan (Sustainability Strategy) back in 2016/17 to cover the period up to 2019/20. The plan set out targets for achieving savings over the period and update reports are regularly received by Fire Authority. In February 2018 Fire Authority approved the implementation of a mixed crewing model at both Ashfield and Retford fire stations which saw the replacement of overnight wholetime duty system cover with an on call duty system cover at the two stations from April 2019.

4.5 **Internal Audit**

4.5.1 The Authority procures its internal audit service under a contract with Nottinghamshire County Council and the arrangement and service was in accordance with the UK Public Sector Internal Audit Standards. The internal audit plan for 2018/19, prioritised by a combination of the key internal controls, assessment and review on the basis of risk, was approved by the Finance and Resources Committee during the year. All internal audit reports included an assessment of the internal controls and prioritised action plans, if relevant, to address any areas needing improvement. These reports were submitted to the Chief Fire Officer, the Head of Finance and the relevant managers as appropriate. All finalised reports were submitted to the Finance and Resources Committee acting in its role as Audit Committee.

4.5.2 The Annual Internal Audit Report, which will be reported to the Finance and Resources Committee during 2018 concluded that:

“From the work carried out during the 2018/19 financial year, we have been able to satisfy ourselves that the overall level of internal control is satisfactory and provides a good basis for effective financial and resource management”.

4.6 **External Review**

4.6.1 The External Auditors are required by the International Standard on Auditing 260 (ISA 260) to communicate about the audit of the Authority's financial statements with those charged with governance. This communication is in the form of a written report which was presented to Members in July 2018.

4.6.2 The principal purposes of the Auditors' report are:

- To present key issues identified during the audit of the financial statements for the year ended 31 March 2018 and any material misstatements in the accounts
- To report on any key issues for governance
- To report on the Auditors' Value for Money conclusion
- To give an “audit opinion” on the financial statements
- To report on the implementation of any recommendations in the previous year's ISA 260 report
- To seek approval to the management representation letter, which confirms the Authority's responsibilities and actions in relation to the financial statements

4.6.3 The ISA 260 report for the 2017/18 Statement of Accounts from KPMG LLP confirmed that the quality of the accounts was good. The audit did not identify any material or significant errors in the financial statements. There were no presentational corrections required and no adjustments required to accounting policies.

4.6.4 From 2018/19, the audit of the final accounts will be provided by Ernst & Young LLP. Three significant risks were identified in their External Audit Plan for 2018/19. These related to the risk of management override in order to perpetrate fraud, valuation of assets and valuation of the pension liabilities. These areas will be reviewed as part of the 2018/19 audit.

5 SIGNIFICANT ISSUES FOR GOVERNANCE IN 2019/20

- 5.1 The Fire and Rescue National Framework for England came into force on 1 June 2018. Every fire and rescue authority must have regard to the Framework in carrying out their functions. Every authority must publish an annual statement of assurance of compliance with the framework. This will be presented annually to Fire Authority in September.
- 5.2 The framework addresses the requirements of the Policing and Crime Act 2017. This Act has introduced the duty for emergency services to consider collaboration opportunities in all that they do and, although much collaborative work already takes place, this will drive further collaboration over the coming years. The Act also allows Police and Crime Commissioners to take over responsibility for fire and rescue where a local business case is made and this may lead to significant changes in governance for the fire sector in the future.
- 5.3 In September 2017 Members agreed NFRS's collaboration strategy. The strategy identified that a Strategic Collaboration Board (SCB) should be established to provide oversight of the collaboration workstreams. The SCB should report into the existing Fire Authority structures and does not have autonomy as a decision-making body.
- 5.4 In February 2019 Fire Authority approved entering into a collaborative agreement with the Office of the Police and Crime Commissioner of Nottinghamshire for a joint headquarters. In June 2019, the Joint Control room will open which will provide the control room service for both Derbyshire and Nottinghamshire Fire and Rescue services. In addition to these projects, other collaboration opportunities are being identified and developed. This increased level of collaboration will also lead to changes in governance for these service areas.
- 5.5 Another feature of the new legislation was the creation of a new statutory inspectorate for fire and rescue services. The service has had its first inspection early in 2019 with the report due to be published in the summer. The service will need to ensure that governance arrangements are in place to deliver any required changes.
- 5.6 The National Framework contains the continued requirement for the authority to have an Integrated Risk Management Plan (IRMP). The Authority's Strategic Plan sets out the strategic objectives of the organisation and how the service will aim to achieve them. The plan will help align resources to the corporate priorities when the Medium Term Financial Strategy is developed in the autumn.
- 5.7 The 2019/20 budget process identified an ongoing budget deficit in the region of £800k. The Authority has funding agreed for 2019/20, but beyond this, funding levels will be agreed as part of the spending review. In normal circumstances, this would provide the service with a 4 year funding projection. However, due to the ongoing Brexit negotiations, it is likely that there will be a delay in the spending review and a 1 year agreement will be negotiated over the summer. Work is ongoing on the revision of the Fire Funding Formula and the methodology for business rates distribution.

- 5.8 There is a significant amount of uncertainty regarding pensions. The change in the discount rate applied to future payments into the pension scheme has increased the service's employer liability by £2.57m. For 2019/20 the Home Office has provided additional grant of £2.34m but the future of this additional funding is uncertain. There is also an ongoing court case regarding the transition arrangements in the 2015 firefighter's pension scheme. These have been judged to be discriminatory on the grounds of age. The case is being considered for appeal. Depending on the outcome, there may be considerable additional costs which will need to be met.
- 5.9 The Service may also be affected by the UK's exit from the European Union, but at this stage in the process the impacts are unclear. The risk associated with "Brexit" is on the Authority's strategic risk register and will continue to be monitored and managed as appropriate.
- 5.10 With so much financial uncertainty, the Authority needs to ensure that the service continues to operate within a balanced budget. The Medium Term Financial Strategy will need to be a prudent but flexible document and identify different options for creating savings in future years, allowing for the impact of any budget reductions to be delivered in a manageable way.
- 5.11 During the coming year, the Service will seek to address the above matters through its current structures and processes to further enhance governance arrangements.

Signed.....

CHAIR OF THE FIRE AUTHORITY

Signed.....

John Buckley
CHIEF FIRE OFFICER

GLOSSARY OF TERMS

Accruals

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

Budget

A statement of the policy of the Authority expressed in financial terms. The budget is the financial element of a range of plans adopted by the Authority which include the Medium Term Financial Strategy and the Community Safety Plan.

Capital Expenditure

Expenditure on the acquisition of assets or expenditure which adds to, and not merely maintains, the value of existing assets.

Capital Receipts

Income derived from the sale of capital assets.

Chartered Institute of Public Finance and Accountancy (CIPFA)

The principal accountancy body dealing with Local Authority and Public Sector finance.

Contingent Liability

A possible obligation arising from past events whose existence will be confirmed by the occurrence of an uncertain future event not wholly within the Authority's control. It can also be a present obligation arising from past events where it is not probable that a transfer of economic benefits will be required or where the amount of the obligation is uncertain.

Creditors

Amounts owed by the Authority for which no payment has been made at the end of the financial year.

Debtors

Amounts due to the Authority for which no payment has been received at the end of the financial year.

Depreciation

The measure of the wearing out, consumption or other reduction in the useful economic life of an asset during an accounting period.

Finance Leasing

A method of financing the acquisition of assets. Legally the assets are owned by the lessor, although the risks and rewards of ownership of the asset pass to the lessee. The assets are shown on the Balance Sheet of the Authority.

Financial Instrument

Any contract which gives rise to a financial asset of one entity and a financial liability of another. Typical financial instruments are: trade payables, borrowings, bank deposits, trade receivables and investments.

Non-Current Assets

Tangible or intangible assets which yield benefits to the Authority for a period of more than one year. Tangible assets include land and buildings and certain specialist vehicles and equipment. Intangible assets include software.

Impairment

A reduction in the value of an asset, which is additional to the expected depreciation of that asset. Impairment may be a result of, for example, physical damage or reducing prices.

Operating Leasing

A method of financing the acquisition of assets, notably vehicles, plant and equipment which involves the payment of an annual rental for a period which is usually less than the useful life of the asset.

Provision

A liability or loss which is likely or certain to be incurred but where the date and precise amount are uncertain.

Reserve

An amount set aside for purposes outside the definition of provisions. Reserves include earmarked reserves set aside for specific policy purposes and balances which represent resources set aside for general contingencies.

Revenue Contribution to Capital Outlay

A fixed asset purchased directly from revenue contributions.

Revenue Expenditure and Income

That expenditure and income which relates to the day to day activities of the Authority.

Nottinghamshire Fire Safety Limited

Registered number: 07210383

Information for Filing with The Registrar

For the year ended 31 March 2019

NOTTINGHAMSHIRE FIRE SAFETY LIMITED

Registered number: 07210383

**BALANCE SHEET
AS AT 31 MARCH 2019**

	Note	2019 £	2018 £
Fixed assets			
Tangible assets	4	12,293	18,440
		<u>12,293</u>	<u>18,440</u>
Current assets			
Stocks		9,508	13,129
Debtors	5	62,609	61,263
Cash at bank and in hand		210,852	229,877
		<u>282,969</u>	<u>304,269</u>
Creditors: Amounts falling due within one year	6	(39,657)	(69,486)
		<u>243,312</u>	<u>234,783</u>
Net current assets		<u>243,312</u>	<u>234,783</u>
Total assets less current liabilities		<u>255,605</u>	<u>253,223</u>
Provisions for liabilities			
Deferred tax	7	(776)	(1,113)
		<u>(776)</u>	<u>(1,113)</u>
Net assets		<u>254,829</u>	<u>252,110</u>
Capital and reserves			
Called up share capital		1	1
Profit and loss account		254,828	252,109
		<u>254,829</u>	<u>252,110</u>

NOTTINGHAMSHIRE FIRE SAFETY LIMITED

Registered number: 07210383

BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2019

The Directors consider that the Company is entitled to exemption from audit under section 477 of the Companies Act 2006 and members have not required the Company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with the provisions of FRS 102 Section 1A - small entities.

The financial statements have been delivered in accordance with the provisions applicable to companies subject to the small companies regime.

The Company has opted not to file the profit and loss account in accordance with provisions applicable to companies subject to the small companies' regime.

The financial statements were approved and authorised for issue by the board and were signed on its behalf by:

M Quigley

Director

Date:

The notes on pages 3 to 8 form part of these financial statements.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

1. General information

Nottinghamshire Fire Safety Limited presents its financial statements for the year ended 31 March 2019. The company's registered number is 07210383.

The presentation currency of the financial statements is Pounds Sterling (£). The Company is a private company, limited by shares and is registered in England. Its registered office address is Notts Fire & Rescue, Bestwood Lodge, Arnold, Nottingham, NG5 8PD.

The principal activity of the Company during the year continued to be that of fire equipment sales and maintenance.

The following principal accounting policies have been applied:

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention unless otherwise specified within these accounting policies and in accordance with Section 1A of Financial Reporting Standard 102, the Financial Reporting Standard applicable in the UK and the Republic of Ireland and the Companies Act 2006.

The preparation of financial statements in compliance with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise judgment in applying the Company's accounting policies.

2.2 Turnover

Turnover is recognised to the extent that it is probable that the economic benefits will flow to the Company and the turnover can be reliably measured. Turnover is measured as the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes. The following criteria must also be met before turnover is recognised:

Sale of goods

Turnover from the sale of goods is recognised when all of the following conditions are satisfied:

- the Company has transferred the significant risks and rewards of ownership to the buyer;
- the Company retains neither continuing managerial involvement to the degree usually associated with ownership nor effective control over the goods sold;
- the amount of turnover can be measured reliably;
- it is probable that the Company will receive the consideration due under the transaction; and
- the costs incurred or to be incurred in respect of the transaction can be measured reliably.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

2. Accounting policies (continued)

2.2 Turnover (continued)

Rendering of services

Turnover from a contract to provide services is recognised in the period in which the services are provided in accordance with the stage of completion of the contract when all of the following conditions are satisfied:

- the amount of turnover can be measured reliably;
- it is probable that the Company will receive the consideration due under the contract;
- the stage of completion of the contract at the end of the reporting period can be measured reliably; and
- the costs incurred and the costs to complete the contract can be measured reliably.

2.3 Tangible fixed assets

Tangible fixed assets under the cost model are stated at historical cost less accumulated depreciation and any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

Depreciation is charged so as to allocate the cost of assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Fixtures and fittings	- 25 % straight line
-----------------------	----------------------

The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, or if there is an indication of a significant change since the last reporting date.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the profit and loss account.

2.4 Stocks

Stocks are stated at the lower of cost and net realisable value, being the estimated selling price less costs to complete and sell. Cost is based on the cost of purchase on a weighted average basis. Work in progress and finished goods include labour and attributable overheads.

At each balance sheet date, stocks are assessed for impairment. If stock is impaired, the carrying amount is reduced to its selling price less costs to complete and sell. The impairment loss is recognised immediately in profit or loss.

2.5 Debtors

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at transaction value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

2. Accounting policies (continued)

2.6 Cash and cash equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

2.7 Financial instruments

The Company only enters into basic financial instrument transactions that result in the recognition of financial assets and liabilities like trade and other debtors and creditors, loans from banks and other third parties, loans to related parties and investments in non-puttable ordinary shares.

2.8 Creditors

Short term creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at transaction value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

2.9 Pensions

Defined contribution pension plan

The Company operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the Company pays fixed contributions into a separate entity. Once the contributions have been paid the Company has no further payment obligations.

The contributions are recognised as an expense in the profit and loss account when they fall due. Amounts not paid are shown in accruals as a liability in the balance sheet. The assets of the plan are held separately from the Company in independently administered funds.

2. Accounting policies (continued)

2.10 Current and deferred taxation

The tax expense for the year comprises current and deferred tax. Tax is recognised in the profit and loss account, except that a charge attributable to an item of income and expense recognised as other comprehensive income or to an item recognised directly in equity is also recognised in other comprehensive income or directly in equity respectively.

The current income tax charge is calculated on the basis of tax rates and laws that have been enacted or substantively enacted by the balance sheet date in the countries where the Company operates and generates income.

Deferred tax balances are recognised in respect of all timing differences that have originated but not reversed by the balance sheet date, except that:

- The recognition of deferred tax assets is limited to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits; and
- Any deferred tax balances are reversed if and when all conditions for retaining associated tax allowances have been met.

Deferred tax balances are not recognised in respect of permanent differences except in respect of business combinations, when deferred tax is recognised on the differences between the fair values of assets acquired and the future tax deductions available for them and the differences between the fair values of liabilities acquired and the amount that will be assessed for tax. Deferred tax is determined using tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

3. Employees

The average monthly number of employees, including directors, during the year was 7 (2018 - 9).

NOTTINGHAMSHIRE FIRE SAFETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

4. Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1 April 2018	24,587
At 31 March 2019	<u>24,587</u>
Depreciation	
At 1 April 2018	6,147
Charge for the year on owned assets	6,147
At 31 March 2019	<u>12,294</u>
Net book value	
At 31 March 2019	<u>12,293</u>
At 31 March 2018	<u>18,440</u>

5. Debtors

	2019 £	2018 £
Trade debtors	62,609	61,233
Other debtors	-	30
	<u>62,609</u>	<u>61,263</u>

NOTTINGHAMSHIRE FIRE SAFETY LIMITED

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

6. Creditors: Amounts falling due within one year

	2019	2018
	£	£
Trade creditors	9,805	6,912
Corporation tax	1,996	7,485
Other taxation and social security	8,511	7,390
Other creditors	15,154	41,357
Accruals and deferred income	4,191	6,342
	<u>39,657</u>	<u>69,486</u>

7. Deferred taxation

	2019	2018
	£	£
At beginning of year	(1,113)	-
Charged to profit or loss	-	(1,113)
Utilised in year	337	-
At end of year	<u>(776)</u>	<u>(1,113)</u>

The provision for deferred taxation is made up as follows:

	2019	2018
	£	£
Accelerated capital allowances	(776)	(1,113)
	<u>(776)</u>	<u>(1,113)</u>

8. Controlling party

Nottinghamshire Fire and Rescue Service is both the ultimate parent company and the controlling party.



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 400 Capability Green Fax: + 44 1582 643 001
 Luton ey.com
 Bedfordshire
 LU1 3LU

John Buckley
 Chief Fire Officer
 Nottinghamshire and City of Nottingham Fire and Rescue Authority
 Headquarters,
 Bestwood Lodge Drive,
 Arnold,
 NG5 8PD

29 April 2019

Ref: Fee Letter/19-20

Direct line: 01223 394459

Email: NHarris2@uk.ey.com

Dear John

Annual Audit 2019/20

We are writing to confirm the audit that we propose to undertake for the 2019/20 financial year at Nottinghamshire and City of Nottingham Fire and Rescue Service.

From 2018/19, local government and police bodies have been responsible for making their own arrangements for the audit of the accounts.

The Secretary of State for Housing, Communities and Local Government has specified Public Sector Audit Appointments (PSAA) as an appointing person under provisions of the Local Audit and Accountability Act 2014. PSAA has appointed auditors for bodies that opted into the national scheme. Appointments were made for the duration of the five-year appointing period, covering the audits of the accounts for 2018/19 to 2022/23.

Indicative audit fee

For the 2019/20 financial year, PSAA has set the scale fee for each opted in body. Following consultation on its Work Programme and Scale of Fees, PSAA has maintained scale audit fees at the same level as for 2018/19, unless there are specific circumstances which require otherwise.

The fee reflects the risk-based approach to audit planning set out in the National Audit Office's Code of Audit Practice for the audit of local public bodies.

The audit fee covers the:

- Audit of the financial statements;
- Value for money conclusion; and
- Whole of Government accounts.

Our final fee will include the impact of additional risks and/or circumstances that are out of the scope of the scale fee, for example additional work covering:

- Asset valuations, including the involvement of our valuation specialists;
- The valuation of the net pension liability, including the involvement of our pension specialists; and
- The implementation of IFRS 16 Leases.

At this stage, the indicative fee is set at the scale fee.

This indicative fee is based on certain assumptions, including:

- The overall level of risk in relation to the audit of the financial statements is not significantly different to that of the prior year;
- Management meet the agreed timetable of deliverables;
- Our accounts opinion and value for money conclusion are unqualified;
- Appropriate quality of documentation is provided by management;
- There is an effective control environment; and
- Prompt responses are provided to our draft reports.

Meeting these assumptions will help ensure the delivery of our audit at the indicative audit fee which is set out in the table below.

As we have not yet completed our audit for 2018/19, our audit planning process for 2019/20 will continue as the year progresses. Fees will be reviewed and updated as necessary, within the parameters of our contract.

Summary of fees

	Indicative fee 2019/20 £	Planned fee 2018/19 £
Scale Fee	23,909	23,909
Total Scale Fee	23,909	23,909

Any additional work that we may agree to undertake (outside of the Code of Audit Practice) will be separately negotiated and agreed with you in advance. All variations to the scale fee will be subject to PSAA approval.

Billing

The scale fee will be billed in 4 quarterly instalments of £5,977.

Audit plan

Our plan is expected to be issued in March 2020. This will communicate any significant financial statement and value for money risks identified, planned audit procedures to respond to those risks and the estimated fee implications of these additional procedures. Should we need to make any significant amendments to the audit fee during the course of the audit, we will discuss this in the first instance with the Chief Finance Officer and communicate the revised fee and the matters giving rise to any adjustments to the scale fee in our Audit Results Report which we will present to the Finance and Resources Committee.

For a high level overview of our approach and further information on how we intend to work with you under the PSAA contract, please refer to our leaflet 'EY working with you' which is enclosed.

We remain committed to providing you with a high quality service. If at any time you would like to discuss with us how our service to you could be improved, or if you are dissatisfied with the service you are receiving, please contact me, or Janet Dawson as our Government and Public Sector Assurance Leader at jdawson1@uk.ey.com. If you prefer an alternative route, please contact Steve Varley, our Managing Partner, by writing to him at 1 More London Place, London, SE1 2AF. We undertake to look into any complaint carefully and promptly and to do all we can to explain the position to you. Should you remain dissatisfied with any aspect of our service, you may of course take matters up with our professional institute.

Yours sincerely



Neil Harris
Associate Partner
For and on behalf of Ernst & Young LLP

cc. Becky Smeathers, Head of Finance
Brian Grocock, Chair of the Fire and Rescue Authority

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NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority
Finance and Resources Committee

REVENUE, CAPITAL AND PRUDENTIAL CODE MONITORING REPORT TO 31 MAY 2019

Report of the Chief Fire Officer

Date: 28 June 2019

Purpose of Report:

To report to Members on the financial performance of the Service in the year 2019/20 to the end of May 2019.

CONTACT OFFICER

Name : Becky Smeathers
Head of Finance

Tel : 0115 967 0880

Email : becky.smeathers@notts-fire.gov.uk

**Media Enquiries
Contact :** Therese Easom
(0115) 967 0880 therese.easom@notts-fire.gov.uk

1. BACKGROUND

- 1.1 Budget monitoring is a key aspect of financial management for the Fire Authority. Regular reporting of spending against the revenue budgets is a check that spending is within available resources and, if necessary, allows for financial resources to be re-assigned to meet changing priorities.
- 1.2 For this report, those key areas with a higher risk of significant variance are reported on. An assessment of this risk has been made in the light of the size of the budgets selected and / or previous experience of variances, as well as the emergence of actual variances. It is vital that an overview of the budgetary position during the year is maintained so that appropriate action can be taken in respect of significant variances and the budget is managed as a whole.
- 1.3 This report includes monitoring against the prudential indicators set out by Fire Authority in February 2019. This has previously been reported separately to this Committee, but given that the indicators are related to capital expenditure it is beneficial to review monitoring in both these areas on the same report.

2 REPORT

REVENUE BUDGET

- 2.1 The revenue monitoring position is set out in Table 1 below. It shows a forecast outturn position of £41.689m against a revised budget of £42,864m. The revised budget reflects the planned use of £167k earmarked reserves. A summary position of expenditure and funding is shown in the table below:

Table 1 – Summary Expenditure and Funding Position

	2018/19 Budget £'000	Revised Budget £'000	Forecast Outturn £'000	Variance £'000
Expenditure	42,697	42,864	41,689	(1,175)
Income	(41,457)	(41,457)	(41,457)	0
General Fund Reserves	(1,240)	(1,240)	(65)	(1,175)
Earmarked Reserves	(0)	(167)	(167)	0
Total	0	0	0	0

- 2.2 A more detailed analysis of expenditure can be found at Appendix A.
- 2.3 At this early stage in the year, the forecast outturn is difficult to determine as it is likely to change as the year progresses. This being said, the underspend position of £1.175m is considerably larger that would be

expected. However, some of the underspend is due to large one items of additional income or savings that have been identified since the budget was set. Officers have also made a concerted effort to identify ongoing savings.

- 2.4 The budgets allowed for a contingency to the value of approximately £200k to support the day crewing project should it be in a position that it was unable to go live in April 2019. The project was delivered on time and this was not needed.
- 2.5 Termination payments of £647k for the Joint Control Room merger and the planned closure of the Prince's Trust Programme were accounted for in the 2018/19 financial year to comply with the relevant accounting standard relating to termination payments. This expenditure was originally expected to be met in 2019/20.
- 2.6 The Service receives grant from central government to compensate for loss of income from National Non-Domestic Rates (NNDR) where this is caused by government policy. An example of this is where small business rate relief is given. At the time budgets are set, this grant is not known and is difficult to estimate as some of the indexing and multiplier figures used to calculate the grant are not available, although precepting authorities do provide us with an estimate using the information they have. The 2019/20 grant figures were released in May and the service will receive £672k, which is £233k above the estimate used in the budget.
- 2.7 These one-off savings account for over £1m of the forecast underspend.
- 2.8 In addition to this the successful procurement of the photocopier and fleet maintenance contracts have delivered ongoing savings of £40k and £60k respectively.
- 2.9 A further £27k of savings have been identified from various smaller initiatives resulting in ongoing budget reductions.
- 2.10 These £127k ongoing savings not only reduce the need to use the general fund to cover the deficit in 2019/20, they also provide a starting point to make the necessary savings to balance the budget in 2020/21.
- 2.11 Sections 2.3 to 2.10 discuss some of the underlying reasons for the underspend position. Major variances on specific budgets are shown below.
- 2.12 **Wholetime pay:** the total forecast underspend on wholetime pay is £130k. There are underspends on basic pay – see 2.3 above. There is also an underspend on employer's superannuation due to a number of temporary acting ups being forecasted throughout the year. these do not attract superannuation.
- 2.13 **On-call pay:** This overall on-call pay budget is expected to underspend by £322k. The most significant area of underspend relates to drills and training, which is forecast to underspend by £298k. This is largely due to a

reduction in the number of planned recruitment courses and lower numbers of on call staff than was included in the budget.

- 2.14 **Non-uniformed pay:** non-uniformed pay is expected to underspend by £367k this is due to 10 vacant posts at the end of May.
- 2.15 **Pension costs:** the forecast underspend is £137k. £121k of this underspend relates to ill health charges. These charges can be difficult to predict as they are dependent on the number of ill health retirements during the year, and costs for each retirement can vary greatly. The current forecast is based on one lower tier ill health retirement. This budget will be monitored closely and any changes will be reported.
- 2.16 At the time of setting the budget, it was known that the employer's pension costs were due to increase by somewhere in the region of £2.2m. This would be partially offset by a Home Office grant of £2m. When the final percentage increases were announced in March, the additional costs were £2.57m. In response, the Home Office have increased the grant to £2.34m leaving an additional £23k to be met by NFRS. Whilst this can be contained within 2019/20 budgets, it does leave additional uncertainty for future years where it is not certain that the grant will be paid on an ongoing basis.
- 2.17 **Prince's Trust income:** The overall forecast net deficit relating to the Prince's Trust Programme is £25k in 2019/20. The decision was made by the Policy and Strategy Committee in February 2019 to draw the programme to a close during 2019/20, and the current team will be the last.
- 2.18 **Capital Financing Costs: Minimum Revenue Provision:** the budget for the minimum revenue provision (MRP) charge is expected to underspend by £72k. The budget for the MRP charge was calculated in the autumn of 2018 and was based on estimated capital expenditure for 2018/19 of £3,227k (allowing for a further 10% slippage). The actual capital expenditure for the year was £1,075k resulting in a higher level of slippage than anticipated for 2018/19. This has resulted in an underspend for 2019/20 of £72k.

RESERVES

- 2.19 Details of the use of reserves during 2019/20 can be found in Appendix B.
- 2.20 Expected levels of reserves at 31 March 2020 are £10.107m as detailed in Table 2 below.

Table 2 – Anticipated Movement in Reserves 2019/20

Reserves	Balance 01/04/19 £'000	Anticipated Use 2019/20 £'000	Expected Balance 31/03/20 £'000
Earmarked	4,645	(77)	4,568
General Fund	5,576	(65)	5,511
Total	10,221	(142)	10,079
ESMCP* Regional Reserve	118	(90)	28
Total	10,339	(232)	10,107

* Emergency Services Mobile Communications Programme

- 2.21 The General Reserve is predicted to be £5.511m at the end of the financial year. This remains above the minimum level of £3.9m agreed by Fire Authority on 15 February 2019.
- 2.22 The Emergency Services Mobile Communications Programme (ESMCP) regional reserve has been shown separately to those reserves held by the Authority to reflect that the funds are to be allocated regionally and do not belong to NFRS. This further demonstrates the Authority's commitment to collaboration and regional working.

CAPITAL PROGRAMME

- 2.23 The current approved 2019/20 capital programme is £4.546m. The total spend to date is £137k, the forecast out-turn expenditure is £6.627m including slippage of £2.081m from 2018/19 which is still to be approved in the outturn report for 2018/19. The current capital programme is shown at Appendix C.

Transport

- 2.24 The Command Support Unit requires upgrading to allow it to perform in line with current operational procedures, the cost for this will be £50k.
- 2.25 NFRS and DFRS have also successfully collaborated on the use of the Hazardous Materials and Environmental Protection Unit (HMEPU). After initial difficulties in securing a contract to build the body, it has now been completed and we expect delivery of the Chassis in August, with completion of the new HMEPU in December 2019.
- 2.26 Initial orders for new electric vehicles were placed in September 2018, the Renault vans finally arrived in June 2019, the Kia souls have yet to be given a build date, estimated delivery given was late 2020. Therefore, NFRS has sourced an alternative electric vehicle, the Renault Zoe. Delivery of the Renault Zoe is expected later this year.

Equipment

- 2.27 The updated Breathing Apparatus (BA) communication equipment has been delayed to allow proper testing of the equipment. This has been done collaboratively with Derbyshire Fire and Rescue Service (DFRS) who operate with the same BA kits as Nottinghamshire. Working collaboratively is expected to deliver savings in the region of £20k.
- 2.28 The drums and hose have now been delivered (£45k) and the conversion of hose reel equipment project can now commence.
- 2.29 CCTV in vehicles - this is a major project that, due to resourcing issues, has been delayed into 2019/20.
- 2.30 The lightweight jacket project is being amalgamated with the structural Personal Protection Equipment (PPE) project and will be delivered in collaboration with DFRS. There is a six months' lead time on purchase of light weight jackets which has caused the delay in the project. The order for the jackets has now been placed and the expected delivery of both the Structural PPE and Lightweight jackets will be in September 2019, this is due to extended delivery timings due to the pressures placed on the framework.

Estates

- 2.31 The new Newark Fire Station is now complete and operational. The demolition of what's left of the old fire station will be completed by the end of July 2019. It was identified that notifiable asbestos increased from the original tender documentation this has resulted in an increase in cost to remove the asbestos. This can be contained within the existing budget.
- 2.32 The disposal of the old fire station land will be the subject of an options report to the Finance and Resources Committee.
- 2.33 The Retained Duty System station in Hucknall is being co-located with the East Midlands Ambulance Service (EMAS) station in Hucknall. Again, the collaborative approach has taken longer to deliver than originally anticipated but leases have now been signed and work is commencing.
- 2.34 The initial work for a new Worksop Fire Station is currently on hold. The due diligence has been carried out for the purchase of the land for the new site between our solicitors and the appointed professional team. As part of the due diligence searches it has been identified that there are no rights to lay services (water, sewage, gas etc.) in the road to the site. The project has been temporarily paused due to ongoing negotiations for the rights to lay services to the site; these negotiations are being undertaken by the land owner and owner of the adjacent business park. It is anticipated that once the rights have been granted to the site NFRS can then purchase the land and proceed with the project.
- 2.35 The joint Headquarters work continues with the design of the new build which will form part of the Joint Headquarters at Sherwood Lodge. The project is expected to be complete ready for procurement through a traditional single

stage tender process in October 2019. Construction is due to commence in April 2020 with completion in October 2021.

ICT

- 2.36 Mobile Computing – this budget is financing a variety of projects and equipment purchases relating to the growing use of mobile computing across the Service.
- 2.37 Business Process Automation – this budget has been used to finance ICT Strategic developments, most notably small digital transformation projects related to the implementation of the new Microsoft SharePoint workflows.
- 2.38 Performance Management – the Performance Management Framework is a key project pulls together management information from the various systems across the organisation to assist managers in monitoring performance. Work is progressing well and it is anticipated to be delivered over the summer.
- 2.39 ICT SharePoint Internet/Intranet – this budget will be used to finance the final phase of the ICT SharePoint Strategy, which will involve the implementation of a new Microsoft SharePoint document management solution and the digitisation of current manual business process using SharePoint workflows. Work is continuing with a project end-date of January 2020.
- 2.40 The HQ Core Switch Upgrade project has placed on-hold after reviewing the long-term needs of the Service in relation to IT networking at HQ. No expenditure will be recorded during 2019/20; however, network architecture will be required during the 2019/20 Financial Year to support the Joint HQ project.
- 2.41 The ICT Capital Programme - Replacement Equipment is being utilised to maintain the current ICT infrastructure throughout the financial year.
- 2.42 The Tri-service project – Following the decision by Fire Authority on the joint control room, the Tri-Service contract with Systel is being reviewed to determine future requirements.
- 2.43 The Finance Agresso upgrade was due to commence during 2018/19 however due to regional timescales and priorities the project has been completed by Oct 2019.

PRUDENTIAL CODE MONITORING

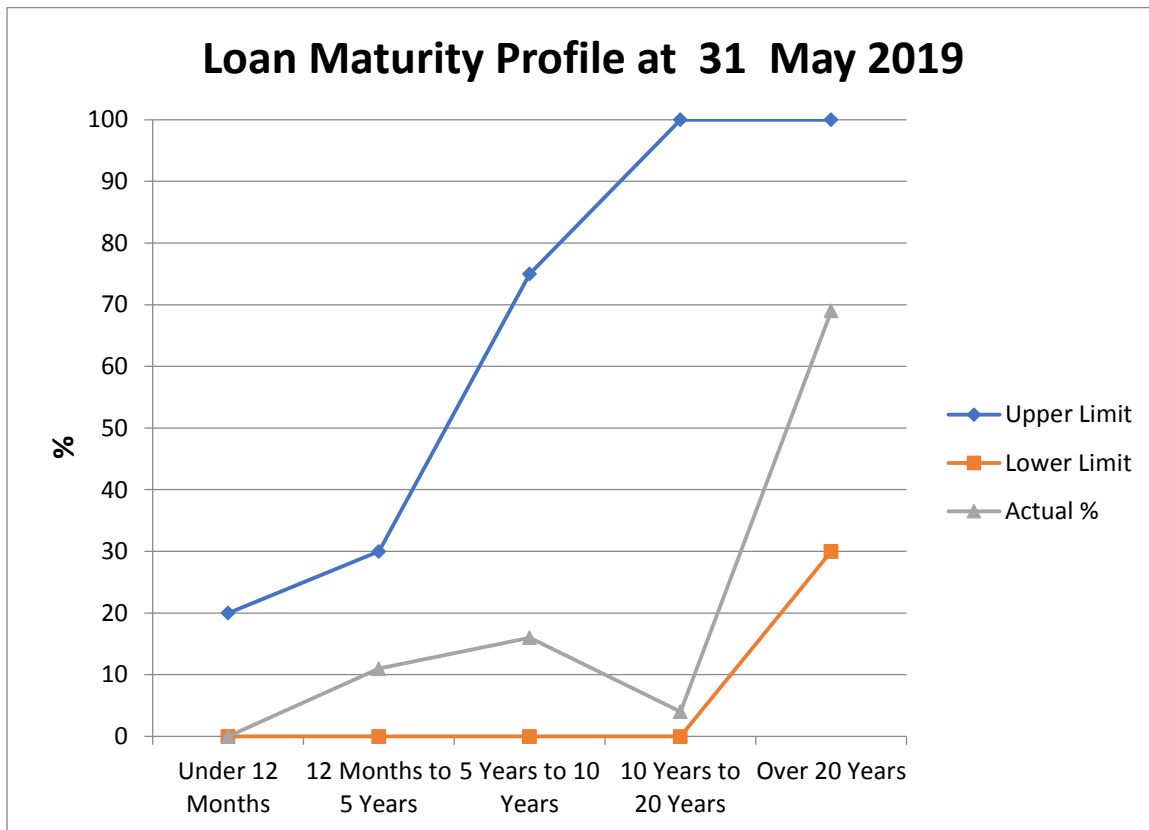
- 2.44 The Fire Authority approved the prudential indicators for 2019/20 at its meeting on 15 February 2019. The Prudential Code requires that performance against these indicators is reported to Members.
- 2.45 The approved indicators along with performance as at 31 May 2019 are shown in the table below. There are some indicators which cannot be calculated until the year end expenditure is known.

Table 3 – Prudential Code Monitoring

Prudential Indicator	Approved Indicator	As at 31 May 2019
Estimate of Ratio of Financing Costs to Net Revenue Stream	5.5%	Year End Only
Estimate of Total Capital Expenditure to be Incurred	£5,448,000	Year End Only
Actual Borrowing		£29,600,000
Estimate of Capital Financing Requirement	£30,098,000	£30,098,000
Operational Boundary	£30,600,000	£30,600,000
Authorised Limit	£33,660,000	£33,660,000
Upper limit for fixed rate interest exposures	100%	100%
Upper limit for variable rate interest exposures	30%	0%
Loan Maturity:	<u>Limits:</u>	
Under 12 months	Upper 20% Lower 0%	See Graph Below
12 months to 5 years	Upper 30% Lower 0%	See Graph Below
5 years to 10 years	Upper 75% Lower 0%	See Graph Below
Over 10 years	Upper 100% Lower 0%	See Graph Below
Over 20 years	Upper 100% Lower 30%	See Graph Below
Upper Limit for Principal Sums Invested for Periods Longer than 365 Days	£2,000,000	0
Upper limit for internal borrowing as a % of the Capital Financing Requirement	20%	1.65%

2.46 Total borrowing at the end of May 2019 was £29.6m which is within the Operational and Authorised Limits set out above. Borrowing activity has remained within these boundaries throughout the period covered by the report. There has been no borrowing activity since the start of the financial year.

2.47 The loan maturity profiles are all within the limits set. These are best demonstrated by graph.



2.48 Investments as at 31 May 2019 totalled £9.05m. Investment rates are monitored within the benchmarking group supported by Link Asset Services. There are 7 councils and NFRS within the group, as at the end of March 2019, NFRS Weighted Average Rate of Return (WARoR) is 0.84% the average of the group is 0.86%.

3. FINANCIAL IMPLICATIONS

The financial implications are set out in the body of the report.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

There are no human resources or learning and development implications arising directly from this report. Some of the efficiency targets will have had staffing implications which were considered as part of the decision-making process at the time.

5. EQUALITIES IMPLICATIONS

An equality impact assessment has not been undertaken because this report is not associated with a policy, function or service. Its purpose is to explain variances to the approved budget, which reflects existing policies.

6. CRIME AND DISORDER IMPLICATIONS

There are no crime and disorder implications arising from this report.

7. LEGAL IMPLICATIONS

There are no legal implications arising directly from this report.

8. RISK MANAGEMENT IMPLICATIONS

Budget monitoring and the regular receipt of financial reports is key to managing one of the most significant risks to the organisation, that of financial risk. The process of budget monitoring is a key risk management control measure as are the management actions which are stimulated by such reporting.

9. COLLABORATION IMPLICATIONS

This report identifies several areas where collaboration is taking place between NFRS, other fire authorities, East Midland Ambulance Service and Nottinghamshire Constabulary. Opportunities for collaboration around asset use and ownership are continually being investigated.

10. RECOMMENDATIONS

That Members note the contents of this report;

11. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)

None.

John Buckley
CHIEF FIRE OFFICER

APPENDIX A

REVENUE BUDGET MONITORING POSITION AS AT 31 MAY 2019

Budget Area	Annual Budget £'000	Revised Budget £'000	Exp to Date £'000	Forecast Outturn £'000	Variance against Revised budget £'000
Employees	35,686	36,523	5,255	35,635	(888)
Premises	2,484	2,492	354	2,515	23
Transport	1,677	1,680	431	1,681	1
Supplies & Services	3,583	3,767	697	3,562	(205)
Third Party	58	58	2	58	(0)
Support Services	191	191	89	191	(0)
Capital Financing Costs	2,488	2,416	1,511	2,399	(18)
Fees and Charges	(198)	(198)	(81)	(198)	(0)
Other Income	(3,274)	(4,065)	(762)	(4,156)	(87)
Net Cost	42,697	42,864	7,496	41,689	(1,175)
Financed by:					
RSG	(5,335)	(5,335)	(2,102)	(5,335)	0
Non-Domestic Rates	(10,829)	(10,829)	(1,011)	(10,829)	0
Council Tax	(25,293)	(25,293)	(2,529)	(25,293)	0
Reserves	(1,240)	(1,240)	(0)	(65)	(1,175)
Earmarked Reserves	0	(167)	(167)	(167)	0
Funding Total	(42,697)	(42,864)	(5,809)	(41,689)	(1,175)
(Under) / Over Spend	0	0	(1,687)	(0)	0

APPENDIX B

ESTIMATED RESERVE POSITION AT 31 MARCH 2020

Reserve	Opening Balance 01/4/19 £'000	Movement During 2018/19 £'000	Closing Balance 31/3/19 £'000
Prevention, Protection and Partnership	374	(49)	325
Resilience	537		537
Capital	1,037		1,037
Transition	714	(28)	686
Estates	0		0
Information, Communication and Technology (ICT)	1,352	(90)	1,262
Operational	415		415
Pension	309		309
Other	24		24
Total Earmarked Reserves	4,763	(167)	4,596
General Reserve	5,576	(65)	5,511
Total Reserves	10,399	(232)	10,107

APPENDIX C

CAPITAL - BUDGET MONITORING REPORT - MAY 2019

Budget Monitoring for 2019/2020							
	Approved Budget 2019/20 £'000	Slippage to be approved from 2018/19 £000	Revised Budget 2019/20 £000	Actual Expenditure £'000	Remaining Budget £'000	Estimated Outturn £'000	Outturn Variance £'000
CAPITAL PROGRAMME							
ICT & COMMUNICATIONS							
Business System Development	50		50		-50	50	0
HQ Project (Enabling Works - ICT)	50		50		-50	50	0
Cyber Security	20		20		-20	20	0
Business Process Automation	50	11	61		-61	61	0
SharePoint Development		26	26		-26	26	0
HQ Core Switch Upgrade		30	30		-30	30	0
Finance Agresso Upgrade		45	45		-45	45	0
Performance Management System		10	10		-10	10	0
Mobile Computing	50		50		-50	50	0
Replacement Equipment	100	67	167	25	-142	167	0
	320	189	509	25	-484	509	0
ESTATES							
Joint Headquarters Project	250		250		-250	250	0
Worksop Fire, Police and Ambulance Station Project (capital – strategic new build project)	2,486	171	2,657		-2,657	2,657	0
Refurbishment and Rebuilding Fire Stations		110	110		-110	110	0
Hucknall Fire Station	200	361	561	3	-558	561	0
Newark Fire Station	75	242	317		-317	317	0
	3,011	884	3,895	3	-3,892	3,895	0
EQUIPMENT							
BA Sets		113	113		-113	113	0
Lightweight Fire Coat		180	180		-180	180	0
Conversion of Hose Reel Equipment				22	22		

	Approved Budget 2019/20 £'000	Slippage to be approved from 2018/19 £'000	Revised Budget 2019/20 £000	Actual Expenditure £'000	Remaining Budget £'000	Estimated Outturn £'000	Outturn Variance £'000
Structural PPE	850		850		-850	850	0
CCTV - vehicles	130	200	330		-330	330	0
	980	493	1,473	22	-1,451	1,473	0
TRANSPORT							
Special Appliances		150	150		-150	150	0
Vans & Other Light Vehicles	235	153	388	87	-301	388	0
	235	303	538	87	-451	538	0
CONTROL							
Emergency services Mobile Communications		41	41		-41	41	0
Tri- Service Control and Mobilising		171	171		-171	171	0
		212	212		-212	212	0
	4,546	2,081	6,627	137	-6,490	6,627	0

Page 172

TO BE FINANCED BY

	Actual	Estimated Outturn
Capital Grant - General	0	0
Capital Grant – Tri Service Control	0	0
Emergency Services Mobile Communications -Earmarked Reserve	0	0
ICT SharePoint Internet/Intranet - Earmarked Reserve	0	0
Community Fire Safety - Innovation Fund	0	0
Capital Receipts - Property	0	0
Capital Receipts - Vehicles	0	0
New Borrowing	137	6,627
Internal Financing	0	0
Revenue contributions to capital		
Total	137	6,629



NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority
Finance and Resources Committee

INTERNAL AUDIT ANNUAL REPORT 2018/19

Report of the Chief Fire Officer

Date: 28 June 2019

Purpose of Report:

To bring to the attention of Members the annual report prepared by the Authority's Internal Auditors, which includes the Internal Audit Strategy for 2018/19 to 2020/21.

CONTACT OFFICER

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1. BACKGROUND

- 1.1 Nottinghamshire County Council has provided an Internal Audit service to the Fire Authority since its formation in 1998. The Finance and Resources Committee receives the Internal Auditor's annual report in accordance with its role as an audit committee.
- 1.2 The annual report for 2018/19 is attached in full as Appendix A to this report.
- 1.3 Under the provisions of the Code of Practice on Local Authority Accounting, the Authority is required to annually review its arrangements for the provision of Internal Audit and comment on that review. This report sets out the basis of that review and a draft statement on Internal Audit is included in the annual report (Sections 3 and 4).

2. REPORT

NOTTINGHAMSHIRE COUNTY COUNCIL INTERNAL AUDITOR'S REPORT

- 2.1 The Auditor's report is attached at Appendix A. It is divided up into four sections:
 - A A narrative summary to 31 March 2019.
 - B A summary of reports issued to date.
 - C An analysis of progress against plan for 2018/19.
 - D Internal Audit Plan for 2019/20.
- 2.2 The Auditors again comment in their narrative summary that overall the audit reports issued during the year confirmed that satisfactory control procedures are in operation.
- 2.3 The narrative section shows the level of Internal Audit staff that have been employed on the Fire Authority contract as over 60% provided by senior and/or qualified staff.
- 2.4 The Auditors have also provided a view on the internal control environment and conclude that:

"From the work carried out during the 2018/19 financial year, we have been able to satisfy ourselves that the overall level of internal control is satisfactory and provides a good basis for effective financial and resource management."

This statement will form part of the Annual Governance Statement to be reported to the Fire Authority in July as part of the Statement of Accounts.

- 2.5 Section B provides a summary of the assurance levels for all audits completed during the year. All but two audits were assessed as either Reasonable or Substantial Assurance. The two providing only limited assurance were the Prince's Trust and the Redkite system (recording of training and health and safety records). Follow-up work is being carried out

to confirm that agreed actions for priority 1 and 2 risk recommendations are being carried out.

Prince's Trust

- 2.6 There have been ongoing issues around the Prince's Trust programme which has been struggling to attract and maintain sufficient numbers to make it cost efficient. Furthermore, there have been issues around outstanding funding from Rotherham College which went back two financial years. It became apparent that the service was not going to receive all the funding that it originally anticipated and this was partially written off in the 2018/19 accounts. Given the level of difficulties, the decision to close the programme was made by the Policy and Strategy Committee in February 2019.

Redkite

- 2.7 The Service has increasingly become aware of issues around the Redkite system for recording firefighter training. In November 2018, Internal Audit were requested to undertake an audit using the contingency days in the audit plan. Whilst the audit has concluded that there is limited assurance, the recommendations have enabled an action plan to be agreed by the Executive Delivery Team (EDT) and progress is being closely monitored.
- 2.8 Section C shows the Auditors actual performance against planned activity for the year 2018/19. All audits have either been completed or are awaiting the final report with the exception of the audit of the Cardiff Checks which is now due to take place early in 2019/20.
- 2.9 Section D shows the internal audit plan for 2019/20 and the draft plan for 2020/21 and 2021/22, which represents the Internal Audit Strategy for the medium-term period. The plan for 2019/20 has been agreed by the Head of Finance following consultation with EDT, but there is sufficient flexibility to amend the plan if circumstances require alternative work to be carried out by the Auditors in the year. The draft plan for the following two years will be considered by Officers before the start of each year to allow for changing areas of risk to be accommodated within future plans if required.
- 2.10 Four reports were presented to this Committee at its meeting on 29 March 2019. The remaining finalised reports are given in full in Appendices E to I of this report:
- Appendix B – Prince's Trust
 - Appendix C – Corporate Governance
 - Appendix D – Financial Management
 - Appendix E – Redkite – Training and Health and Safety Recording
 - Appendix F – Firefighter's Pension Governance

REVIEW OF INTERNAL AUDIT

- 2.11 The requirement for an Authority to maintain an Internal Audit function is derived from local government legislation, including Section 112 of the Local Government Finance Act 1988 and the Accounts and Audit Regulations 2015 in that a relevant body must:

“maintain an adequate and effective internal audit of its accounting records and of its system of internal control in accordance with the proper internal audit practices”

- 2.12 The responsibility for ensuring an effective internal audit function rests with the Authority Treasurer as part of their Section 112 obligations.
- 2.13 The Authority views Internal Audit as an integral part of the corporate governance framework, particularly in so far as it relates to the system of Internal Control. Whilst it is acknowledged that Internal Control is a managerial responsibility, it is considered that Internal Audit can provide managers with independent assurance that the system is working effectively and draw any deficiencies in the system to the attention of managers and elected members.
- 2.14 These assurances, however, can only be relied upon providing the internal audit service is adequate to meet the needs of the organisation and is provided professionally.
- 2.15 The Internal Audit Service of the Authority is provided under a Service Level Agreement with Nottinghamshire County Council and requires the Auditors to operate within the Public Sector Internal Audit Standards set down by the Chartered Institute of Public Finance and Accountancy (CIPFA). Operating to these standards will ensure that the Authority meets its obligations under statute.
- 2.16 There are regular reviews of audit plans and progress by senior managers and the audit team to monitor the work being carried out.
- 2.17 The External Auditors, in their general review of controls and as part of their specific annual audit, are required to comment on the adequacy or otherwise of Internal Audit. To date they have always been satisfied that the work of Internal Audit is sufficient for them to rely on their audit work and that the service is effective.

3. FINANCIAL IMPLICATIONS

Indirect financial implications relating to policy, procedure updates and staff training are contained within the report.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

There are no human resources or learning and development implications arising from this report.

5. EQUALITIES IMPLICATIONS

There are no implications for equalities arising from this report.

6. CRIME AND DISORDER IMPLICATIONS

There are no crime and disorder implications arising from this report.

7. LEGAL IMPLICATIONS

The contents of this report indicate compliance with statutory legislation and regulations relating to local authority finance and audit accounts and audit.

8. RISK MANAGEMENT IMPLICATIONS

Internal Audit forms part of the wider system of internal control which deals entirely with the Authority's exposure to financial, and to some extent non-financial risk. Presenting the annual report to the Authority enables Members to see the work of internal audit and the contribution that they make to the overall system of internal control.

9. COLLABORATION IMPLICATIONS

The Internal Audit service is provided by Nottinghamshire County Council. There may be opportunities for further collaborative procurement of Internal Audit services in the future.

10. RECOMMENDATIONS

That Members note the contents of this report and approve the Internal Audit Strategy for 2020/21 to 2021/22, as set out in Section D of the Internal Audit Annual Report 2019/20.

11. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)

None.

John Buckley
CHIEF FIRE OFFICER

**INTERNAL AUDIT ANNUAL REPORT 2018/19
TO THE CHIEF FIRE OFFICER**

<u>SECTION</u>	<u>CONTENTS</u>
A	Narrative Summary to 31st March 2019
B	Summary of Reports Issued to Date
C	Detailed Analysis of Progress against Plan for 2018/19
D	Internal Audit Plan for 2019/20

INTERNAL AUDIT ANNUAL REPORT 2018/19

SUMMARY

Audit coverage for the twelve months to the end of March 2019

- 1.1. 11 audits were planned for completion in 2018/19. This included three audits brought forward from 2017/18.
- 1.2. Four¹ final reports were issued in fy 2018/19, comprising three reports relating 2017/18 audits and one relating to 2018/19.
- 1.3. Draft reports were issued in the year for another five audits (Prince's Trust, Pensions, Redkite Compliance, Financial Management and Corporate Governance) with final reports being issued after the year end (April/May 2019). A draft report for the audit of Contract Management was also issued in May 2019. The Cardiff Checks audit for fy 18/19 has been delayed at the request of the Fire Service until July 2019.
- 1.4. All but two areas reviewed to date as part of the 2018/19 Plan have been categorised as providing substantial or reasonable assurance. The two providing only limited assurance were the Prince's Trust and the Redkite system (recording of Training and Health and Safety records). Follow-up work is being carried out to confirm that agreed actions for priority 1 and 2 risk recommendations are being carried out.
- 1.5. Overall, the audit reports issued during the year confirmed that satisfactory control procedures are in operation.
- 1.6. A summary of draft and final reports issued in the 2018/19 financial year, together with the key findings, is attached (Section B).
- 1.7. Over 60% of the audit work carried out in the year was undertaken by senior and/or qualified staff.

Audit Strategy

- 2.1 A risk analysis and strategy for 2019/20 is attached. (Section D).

Annual Governance Statement

- 3.1. The Accounts and Audit Regulations 2011 require the Authority to review the effectiveness of its system of internal control and publish an Annual Governance Statement to cover the effectiveness of the Authority's systems for governance and internal control. The Chartered Institute of Public

¹ In addition, 1 draft report was completed and issued until after the year end and is referenced in Section B.

Finance and Accountancy (CIPFA) and Society of Local Authority Chief Executives (SOLACE) issue guidance to Local Authorities from time to time to assist with compliance.

- 3.2. In order to satisfy the principles of effective risk management and internal control, the Authority needs to have in place effective risk management systems, including sound systems of internal control and an internal audit function. These arrangements need to ensure compliance with all applicable statutes and regulations and other relevant statements of best practice, and need to ensure that public funds are properly safeguarded and are used economically, efficiently and effectively.
- 3.3. Internal Audit is appointed by the Chief Fire Officer and Head of Finance, under the delegated authority of the Treasurer (Section 112 officer for the Fire Authority under the Local Government and Finance Act 1988) and provides management with an independent appraisal of these matters.
- 3.4. The scope and cyclical frequency of work carried out by Internal Audit during each financial year is mainly based on an assessment of (predominately) financial risk on all activities that form the responsibility of the Combined Fire Authority.
- 3.5. The objective of the audits is to form an opinion on the adequacy of the systems of internal control put in place by management; to review efficiency, effectiveness and best value issues and to ensure that the assets of the authority are properly safeguarded. Formal audit reporting procedures are in place to provide assurance to management where effective controls are being operated, and to make recommendations for change and improvement where control weaknesses are identified.
- 3.6. From the work carried out during the 2018/19 financial year, we have been able to satisfy ourselves that the overall level of internal control is satisfactory and provides a good basis for effective financial and resource management.
- 3.7. The Chief Fire Officer and his managers have responded positively to all recommendations made in the reports that have been finalised.

Conclusion

- 4.1. Based on the Internal Audit work completed during the year, we have concluded that the overall level of internal control is satisfactory.

Angela Wendels
Senior Auditor
31 March 2019

**SUMMARY OF REPORTS ISSUED TO THE FIRE AND RESCUE
SERVICE FOR THE FINANCIAL YEAR 2018/19
AS AT 31st MARCH 2019**

Audit Opinion

In the areas examined, we have assessed the controls in place to determine their effectiveness in ensuring business objectives are met and risks are mitigated. The level of assurance provided following each audit is selected from the following table. Based upon the audits carried out in the year, we have assessed them against the assurance criteria and categorised them as follows:

Level of Assurance	Definition	Audits	Report Ref
Limited Assurance	Risk Levels are High	Prince's Trust	2019-02
		Redkite (Training Records Compliance)	2019-07
Reasonable Assurance	Risk Levels are Acceptable	Project Management	2017-05
		Purchasing and Creditor Payments	2017-07
		Members' and Officers' Expenses and Allowances	2019-01
		Corporate Governance	2019-04
Substantial Assurance	Risk Levels are low	Contract Management (draft)	2019-06
		Fire Fighters' Pensions Governance	2019-03
Other	Consultancy - Report is for information only	Financial Management System	2019-05
		Cardiff Checks 2017/18 Selection	2017-02

Audit Recommendations

A summary of the Priority 1 (P1) and Priority 2 (P2) recommendations for each of the audits issued is provided below:

Ref	Audit	P1	P2	Final/ Draft	Summary of Action Agreed
2019-07	Redkite – Training Records	3	3	Final	Priority areas were in relation to expired training, the quality and accuracy of training records in the Redkite system and the role of training verifiers.
2019-02	Prince's Trust	2	0	Final	As part of the close down of Prince's Trust, it was agreed that any discrepancies concerning outstanding income would be identified and pursued promptly.
2017-05	Project Management	2	5	Final	The priority areas were in relation to the approval of business cases by EDT and procedures for keeping track of project costs.
2017-07	Purchasing and Creditor Payments	2	2	Final	Priority actions were raised concerning the required checking of Fire Link invoices and controls over amendments to the online stores catalogue pricing data.
2019-01	Members' and Officers' Allowances	2	3	Final	The priority areas concerned the need for an expenses policy and the format of the expenses claim form.
2019-04	Corporate Governance	0	6	Final	Key actions were in relation to the issuing of guidance and training to those charged with Governance.
2019-06	Contract Management	4	0	Draft	Recommendations are in relation to completeness and accuracy of contracts register, succession planning and contract management policy and procedures.
2019-03	Fire Fighters'	0	3	Final	Recommendations were

Ref	Audit	P1	P2	Final/ Draft	Summary of Action Agreed
	Pensions Governance				made to enhance the controls around the role of the Scheme Manager, minuting actions and providing the Pensions Board with the Pension Regulators annual report.
2019-05	Financial Management	0	2	Final	Recommendations were made to enhance controls around reviewing systems administrator logs and evidencing approvals of virements.
2017-02	Cardiff Checks 2017 - 18 Selection	0	1	Final	A recommendation was made concerning the need to review contract longevity for future contracts.

Actions in relation to the above reports were agreed with management.

2018/19 AUDITS IN CARRIED FORWARD AT 31/3/19

Cardiff Checks (2018/19 selection) – Audit carried forward.

Information and Advice

In 2018 a new follow-up approach was adopted to obtain assurance that the actions proposed by management in response to Internal Audit's recommendations were being taken. This assurance was obtained in two phases, as set out below:

Priority rating of recommendation	Phase 1 Management assurance	Phase 2 Internal Audit Assurance
High/Priority 1	Assurance complied by Finance Team was sought from management that all agreed actions have been taken	Compliance testing scheduled to confirm all agreed actions relating to high priority recommendations are carried out consistently.
Medium/Priority 2		Compliance testing is scheduled for selected medium priority actions
Low		No Internal Audit compliance testing is carried out

Phase 1 of the process has been undertaken with report presented to the EDT by the Head of Finance. Additional testing is currently being undertaken by internal audit to confirm that agreed priority 1 actions have been completed satisfactorily. A report will be presented to EDT once this work is completed.

SECTION C

INTERNAL AUDIT ANNUAL PLAN AND ACTUAL DAYS 2018/19

Area of Service Activity	Planned Audit Days	Budget Days Utilised	Report Ref:	Report Status
Audits in progress at year end 2017/18				
Project Management			2017-05	Final issued
Cardiff Checks FY 17/18 Selection			2017-02	Final issued
Purchasing and Creditor Payments			2017-07	Final issued
Audits undertaken during FY 2018/19				
Members' and Officers' Allowances	10	10	2019-01	Final issued
Prince's' Trust	10	10	2019-02	Final issued
Fire Fighters' Pensions Governance	10	10	2019-03	Final issued
Corporate Governance	10	10	2019-04	Final issued
Financial Management	10	10	2019-05	Final issued
Contract Management	10	10	2019-06	Draft Issued June 2019
Redkite - Training and H&S Recording	10	10	2019-07	Final issued
Cardiff Checks FY 18/19 Selection	10	0	n/a	Postponed at request of NFRS - see note below
Follow up Actions	5	5	n/a	
Client Management Time	7	7	n/a	
Total Audit Days for the Year	92	82		

Note

Carried forward to FY 19/20

Cardiff Checks FY 18/19 Selection

10 days

SECTION D

COMBINED FIRE AUTHORITY - INTERNAL AUDIT PLAN FOR 2019/20

SERVICE AREA	Assessed Risk	Audit Frequency (Years)	Year Last Audited	2018/19 Plan	2019/20 Proposed Draft Plan	Planned Time-scale	2020/21 Proposed Draft Plan	2021/22 Proposed Draft Plan
Contingency (to be allocated)					10		5	15
Cardiff Checks/Analytical Checks	Medium	Annual	2017/18	10	10	T1	10	
GDPR Compliance	Medium	Requested	-		10	T1		
Site and Information Security	Med/High	Requested	-		15	T1		
Capital	Medium	3	2016/17		10	T2		
Computer/ICT	Med/High	2	2016/17		10	T2		
Fuel - Depots	Med/High	Requested	-		10	T3		
Policy Management	Medium	Requested	-					
Anti-Fraud and Anti-Corruption Procedures	Medium	Requested	2015-16					
Assets Management	Medium	4	2017/18					
Collaboration with other Services	Med/High	Requested	-					20
Contract Management	Medium	3	2018/19	10				
Corporate Governance	Medium	2	2018/19	10				5
Financial Management	High	2	2018/19	10				5
Health and Safety Procedures Compliance	Medium	Requested	-				10	
Income and Debtors	Medium	3	2017/18					10
Members/Officers Expenses and Allowances	Medium	3	2018/19	10				
Partnerships	Medium	3	2018/19	10				
Payroll	Medium	3	2017/18					

SERVICE AREA	Assessed Risk	Audit Frequency (Years)	Year Last Audited	2018/19 Plan	2019/20 Proposed Draft Plan	Planned Time-scale	2020/21 Proposed Draft Plan	2021/22 Proposed Draft Plan
Pensions (Compliance)	Med/High	2	2018/19	10				
Performance Management	Medium	Requested	-					10
Project Management	High	2	2017/18					
Property/Premises	Medium	3	2017/18				10	
Purchase Cards	Medium	3	2016/17				10	
Purchasing and Creditor Payments	Medium	3	2017/18				10	
Redkite System - Training and Compliance Records	Med/High	Requested	2018/19	10				10
Risk Management	Medium	3	2016/17					
Transport	Medium	4	2015/16					
Travel Claims System		Requested	-				10	
Treasury Management	Medium	3	2017/18				10	
Audit Action Tracking		Annual	2018/19	5	10	T1-3	10	10
Client Management				7	7	T1-3	7	7
Total planned days for the year				92	92		92	92

Please note - 2019-20 includes 10 days carried forward from 2018-19 for Cardiff Checks to be used in Q1

T1 = Term 1 (April - July)

T2 = Term 2 (August - November)

T3 = Term 3 (December - March)



Internal Audit Report

Report ref: 2019-02

OFFICIAL SENSITIVE

To: Chief Fire Officer
Subject: Prince's Trust Funding and Reimbursements
Date: April 2019

1 Introduction

- 1.1 Nottinghamshire Fire and Rescue Service delivers the Prince's Trust Programme with support provided by the Nottinghamshire Police and Crime Commissioner. The course is designed to help improve the lives of unemployed young people between the ages of 16 and 25.
- 1.2 Internal Audit were asked to review the procedures regarding funding and reimbursement of expenses. A previous review carried out in fy 2015-16 identified that the Fire Authority would have to meet a shortfall in the income received for the Prince's Trust of around £44k in fy 2016-17. From documentation seen, the average number of attendees on courses in 2017-18 was 11.3 and 8.25 in 2018-19. The Prince's Trust sets NFRS a key performance indicator (KPI) of 13 learners per team. Funding is also based on the retention and achievement of the learners and the KPIs for this are set by the funding body at 98% for retention and achievement. In 2018-19, NFRS average was 79% retention and 76% achievement.

At the start of the audit, a problem was identified in relation to outstanding funding which spanned two financial years. The audit work was delayed following this finding so that the matter could be investigated by the Fire Service. Subsequent to this, it has emerged that the overall forecast net deficit for the 2018/19 fiscal year is expected to be in the region of £121k² which will have to met by NFRS. This shortfall was not anticipated, however has since been reported to senior officers resulting in action being taken.

A report was taken to the Finance and Resources Committee in January 2019 and a decision has subsequently been made at Policy and Strategy Committee (February 2019), to close the programme at the end of the academic year. In view of this, our findings are based upon activities up to closure of the programme.

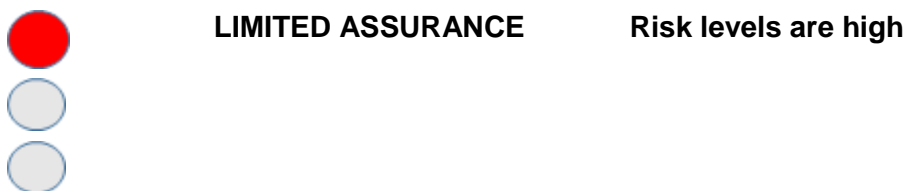
2 Audit opinion

² Report to Fire and Rescue Authority Policy and Strategy Committee on Prince's Trust Update – 1st February 2019

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2.1 In the areas examined, we assessed the controls to determine to what extent the risks are being mitigated.

2.2 In our opinion the level of assurance we can provide is: -



3 Risk areas examined

3.1 During this audit we looked for controls to address the following key risks: -

<i>Risk title</i>	<i>Description</i>
Funding and Budgeting	Failure to obtain adequate funding and budget for shortfalls may impact on sustainable service delivery.
Reimbursement of Expenses	Policies and procedures for the reimbursement of volunteer and other expenses may not have been established resulting in inconsistencies and confusion over what can be reimbursed.
Volunteers	Induction procedures may not be explained, or may be inadequate leading to potential failures to comply with statutory requirements.

3.2 The scale of the area reviewed is: -

<i>Metric</i>	<i>2016-17 Actual</i>	<i>2017-18 Actual</i>	<i>2018-19 Estimate</i>
<i>Expenditure (£)</i>	£277k	£208k	£214k
<i>Income (£)</i>	£116k	£93k	£57k
<i>Net Cost to the Fire Service (£)</i>	£161k	£115k	£157k
<i>Number of Students</i>	Start 108 Finish 82	Start 69 Finish 50	Start 61 Finish 39

4 Audit findings

4.1 There were some control weaknesses and some failures to comply with the standard controls, resulting in remaining risks. The attached Action Plan sets out these weaknesses, and our recommendations to address them.

4.2 A summary of the recommendations made, together with brief details of the related findings, is set out below: -

<i>Priority level</i>	<i>Number of Recommendations</i>	<i>Recommended action timescales</i>
Priority 1	2	Immediate
Priority 2	0	Within two months

Click here to enter text.

Priority 1 areas:

- The list of learners held by the Fire Service has not been checked effectively to the list of learners identified and paid for by the college.
- Incomplete income received from the College has not been identified in a timely manner leading to the potential loss of funding available.

4.3 No advisory actions were discussed during the audit.

**Audit conducted by: Deborah Whitaker
Auditor**

**Audit supervised by: Angela Wendels
Senior Auditor**

Rob Disney, Group Manager Assurance

Audit Finding	Recommendation	Management Response
Priority 1 areas (Essential for effective internal control, must implement recommendations to improve existing control arrangements)		
<p>1. Record of Learners</p> <p>Through discussion it was established that, whilst lists of learners are maintained by NFRS, there has not been a robust comparison of amounts actually received from the colleges for the students attending. Nor has the Co-ordinator raised queries when students remained unfunded or appeared to be incorrectly funded.</p> <p>Risk: Income due from the college may be forgone due to a lack of timely and robust checking against attendance records.</p>	<p>More thorough checks should be undertaken to ensure that the attendance records maintained by the college agree to the records maintained by the Fire Service so that income due can be accurately calculated.</p> <p>As the programme is prepared for closure, any queries should be raised promptly with the College so that discrepancies can be resolved in a timely fashion.</p>	<p>Response:</p> <p>Regular checks carried out with Delivery Partner Manager (DPM) and Finance to ensure all records are correct and any discrepancies raised with the college at the earliest opportunity.</p> <p>Date for implementation: Start of 18-19 academic year.</p> <p>Officer responsible for implementation: Delivery Partner Manager</p>
<p>2. Income</p> <p>The processes for reviewing amounts to be paid by the college and the reconciliation with NFRS records has not been robustly enforced. This has resulted in balances remaining outstanding for longer than necessary and a failure to promptly identify a reduced level of fees being received. There are still amounts outstanding from 2016-17. Lower levels of income being received by NFRS were not queried in a timely fashion and expectations of further interim payments did not materialise.</p> <p>Risk: The anticipated funding may not be received, resulting in additional costs to the Fire Authority.</p>	<p>For any remaining income due, records should be checked promptly in order that any discrepancies can be identified and addressed quickly. Any remaining outstanding income should be pursued promptly.</p>	<p>Response:</p> <p>Once any payment schedules received these are checked by DPM and Finance, any discrepancies are flagged and invoices are presented in a timely manner.</p> <p>Date for implementation: Start of 18-19 academic year.</p> <p>Officer responsible for implementation: Delivery Partner Manager / Senior Accountant</p>



Internal Audit Report

Report ref: 2018/2019-04

OFFICIAL SENSITIVE

To: Chief Fire Officer
Subject: Corporate Governance - NFRS
Date: May 2019

5 Introduction

- 1.1 This report sets out the findings and recommendations arising from the 2018/2019 review of Corporate Governance within Nottinghamshire Fire and Rescue Service (NFRS).
1.2 Corporate Governance is the system of rules, practices and processes by which organisations are directed and controlled. It provides a framework for attaining the organisation's objectives and as such, corporate governance is central to the running of the Authority. The purpose of the audit is to review the Fire Authority's governance arrangements as set out in the Local Code of Governance and to assess compliance with the Integrated Risk Management Plan (IRMP).

6 Audit opinion

- 6.1 In the areas examined, we assessed the controls to determine to what extent the risks are being mitigated.
6.2 In our opinion the level of assurance we can provide is: -



REASONABLE ASSURANCE Risk levels are acceptable

7 Risk areas examined

- 7.1 During this audit we looked for controls to address the following key risks: -

Table with 2 columns: Risk title, Description. Rows include Decision Making and Members' and officers' training.

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<i>Risk title</i>	<i>Description</i>
and experience	
Standards of behaviour	Members and officers may be acting without integrity and compliance to codes of conduct.
Compliance with IRMP requirements	Insufficient preparation to comply with the requirements of the National Framework and GDPR.
Performance Management	The New Performance Management System may not be clearly communicated to all and embedded into the governance arrangements of NFRS.

7.2 The scale of the area reviewed is: -

<i>Metric</i>	<i>2016-17 actual</i>	<i>2017-18 actual</i>	<i>2018-19 Estimate</i>
<i>Expenditure (£m)</i>	<i>42.240</i>	<i>44.064</i>	<i>44.646</i>
<i>Income (£m)</i>	<i>-1.474</i>	<i>-2.093</i>	<i>-1.819</i>
<i>Capital (£m)</i>	<i>2.048</i>	<i>4.060</i>	<i>0.918</i>

8 Audit findings

8.1 Following our work, and with reference to the other sources of independent assurance that were available, we consider the controls to be effective in the following risk areas: -

- Decision Making - The Fire Authority's governance arrangements are set out in the Local Code of Governance which is consistent with the CIPFA guidance on governance. It makes reference to the policy and decision making process and the management structure set up to discharge those policies. Members and staff have easy access to relevant information and guidance, which include policies, procedure and delegation profiles.
- Standards of Behaviour - Codes of conduct are in place and operating in accordance with the policy.
- IRMP - The Integrated Risk Management Plan sets out the strategic priorities of the Authority for the next five years. The IRMP covering the period 2014-2019 was approved and signed off by the Chief of the Fire Authority and the Chief of the Fire Service. Progress against the priorities was reported through the Statement of Assurance 2017-2018 which was approved by the Chief of the Fire Authority on 28/09/2018.
- Performance Management - A new strategic plan has been launched from 1/04/2019 to strengthen performance management. In future it is intended that performance will be reported regularly and in a more holistic way. As of the 7/05/2019, the Executive Delivery Team (EDT) and Strategic Leadership Team (SLT) will receive monthly reports showing progress against key performance measures. Members will also receive more comprehensive reports on the service's progress against priorities set out in the Strategic Plan through the Policy and Strategy Committee.

8.2 There were some control weaknesses and some failures to comply with the standard controls, resulting in remaining risks. The attached Action Plan sets out these weaknesses, and our recommendations to address them.

A summary of the recommendations made, together with brief details of the related findings, is set out below: -

Click here to enter text.

<i>Priority level</i>	<i>Number of Recommendations</i>	<i>Recommended action timescales</i>
Priority 1	0	Immediate
Priority 2	6	Within two months

Priority 2 areas:

- The Member's Handbook could not be located by management during the audit.
- Induction training, including governance for Members, was not effectively pursued.
- The employee induction procedures do not include the requirement to read key policies or procedures and there is no central record to confirm new staff joining NFRS have gone through the induction process.
- Policies governing the financial and non-financial management of the Authority have not been reviewed in accordance with the prescribed time scales and may therefore be out of date.
- The IRMP has not been fully embedded into the Authority's systems for reporting and monitoring purposes, as progress against expected outcomes is not reported to EDT and SLT, as well as Members.
- Actual outcomes required for reporting and monitoring performance internally were not recorded on the action plan of the IRMP against expected outcomes; some data required externally by Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) could not be provided due to either information not being collected or not stored in a suitable manner.

4.4 No advisory actions were discussed during the audit.

**Audit conducted by: Jitendra Sheth
Senior Auditor
Audit supervised by: Angela Wendels
Senior Auditor**

Rob Disney, Group Manager Assurance

Audit Finding	Recommendation	Management Response
Priority 2 areas (Highly desirable for effective internal control, should implement recommendations to improve existing control arrangements)		
<p>1. Guidance for Members We were unable to obtain the Members' Handbook following a request to the Head of Finance for sight of a copy. Although the Head of Finance subsequently raised an enquiry with other members of staff, a copy could not be found.</p> <p>In view of this, we are unable to confirm whether the original Members' Handbook is still available and whether it contains relevant and useful information for Members.</p> <p>Risk: In the absence of a Members' Handbook, Members may not have a point of reference to guide them in their responsibilities towards NFRS, and as a source of other information relevant to their role.</p>	<p>A Members' Handbook should be written and made available to all Members.</p>	<p>Response There are several documents which together form the Members Handbook. These documents will be collated and circulated to Members.</p> <p>Date for implementation July 2019</p> <p>Officer responsible for implementation Monitoring Officer</p>
<p>2. Members' Training Training sessions are organised for Members during their tenure. Generally, training sessions are held shortly after the Council elections and at regular intervals thereafter. We found that although training sessions for Members had been organised in f/y 2018/2019, they were cancelled and not re-scheduled.</p> <p>Training is proposed for new and existing Members following the Local Authority Elections in May 2019.</p> <p>Risk: Members who have not received training may not be sufficiently informed of NFRS's policies and procedures and how this relates to their role as a Member.</p>	<p>Training sessions should be organised for new and existing Members. Those Members unable to attend the training session should be offered an alternative date. Members who have not attended either training session should be sent material relating to the training.</p>	<p>Response A training session is being organised for all Members following the elections on 2 May 2019. Training material will be circulated following the session.</p> <p>Date for implementation July 2019</p> <p>Officer responsible for implementation Chief Fire Officer / Monitoring Officer</p>

Audit Finding	Recommendation	Management Response
<p>3. Officers' Induction Training New employees are required to attend a mandatory induction in accordance with the Employee Induction Procedure. Our examination of the Employee Induction Procedure showed that it had not been updated since January 2011. Consequently, some of the processes may no longer apply or may have been replaced with new guidance.</p> <p>The induction process is managed locally within service areas, with managers responsible for undertaking this process. We found that there was no central record to confirm new staff joining NFRS had gone through the induction process.</p> <p>Risk: Staff who are not appropriately inducted or given out of date information may not adhere to latest policies and procedures.</p>	<p>a) The induction process should be reviewed regularly to ensure it is in line with current practice.</p> <p>b) Staff should be inducted as a mandatory part of the recruitment process and a central record of induction compliance should be maintained.</p>	<p>Response The induction process is updated when new information becomes available (such as new e-learning packages that form part of the induction process.</p> <p>The induction procedure is due for renewal and will be reviewed accordingly.</p> <p>Induction will be added to HR records on completion.</p> <p>Date for implementation July 2019</p> <p>Officer responsible for implementation Head of People and OD</p>

Audit Finding	Recommendation	Management Response															
<p>4. Policies and Procedures We found that there are a number of policies and procedures relating to non-financial matters that have not been updated since 2011/2012 including the following:</p> <table border="1" data-bbox="209 454 818 898"> <thead> <tr> <th>Policy/Procedure</th> <th>Date Created</th> <th>Date Updated/ Approved</th> </tr> </thead> <tbody> <tr> <td>Induction Procedure</td> <td>Jan 2011</td> <td>Not recorded</td> </tr> <tr> <td>Whistle Blowing Policy</td> <td>Not recorded</td> <td>Not recorded</td> </tr> <tr> <td>Guide to Supporting Disabled Employees</td> <td>Not recorded</td> <td>Not recorded</td> </tr> <tr> <td>Equality Policy</td> <td>Not recorded</td> <td>Not recorded</td> </tr> </tbody> </table> <p>Our discussions and review also showed that there are in excess of 100 policies and procedures, some of which we are informed, may no longer be relevant.</p> <p>We were also advised by the Head of Finance that key financial policies have not been reviewed and updated for at least 2 years. We were also unable to confirm these had been formally approved. These included:</p> <ul style="list-style-type: none"> • Statement of Financial Principles - No date recorded on the copy received • Financial Regulations - No date recorded on the copy received but a version reviewed on 5/3/2015 was found • Financial Procedures - No date recorded on the copy received. <p>Risk: Staff may follow incorrect procedures and policies that no longer apply.</p>	Policy/Procedure	Date Created	Date Updated/ Approved	Induction Procedure	Jan 2011	Not recorded	Whistle Blowing Policy	Not recorded	Not recorded	Guide to Supporting Disabled Employees	Not recorded	Not recorded	Equality Policy	Not recorded	Not recorded	<p>a) The key policy documents governing the financial and non-financial management of the Authority should be reviewed periodically in accordance with the specified review date and presented to the relevant Committee for formal approval.</p> <p>b) Policies should be version controlled, with the date of approval recorded on the document.</p> <p>c) Any policies and procedures that are no longer relevant or applicable to the Authority should be removed from circulation.</p> <p>d) Consideration should be given to providing a link to Financial Principles, Financial Regulations and Financial Procedures in the Scheme of Management or to the creation of a Policy Library on the Intranet which could incorporate a list of all up to date policies.</p>	<p>Response The review of policies is an area that is already under review by the Service. Policies are kept on SharePoint which includes details of review dates, so going forward this will provide a prompt to responsible officers. This will also assist with version control.</p> <p>The Financial Guidance Notes were internally reviewed in April 2017 and will be reviewed again following the completion of the Statement of Accounts.</p> <p>Date for implementation The Policy review will be undertaken by September 2019. The review of individual policies will be prioritised as this will take substantially longer.</p> <p>The Financial Procedures will be updated by September 2019.</p> <p>Officer responsible for implementation Head of Corporate Resources Head of Finance</p>
Policy/Procedure	Date Created	Date Updated/ Approved															
Induction Procedure	Jan 2011	Not recorded															
Whistle Blowing Policy	Not recorded	Not recorded															
Guide to Supporting Disabled Employees	Not recorded	Not recorded															
Equality Policy	Not recorded	Not recorded															

Audit Finding	Recommendation	Management Response
<p>5. Embedding IRMP We found that the IRMP has not been fully embedded into the Authority's systems for reporting and monitoring purposes, as progress against expected outcomes is not reported to EDT and SLT on a regular basis.</p> <p>IRMP (2014-2019) includes an Action Plan (Page 26 of IRMP) which sets out six priorities of the Authority's - "Services to the Community"- and the expected outcomes against each area of activity.</p> <p>The six priorities are:</p> <ul style="list-style-type: none"> • Service delivery • Employees & Development • Improvement & Governance • Engagement & Partnerships • Environment • Inclusion & Equality <p>Progress against the above six priorities is reported annually through the Statement of Assurance. However, in year reporting of performance during 2018/2019 was piecemeal, with reports going to individual committees to inform Members how the services had performed against the expected outcomes. Performance was not reported holistically to the appropriate decision making bodies, ie EDT and SLT who have operational and strategic responsibility respectively for monitoring performance on a day to day basis.</p> <p>Risk: The lack of an effective system of reporting performance to the appropriate decision making bodies of the Authority (EDT and the SLT) hinders effective monitoring.</p>	<p>IRMP should be fully embedded into the Authority's performance management system by ensuring a more holistic system of reporting and monitoring performance is in place which includes comprehensive performance data being reported to the EDT in the first instance and subsequently to SLT.</p>	<p>Response A new IRMP has been approved for 2019 to 2022 and a year one action plan has been drawn up by SLT. The action plan has been built into departmental business plans. The action plans and business plans will be monitored by EDT going forward.</p> <p>Date for implementation May 2019</p> <p>Officer responsible for implementation Chair of EDT</p>

Audit Finding	Recommendation	Management Response
<p>6. Performance Management As stated above, IRMP (2014-2019) includes an Action Plan (Page 26 of the IRMP) which sets the six priorities of the Authority's - "Services to the Community"- and the expected outcomes against each area of the activity.</p> <p>Examination of the Action Plan showed that it had not been completed with actual outcomes.</p> <p>NFRS is also required to report on specific areas of performance externally to Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) by completing the annual Fire & Rescue Service Inspections Data Collection Form. Our review of the return for f/y 2018/2019 showed that some data required in the return could not be provided, due to either targets not being set, or information not collected, or not stored in a sufficient way to calculate the breakdown.</p> <p>It is acknowledged that improvements are being made from April 2019 to ensure that a more robust system is in place to provide the required information.</p> <p>Risk: Poor performance may not be identified and reported on a timely basis.</p>	<p>a) The Action Plan set out in the IRMP should be completed with actual outcomes and any significant departure from the expected outcome should be highlighted and reported.</p> <p>b) Procedures should be put in place to ensure all the information required by HMICFRS for the annual return is easily and quickly available.</p>	<p>Response The revised action plan (see Audit Finding 6) is being kept under review by EDT going forward.</p> <p>Performance Management is an area that is currently being reviewed. A new system is being introduced to facilitate this (PowerBI) which should help with automating the provision of information.</p> <p>Date for implementation The PowerBI system is installed and is anticipated to be operational by the end of the financial year.</p> <p>Officer responsible for implementation Head of Risk and Assurance</p>



Internal Audit Report

Report ref: 2019-05

OFFICIAL SENSITIVE

To: The Chief Fire Officer
Subject: Financial Management - NFRS
Date: April 2019

9 Introduction

- 1.1 We have audited the controls in place for the effective management of the financial system (Agresso).
1.2 The objective of the system controls in place are to ensure the following:
- User access to the system is appropriate.
- The integrity of the system has been maintained following recent system updates.
- All input to the financial systems, whether input directly or via feeder systems, is complete, authorised and accurately calculated and coded.
- The system provides complete and accurate data for the production of annual accounts and financial returns.
- Accounting codes are controlled effectively and are adequate for both financial and management reporting requirements and budgets are monitored effectively.

10 Audit opinion

- 10.1 In the areas examined, we assessed the controls to determine to what extent the risks are being mitigated.
10.2 In our opinion the level of assurance we can provide is: -



SUBSTANTIAL ASSURANCE Risk levels are low

11 Risk areas examined

- 11.1 During this audit we looked for controls to address the following key risks: -

Table with 2 columns: Risk title, Description. Rows include Budgetary Control and Monitoring, System Access, and Budgetary Inputs.

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<i>Risk title</i>	<i>Description</i>
and Amendments	approved budgets.

11.2 The scale of the area reviewed is: -

<i>Metric</i>	<i>2016-17 actual</i>	<i>2017-18 actual</i>	<i>2018-19 actual</i>
<i>Expenditure (£m)</i>	42.240	44.064	44.646
<i>Income (£m)</i>	-1.474	-2.093	-1.819
<i>Capital (£m)</i>	2.048	4.060	0.918

12 Audit findings

12.1 Following our work, and with reference to the other sources of independent assurance that were available, we consider the controls to be effective in the following risk areas: -

- Budgetary Control and Monitoring - Agresso produces financial reports and budgets are monitored on a regular basis.
- System Access - Policies and procedures exist to help prevent unauthorised access to the Agresso system.
- Budgetary Inputs and Amendments - Information is entered correctly into the system and controls ensure that unbalanced transactions cannot be posted.

12.2 There were some control weaknesses and some failures to comply with the standard controls, resulting in remaining risks. The attached Action Plan sets out these weaknesses, and our recommendations to address them.

12.3 A summary of the recommendations made, together with brief details of the related findings, is set out below: -

<i>Priority level</i>	<i>Number of Recommendations</i>	<i>Recommended action timescales</i>
Priority 1	0	Immediate
Priority 2	2	Within two months

Priority 2 areas:

- The system administrator activity is not reviewed, meaning that inappropriate or fraudulent activity may go undetected.
- Insufficient evidence within the Agresso system that virements have been requested or approved in line with financial procedures.

4.4 In addition to the findings presented in the Action Plan, advisory actions were discussed with management relating to user access right verification.

Audit conducted by: Deborah Whitaker
Auditor

Audit supervised by: Angela Wendels
Senior Auditor

Rob Disney, Group Manager Assurance

Audit Finding	Recommendation	Management Response
Priority 2 areas (Highly desirable for effective internal control, should implement recommendations to improve existing control arrangements)		
<p>1. System Administrator action review</p> <p>Whilst the System Administrator's actions are automatically recorded within the system, there is no independent review of these activity logs.</p> <p>Risk: Inappropriate or fraudulent system administration actions may not be identified.</p>	<p>Independent reviews of the System Administrator activity logs should be carried out and evidenced.</p>	<p>Response Agreed – will be reviewed going forward.</p> <p>Date for implementation May 2019</p> <p>Officer responsible for implementation Head of Finance</p>
<p>2. Virement request and approval evidence</p> <p>When reviewing the request and authorisation of virements, no documents to support the request or approval were stored within the Agresso system. All documents supporting virement requests and approval were held within other systems.</p> <p>Risk: Loss of audit trail for virement movements.</p>	<p>Evidence of virement approvals and requests should be uploaded to the Agresso document store and linked with the virement.</p>	<p>Response Will be implemented with immediate effect.</p> <p>Date for implementation May 2019</p> <p>Officer responsible for implementation Systems Accountant</p>



Internal Audit Report

Report ref: 2019-07

OFFICIAL SENSITIVE

To: Chief Fire Officer

Subject: *NFRS - Redkite People Development System*

Date: April 2019

1 *Introduction*

- 1.1 We have carried out an audit of the service's Redkite People Development System which is used to record training that supports the maintenance of competencies for firefighters.
- 1.2 Staff should be assessed by their supervisors as competent against the required standards at set intervals, which for most standards is every two years. This is entered on Redkite by supervisors (Crew or Watch Managers) as 'assessed training.' In the interim, between these intervals, staff may carry out and enter training to prevent skills erosion. The terminology for this type of training is 'not assessed' training. Recommended frequencies for this interim training are included in Redkite. The quality of the 'assessed training' records entered by the supervisors should be reviewed ('verified') by Station Managers.
- 1.3 Our review followed management concerns that were raised with us about the timely completion of training, the quality of the training records, and management review of the records. These aspects were examined on this review.

2 **Audit opinion**

- 2.1 In the areas examined, we assessed the controls to determine to what extent the risks are being mitigated.
- 2.2 In our opinion the level of assurance we can provide is: -



LIMITED ASSURANCE

Risk levels are high



- 2.3 This opinion reflects that, in the most significant control areas, the system is well designed but is not being used effectively.

3 **Risk areas examined**

- 3.1 During this audit we looked for controls to address the following key risks: -

<i>Risk title</i>	<i>Description</i>
Redkite System Parameters	The Redkite system may not be updated or configured to record all the necessary competencies and emerging training requirements which operational staff are required to maintain.
Data Quality, Completeness and Monitoring	The quality of the training records being input to Redkite by operational personnel or validated by management may not be fit for purpose or may be incomplete.
Corporate Overview	The intended purpose of using Redkite may not fulfil organisational expectations (to identify, learn and prevent causes of death in service or injury).

4 Audit findings

4.1 Following our work, we consider the controls to be effective in the following risk areas: -

- Redkite System Parameters - The competencies built into the system are based on the National Occupational Standards (the 'standards'), which are supplemented by training activities developed by NFRS and are mapped to the standards. The standards are up-to-date. The training activities, were based on existing training requirements and were entered by an appropriate member of staff.
- Data Quality, Completeness and Monitoring - Redkite contains a dashboard, and can produce reports, which alert staff and their supervisors to the training that they need to do. A description of the activity supporting the training can be entered as free text. 'Assessed Training' is always entered by the supervisor and we found that it is entered promptly. The work of the supervisors can be reviewed ('verified') by Station Managers.
- Corporate Overview - NFRS has a policy relating to training that covers the purpose and use of Redkite. Redkite contains a user guide which has been supplemented by tutorial videos developed in-house by NFRS for staff, supervisors, and verifiers.

4.2 There was one notable limitation in the scope of our review. Within the time allocated for the review we were unable to obtain access to, and therefore assess, the tutorial videos on Redkite. We obtained access to Redkite but further access rights would have been needed to view the tutorials.

4.2 There were some control weaknesses and failures to comply with the standard controls, resulting in remaining risks. The attached Action Plan sets out these weaknesses, and our recommendations to address them.

4.3 A summary of the recommendations made, together with brief details of the related findings, is set out below: -

<i>Priority level</i>	<i>Number of Recommendations</i>	<i>Recommended action timescales</i>
Priority 1	3	Immediate
Priority 2	3	Within two months

Priority 1 areas:

Click here to enter text.

- Approximately 14% of 'assessed training' against the standards had not been completed.

- Evidence to support driving competencies was based on insufficient evidence in almost half of the cases we looked at. Most commonly, training was signed off on experience of driving to incidents and events rather than formal training. We also found examples of training that appeared to be irrelevant to the specified competency or not clearly described.

- Some Station Managers are not carrying out a sufficient number of verifications of the training entered by supervisors on behalf of their staff.

Priority 2 areas:

- Training records are held on a number of different systems and no central record is maintained.

- There is uncertainty whether all of the standards are mapped to training.

- The training policy does not include the corporate review of training records, and is not specific on the roles of supervisors and managers.

4.4 No advisory actions were discussed during the audit.

**Audit conducted by: Andrew Howarth
Senior Auditor**

***Audit supervised by: Angela Wendels
Senior Auditor***

Rob Disney, Group Manager Assurance

Audit Finding	Recommendation	Management Response
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Priority 1 areas (Essential for effective internal control, must implement recommendations to improve existing control arrangements)

1. Expired Training

A 'status of competence' report can be run from Redkite on the number of training episodes that have been completed, and the number that are expired.

We ran such a report for completed 'assessed training' against the standards at each fire station. At the time of our audit the reports showed that 4,375 competencies had been completed but a further 699 had expired. This indicates a level of non-compliance of approx. 14%.

The stations that stand out as accounting for the highest numbers of expired training are Arnold (88), London Road (65) and Newark (61). Mansfield (33) has a similar proportion of expired training but is a smaller station. The table below shows how these figures compare as a percentage of all training.



These 'status of competence' reports had to be run separately for each fire station as Redkite could not produce one report that analysed by fire station. Also, the report does not include totals, so the reports had to be exported and totals added manually. These aspects make the analysis

The level of expired competencies should be addressed. The fire stations with the highest numbers could be prioritised.

Management information should be reported corporately on the above.

Improved reporting of the 'status of competence' report should be explored. This would include the reports totalling the columns of completed and expired training, and producing a report that analyses by fire station to overcome having to run separate reports for each fire station.

Response

Review of currently recorded competencies against operational standards. Expired competencies identified, to be prioritised and addressed over the next 6 months.

Training and guidance to be given to operational supervisors and middle managers in the use of management / 'status of competence' reports to identify training needs and the ongoing competency status of operational crews.

A system for ongoing management, maintenance and administration of Redkite is to be established.

Maintenance and competency to be reported 6 monthly, via the internal governance structure (EDT/SLT).

Date for implementation

September 2019

Officer responsible for implementation

AM Service Delivery / Head of People and OD/ Head of Assurance, Risk and Operational Training

6 monthly report to go to EDT

Audit Finding	Recommendation	Management Response
<p>more time consuming.</p> <p>We were informed that these reports are not monitored corporately to identify non-compliance.</p> <p>Risk: Firefighters do not have, or do not demonstrate that they have, the required competencies.</p>		

Audit Finding	Recommendation	Management Response
<p>2. Quality of training records</p> <p>We selected a limited sample of training activities by five members of staff. On Redkite their staff numbers were 2132 at Arnold, 5048 at Stockhill, 4071 at Newark, 4191 at Warsop and 2452 at Blidworth. The first four were drivers. The latter, a retained firefighter, was not a driver.</p> <p>We checked the evidence supporting their completed 'assessed training' in three areas. These were 9m ladder, hydraulic cutters, and the four driver competencies - emergency, non-emergency, slow speed manoeuvres, and knowledge & understanding.</p> <p>All five had satisfactory evidence to support their competency with 9m ladder and hydraulic cutters.</p> <p>The evidence to support the driving competencies was less satisfactory. Four of the sample were drivers and there are four driver competencies, meaning that 16 competencies were checked in total. Of these, seven competencies had been based on insufficient evidence.</p> <p>The most common issue was that the training was signed off on experience rather than formal training, for example driving to incidents and events. We judged this to be the case for staff number 2132 (for emergency and slow speed manoeuvres), 5048 (for knowledge & understanding) and 4191 (for all four driving elements).</p> <p>A further issue is that training was entered which was irrelevant to the competency it was evidencing. For example, under slow speed manoeuvres staff number 2132 included activity number '645996', described as 'Appliance change over, testing of pumps/ladders.' Also for this employee, although the 9m ladder competency was satisfactorily evidenced, there were two other activities evidencing this competency whose relevance to it was unclear. Activity number '651870' was described as 'pump change over testing of equipment' and activity number '1092486' was described as 'House Fire.'</p> <p>Risk: Firefighters are assessed as competent based on experience which might be insufficient or irrelevant.</p>	<p>Consider making it a requirement that 'assessed training' is based on evidence-based or formal training such as 'drill / exercises' only.</p> <p>The provision of driving competencies, may need to be expanded and reliance placed upon planned and verifiable activities rather than driving to incidents.</p> <p>The evidence supporting the training, which is free text, should directly refer to the type of training that it is recorded against.</p>	<p>Response</p> <p>Guidance to be published on the assessment of evidence based or formal training, and the standards of assessment expected by NFRS.</p> <p>Guidance and exceptions of how, what and the quality of evidence should be recorded to be published.</p> <p>A system of management, maintenance and administration of Redkite is to be established.</p> <p>A rolling programme of quality assurance to be implemented, to quality assure training records and the verification process.</p> <p>Date for implementation September 2019</p> <p>Officer responsible for implementation AM Service Delivery / Head of People and OD/ Head of Assurance, Risk and Operational Training</p>

Audit Finding	Recommendation	Management Response
<p>3. Managers' Verifications of the work of Supervisors</p> <p>Station Managers are expected to carry out verifications of the quality of the training records supervised by their Crew or Watch Managers. The recommended frequency is that they verify the work of each Crew or Watch Manager at least once a year, for each verifying at least three training activities.</p> <p>A Verifications Due Report showed that the work of 34 supervisors had not been verified in the last 12 months and so are now overdue.</p> <p>Nine staff currently carry out the Station Manager verifications. A Verifications Undertaken report showed that, at the time of our review, in the last 12 months (9 Jan 2018 to 9 Jan 2019) four had done no verifications. Two had each done 39 verifications but the others had done significantly fewer.</p> <p>Although we have not further analysed the above figures, they indicate that some Station Managers are not carrying out a sufficient number of verifications. We have also been informed that these statistics are not corporately monitored or acted upon. The system does not prompt the Station Managers to carry out these verifications.</p> <p>Risk: The training records supervised by the Crew or Watch Managers may be of variable quality, and those of lower quality are not identified and rectified.</p>	<p>The insufficient number of verifications undertaken by each Station Manager, and the number of supervisors whose work has, or has not, been verified in the last 12 months, should be addressed.</p> <p>Management information should be reported corporately on the above.</p> <p>The feasibility of whether the system can be enhanced to prompt the Station Managers to carry out these verifications, should be explored.</p>	<p>Response</p> <p>Guidance to be published on the assessment of evidence based or formal training, and the standards of assessment expected by NFRS.</p> <p>Clarification and training of the role of Station Managers as verifiers to be undertaken. Guidance and exceptions of how, what and the quality of evidence should be recorded to be published.</p> <p>A system of management, maintenance and administration of Redkite is to be established.</p> <p>A rolling programme of quality assurance to be implemented, to quality assure training records and the verification process, which will include checks on the verification of records.</p> <p>Date for implementation</p> <p>Redkite training from system provider will commence in April 2019. Full implementation may take several months.</p> <p>Progress on completion of verifications immediate.</p> <p>Completion deadline December 2019</p> <p>Officer responsible for implementation</p> <p>AM Service Delivery / Head of Assurance, Risk and Operational Training</p>

Audit Finding	Recommendation	Management Response
Priority 2 areas (Highly desirable for effective internal control, should implement recommendations to improve existing control arrangements)		
<p>4. Fragmentation of training records Training records are maintained on a number of different systems.</p> <p>Because this was an audit of Redkite we did not explore the other systems in detail but the purposes of them appeared to be well defined and we understand that:</p> <ul style="list-style-type: none"> • One File is for recording the acquisition of competencies • Redkite is for recording the maintenance of competencies • i-Trent is for formally attended training courses • NFRS Learn is for e-learning. <p>Risk: The process of monitoring training competencies is fragmented and may be difficult to undertake.</p>	<p>Consider having a centralised repository for recording all training and competencies for firefighters. This may be feasible within Redkite. It would provide more robust and comprehensive evidence which can be more readily monitored by management.</p>	<p>Response</p> <p>Included in L&D business plan 19/20 and some work has already commenced on specifying system needs with a view to integrating systems wherever possible.</p> <p>A project plan is in development and the process will be managed the project management process.</p> <p>Date for implementation March 2020</p> <p>Officer responsible for implementation Head of People and OD</p>
<p>5. Entry of training requirements into Redkite Redkite is based primarily on the National Occupational Standards. NFRS entered its own training activities, based on existing training requirements, and mapped these to the standards. This mapping should enable the standards to be automatically achieved from the completion of the training activities. The system administrator informed us that in case any standards are not mapped to training, they recommend that the achievement of the standards is reviewed during staff appraisals. This indicates an uncertainty about the completeness of the mapping.</p> <p>Risk: Achievement of the standards is not appropriately maintained.</p>	<p>A review should be carried out to check that all standards are mapped to appropriate training activities.</p>	<p>Response</p> <p>Agreed. A review will be undertaken, led by competency recording group who will be established to agree standards of competence within the Redkite system.</p> <p>Date for implementation December 2019</p> <p>Officer responsible for implementation AM Service Delivery / Head of Assurance, Risk and Operational Training</p>

Audit Finding	Recommendation	Management Response
<p>6. Policy on Training The policy relevant to this area is the 'Operational Competency Framework - Policy.'</p> <p>There are three aspects of policy that we looked for. We found that the policy covers two of these, the completion of training records, and the management review of training records. It does not cover the corporate review of management information on training records. We were informed that there are no such reviews.</p> <p>We also consider that the policy is limited in its coverage of the following two aspects, which are areas that need improvement as noted elsewhere in this report.</p> <p>The role of the supervisory managers (Crew or Watch Managers) in maintaining the training records In relation to this, the policy only says that 'although much of the station based record keeping is done by supervisory managers it is still the responsibility of the individual to ensure their competencies and training records are kept up to date.'</p> <p>The role of the Station Managers in verifying the quality of the training records supervised by their Crew or Watch Managers The policy only says, under the heading Quality Assurance, 'Line Managers – Assurance comes from those responsible for delivering objectives and operations.'</p> <p>Risk: The role of staff in completing and reviewing training records is not properly specified or complied with.</p>	<p>The Policy should be expanded to cover the corporate review of management information on training records. Elsewhere in this report we have recommended two specific aspects that should be reviewed corporately.</p> <p>The Policy should be more specific on the role of the supervisory managers, who input and approve the 'assessed training.'</p> <p>The Policy should be more specific on the role of the Station Managers in verifying the quality of the training records supervised by their Crew or Watch Managers.</p>	<p>Response Agreed. Will be updated.</p> <p>Date for implementation April 2019</p> <p>Officer responsible for implementation Group Manager L&D</p>

To: The Chief Fire Officer

Subject: Governance Arrangement for the Fire Fighters' Pension

Date: April 2019

5 Introduction

- 1.1 This audit examined the information governance arrangements for the Fire Fighters' Pension.
- 1.2 A Pensions Board has been established and its purpose is to assist Nottinghamshire and City of Nottingham Fire and Rescue Authority (The Fire Authority) in its role as the Scheme Manager of the Fire Fighters Pension Schemes (1992, 2006, 2015 and Retained Modified). Such assistance is to:
- secure compliance with the Scheme's regulations, any other legislation relating to the governance and administration of the Scheme, and requirements imposed by the Pensions Regulator in relation to the Scheme.
 - ensure the effective and efficient governance and administration of the Scheme.

The Board should at all times act in a reasonable manner in the conduct of its purpose. In support of this duty Board Members:

- should act always in the interests of the Scheme and not seek to promote the interests of any stakeholder group above another.
- should be subject to and abide by Fire Authority's Codes of Conduct for Members and Employees.

6 Audit opinion

- 6.1 In the areas examined, we assessed the controls to determine to what extent the risks are being mitigated.
- 6.2 In our opinion the level of assurance we can provide is: -

**SUBSTANTIAL ASSURANCE****Risk levels are low**

7 Risk areas examined

3.1 During this audit we looked for controls to address the following key risks: -

<i>Risk title</i>	<i>Description</i>
Communication to Members	Adequate or accurate information may not be provided to members to allow them to make informed decisions concerning their pension.
Internal Disputes Resolution	Internal disputes may not be appropriately managed and may remain unresolved.
Pension Law - Breaches	Failure to understand latest reforms concerning the governance and administration of public service schemes, may result in failure to comply with the law and address poor standards and non-compliance.
Oversight	Adequate oversight of systems and procedures may not be in place or scrutinised.
Member Training	The Pensions Board and Fire Service staff may not be adequately trained and have the capacity to challenge effectively.
Pension Board Meetings	The Pensions Board business cycle may not achieve comprehensive oversight of activity and issues arising.

3.2 The scale of the area reviewed is: -

<i>Metric</i>	<i>June 2018 actual</i>
Active pensioners	663
Dependants	399
Deferred members	849
Total	1,911

4 Audit findings

4.1 Following our work, and with reference to the other sources of independent assurance that were available, we consider the controls to be effective in the following risk areas: -

- Oversight - Provider cyber-security and GDPR compliance - The 2019 pension administration contract with Leicestershire County Council requires the provider to inform NFRS of any incident giving rise to an actual, suspected or potential loss of personal data. Cyber security surrounding data transmission between NFRS and the provider have been assessed by both parties.
- Pension Board Member Training - Board members are encouraged to follow a structured e-learning training tool-kit provided by the Pensions Regulator. They also receive a cyclical programme of training at the conclusion of Pension Board meetings.
- Pensions Board Meetings - The Risk Register is updated on an ongoing

basis and reviewed at each meeting of the Pension Board.

4.2 There were some control weaknesses and failures to comply with the standard controls, resulting in remaining risks. The attached Action Plan sets out these weaknesses, and our recommendations to address them.

4.3 A summary of the recommendations made, together with brief details of the related findings, is set out below: -

<i>Priority level</i>	<i>Number of Recommendations</i>	<i>Recommended action timescales</i>
Priority 1	0	Immediate
Priority 2	3	Within two months

Priority 2 areas:

- Governance arrangements are good. However, the role and terms of reference of the Responsible Officer in supporting the Pension Board should be formalised and kept under review in response to the potential creation of a joint Pension Board with Leicestershire and Derbyshire.
- Contract management meetings are not formally recorded.
- The Pension Board does not currently have the opportunity to be informed of the completed NFRS response to the Pension Regulator's Annual Public Service Governance and Administration survey.

4.4 No advisory actions were discussed during the audit.

**Audit conducted by: Ian Munro
Senior Auditor
Audit supervised by: Angela Wendels
Senior Auditor**

Rob Disney, Group Manager Assurance

Internal Audit report 2019-03 – April 2019	ACTION PLAN Fire Fighter Pensions Governance - NFRS	OFFICIAL SENSITIVE
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Audit Finding	Recommendation	Management Response
Priority 2 areas (Highly desirable for effective internal control, should implement recommendations to improve existing control arrangements)		
<p>1. Pension Board Responsible Officer terms of reference</p> <p>The Constitution of the Board defines the role of members. There is however, no corresponding definition of the role and responsibilities of the Scheme Manager. The Scheme Manager plays an active and pivotal role in ensuring that members receive technical and professional guidance and training to adequately discharge their responsibilities.</p> <p>The probable creation of a Joint Firefighters Pension Board with Leicestershire and Derbyshire and the need for clarity as to respective governance arrangements increases the need for the Scheme Manager's role to be clearly defined.</p> <p>Risk: The Board is unsighted on issues and receives variable support.</p>	<ul style="list-style-type: none"> a) That the role of the Scheme Manager is formalised by the Fire Authority. b) That the annual report from the Pension Board to the Fire Authority covers both the activity of the Pension Board and also the Scheme Manager. 	<p>Response Accepted. This will be incorporated in the next report to Fire Authority.</p> <p>Date for implementation July 2019</p> <p>Officer responsible for implementation Scheme Manager</p>
<p>2. Contract management</p> <p>Pensions administration is undertaken by a contract provider; Leicestershire County Council. We have not had sight of the contract that pre-dates the current contract which came into effect on 1/1/2019. The provider attends meetings of the Pension Board to receive questions and deliver technical advice if required. Contract management meetings are informal and not supported by minutes. An annual evaluation of contract performance is not presented to the Pension Board for assurance purposes.</p> <p>Risk: Contract non-compliance is not reported.</p>	<ul style="list-style-type: none"> a) Contract management meetings are recorded and agreed actions are minuted. b) An annual assessment of provider contract performance is reported to the Pension Board. 	<p>Response Contract management will be added to the agenda for the Regional Pension Meetings where performance can be reviewed by all 3 regional Fire Authorities. Minutes are taken at this meeting.</p> <p>Date for implementation June 2019</p> <p>Officer responsible for implementation Scheme Manager</p>

Internal Audit report 2019-03 – April 2019	ACTION PLAN Fire Fighter Pensions Governance - NFRS	OFFICIAL SENSITIVE
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Audit Finding	Recommendation	Management Response
<p>3. Pension Board Assurance</p> <p>Each year Fire Pension schemes are surveyed by The Pension Regulator and required to complete a Public Sector Governance and Administration Survey. The Pensions Board does not have sight of the completed response from NFRS.</p> <p>Risk: The Pension Board is unaware of potential issues identified.</p>	<p>The Pension Board should receive the completed survey at the earliest opportunity.</p>	<p>Response Learning opportunities from the 2018 survey will be reported to the Pension Board when results are published. NFRS completed response will be completed from the 2019 return.</p> <p>Date for implementation October 19 Board for response to 2018 survey March 2020 for completed 2019 survey.</p> <p>Officer responsible for implementation Scheme Manager</p>

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