

Public Document Pack



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AUDIT COMMITTEE

DATE: MONDAY 15 NOVEMBER 2010
TIME: 2 P.M.
PLACE: COUNCIL HOUSE

Members –

Councillor Berrow, Chair.
Councillor Evans, Vice-Chair.
Councillors Murphy, Stark and Thompson.

Independent Members –

Mr. Clarke, Ms. Myles and Mr. Stewart.

Substitutes -

Any Members other than a Member of the Cabinet may act as a substitute member provided that they do not have a personal and prejudicial interest in the matter under review.

Members are invited to attend the above meeting to consider the items of business overleaf

Members and Officers are requested to sign the attendance list at the meeting.

Please note that, unless the Chair agrees, mobile phones should be switched off and speech, video and photographic equipment should not be used during meetings.

BARRY KEEL
CHIEF EXECUTIVE

AUDIT COMMITTEE

PART I (PUBLIC COMMITTEE)

AGENDA

1. APOLOGIES

To receive apologies for non-attendance submitted by Committee Members.

2. DECLARATIONS OF INTEREST

Members will be asked to make any declarations of interest in respect of items on this agenda.

3. MINUTES

(Pages 1 - 8)

To confirm the minutes of the meeting held on 24 September, 2010.

4. CHAIR'S URGENT BUSINESS

To receive reports on business which, in the opinion of the Chair, should be brought forward for urgent consideration.

5. PROJECT MANAGEMENT ARRANGEMENTS

VERBAL

A representative of the Director for Corporate Support will be in attendance to report on project management arrangements.

6. REVENUES AND BENEFITS IMPROVEMENTS UPDATE

VERBAL

A representative of the Director for Corporate Support will be in attendance to report on improvements made within Revenues and Benefits to address problems with addressing Housing Benefit claims and to provide an overview of the future of the service.

7. INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)

VERBAL

The Director for Corporate Support's Corporate Accountancy and Finance Manager will provide an update in respect of International Financial Reporting Standards (IFRS).

8. TREASURY MANAGEMENT STRATEGY 2010/11 - MID-YEAR REVIEW

(Pages 9 - 84)

The Director for Corporate Support will submit the Treasury Management Strategy 2010/11 - Mid-Year Review.

9. ANNUAL AUDIT LETTER 2009/10 (Pages 85 - 102)

The Council's external auditor, Grant Thornton, will submit the Annual Audit Letter for 2009/10.

10. 2009/10 AUDIT PLAN PROGRESS REPORT (Pages 103 - 104)

The Council's external auditor, Grant Thornton, will submit the 2009/10 Audit Plan Progress Report.

11. INTERNAL AUDIT - SIX MONTHLY PROGRESS REPORT (Pages 105 - 134)

The Assistant Head of Devon Audit Partnership will submit the Internal Audit – Six Monthly Progress Report.

12. AUDIT COMMITTEE FORWARD WORK PLAN (Pages 135 - 140)

The Committee will consider its work programme for 2010/11.

13. EXEMPT BUSINESS

To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 to exclude the press and public from the meeting for the following item(s) of business on the grounds that it (they) involve the likely disclosure of exempt information as defined in paragraph of Part 1 of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

PART II (PRIVATE COMMITTEE)

AGENDA

MEMBERS OF THE PUBLIC TO NOTE

that under the law, the Committee is entitled to consider certain items in private. Members of the public will be asked to leave the meeting when such items are discussed.

Nil

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Audit Committee

Friday 24 September 2010

PRESENT:

Councillor Berrow, in the Chair.
Councillor Evans, Vice-Chair.
Councillors Stark and Thompson.

Independent Members: Mr. Clarke, Ms. Myles and Mr. Stewart.

Apology for absence: Councillor Murphy.

Also in attendance: Adam Broome, Director for Corporate Support, David Northey, Head of Finance, Sandra Wilson, Corporate Accountancy and Finance Manager, Mike Hocking, Head of Corporate Risk and Insurance, Sue Watts, Assistant Head of Devon Audit Partnership, Barrie Morris and Leslie Whitworth, Grant Thornton, Giles, Perritt, Head of Performance, Policy and Partnerships, Alison Mills, Head of Human Resources (Corporate Functions) and Katey Johns, Democratic Support Officer.

The meeting started at 10 a.m. and finished at 12.45 p.m.

Note: At a future meeting, the committee will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.

32. DECLARATIONS OF INTEREST

The following declaration of interest was made in accordance with the Members' Code of Conduct –

Name	Minute No. and Subject	Reason	Interest
Councillor Thompson	41 - External Audit – Review Of Arrangements For Complying With Age Related Equalities Legislation	School Governor	Personal

33. MINUTES

Agreed –

- (1) the minutes of the meetings held on 28 June and 23 July, 2010;
- (2) that written responses be provided in respect of the following questions raised –
 - cost to the Council in lost interest as a result of the Icelandic bank investments

- the impact on the Council as a result of VAT changes coming into effect in January 2011
- whether there had been any substantial changes to Citybus service provision contrary to what had been agreed in its sale to Go Ahead

- (3) that a briefing paper be circulated to committee members in respect the recruitment process for Independent Members;
- (4) Officers investigate a Whistleblowing policy for Councillors, to cover vexatious complaints and confidentiality.

34. **CHAIR'S URGENT BUSINESS**

There were no items of Chair's urgent business.

35. **EXTERNAL AUDIT - ANNUAL GOVERNANCE REPORT (ISA 260)**

The City Council's external auditor, Grant Thornton, submitted the Annual Governance Report (ISA 260) highlighting the key issues arising from the audit of the Council's financial statements for the year ending 31 March, 2010.

In response to questions raised, Members were advised that –

- (i) the Council's accounts had now been unqualified for seven years and previous to that they had been qualified for nine years;
- (ii) further investigation would be undertaken to establish whether there were any sanctions for councillors failing to return their annual declarations. In the meantime, the names of the five who had not done so this year would be passed to the respective group whips;
- (iii) a full explanation of the Council's reasons not to adjust the accounts for the reduction in the teachers unfunded pensions liability of £1.661m was set out on page 50 of the Statement of Accounts report (agenda item 6);
- (iv) Devon County Council were responsible for managing the pension fund and had not included the unfunded element of the teachers' pension at the last tri-annual valuation. Whilst this had not been realised at the time, Plymouth did now have a revised pension fund valuation and Devon, along with Torbay, were reviewing their procedures. In addition, a national review of pensions was under way;
- (v) no teachers' pension contributions were made from council tax as these were met from Government grant to schools;
- (vi) the issue of the Citybus pension had been looked at by the External Audit and was not mentioned within the report because it had been accounted for correctly and found not to be a matter of concern.

The External Auditor and the Committee commended the hard work of both the Corporate Accountancy and Finance Manager and the Assistant Head of Devon Audit Partnership and their respective teams.

The Committee noted the report.

36. **STATEMENT OF ACCOUNTS 2009/10**

The Corporate Accountancy and Finance Manager reported that, following the audit of the draft Statement of Accounts submitted to Committee on 28 June, a few minor amendments had been made to the statements and disclosure notes. As a result, there was now a requirement for Audit Committee to re-approve the accounts prior to the statutory deadline of 30 September, 2010. Members were informed that the changes acted to strengthen the disclosure of information only and did not change the reported position.

Some Councillors expressed reservations and a reluctance to re-approve the accounts with regard to -

- the lack of adjustment being made to the accounts to reflect the reduction in the teachers' unfunded pension liability of £1.661m
- the failure by 5 councillors to submit their annual declarations

However, following an assurance by the External Auditor that he was satisfied that the City Council had done what was required of it and had been honest and competent, those reservations were withdrawn.

Agreed that –

- (1) the amendments to the Statement of Accounts for 2009/10, as outlined within the report, be noted;
- (2) the action by officers to not adjust the accounts for the reduction in the teachers' unfunded pension liability of £1.661m, as outlined within the report, be noted;
- (3) the Statement of Accounts for 2009/10, as presented, be formally re-approved;
- (4) the letter of representation attached at Appendix C to the report be authorised and submitted to the auditor.

37. **EXTERNAL AUDIT - PERFORMANCE MANAGEMENT ARRANGEMENTS**

Further to minute 27, the Committee reconsidered the report which was now accompanied by a more comprehensive action plan. In response to questions raised, Members were advised that -

- (i) savings plans had been linked to the corporate improvement priorities and the quarterly finance and performance report now had an increased focus on

key performance and budgetary areas through monitoring of monthly score cards;

- (ii) performance targets for the new Council and City Priorities, which had recently been considered by Cabinet and the Local Strategic Partnership Board, were currently being drawn up;
- (iii) the report was a backward look at what had been in place within the Council and its partners and did not take account of the recently revised priorities;
- (iv) revised performance management arrangements were being developed, including an upgrade of ePerform which would be cost-neutral;
- (v) a review of Policy, Performance and Partnership support was being undertaken with a view to consolidating services across the Council and its partners to be in place by April 2011. This had already happened in Community Services.

It was also reported that this would be Leslie Whitworth's last meeting as she would shortly be leaving Grant Thornton on 30 September.

The Committee noted the report and expressed a vote of thanks to Leslie, wishing her all the very best for the future.

38. **REGULATION OF INVESTIGATORY POWERS ACT (RIPA) - ANNUAL REPORT ON COVERT SURVEILLANCE ACTIVITY**

The Assistant Director for ICT reported that the approach of the Council had been rated as 'good' at the last inspection in May and that the Council compared favourably with other local authorities. Members were also advised that -

- the number of RIPA investigations had decreased significantly in 2010
- there was now a requirement to have a separate policy document for RIPA and this policy would be prepared for the next inspection in May 2011
- a government review of RIPA was under way
- an action plan had been prepared to address the recommendations arising from the previous inspection, namely –
 - revising the application form
 - authorisations to be completed in handwriting
 - consequential amendments to the local Code of Practice

In response to questions raised, Members were advised that –

- (i) RIPA had not been used in covert operations to watch for people illegally parking. Staff applying this legislation worked in –
 - Public Protection Service which includes Trading Standards
 - Housing Benefit and Council Tax Fraud Investigation Team of the Revenues and Benefits Service
 - Anti-Social Behaviour Unit

- (ii) a breakdown of RIPA authorisations in the two years from April 2008 to March 2010 was provided at Appendix 1 to the report.

Agreed the annual report to Council and the recommendation that the current identified authorising officers can continue to make their own individual assessment in line with the Code of Practice, whilst considering proportionality and necessity, as to the appropriateness of undertaking covert surveillance, for preventing or detecting crime, or preventing disorder.

39. **OPERATIONAL RISK MANAGEMENT - DEVELOPMENT AND REGENERATION**

The Business Manager for Development and Regeneration was in attendance to report on operational risk management within the directorate. The Committee was informed that there continued to be a high level of commitment across the directorate, both at department management team and senior management level, and that a recent review of the directorate's risk registers had revealed that there had been a reduction in the number of identified risks in all areas. The Head of Corporate Risk and Insurance added that there had been a significant change within the directorate around how it managed risk and this was being incorporated into the new business management plan for economic development. It was now working well from his point of view.

40. **STRATEGIC RISK REGISTER - MONITORING REPORT**

The Director for Corporate Support submitted the Strategic Risk Register Monitoring Report. The report –

- (i) provided a summary of the latest formal monitoring exercise completed for the period March to August 2010;
- (ii) highlighted that the number of strategic risks reported had reduced from 35 to 34 with the addition of three new risks and the deletion of four, including nine red risks.

Agreed that the current position with regard to the Strategic Risk Register be noted and endorsed.

41. **EXTERNAL AUDIT - REVIEW OF ARRANGEMENTS FOR COMPLYING WITH AGE RELATED EQUALITIES LEGISLATION**

Further to minute 28, the Committee reconsidered the report which was now accompanied by the attendance of the Assistant Head of Human Resources (Corporate Functions). In response to questions raised, Members were advised that –

- (i) the Council did have a model corporate policy 'Working Beyond Retirement Age' which could be used by the City's schools. However, it was ultimately the decision of the schools and their governing bodies as to whether or not they adopted the policy;
- (ii) there had been a total of 196 applications since the legislation had been introduced in October 2006;

- (iii) a total of 12 appeals had been received -
 - 4 successful
 - 4 withdrawn
 - 4 resolved after reaching a new mutually acceptable retirement date
- (iv) letters with details of pension figures were sent to staff approaching retirement age at least six months' in advance of their retirement date, the majority of whom were very happy to be going;
- (v) the Council currently employed 670 members of staff between the ages of 60 and 65. This potential shortfall was being addressed through departmental workforce planning;
- (vi) the government's proposal to change the retirement age was still out to consultation but it was likely that the statutory age of 65 would change.

The Committee noted the report.

(Councillor Thompson declared a personal interest in respect of the above item).

42. **EXTERNAL AUDIT - PROGRESS REPORT**

The City Council's external auditor, Grant Thornton, submitted its audit plan progress report for projects undertaken in 2009/10. Members were advised that reports in respect of the following should be ready for submission to the next meeting –

- Follow up on Customer Access Arrangements
- Follow up on Partnership Working Arrangements
- Corporate Restructuring Arrangements
- Joint Strategic Needs Assessment

The Committee noted the report.

43. **EXTERNAL AUDIT - VALUE FOR MONEY CONCLUSION REPORT**

The City Council's external auditor, Grant Thornton, reported that –

- (i) from 2010/11 their assessment would be concentrating on the Council's arrangements for securing financial resilience and prioritising resources within tighter budgets;
- (ii) no further information had been released following the Government's announcement of the abolition of the Comprehensive Area Assessment in May 2010. Updates would be provided to Committee as they arose;
- (iii) whilst there would not be a scored Use of Resources assessment for 2009/10, the work completed had been used to inform the value for money conclusion and indicated that the Council's direction of travel was positive;

(iv) the work completed in connection with their value for money conclusion had been undertaken in accordance with the agreed audit strategy set out in the Annual Fee Letter submitted to Committee on 25 March 2009, the scope of which comprised:

- Financial management
- Commissioning and governance
- Management of natural resources

(v) the review had highlighted a number of areas for improvement, including:

- better understanding of the supply market
- data quality
- further improvement of risk management arrangements around management of partnerships
- workforce development

In response to questions raised, he added that the Council was in a good place on the playing field and had done well to achieve £5.8m savings against an ambitious target of £6.2m. However, there were council's achieving higher than that and Plymouth would have to increase its savings significantly over the next few years by making a number of difficult decisions.

The Committee noted the report with thanks.

44. **AUDIT COMMITTEE WORK PROGRAMME**

The Committee noted its work programme for September 2010 to June 2011, and agreed the addition of an extra meeting to take place at 2.00 p.m. on 15 November, 2010.

45. **EXEMPT BUSINESS**

There were no items of exempt business.

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CITY OF PLYMOUTH

Subject: Treasury Management Strategy 2010/11– Mid Year Review

Committee: Audit Committee

Date: 15 November 2010

Cabinet Member: Councillor Bowyer

CMT Member: Director for Corporate Support

Author: Sandra Wilson, Corporate Accountancy and Finance Manager

Contact: Tel: 01752 (30)4942
e-mail: sandra.wilson@plymouth.gov.uk

Ref: SW

Part: I

Executive Summary:

The Local Government Act 2003 requires the Council to set out its Treasury Strategy for borrowing and to prepare an Annual Investment Strategy. The Council's strategy for 2010/11 was approved by full Council at its budget meeting on 1 March 2010. It is a requirement of the CIPFA Code of Practice on Treasury Management that a mid year report, as a minimum, should be presented to full Council. This report provides an update on the progress and outcomes against the Treasury Management Strategy for the six month period ended 30 September 2010.

The report also reviews performance during the period against the Prudential Indicators set for the year and confirms that the Council has complied with the indicators.

In accordance with the recommendations set by Audit Committee at its meeting on 5 February, the report includes a number of benchmarking indicators for investments and using these indicators shows that the City Council's investment performance compares favourably with other Unitary Authorities.

The strategy for the year was to reduce the Council's underlying level of borrowing and investments. Borrowing has reduced by £6.977m during the period 1 April 2010 to 30 September 2010.

Investments have however increased by a similar amount at £6.711m. This is as a result of the impact on cashflow only and the level is expected to reduce significantly during the later part of the year.

In terms of the impact against the revenue budget, an overall favorable variance of (£0.139m) has been achieved as at 30 September 2010. This is in part due to longer term investments being taken at above target rate and savings in interest payable as a result of taking the Devon pre re-organisation debt in house.

Corporate Plan 2010-2013 as amended by the four new priorities for the City and Council:

Effective financial management is fundamental to the delivery of corporate priorities. Treasury Management activity has a significant impact on the Council's activity both in revenue budget terms and capital investment and is a key factor in facilitating the delivery against a number of corporate priorities.

Implications for Medium Term Financial Plan and Resource Implications: Including finance, human, IT and land

Treasury Management affects the Council's budget in terms of borrowing costs and investment returns.

Other Implications: e.g. Section 17 Community Safety, Health and Safety, Risk Management, Equalities Impact Assessment, etc.

The current volatility and uncertainty within the global financial markets has had a substantial effect on Treasury Management activities. The Council's investment strategy is included in the strategic risk register as a 'Amber' risk. This risk will be constantly monitored and acted upon through the Treasury Management Board which is meeting weekly until further notice.

Recommendations & Reasons for recommended action:

1. Audit Committee note the report and recommend that the report be submitted to full Council in accordance with Treasury Management Practice (TMP) note 6.
2. The updated Treasury Management Practices as outlined at Appendix 3 be approved.

Alternative options considered and reasons for recommended action:

It is a requirement of the CIPFA Code of Practice on Treasury Management that a mid year report, as a minimum, is prepared and presented to the full Council.

Background papers:

- Treasury Management Strategy Report 2010/11 to Cabinet 5 February 2010
- Treasury management budget working papers

Sign off:

Finance	Djn1011.008	Legal	TH0007	HR	n/a	Corp Prop	n/a	IT	n/a	Strat Proc	n/a
Originating SMT Member Malcolm Coe											

Treasury Management Strategy Mid Year Review

1. Introduction

- 1.1 The Treasury Management Strategy for 2010/11 was approved by full Council at its meeting of the 1 March 2010. The Treasury Management Strategy has been underpinned by the adoption of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management 2009, which includes the requirement for determining a treasury strategy on the likely financing and investment activity for the forthcoming financial year. The Code also recommends that members are informed of treasury management activities at least twice a year. This report therefore ensures this authority is embracing Best Practice in accordance with CIPFA's recommendations.
- 1.2 Treasury Management is defined as:

“The management of the local authority’s investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks. ”
- 1.3 The responsibility for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions is delegated by the Council to its Section 151 Officer – the Director for Corporate Support Services, and is overseen by a Treasury Management Board consisting of senior officers of the Council and the portfolio Member for Finance, Property, People and Governance.
- 1.4 The day to day operation of the treasury management activity is carried out in accordance with detailed treasury management practices. These practices have been updated as a result of the revision to the Treasury Management Code and have been included at Appendix 3 to this report for approval by Audit Committee.
- 1.5 The Council works closely with its treasury management advisors Arlingclose who assist the Council in formulating views on interest rates, regular updates on economic conditions and interest rate expectations, and advice on specific borrowing and investment decisions.
- 1.6 This report provides an update on the Council's treasury management activity for the period ended 30 September 2010. The report also provides an update on compliance with the Prudential Indicators set under the strategy for the year.

- 1.7 In accordance with Treasury Management Practice (TMP) note 6, the report is required to be presented to full Council.

2. **Economic Background**

- 2.1 Before reviewing the Council's performance to date it is appropriate to outline the national and economic background within which Council Officers have operated during the first part of the year. The key financial issues are outlined below:

- The UK continued to emerge from recession but the level of activity remained well below pre-crisis levels. GDP registered 0.3% growth in the first calendar quarter of 2010 and 1.2% in the second.
- The Bank of England's Monetary Policy Committee (MPC) maintained the Bank Rate at 0.5% and Quantitative Easing at £200bn. However, the minutes of Bank of England's September meeting contained the possibility of further Quantitative Easing to keep the economy and inflation on track in the medium term.
- Inflation continued to decline although the annual CPI to August 2010 still stood at 3.1%. This has resulted in two open explanatory letters from the Bank of England's Governor to the Chancellor. In the coming months higher food and fuel prices raise the risk that we may not see inflation come down much more until 2011, and then it will rise back again in January with the signalled hike in VAT to 20%.
- The Bank of England's August Quarterly Inflation Report showed inflation remaining above the 2% target for longer than previously projected. Although the recovery in economic activity was expected to continue, the overall outlook for growth was weaker than presented in the May report.
- The US Federal Reserve (the Fed) kept rates on hold at 0.25% following signs of a slowdown in American growth. At its meeting in September the Fed sent a strong signal that it is prepared to do more and moving closer to a second wave of unconventional monetary easing. The European Central Bank maintained rates at 1%. The major ongoing worries in Europe extended from sovereign weakness in the 'PIIGS' nations (Portugal, Italy, Ireland, Greece and Spain), the exposure of the continent's banking sector to the sovereign and corporate debt of these nations and the risk of contagion extending to other countries. The sovereign ratings of Greece, Ireland, Portugal and Spain were downgraded by the rating agencies.

- The results from the EU Bank Stress Tests, co-ordinated by the Committee of European Banking Supervisors, highlighted that only 7 (2 Greek, 1 German and 4 Spanish “caja” banks) of the 91 institutions that made up the scope of the analysis were classed to have failed the adverse scenario tests. The tests are a helpful step forward, but there were doubts if they were far-reaching or demanding enough. The main UK Banks’ (Barclays, HSBC, Lloyds and RBS) Tier 1 ratios all remained above 9% under both the ‘benchmark scenario’ and the ‘adverse scenario’ stress tests.
- Gilts rallied as the growth momentum faded and the UK seemed to offer a safe harbour from Euroland’s turbulence. 5- and 10-year gilt yields fell to lows of 1.57% and 2.83% respectively.

2.2 Money market data and PWLB rate movements over the first half of 2010/11 are attached as Appendix 1 to this report.

3 The Council’s Strategy for 2010/11

3.1 The Council’s Treasury Management Strategy which incorporates the annual Investment Strategy was approved by full Council on 1 March 2010. As an overriding principle, the strategies proposed that in the current financial climate the Council should continue to seek to reduce the Council’s underlying level of borrowing and investments. The Council should seek to make greater use of short term variable rate borrowing, whilst at the same time seeking to balance its investments across a range of investment instruments.

4. Treasury Portfolio

4.1 Table 1 shows the Council’s overall treasury portfolio at 30 September 2010 compared to the position at the start of the year.

Table 1

1/4/2010 £m	Average Interest rate %		30/9/2010 £m	Average Interest rate %
28.889	5.8084	External Borrowing Long-term:	62.554	5.3702
130.000	4.4202	PWLB	130.000	4.4202
0.083	3.5574	Market	0.078	1.4469
73.650	0.3685	Bonds	66.950	0.3025
		Temporary Borrowing		
232.622	3.3095	Total PCC Borrowing	259.582	3.5862
33.937	5.2395	Devon Debt	0	0
266.559	3.5552	Total Loan debt	259.582	3.5862
33.156	8.7300	Long-term liabilities		
		PFI Schemes	33.156	8.7300
299.715		Total External Debt	292.738	
(153.051)	2.1000	Total Investments	(159.762)	1.6137
146.664		Net Borrowing/(Net Investment) Position	132.976	

5. Borrowing

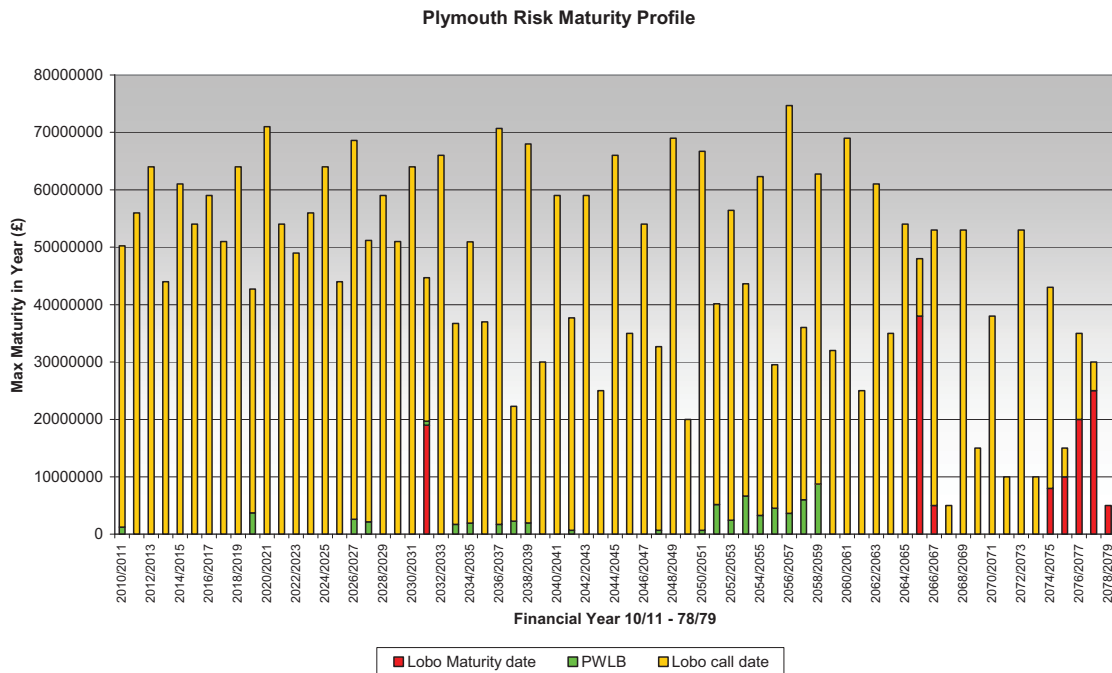
5.1 The borrowing strategy for the year was:

- To manage out the risks inherent in the existing portfolio in terms of the proportion of market loans to PWLB
- To reduce the underlying level of debt

5.2 After considering the risks inherent in the existing portfolio and the outlook for interest rates in the short term, the capital financing borrowing requirement for 2010/11 was to be financed from short-term fixed rate borrowing or variable rate borrowing where rates were lower than those available to the Council on its investments. Where borrowing rates were higher than investment rates internal resources would be used in lieu of borrowing with borrowing only taken to cover short term cash flow requirements. Capital expenditure levels, market conditions and interest rate levels would be monitored during the year in order to minimise borrowing costs over the medium to longer term.

5.3 The strategy report in particular outlined the risks to the Council in terms of its borrowing levels, highlighting the higher weighting of market loans to PWLB debt. The following graph shows the maturity profile of the long term debt for the Council as at 30 September 2010.

Figure 1-



- 5.4 The debt portfolio continues to include £130m of LOBO (market) loans. These loans have various option call dates where the banks have the ability to amend the loan terms and at which point the Council could choose to repay the loan if the terms are changed adversely. This is reflected within the maturity profile shown above (in amber) to enable officers to risk manage the Council's cashflows. PWLB debt has increased during the period as a result of the transfer of pre local government reorganisation (LGR) debt to the authority and further details are outlined below.
- 5.5 Table 2 shows the movement in the borrowing portfolio during the first part of the year.

Table 2

	Balance on 01/04/2010 £000s	Debt Maturing £000s	Debt Repaid £000s	New Borrowing £000s	Balance on 30/09/2010 £000s	Increase/ (Decrease) in Borrowing
Short Term Borrowing	73,650	(309,300)		302,600	66,950	(6,700)
Long Term Borrowing	158,972	(6)	33,666		192,632	33,660
Devon Debt	33,937		(33,937)		0	(33,937)
TOTAL BORROWING	266,559	(309,306)	(271)	302,600	259,582	(6,977)

5.6 Devon Debt

During the period, Officers successfully negotiated the transfer of pre LGR debt of £33.665m, administered by Devon County Council, to the City Council. Since reorganisation Devon have been charging Plymouth the annual costs of principal repayments and the average rate of interest on Devon's full loan book as a proportion of Plymouth's share of the debt. As a result of the transfer, Plymouth will achieve interest savings of £128,000 in 10/11 as well as gain greater flexibility over the management of the debt with the option to repay/reschedule the debt at a later date when terms become more favourable.

5.7 New borrowing in year

The use of short-term borrowing has been the most cost effective means of financing of capital expenditure and cashflow requirements. Matching any short-term borrowing with the availability of liquid deposits held in bank call accounts has lowered overall treasury risk by allowing flexibility to reduce debt and investment levels at short notice if credit conditions deteriorate.

The Council started the year with £73.65m of short-term loans with £302.6m of new loans taken and £309.3m of loans repaid. The average period of new loans taken in the period 1 April 2010 to 30 September 2010 was 43 days at an average rate of 0.3145%. Short-term fixed/variable rate borrowing is expected to remain attractive for some time as the Bank of England maintains the base rate at historically low levels. This strategic exposure to variable interest rates will be regularly reviewed and, if appropriate, reduced by switching into longer-term fixed rate loans.

5.8 Debt Repayment

The loan repayments made in the period relate to the Principal on the Devon County Debt loans prior to transfer on 25 June 2010

5.9 Debt Rescheduling

There has been no debt rescheduling in the period due to falling interest rates making the repayment of any PWLB loans more expensive. Officers along with our advisers Arlingclose will continue to monitor PWLB interest rates looking for opportunities to repay any debt maximising the savings achieved whilst maintaining a balanced maturity profile.

5.10 Overall Debt performance for the first part of the year

All new debt taken in 2010/11 has been in short-term borrowing to meet cashflow requirements. Over the period total loan debt has reduced by £6.977m largely as a result of a reduction in short-term borrowing due to overall positive cashflow in the first half of the year. The reduction in low interest short-term borrowing has resulted in a small increase in the average rate of debt interest from 3.552% on 1 April 2010 to 3.5862% on 30 September 2010.

Using short-term borrowing as an alternative to running down deposits and keeping additional funds in liquid call accounts has resulted in additional (favourable) net investment income of £212,000 to 30 September as reported in the quarterly budget monitoring report.

5.11 PWLB Intraday Rate Setting

On 26 April 2010 the PWLB introduced twice daily rate settings at 9:30 and 12:30. It is intended that the intra-daily re-sets should result in a reduction in the differential between the borrowing and premature redemption rates. This was set out in Circular 143. It was also announced that the DMO/PWLB plans to increase the number of regular intra-daily re-sets to three times a day in the near future. A further announcement on this is expected in due course.

5.12 CSR announcement impact PWLB

Following the Chancellor's announcement on the Spending Review on 20 October 2010, HM Treasury instructed PWLB to:

- Increase the average borrowing rate on all new loans to an average of 1% above UK Government Gilts to take effect immediately.
- Publish at the end of the month a list of loans it has made to local authorities including the type, amount, term and rate applying to each loan.

The impact of this change was to add approximately 0.9% to rates across the whole range of type and maturity of PWLB new loans. However premature repayment rates will not benefit from the corresponding increase and the PWLB's methodology remains unchanged.

This will increase the cost of any future PWLB borrowing and any rescheduling of a PWLB loan into another PWLB. However there are alternative sources of borrowing and whilst short-term loans are on offer at very low rates this alternative will be pursued. Officers in consultation with our advisers Arlingclose will review all alternative options available to minimise the cost of any future borrowing requirement.

The Government recognises that local authority decisions on borrowing can commit electors to repaying loans for up to 50 years. To ensure that borrowing decisions are transparent and consistent with measures adopted elsewhere in the public sector, HM Treasury has determined that a detailed monthly list of individual local authority loans sourced from PWLB will be published on the PWLB website. The first list was published on 1 November.

- 5.13 The Council's borrowing policy for the remainder of the year will be to maximise short term borrowing and cashflow balances to finance the Capital Programme.

6. Investments

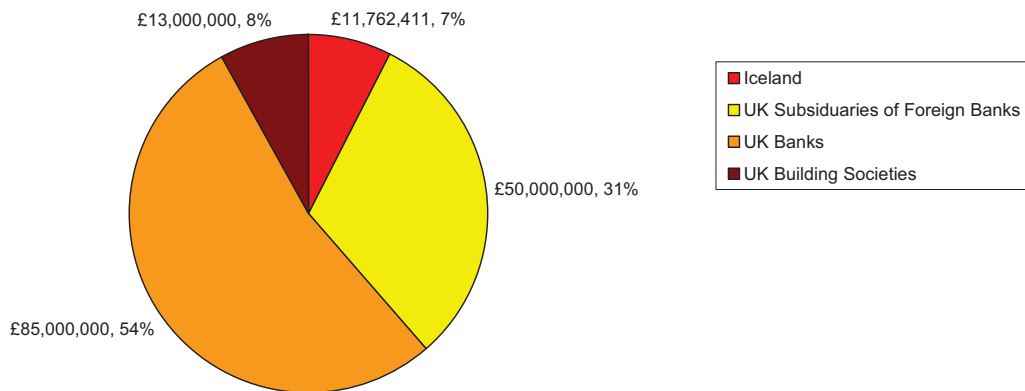
Managing Investment Risk

- 6.1 The Guidance on Local Government Investments in England gives priority to security and liquidity and the Council's aim is to achieve a yield commensurate with these principles.
- 6.2 Security of capital remained the Council's main investment objective. This was maintained by following the Council's counterparty policy as set out in its Treasury Management Strategy Statement for 2010/11. This restricted new investments to the following:
- The Debt Management Office
 - Other Local Authorities
 - AAA-rated Stable Net Asset Value Money Market Funds (not currently in use)
 - Deposits with UK Banks and Building Societies systemically important to the UK banking system and deposits with select non-UK Banks (Australia, Canada, Finland, France, Germany, Netherlands, Spain, Switzerland and the US).
 - Bonds issued by Multilateral Development Banks, such as the European Investment Bank (not currently in use).

6.3 Figure 2 below shows the split of deposits by country/sector as at 30 September 2010. In terms of risk management, the majority of the investment portfolio is now held in UK institutions. Whilst these institutions have access to the Government Credit Guarantee Scheme, there is a risk, albeit a small risk, should the UK Government, ie our sovereign state, collapse.

Figure 2

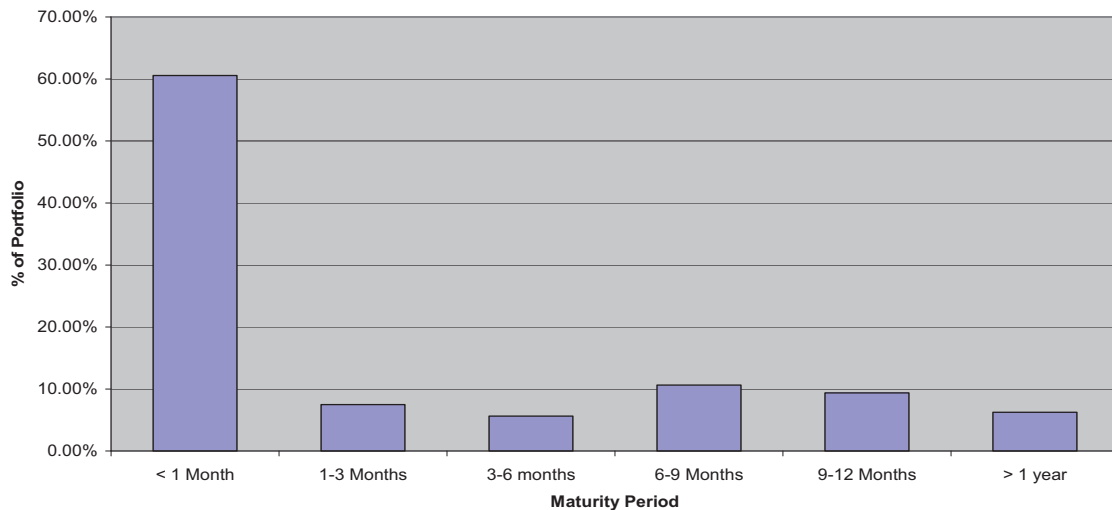
PCC DEPOSITS BY COUNTRY/SECTOR AT 30th SEPTEMBER 2010 - Total Deposits £159,762,410.86



6.4 The maturity profile of the Councils deposits is represented in figure 3. This shows a large proportion of deposits maturing in less than one month reflecting the deposits in call accounts giving the liquidity requirement to cover any adverse changes in market conditions. The treasury management Board has set a requirement that at least £15m should remain within callable deposits at all times.

Figure 3

Plymouth City Council Investment Maturity Profile 30th SEPTEMBER 2010



6.5 Icelandic Bank Update

6.5.1 Heritable Bank- The Council received a dividend payment of 6.27% in July and a further dividend repayment of 4.14% in October, bringing the total amount recovered to date to £1.431m or 45.39%. A further payment of 5% is expected in January 2011. It is still expected that between 79% and 85% will be recovered overall.

6.5.2 Recovery of monies in both Glitnir and Landsbanki remain subject to Court proceedings

Glitnir -The Winding-Up Board has classed Local Authority deposits as non-priority claims. Local authorities' legal advice remains that deposits have priority status under Icelandic law. If priority status is awarded, 100% recovery is expected. If non-priority status is awarded, recovery is expected to be 29%.

Landsbanki-The Winding-Up Board has classed Local Authority deposits as priority claims. It is expected that the courts will come to the same conclusion for both Glitnir and Landsbanki. It is considered unlikely that there will be a settled position on priority status before Q2 2011. If priority status is awarded, 95% recovery is expected. If non-priority status is awarded, recovery is expected to be 38%.

6.5.3 At the present time it is not possible to calculate with any certainty the impact in terms of loss of interest from the Icelandic Investments. The recoveries in Heritable include interest up to 7 October 2008 within each dividend payment. To date interest received totals £69,248. However whether interest will be payable for Glitnir and Landsbanki payments will not be clear until the outcome of the court cases, although the Council remains optimistic that some interest will be payable.

6.5.4 Bevan Brittan continue to act for local authorities in the recovery of monies in Iceland. The cost of the continuing external legal advice is being met from the Icelandic Bank Reserve.

Credit Risk

6.6 CLG investment guidance which came into effect 1 April 2010 recommended that strategies should show details of assessing credit risk. Counterparty credit quality is assessed and monitored with reference to:

- Credit Ratings (Council's minimum long-term counterparty rating of A+ across all three rating agencies, Fitch, S&P and Moody's);
- Credit Default Swaps;
- GDP of the country in which the institution operates;
- the country's net debt as a Percentage of GDP;

- Sovereign Support Mechanisms /potential support from a well-resourced parent institution;
- Share Price.

- 6.7 The Council's treasury advisors, Arlingclose, have as a result developed a matrix to score the credit risk of an authority's investment portfolio. The matrix allocates a numerical score based on the credit rating of an institution, with a AAA rated institution scoring 1, and a D rated institution scoring 15. This is then weighted to reflect both the size of the deposit and the maturity term of the deposit. The aim is to achieve an overall score of 5 or lower on both weighted averages to reflect an investment approach based on security. The lower the score the better the security of the deposit.
- 6.8 Table 3 shows the rating currently attached to the Council's portfolio and its movement during the year using this matrix.

Table 3

Date	Value Weighted Average – Credit Risk Score	Value Weighted Average – Credit Rating	Time Weighted Average – Credit Risk Score	Time Weighted Average – Credit Rating
31/03/2010	4.30	AA-	4.60	A+
30/06/2010	4.31	AA-	4.42	A+
30/09/2010	4.22	AA-	4.51	A+

Note : These scores exclude any deposits with Icelandic banks.

Based on the scoring methodology, the Council's Counterparty credit quality has strengthened through the first half of the year.

- 6.9 Arlingclose have used the scoring matrix to compare Plymouth's investment risk against other unitary authorities who use Arlingclose as their advisors. The results are shown in section 7.

Counterparty Update

- 6.10 Following the challenging economic conditions facing Spain, the fiscal challenges ahead for the country, concerns over the effect of rising debt funding costs, and the downgrade of Spain's sovereign rating to AA by Standard and Poor's, the Council suspended deposits with Spanish banks in Q1 2010 (BBVA and Banco Santander).
- 6.11 Deposits with Santander UK Plc (a wholly owned subsidiary of Banco Santander) were initially restricted to one month during Q1. There was an improvement in Banco Santander's creditworthiness indicators (share price and CDS) in the second part of the year and therefore a prudent increase in the maturity limit for Santander UK plc to six months was warranted.

- 6.12 The Council's counter party list is kept under continual review and updated as appropriate based on the advise of Arlingclose. The updated lending list taking account of the above changes is attached as Appendix 2 to this report.

Investment Activity During the Year

- 6.13 Investments are made short term to cover cash flow and liquidity requirements and longer term to maximise and guarantee future income. All investments have been subjected to a maximum 364 day return. In line with our investment strategy for 2010/11 the following longer term deposits were taken in the period 1 April 2010 to 30 September 2010.

Table 4

Amount	Start Date	End Date	Term (days)	Rate %
£5.0m	08/04/10	07/04/11	364	1.55
£1.0m	09/04/10	11/10/10	185	1.18
£1.0m	09/04/10	09/11/10	214	1.26
£1.0m	09/04/10	09/12/10	264	1.34
£1.0m	09/04/10	10/01/11	276	1.41
£1.0m	09/04/10	09/02/11	306	1.48
£1.0m	09/04/10	09/03/11	334	1.55
£1.0m	09/04/10	08/04/11	364	1.62
£5.0m	04/06/10	03/06/11	364	1.37
£5.0m	22/07/10	21/07/11	364	1.37
£1.0m	06/09/10	07/03/11	182	1.33
£5.0m	06/09/10	05/09/11	364	2.00
£5.0m	15/09/10	14/09/11	364	1.95

The budget assumes a target return of 1% for new investments.

- 6.14 The longer term deposits have been taken above target rates and increased the forecast return on investments in 2010/11. However current market conditions continue to put pressure on the Council's treasury management activity. In line with cash flow requirements to year end deposits for the remainder of the year will be made in shorter period maturities and call accounts at rates below target.

7. Benchmarking of Investments

- 7.1 The Council's performance on investments is measured against a benchmark of the 7 day libid rate. For the period to 30 September 2010 the average return on new investments made in 2010/11 was 1.0964% against the average 7 day Libid for the period of 0.4902%. Including investment made in previous years at higher rates the average return on all deposits taken to 30 September 2010 was 2.2104%.

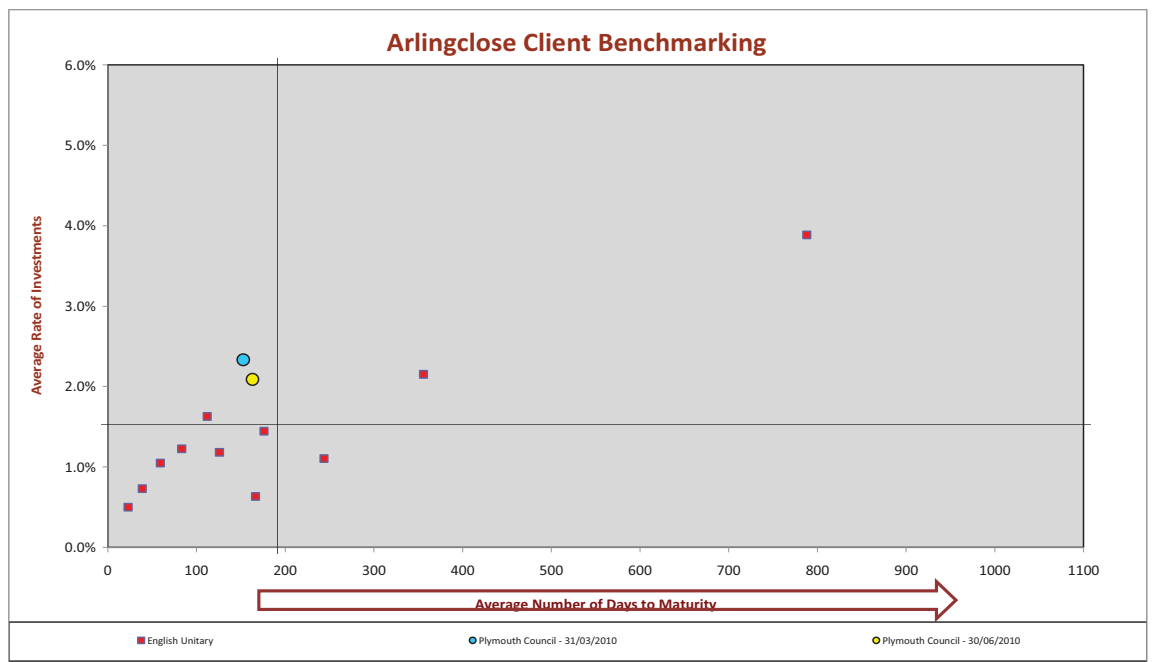
7.2 During the year, Arlingclose have developed a set of benchmarking criteria to enable comparisons on investment performance to be made on data provided by all their clients. To compare like with like the following graphs compare our investment performance with other Unitary authorities. This is based on data provided to 30 June 2010. Arlingclose are working to update the comparisons to the end of September. The results of the benchmarking are discussed at regular strategy meetings with the Advisors. The benchmarking has to be taken in the context of risk appetite and the legacy investments that we have in our portfolio.

7.3 The 4 graphs used for comparison are:

1. Average rate of investment against average maturity period
2. Average maturity period against value weighted average credit risk score
3. Average rate of investment against value weighted average credit risk score
4. Average rate of investment against time weighted average credit risk score

7.4 **Figure 4**

Average rate of investment against average maturity period

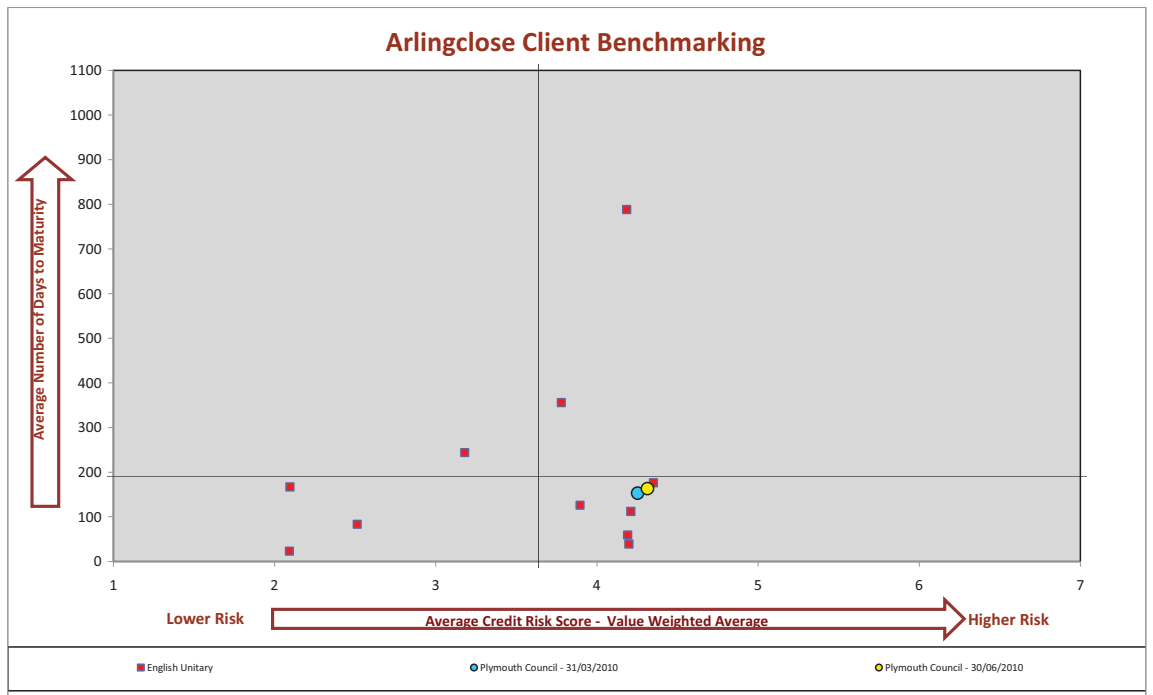


As a general rule the aim should be to convert a greater average length of portfolio duration into a greater than average return. There should be a positive correlation between duration and return, therefore a best fit line sloping upward from left to right.

However, this chart should not be viewed in isolation from other measured parameters and it should be noted that a high Average number of days to maturity does not necessarily mean a higher risk, in fact the reverse may be considered to be true in some cases. As you can see from this graph, Plymouth City Council are converting duration in into a higher return than many of their peer group.

7.5 Figure 5

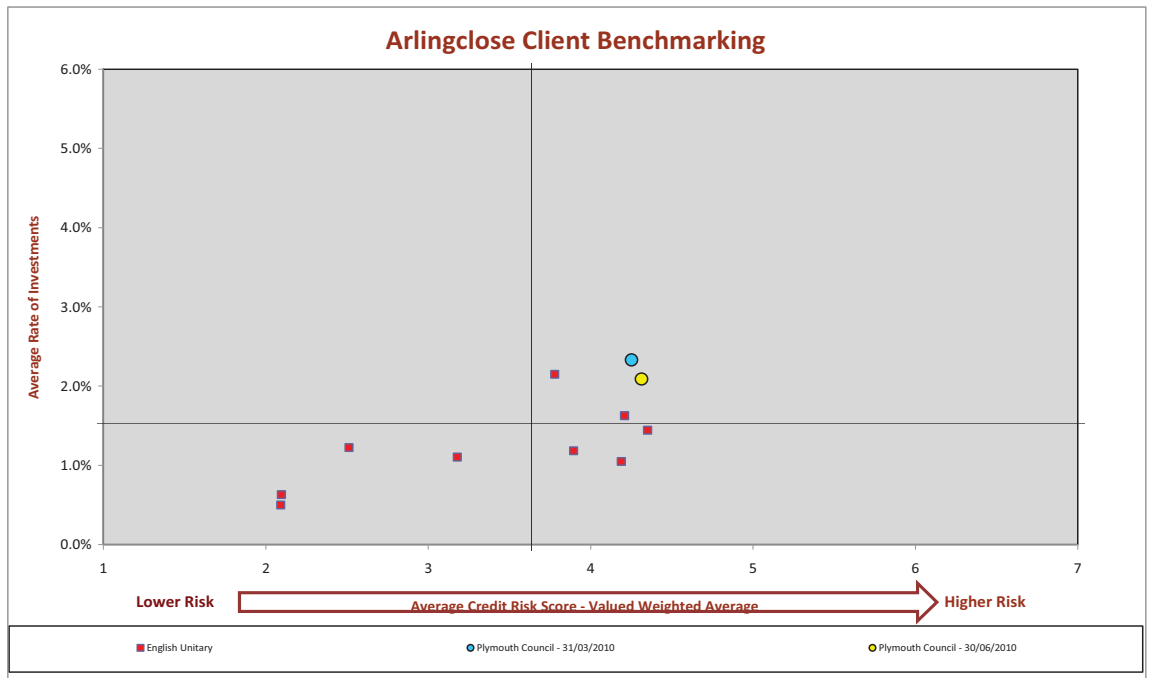
Average maturity period against value weighted average credit risk score



Authorities should strive to take less credit risk when extending their investments for a greater duration. Therefore authorities should strive to move further left on the graph, the more their average number of days to maturity moves up. This is in line with Arlingclose strategy advice of a minimum A+ long-term rating for investments up to 1 year, compared to a AA- for over 1 year. Plymouth are clustered with many other unitaries and are within what would be considered a safe boundary.

7.6 Figure 6

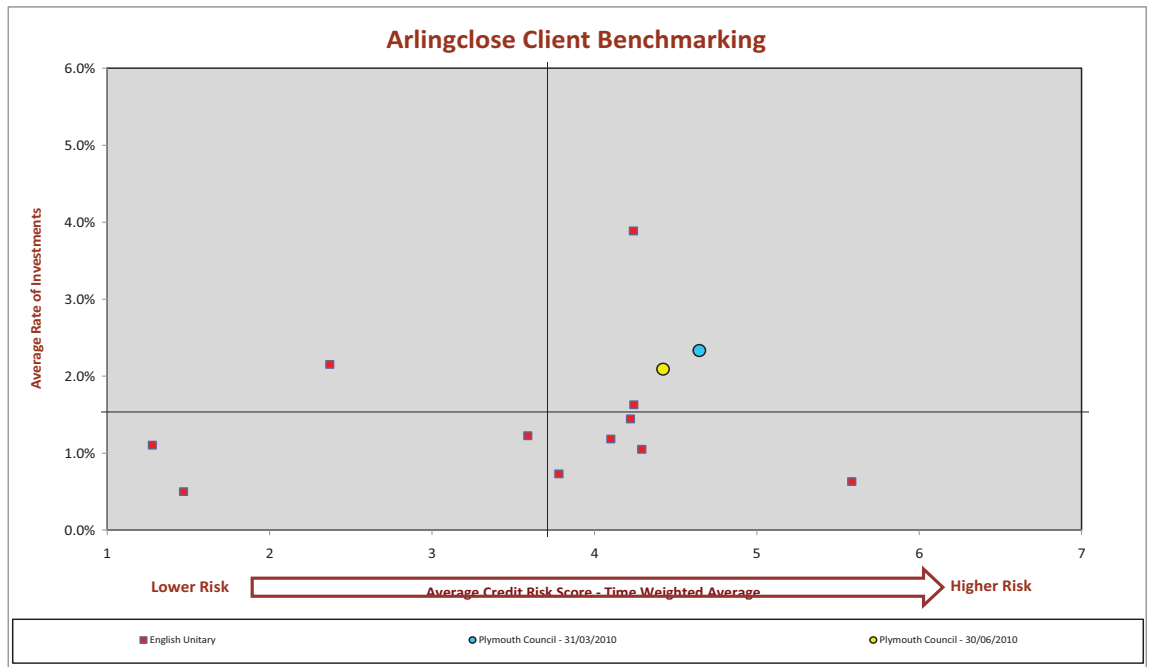
Average rate of investment against value weighted average credit risk score



Typically authorities should aim to migrate toward the top left corner of the chart. It is preferable to see risk taken converted into return at a greater than average rate, this would place an Authority above the “best fit” or “Linear Trend Line”. This should be seen as a longer term goal and in some cases portfolios may be adversely affected by legacy positions within a portfolio which can exert a seemingly negative influence for a considerable period. In this respect the change in these relationships over time can be more telling than a particular snapshot in time. Plymouth’s position shows we are converting risk into return, which is a positive relationship.

7.7 Figure 7

Average rate of investment against time weighted average credit risk score



In an ideal scenario an authority would have a lower time weighted average credit score than for value weighted credit score. This would indicate that where a long term investment decision were taken a higher credit quality counterparty had been selected. Plymouth scores favorably in this comparison.

8. Revenue Implications of Treasury Management

8.1 The expenditure and income arising from the Council’s borrowing and lending accrues to the revenue accounts. This includes interest payable and receivable, the minimum revenue provision (for debt repayment), and premiums and discounts written out to revenue from previous debt rescheduling. Some of the interest receivable is passed on to specific accounts where this interest has accrued from the investment of surplus balances for these services. The balance (net cost) is met by the General Fund. Table 5 below shows the monitoring position against budget arising from transactions to 30 September 2010.

Table 5

**Summary of Capital Financing Costs 2010/11
as at 30 September 2010**

	2010/11 Budget £000	Forecast 2010/11 Outturn £000	Variance £000
External Interest payments	7,556	8,692	1,136
External Interest received	(2,821)	(2,679)	142
Interest transferred to other accounts	200	230	30
Premiums / Discounts written out to Revenue	(189)	(189)	0
Debt Management Expenses	130	130	0
Treasury Management Cost	4,876	6,184	1,308
Minimum Revenue Provision	7,150	7,803	653
Devon County Council Residual Debt Charges	3,153	709	(2,444)
Recharges for unsupported borrowing	(1,822)	(1,762)	60
Recovered from trading Accounts	(2,758)	(2,474)	284
Net Cost to General Fund	10,599	10,460	(139)

9. Compliance with Prudential Indicators

9.1 Under the arrangements set out in the Prudential Code for Capital Finance in Local Authorities, individual authorities are responsible for deciding the level of their affordable borrowing, having regard to the Code, and for establishing a range of prudential indicators covering borrowing limits and other treasury management measures. The Prudential Indicators for 2010/11 were approved by Council on 1 March 2010. The performance to 30 September 2010 against these limits are set out below:

9.2 Authorised Limit and Operational Boundary for External Debt

- The Local Government Act 2003 requires the Council to set an Affordable Borrowing Limit, irrespective of their indebted status. This is a statutory limit which should not be breached. It is measured on a daily basis against all external borrowing items on the balance sheet (i.e. long and short term borrowing, overdrawn bank balances and long term liabilities). It is consistent with the Council's existing commitments, it's proposal for capital expenditure and its approved treasury management policy/strategy.
- The Council's Affordable (Authorised) Borrowing Limit was set at £347m for 2010/11 including a limit for other long term liabilities of £35m to cover PFI.

- The Operational Boundary is based on the same estimates as the Authorised Limit but reflects the most likely, prudent but not worst case scenario without the additional headroom included within the Authorised Limit. It is a focus for the day to day treasury management and a means by which the authority manages its external debt within the self imposed Authorised limit. The operational Boundary may be breached at certain times during the year due to short-term cashflow requirements.
- The Operational Boundary for 2010/11 was set at £295m.
- There were no breaches to the Authorised Limit to 30 September 2010 however there were occasional breaches to the Operational Boundary due to short-term cashflow requirements. Borrowing at it's peak was £314.3m on 10 August 2010.

9.3 Upper Limits for Fixed Interest Rate Exposure and Variable Interest Rate Exposure

- These indicators allow the Council to manage the extent to which it is exposed to changes in interest rates.
- The upper limit for variable rate exposure allows for the use of variable rate debt to offset exposure to changes in short-term rates on our portfolio of investments.

Table 6

	Limits for 2010/11 %
Upper Limit for Fixed Rate Exposure	200
Maximum exposure in 10-11	161.34
Compliance with Limits:	Yes
Upper Limit for Variable Rate Exposure	85
Maximum exposure in 10-11	30.71
Compliance with Limits:	Yes

9.4 Maturity Structure of Fixed Rate Borrowing

- This indicator is to limit large concentrations of fixed rate debt needing to be replaced at times of uncertainty over interest rates and is designed to protect against excessive exposure to interest rate changes.

- It is calculated as the amount of projected borrowing that is fixed rate maturing in each period as a percentage of total projected borrowing that is fixed rate. The maturity of borrowing is determined by reference to the earliest date on which the lender can require payment. The repayment of the majority of PWLB loans over the last 2 years has resulted in a high proportion of Lobo (lenders Option, Borrowers Option) loans which may be subject to rate change or repayment at specified intervals. On specified dates the Lender has the option to vary the rate. If the option is taken the Council (Borrower) has the option to repay the loan. Therefore the loan may be subject to repayment on a number of occasions throughout the life of the loan. These repayment possibilities are included in the limits set for the maturity of fixed rate borrowing and the monitoring of actuals against these limits. The following table shows the performance against limits during the year.

Table 7

Maturity Structure of Fixed Rate Borrowing	Upper Limit %	Lower Limit %	Highest % of Actual Fixed Rate Borrowing during 10-11	Lowest % of Actual Fixed Rate Borrowing during 10-11	Compliance with Set Limits?
under 12 months	65	0	49.90	34.80	Yes
12 months and within 24 months	65	0	32.08	14.02	Yes
24 months and within 5 years	55	0	15.73	10.38	Yes
5 years and within 10 years	50	0	5.48	1.93	Yes
10 years and within 20 years	45	0	2.49	1.09	Yes
20 years and with 30 years	45	0	5.34	1.25	Yes
30 years and within 40 years	45	0	0.71	0	Yes
40 years and within 50 years	55	0	21.36	12.71	Yes
50 years and above	50	0	0	0	Yes

9.5 Total principal sums invested for periods longer than 364 days

- This indicator allows the Council to manage the risk inherent in investments longer than 364 days.
- The limit for 2010/11 was set at £25m.
- The Council's policy response since the Icelandic banking crisis in 2008 was to keep investment maturities to a maximum of 12 months. No investments were made for a period greater than 364 days during this period. On 1 April 2010 deposits with maturity periods greater than 364 days was at a peak for the year of £21m made up of longer term deposits taken prior to October 2008. By 30 September 2010 this reduced to £10m.

10. Economic and Interest Rate Outlook

10.1 At the time of writing this activity report in October 2010, the outlook for interest rates is:

Table 8

	Dec-10	Mar-11	Jun-11	Sep-11	Dec-11	Mar-12	Jun-12	Sep-12	Dec-12	Mar-13
Official Bank Rate										
Upside risk	-	0.25	0.25	0.25	0.50	0.50	0.50	0.50	0.50	0.50
Central case	0.50	0.50	0.50	0.75	1.00	1.25	1.50	2.00	2.50	2.75
Downside risk	-	-	-	0.25	0.50	0.50	0.50	0.50	0.50	0.50

- Arlingclose predict that the recovery in growth is likely to be slow, uneven and more “Square root” than “V” shaped.
- The path of base rates reflects the fragility of the recovery and the significantly greater fiscal tightening of the emergency budget. With growth and underlying inflation likely to remain subdued, the Bank will stick to its lower for longer stance on policy rates.
- Gilts will remain volatile as the growth versus headline inflation debate escalates.

11. Summary

- 11.1 In compliance with the requirements of the CIPFA Code of Practice this report provides members with a summary report of the treasury management activity during the first half of 2010/11.
- 11.2 Borrowing activity has been in accordance with the approved borrowing strategy. As outlined in the report borrowing remained within the authorised limit although there was a breach to operational boundary to cover cashflow. This is permitted by the Local Government Act 2003.
- 11.3 In terms of investments a prudent approach has been taken in relation to investment activity with priority being given to security and liquidity over yield.

12. Recommendations

- 12.1 Audit Committee note the report and recommend that the report be submitted to full Council in accordance with Treasury Management Practice (TMP) note 6.
- 12.2 The updated Treasury Management Practices as outlined at Appendix 3 be approved.

Appendix 1

Interest Rates During Period

The average, low and high rates correspond to the rates during the financial year and rather than those in the tables below

Bank Rate, Money Market Rates

Date	Bank Rate	O/N LIBID	7-day LIBID	1-month LIBID	3-month LIBID	6-month LIBID	12-month LIBID	2-yr SWAP Bid	3-yr SWAP Bid	5-yr SWAP Bid
01/04/2010	0.50	0.35	0.35	0.42	0.51	0.81	1.26	1.54	2.07	2.82
30/04/2010	0.50	0.30	0.30	0.43	0.53	0.83	1.29	1.70	2.23	2.95
31/05/2010	0.50	0.45	0.50	0.61	0.60	0.85	1.35	1.46	1.89	2.58
30/06/2010	0.50	0.35	0.35	0.45	0.61	0.94	1.38	1.40	1.79	2.42
31/07/2010	0.50	0.40	0.40	0.50	0.71	1.01	1.46	1.36	1.75	2.39
31/08/2010	0.50	0.40	0.55	0.50	0.71	1.00	1.45	1.20	1.47	2.02
30/09/2009	0.50									
Minimum	0.50	0.30	0.30	0.42	0.51	0.81	1.26	1.20	1.47	2.02
Average	0.50	0.38	0.43	0.49	0.63	0.92	1.38	1.41	1.82	2.46
Maximum	0.50	0.45	0.55	0.61	0.71	1.01	1.46	1.70	2.23	2.95
Spread		0.15	0.25	0.19	0.20	0.20	0.20	0.50	0.77	0.94

PWLB Borrowing Rates – Fixed Rate, Maturity Loans

Change Date	Notice No	1 year	4½-5 yrs	9½-10 yrs	19½-20 yrs	29½-30 yrs	39½-40 yrs	49½-50 yrs
01/04/2010	064/10	0.81	2.84	4.14	4.21	4.60	4.61	4.63
30/04/2010 09:15	088/10	0.85	2.86	4.13	4.20	4.60	4.60	4.59
30/04/2010 12:15	089/10	0.85	2.86	4.13	4.20	4.61	4.61	4.60
28/05/2010 09:16	126/10	0.72	2.45	3.75	3.82	4.35	4.36	4.36
28/05/2010 12:15	127/10	0.73	2.46	3.76	3.83	4.36	4.38	4.38
30/06/2010 09:17	170/10	0.70	2.3	3.57	3.65	4.26	4.32	4.32
30/06/2010 12:16	171/10	0.67	2.27	3.54	3.62	4.22	4.28	4.27
30/07/2010 09:15	216/10	0.71	2.32	3.58	3.65	4.35	4.43	4.43
30/07/2010 12:16	217/10	0.70	2.29	3.55	3.62	4.32	4.41	4.40
31/08/2010 09:16	258/10	0.64	1.84	3.06	3.14	3.83	3.94	3.95
31/08/2010 12:15	259/10	0.63	1.84	3.05	3.13	3.82	3.93	3.93
30/09/2010 09:15	302/10	0.64	1.88	3.14	3.22	3.86	3.99	4.02
	Low	0.63	1.84	3.05	3.13	3.82	3.93	3.93
	Average	0.72	2.35	3.62	3.69	4.27	4.32	4.32
	High	0.85	2.86	4.14	4.21	4.61	4.61	4.63

PWLB Repayment Rates - Fixed Rate, Maturity Loans

Change Date	Notice No	1 year	4½-5 yrs	9½-10 yrs	19½-20 yrs	29½-30 yrs	39½-40 yrs	49½-50 yrs
01/04/2010	064/10	0.56	2.38	3.82	4.35	4.36	4.26	4.19
30/04/2010 09:15	088/10	0.62	2.43	3.83	4.37	4.37	4.32	4.29
30/04/2010 12:15	089/10	0.62	2.43	3.83	4.37	4.38	4.33	4.30
28/05/2010 09:16	126/10	0.49	2.02	3.43	4.11	4.13	4.09	4.08
28/05/2010 12:15	127/10	0.50	2.04	3.44	4.12	4.15	4.11	4.10
30/06/2010 09:17	170/10	0.47	1.89	3.26	4.02	4.09	4.05	4.02
30/06/2010 12:16	171/10	0.44	1.86	3.23	3.98	4.05	4.00	3.97
30/07/2010 09:15	216/10	0.48	1.91	3.26	4.11	4.20	4.15	4.12
30/07/2010 12:16	217/10	0.47	1.88	3.23	4.08	4.18	4.13	4.10
31/08/2010 09:16	258/10	0.41	1.46	2.74	3.58	3.71	3.67	3.63
31/08/2010 12:15	259/10	0.40	1.45	2.73	3.57	3.70	3.66	3.62
30/09/2010 09:15	302/10	0.41	1.48	2.82	3.62	3.76	3.75	3.72
	Low	0.40	1.45	2.73	3.57	3.70	3.66	3.62
	Average	0.49	1.94	3.30	4.02	4.09	4.04	4.01
	High	0.62	2.43	3.83	4.37	4.38	4.33	4.30

PWLB Variable Rates

	1-M Rate	3-M Rate	6-M Rate
01-Apr-2010	0.6500	0.6500	0.7000
30-Apr-2010	0.6500	0.6500	0.7000
28-May-2010	0.6500	0.6500	0.7000
30-Jun-2010	0.6500	0.7000	0.7000
30-Jul-2010	0.6500	0.7000	0.7000
31-Aug-2010	0.6500	0.6500	0.7000
30-Sep-2010	0.6500	0.7000	0.7000
Minimum	0.6500	0.6500	0.7000
Average	0.6500	0.6714	0.7000
Maximum	0.6500	0.7000	0.7000

PLYMOUTH CITY COUNCIL-APPROVED ORGANISATIONS FOR INVESTMENT 1st September 2010

MAX LENGTH	12 Months	12 Months	12 Months	12 Months	6 Months	Money Market Funds	10 years
MAX AMOUNT	No limit	£50M**	£5m	£5m*	£30M**	£5m*	£ 20m *
Investment Criteria	UK Government	Minimum ratings (Ratios required for all 3 agencies) Fitch Moody's S&P A+ A1 A+ A+ A+ Long Term F1 P-1 A-1 A-1	Minimum ratings (Ratios required for all 3 agencies) Fitch Moody's S&P A+ A1 A+ A+ A+ Long Term F1 P-1 A-1 A-1	Local Authorities	Minimum ratings (Ratios required for all 3 agencies) Fitch Moody's S&P A+ A1 A+ A+ A+ Long Term F1 P-1 A-1 A-1	Minimum ratings (Ratios required for all 3 agencies) Fitch Moody's S&P A+ A1 A+ A+ A+ Long Term F1 P-1 A-1 A-1	Eurosterling bonds *
UK Banks	UK Government	Barclays Clydesdale Bank (National Australia Bank Group) *** HSBC Lloyds Banking Group Royal Bank of Scotland Nationwide	Barclays Clydesdale Bank (National Australia Bank Group) *** HSBC Lloyds Banking Group Royal Bank of Scotland Nationwide	Local Authorities	Long Term Short Term Sanitander UK PLC (Banco Santander Group)	A Constant Net Asset value investing predominantly in Government securities AAAmmf Aaa/BBB+ AAAnm A Constant Net Asset value investing in instruments issued primarily by financial institutions institutions	Eurosterling bonds *
UK Building Societies	UK Government						
Central Government	UK Government Debt Management Office (DMO) - DMADF						
Local Authorities				Unitary Councils County Councils Metropolitan Councils London Borough Councils			
Foreign Banks			Australia and NZ Banking Group Commonwealth Bank of Australia Westpac Banking Corp ** Bank of Montreal Bank of Nova Scotia Canadian Imperial Bank of Commerce Royal Bank of Canada Toronto-Dominion Bank BNP Paribas Credit Agricole CIB (Credit Agricole Group) ++ Credit Agricole SA (Credit Agricole Group) ++ Deutsche Bank AG JP Morgan Chase Bank Credit Suisse JP Morgan				
Money Market Funds						Barclays Global Investors Henderson Liquid Asset Fund Standard Life GLF Sterling Liquidity Fund Investec Aim short-term Investment Co (Global series) PLC Sterling	
Eurosterling bonds							European Investment Bank Nordic Investment Bank
Footnotes:		**£30m total limit for Bank/group to include money market call accounts Lloyds Banking Group limit to include deposits with: Lloyds TSB Bank of Scotland	Limit of 25% of total investments in any non UK country *** £30m overall limit with National Australia bank National Australia Bank Ltd Clydesdale Bank (UK) ** Total limit for deposits with Credit Agricole Group £5m.	*Note £30m total limit in local Authorities		Individual limits not to exceed 2.5% overall investment portfolio Total investments not to exceed £20m or 10% of investment portfolio	** Total investment in bonds £20m Total investments not to exceed 10% of investment portfolio

Approved by Adam Broome, Director for Corporate Support

Plymouth City Council

**TREASURY MANAGEMENT
PRACTICES PRINCIPLES AND
SCHEDULES**

2010-11

1st September 2010

TREASURY MANAGEMENT PRACTICES, PRINCIPLES AND SCHEDULES

This section contains the schedules which set out the details of how the Treasury Management Practices (TMPs) are put into effect by Plymouth City Council. TMPs will be authorised by the Director for Corporate Support and subjected to the scrutiny by the Audit Committee, and will be kept under review and amended from time to time to take account of the current guidance from CIPFA and developments in local authority treasury practice generally, and Plymouth's practice in particular.

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TMP1 RISK MANAGEMENT

All treasury management activities involve both risk and the pursuit of reward or gain for the Council. The council's policies and practices emphasise that the effective identification, management and containment of risk are the prime objective of treasury management activities.

General Statement

The Director for Corporate support will design, implement and monitor all arrangements for the identification, management and control of treasury management risk, will report at least annually on the adequacy/suitability thereof, and will report, as a matter of urgency, the circumstances of any actual or likely difficulty in achieving the organisation's objectives in this respect, all in accordance with the procedures set out in TMP6 Reporting requirements and management information arrangements. In respect of each of the following risks, the arrangements which seek to ensure compliance with these objectives are set out as schedules below.

1.1 CREDIT AND COUNTERPARTY RISK MANAGEMENT

Credit and counterparty risk is the risk of failure by a third party to meet its contractual obligations to the Council under an investment, borrowing, project or partnership financing, particularly as a result of the third party's diminished creditworthiness, and the detrimental effect on the Council's capital and revenue resources.

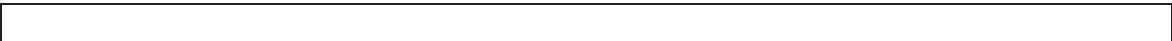
Principle:

This organisation regards a key objective of its treasury management activities to be the security of the principal sums it invests. Accordingly, it will ensure that its counterparty lists and limits reflect a prudent attitude towards organisations with whom funds may be deposited, and will limit its investment activities to the instruments, methods and techniques referred to in TMP4 Approved instruments, methods and techniques, and listed in the schedule. It also recognises the need to have, and will therefore maintain, a formal counterparty policy in respect of those organisations from which it may borrow, or with whom it may enter into other financing arrangements.

Schedule:

1.1.1. CRITERIA TO BE USED FOR CREATING/ MANAGING APPROVED COUNTERPARTY LISTS/LIMITS

1. The Director for Corporate Support is responsible for setting a prudent criteria and the Council's treasury advisors will provide guidance and assistance in setting this criteria for assessing and monitoring the credit risk of investment counterparties.
2. The Council's treasury management advisors will advise on credit policy and creditworthiness related issues. The Council will maintain a counterparty list based on it's criteria and will monitor and update the credit standing of the institutions on a regular basis. This assessment will include consideration of credit ratings from all 3 agencies and other alternative assessment of credit strength including statements of potential government support, Credit Default Swap information for Countries and individual banks. The Council will also take account of information on corporate developments of and market sentiment towards investment counterparties.



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3. Credit ratings will be used as supplied from one or more of the following credit rating agencies: -

Fitch Ratings

Moody's Investors Services

Stander & Poors

4. The approved investment counterparty list is determined by the following criteria: -

ORGANISATION	INVESTMENT CRITERIA	MAX AMOUNT	MAX PERIOD
Government Debt Office	Central Government Office	No Limit	12 Months
UK Banks	UK Nationalised Bank	£30m	12 Months
UK Banks	Minimum credit rating: Fitch – Long-Term A+ Short-Term F1 Moody's – Long-Term A1 Short-Term P-1 S&P – Long-Term A+ Short-Term A-1	£30m	12 Months
UK Building Societies	Minimum credit rating: Fitch – Long-Term A+ Short-Term F1 Moody's – Long-Term A1 Short-Term P-1 S&P – Long-Term A+ Short-Term A-1	£30m	12 Months
Foreign Banks	Minimum credit rating: Fitch – Long-Term A+ Short-Term F1 Moody's – Long-Term A1 Short-Term P-1 S&P – Long-Term A+ Short-Term A-1	£5m	12 Months
Local Authorities	Unitary Councils County Councils Metropolitan Councils London Borough Councils	£5m	12 Months
Money Market Funds	AAA with Constant Net Asset value investing predominantly in Government securities. AAA with a Constant Net Asset investing in instruments issued primarily by financial institutions.	2.5% of overall investment portfolio	Call
Bonds Issued by Multilateral Development banks	AAA or Government Guaranteed Eurosterling Bonds	Total investment £20m or 10% of investment portfolio	10 years

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5. The maximum period of lending is 12 (Twelve) Months for deposits other than in EIB/Government bonds where the limit will be 10 years.
6. The maximum value for any one investment transaction will be unlimited with the DMO or £30m for any other investment.
7. The maximum limit for bank/group to include money market deposits will be £30m.
8. The maximum limit for lending to local authorities will be £30m.
9. The maximum limit for lending to a non UK bank will be £5m.
10. The limit on investments with non-UK banks will be 25% per country of total investments.
11. The maximum limit for investments in Money Market Funds will be £20m or 10% of investment portfolio with a limit in each fund of 2.5% of total investments.
12. The total investments in Money Market Funds will not exceed £20m or 10% total investments.
13. The maximum investment in Eurosterling Bonds will be £20m or 10% of investment portfolio.

1.1.2 APPROVED METHODOLOGY FOR CHANGING LIMITS AND ADDING/ REMOVING COUNTERPARTIES

Credit ratings for countries and individual counterparties along with credit default swaps and market sentiment can change at any time. The Director for Corporate Support has delegated responsibility to add or delete counterparties and to review limits within the parameters of the criteria detailed in 1.1.1 and amend the approved counterparty list when there is a change in the credit quality of individual counterparties or in banking structures e.g. on mergers or takeovers. Any revision to approved counterparties will be based on the advice of the Council's Treasury Management advisors.

The Director for Corporate Support will also adjust lending limits and periods when there is a change in the credit quality of individual counterparties. This is delegated on a daily basis to the Senior Accountant (Technical Accountants) subject to the approval of the Director for Corporate Support following recommendations by the Council's Treasury Management advisers and the Treasury Management Board.

The Senior Accountant (Technical Accountants) is responsible for maintaining the Council's approved lending lists adding or removing counterparties in accordance with approved criteria as authorised by the Director for Corporate Support.

1.1.3 COUNTERPARTY LIST AND LIMITS

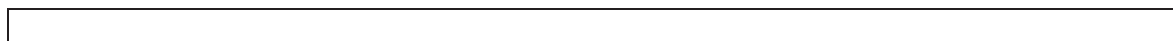
A full individual list of counterparties based on the criteria will be maintained and approved by the Director for Corporate Support under delegated authority.

1.1.4 COUNTRY, SECTOR AND GROUP LISTINGS OF COUNTERPARTIES AND LIMITS

Investments will be displayed so as to show total group exposure, total country exposure and total sector exposure. Group limits have been set for the above as set out in the criteria in 1.1.1.

1.1.5 DETAILS OF CREDIT RATING AGENCIES' SERVICES AND THEIR APPLICATIONS

The Council considers the ratings of all 3 rating agencies (Standard & Poor's, Moody's and Fitch), as supplied by its Treasury Management advisers Arlingclose, when making investment decisions Credit rating information is just one of a range of



instruments used to assess creditworthiness of institutions. The Council applies a minimum rating criteria based on the lowest denominator of the 3 rating agencies and where one of the ratings falls below the minimum the counterparty will be removed from the Council's approved list of investment counterparties for new investments. Where investments are already in place advice is sought from the Council's advisers as to what action should be taken including the possibility of requesting the termination of the investment subject to the agreement of the counterparty.

1.1.6 DESCRIPTION OF THE GENERAL APPROACH TO COLLECTING/USING INFORMATION OTHER THAN CREDIT RATINGS FOR COUNTERPARTY RISK ASSESSMENT

The Council's Treasury Advisor, Arlingclose, provides timely information on counterparties, in terms of credit rating updates and economic summaries. Credit default swap information is received monthly, as well as information on share prices. Share prices of the counterparties used for investments are monitored on a daily basis by the Corporate Accountants (Technical) team with any variation in share price above 10% or where within 10% of the year low reported to members of the Treasury Management Board via e-mail.

In addition the Senior Accountant (Technical) reads quality financial press for information on Counterparties with any news impacting on investments reported to the Treasury Management board and the advice of the Council's Treasury Management advisers sought.

Other information sources used for monitoring the creditworthiness of counterparties are:

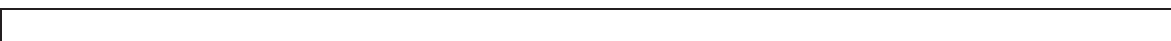
- Central Banks
- Government Departments
- Debt management Office
- Multilateral agencies
- Multilateral development banks
- Newspaper and periodicals and internet
- Financial data providers
- Professional bodies and associations
- Annual reports of Banks and Building Societies
- Rating agencies
- Bank and Building Society websites

1.2 LIQUIDITY RISK MANAGEMENT

Liquidity risk is the risk that cash will not be available when it is needed, that ineffective management of liquidity creates additional unbudgeted costs, and that the Council's business/service objectives will be compromised.

Principle

The Director for Corporate Support will ensure the Council has adequate though not excessive cash resources, borrowing arrangements, overdraft or standby facilities to enable it at all times to have the level of funds available to it which are necessary for the achievement of its business/service objectives.



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The council will only borrow in advance of need where there is a clear business case for doing so and will only do so for the current capital programme or to fund future debt maturities

Schedule:**1.2.1 AMOUNTS OF APPROVED MINIMUM CASH BALANCES AND SHORT TERM INVESTMENTS****CASH FLOW AND CASH BALANCES**

The Council will aim for effective cash flow forecasting and monitoring of cash balances and will maintain a rolling 12 month cash flow forecast.

The Treasury team shall seek to optimise the balance held in the Council's main bank accounts at the close of each working day in order to minimize the amount of bank overdraft interest payable or maximize the interest that can be earned.

Borrowing or lending shall be arranged in order to achieve this aim. The Treasury Management Team carries out daily activity with the objective of leaving the Council with a nil balance. The arrangements with the bank are such that no interest is received on balances in hand but an overdraft facility has been provided.

In order to achieve the maximum return from investments a daily cash balance of +/- £100,000 is the objective for the Council's bank account.

SHORT-TERM INVESTMENTS

The Council uses various Reserve accounts/Money Market Funds to manage liquidity requirements. These accounts/Funds are named on the Council's approved counterparty list. The maximum balance on each of these accounts is reviewed and set as part of the Council's investment strategy. To cover liquidity requirements a minimum balance of £15m is available on call at all times.

1.2.2 Details of:

- **Standby facilities**

Up to 3.30 pm (the Chaps payment cut off time) payments can be made to any of the Council's deposit account facilities with approved banks subject to counterparty limits. Any unexpected surplus funds can be lodged in these accounts. These accounts are available on call to cover daily cash flow requirements.

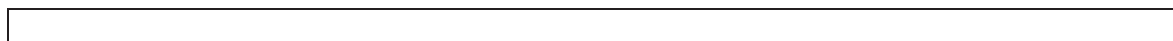
- **Bank overdraft arrangements**

A £2.4m overdraft has been agreed as part of the bank tender. The overdraft is assessed on a group basis for the Council's accounts. The overdraft rate agreed in the contract with the bank is 2% above base up to £100,000 and 5% above base for over £100,000

- **Short-term borrowing facilities**

The Council has access to temporary borrowing of up to 364 days through approved brokers on the money market. When the Council is able to forecast in advance that it will have a short term borrowing requirement on a particular day, in advance the Council will contact brokers with a view to securing some or all of the required borrowing subject to interest rates at that time. The approved brokers have been provided with the details of staff that are authorised to negotiate deals on behalf of the Council. *At no time will the outstanding total of temporary and long-term borrowing together with any bank overdraft exceed the Prudential Indicator for the Authorised Borrowing Limit agreed by the Council before the start of each financial year.*

- **Insurance/guarantee facilities**



No liquidity insurance/guarantee facilities have been made.

1.2.3 POLICY IN TERMS OF BORROWING IN AVANCE OF NEED

The Council will consider borrowing in advance to cover the capital programme in future years or to fund future debt maturities as part of it's annual strategy. The Director for Corporate Support will monitor interest rates and credit risk and will consider such borrowing only where there is a clear business case for doing so.

1.3 INTEREST RATE RISK MANAGEMENT

Interest rate risk is the risk that unexpected changes in interest rates expose the Council to greater costs or a shortfall in income than have been budgeted for. The Council will seek to minimise this risk by seeking expert advice on forecasts of interest rates from treasury management consultants and using this in formulating its strategy for the coming year for the investment and debt portfolios. It will also determine appropriate limits and trigger points. These limits and strategy are set out in the annual Treasury Management Strategy Statement. This strategy will be periodically reviewed during the relevant year to see whether any modifications are required in the light of actual movements in interest rates.

Principle:

This organisation will manage its exposure to fluctuations in interest rates with a view to containing its interest costs, or securing its interest revenues, in accordance with the amounts provided in its budgetary arrangements as amended in accordance with TMP6 Reporting requirements and management information arrangements.

Schedule:

1.3.1 Minimum/maximum proportion of fixed/variable rate debt interest

Borrowing/investments may be at a fixed or variable rate.

The Prudential Code requires the Council to determine each year the maximum proportion of interest payable on net borrowing which is subject to fixed and variable interest rates. This is set each year as part of the annual budget setting process.

In setting its forward Treasury Strategy on an annual basis, the Council will determine the necessary degree of certainty required for its plans and budgets but will, at the same time, allow sufficient flexibility enable it to benefit from potentially advantageous changes in market conditions and level of interest rates and also to mitigate the effects of potentially disadvantageous changes.

The Council will achieve this by the prudent use of its approved financing and investment instruments, methods and techniques, primarily to create stability and certainty of costs and revenues, but at the same time retaining a sufficient degree of flexibility.

1.3.2 Details of approved interest rate exposure limits

The Council appointed Arlingclose Ltd. as a treasury management adviser to the council and part of their services is to assist the Council to formulate a view on interest rates. The Council may have exposure to fixed as well as variable borrowing interest rates. The Council's net exposure to variable interest rates is determined by the difference between money borrowed, and money lent out at any point in time which is at variable rates. However, the Council is also mindful that at any time its

exposure depends also on fixed rate borrowings and lending which are due to mature within 12 months. In managing overall debt the Council may consider restructuring long-term debt into short-term debt to produce savings during periods in which short-term borrowing rates are lower and long-term borrowing rates are not expected to rise in the near future. The interest rate exposure limits are stated in the Annual Treasury Management Strategy and adjustments will be made during the year when necessary subject to approval by full Council.

1.3.3 Trigger points and other guidelines for managing changes to interest rate levels

The main impact of changes in interest levels is to monies borrowed and invested at variable rates of interest. The Treasury Management Strategy report outlines the view on interest rates for the year. The expected change in long term as well as short-term interest rates will determine the borrowing strategy to be implemented. Subsequently, in conjunction with the Council's treasury advisers, officers will continually monitor both the prevailing interest rates and the market forecasts and adopt a pragmatic approach to any changing market conditions. More detailed information is provided, along with the limits for fixed and variable rate exposure, in the Council's annual Treasury Management strategy report .

The Council will consider matching borrowing at variable rates with investments similarly exposed to changes in interest rates as a way of mitigating any adverse budgetary impact.

1.3.4 Policies concerning the use of financial derivatives and other instruments for interest rate management.

a. forward dealing

Consideration will be given to dealing from forward periods dependant upon market conditions. When the term of a loan from deal date to maturity date exceeds 365 days and the term of a deposit from deal date to maturity date exceeds 1 month the approval of the Director for Corporate Support or Assistant Director of Finance, Assets & Efficiencies is required..

b. callable deposits

The Council will use callable deposits as part of its Annual Investment Strategy (AIS). The credit criteria and maximum periods are set out in the Schedule of Specified and Non Specified Investments appended to the AIS. Callable deposits with maturity dates beyond 1 month will be taken subject to the approval of the Director for Corporate Support or Assistant Director of Finance, Assets & Efficiencies.

c. LOBOS (borrowing under lender's option/borrower's option)

The Council considers the use of LOBOs as part of its annual borrowing strategy. LOBO rates are periodically monitored and may be taken subject to the approval of the Director for Corporate Support or Assistant Director of Finance, Assets & Efficiencies.

1.4 EXCHANGE RATE

Exchange rate risk is the risk that fluctuations in foreign exchange rates create an unexpected or unbudgeted burden on the Council's finances against which the Council has failed to protect itself adequately.

Principle:

The Council will ensure that it protects itself adequately against the risk of fluctuations in foreign exchange rates creating an unexpected or unbudgeted burden on the Council's



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finances. It will manage any exposure to fluctuations in exchange rates so as to minimise any detrimental impact on its budgeted income/expenditure levels.

Schedule:

1.4.1 Exchange rate risk management

This Council does not, on a day to day basis, have foreign currency transactions or receipts. Unexpected receipt of foreign currency will be converted to sterling at the earliest opportunity.

If the Council has a contractual obligation to make a payment in a currency other than sterling then forward foreign exchange transactions will be considered, with professional advice.

At the present time statute prevents the Council borrowing in currencies other than Sterling. The Council has also determined that all its investments will be in Sterling.

1.5 REFINANCING RISK MANAGEMENT

Refinancing risk is the risk that maturing borrowings, capital, project or partnership financings cannot be refinanced on terms that reflect the provisions made by the organisation for those refinancings, both capital and current (revenue), and/or that the terms are inconsistent with prevailing market conditions at the time.

Principle:

The Council will ensure that its borrowing, private financing and partnership arrangements are negotiated, structured and documented, and the maturity profile of the monies so raised are managed, with a view to obtaining offer terms for renewal or refinancing, if required, which are competitive and as favourable to the organisation as can reasonably be achieved in the light of market conditions prevailing at the time.

It will actively manage its relationships with its counterparties in these transactions in such a manner as to secure this objective, and will avoid over reliance on any one source of funding if this might jeopardise achievement of the above.

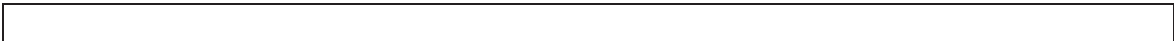
Schedule:

1.5.1 DEBT/OTHER CAPITAL FINANCING MATURITY PROFILING, POLICIES AND PRACTICES

The Council will establish through its Prudential Indicators the amount of debt maturing in any year/period. The maturity risk profile will be managed so that no more than 35% of the Council's long-term total debt can mature in any one financial year. This takes into account all possible maturity dates for Lobo's which may mature at any option date if the lender alters the interest rate and the Council (borrower) takes the option to repay.

Any debt rescheduling will be considered when the difference between the refinancing rate and the redemption rate is most advantageous and the situation will be continually monitored in order to take advantage of any perceived anomalies in the yield curve. The reasons for any rescheduling to take place will include:

- a) to fulfill the borrowing strategy stated in the Council's Treasury Management Strategy report
- b) the generation of cash savings at minimum risk
- c) to reduce the average interest rate



d) to enhance the balance of the long term portfolio (amend the maturity profile and /or the balance of volatility)

All rescheduling will be reported to Cabinet at the meeting immediately following its action. as part of the quarterly budget monitoring report.

1.5.2 PROJECTED CAPITAL INVESTMENT REQUIREMENTS

As part of the Local Government Act 2003 “The Prudential Code” for Capital Finance in local authorities has introduced new requirements for the manner in which capital spending plans are to be considered and approved. The Prudential Code gives local authorities the power to determine their own borrowing levels within a framework based around affordability, prudence and sustainability and takes account of the next three financial years. The Director for Corporate Support prepares the five-year plan for capital expenditure for the Council in accordance with the statutory guidelines. The capital plan will be used to prepare a three year revenue budget for loan charges of principal repayments, interest and expenses that will take account of the plans for capital expenditure, loan repayments and forecasts of interest rate changes. Financing of capital expenditure will be met from capital receipts, any grants or contributions awarded, revenue resources or reserves. Funding will be from internal or external borrowing, as decided.

1.5.3 POLICY CONCERNING LIMITS ON REVENUE CONSEQUENCES OF CAPITAL FINANCING.

The revenue consequences of financing the capital programme are included in cash flow models, annual revenue estimates and medium term forecasts.

In considering the affordability of its capital plans, the Council will act with regard to the Prudential Code for Capital Finance. The Council will consider all the resources currently available/estimated for the future together with the totality of its capital plans, revenue income and revenue expenditure forecasts for the forthcoming year and the two following years and the impact these will have on council tax. It will also take into account affordability in the longer term beyond this three-year period.

1.6 LEGAL AND REGULATORY

Legal and regulatory risk is the that the Council itself, or a third party with which it is dealing in its treasury management activities, fails to act in accordance with its legal powers or regulatory requirements, and that the Council suffers losses accordingly.

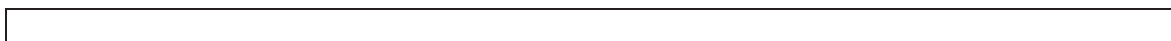
Principle:

The Council will ensure that all of its treasury management activities comply with its statutory powers and regulatory requirements. It will demonstrate such compliance, if required to do so, to all parties with whom it deals in such activities. In framing its credit and counterparty policy under TMP1(1) Credit and counterparty risk management, it will ensure that there is evidence of counterparties’ powers, authority and compliance in respect of the transactions they may effect with the Council, particularly with regard to duty of care and fees charged.

The Council recognises that future legislative or regulatory changes may impact on its treasury management activities and, so far as it is reasonably able to do so, will seek to minimise the risk of these impacting adversely on the organisation.

Schedule:

1.6.1 REFERENCES TO RELEVANT STATUTES AND REGULATIONS



The treasury management activities of the Council shall comply fully with legal statute and the regulations of the Council. These are:

- CIPFA's Treasury Management Code of Practice 2001 and subsequent amendments
- CIPFA Guide for Chief Financial Officers on Treasury Management in Local Authorities
- CIPFA Prudential Code for Capital Finance in Local Authorities and subsequent amendments
- CIPFA Standard of Professional Practice on Treasury Management
- The Local Government Act 2003
- The Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 SI 2003 No 3146, and subsequent amendments
- The CLG's statutory Guidance on Minimum Revenue Provision (MRP)
- The ODPM's (now CLG's) Guidance on Local Government Investments in England issued March 2004 and subsequent amendments
- The Local Authorities (Contracting out of Investment Functions) Order 1996 SI 1996 No 1883
- LAAP Bulletins
- IFRS Code of Practice
- SORP – Code of Practice on Local Authority Accounting in the United Kingdom: A Statement of Recommended Practice
- Accounts and Audit Regulations 2003, as amended together with CLG's Guidance
- The Non Investment Products Code (formerly known as The London Code of Conduct) for principals and broking firms in the wholesale markets.
- Council's Constitution including:-
 - Standing Order relating to Contracts
 - Financial Regulations
 - Scheme of Delegation

1.6.2 PROCEDURES FOR EVIDENCING THE ORGANISATION'S POWERS/AUTHORITIES TO COUNTERPARTIES

The Council's powers to borrow and invest are contained in legislation.

Investing: Local Government Act 2003, section 12

Borrowing: Local Government Act 2003, section 1

The Council's Financial Regulations contain evidence of the power /authority to act as required by section 151 of the Local Government Act 1972.

The Council prepares, adopts and maintains, as the cornerstones for effective treasury management:

- a Treasury Management Policy Statement, stating the overriding principles and objectives of its treasury management activities and, as an integral part of that Statement.
- Treasury Management Practices, setting out the manner in which the Council will achieve those principles and objectives, and prescribing how it will manage and control those activities.

The Council will confirm, if required to do so by counterparties, the powers and authorities under which the Council effects transactions with them.

1.6.3 REQUIRED INFORMATION FROM COUNTERPARTIES CONCERNING THEIR POWERS/AUTHORITIES

Lending shall only be made to counterparties on the Authorised list, which has been approved by the Council's Director for Corporate Support. This list has been compiled based on the credit ratings supplied by Standard & Poor's, Fitch Ratings and Moody's Investor Services and the advise of the Council's Treasury Management advisers.

The Council will only undertake borrowing from approved sources such as the PWLB, Local Authorities, organisations such as the European Investment Bank and from commercial banks. Where required, the Council will also establish the powers of those with whom they enter into transactions, including any compliance requirements in respect of a duty of care and best practice.

The approved sources of borrowing are contained in TMP 4.

1.6.4 STATEMENT ON THE ORGANISATION'S POLITICAL RISKS AND MANAGEMENT OF SAME.

The Director for Corporate Support shall take appropriate action with the Council, the Chief Executive and the Leader of the Administration to respond and manage appropriately political risks such as change of majority Group, Leadership in the Council, change of Government etc.

1.6.4.1 Monitoring Officer

The monitoring officer is the Assistant Director for Democracy and Governance; the duty of this officer is to ensure that the treasury management activities of the Council are lawful.

1.6.4.2 Chief Financial Officer

The Chief Financial Officer is the Director for Corporate Support; the duty of this officer is to ensure that the financial affairs of the Council are conducted in a prudent manner and to make a report to the Council if he/she has concerns as to the financial prudence of its actions or its expected financial position.

1.7 FRAUD, ERROR AND CORRUPTION, AND CONTINGENCY MANAGEMENT

This is the risk that the Council fails to identify the circumstances in which it may be exposed to the risk of loss through fraud, error, corruption or other eventualities in its treasury management dealings, and fails to employ suitable systems and procedures and maintain effective contingency management arrangements to these ends. It includes the area of risk referred to as operational risk.

Principle:

The Council will ensure that it has identified the circumstances which may expose it to the risk of loss through fraud, error, corruption or other eventualities in its treasury management dealings. Accordingly, it will employ suitable systems and procedures, and will maintain effective contingency management arrangements, to these ends.

The Council will therefore:-

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- a) seek to ensure an adequate division of responsibilities and maintenance at all times of an adequate level of internal check which minimises such risks.
- b) fully document all its treasury management activities so that there can be no possible confusion as to what proper procedures are.
- c) staff will not be allowed to take up treasury management activities until they have had proper training in procedures and are then subject to an adequate and appropriate level of supervision.

Records will be maintained of all treasury management transactions so that there is a full audit trail and evidence of the appropriate checks being carried out.

Schedules:

1.7.1 DETAILS OF SYSTEMS AND PROCEDURES TO BE FOLLOWED, INCLUDING INTERNET SERVICES

Authority:

- The Scheme of Delegation to Officers sets out the delegation of duties to officers.
- All loans and investments are negotiated by the Senior Accountant (Technical) or other authorised officers
- All loans over 1 year and investments over 1 month require the prior approval of the Director for Corporate Support or the Assistant Director of Finance, Assets & Efficiencies.

Occurrence:

A detailed register of loans and investments is maintained in the Logotech (Treasury Management) system. An authorised member of the Treasury management team independently checks the register to the ledger balance. Adequate and effective cash flow forecasting records are maintained on a spreadsheet (S:\QATDS\Civ03-data2\workgrp\Corp_Fin\Treasury management\2010-11\Cash Flow Forecast 1011 updated for actuals.xls) for the following year and updated on a daily balance with actual income and payments supporting the decision to lend or borrow. A manual diary is also kept and updated with all due principal and interest payments. A written confirmation is received promptly from the Council's brokers as well as the lending or borrowing institution. All transactions placed through the brokers are confirmed by a broker note showing details of the loan arranged.

Completeness:

The loan register, which is also maintained as back-up on an Excel spreadsheet (S:\QATDS\Civ03-data2\workgrp\Corp_Fin\Treasury management\2010-11\dealing record 10-11.xls) is updated to record all lending and borrowing. This includes the date and the amount of the transaction, the name of the lender/borrower, maturity date, interest rates, brokerage fees etc.

Measurement:

The calculation of repayment of principal and interest notified by the lender or borrower is checked for accuracy against the amount calculated by the Logotech (Treasury Management) system.

The Logotech system automatically calculates periodic interest payments of PWLB and other long-term loans. This is used to check the amount paid to these lenders. Average weighted principal interest rates and debt management expenses are calculated monthly using information from the financial ledger, spreadsheet working



papers and accrual prints from the Logotech system. Rates generated are compared against the Council's Treasury Strategy Statement and assumed budget rates. These interest and expense rates are then used to calculate the principal, interest and debt management expense charged to the Capital Financing budget.

Timeliness:

The Logotech system prompts the Treasury Officer that money borrowed or lent is due to be repaid, thereby avoiding the incurring of penalties or overdraft charges, which is due to late payment. All future repayments are recorded on the cash flow forecast and the manual diary.

Regularity:

All lending is only made to approved institutions.

All loans raised and repayments made go directly to and from the institutions bank account.

Authorisation limits are set for every institution (see 1.5.1.6.). Brokers have an up to date list of named officials authorised to perform loan transactions. There is adequate insurance cover for employees involved in loan management and accounting. The control totals on the Treasury Management system for borrowing and lending are regularly reconciled with the ledger balance sheet codes by an assistant accountant on the corporate accountancy (technical) team. There is a clear separation of duties in the Section between the repayment of a loan and its checking and authorisation. The bank reconciliation is carried out monthly from the bank statement to the financial ledger. The corporate accountancy (technical) staff dealing with treasury management team also has an up to date financial code list for all interest and principal used for coding of creditors and office cash transactions.

Security:

The Logotech system can only be accessed by a password.

Payments are only authorised in a formal CHAPS transfer request document by an authorised signatory. The list of signatories has previously been agreed with the Co-operative Bank PLC. This bank is the current provider of our CHAPS transfer facilities. The bank transfer (Chaps) facility system (Financial Director) provide by the Co-op bank is also password protected with internal controls for input and approval. A third level of control is provided by a random number generator whereby this number plus identification number needs to be entered on Financial Director before a Chaps payment can be sent

Substantiation:

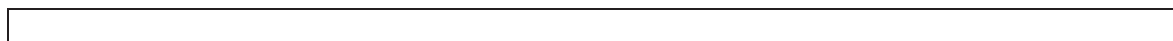
The Treasury Management system balances are proved to the balance sheet ledger codes at the end of each month and at the financial year-end. Working papers are retained for audit inspection.

A debt charge/investment income listing is produced every time the debt charges/investment income is recalculated for budget monitoring purposes. A debt charge/investment listing is also produced at the financial year-end and this document is retained for audit inspection.

The method of accounting for unrealised losses or gains on the valuation of assets within the funds will comply with best value ACOP accounting practice by reflecting the market value of the fund in the balance sheet. This will be agreed with Council's external auditors.

Internal Audit:

Internal Audit carry out an annual regulatory review of the treasury management function including probity testing. See TMP7 Budgeting, accounting and audit arrangements.



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The authority does not currently conduct transactions over the internet, although the Co-operative Bank is introducing a web version of Financial Director.

1.7.2 EMERGENCY AND CONTINGENCY PLANNING ARRANGEMENTS

There are a number of systems/procedures essential to the workings of the treasury management team in the management of the council's cash flow and borrowing and investment activities. The key items are:

1. Treasury Management files held on S:\QATDS\Civic03-data2\workgroup\Corp_Fin\Treasury Management
2. Logotech loan/investment register system
3. Connection with the Co-op Bank
4. Contact with brokers and counter-parties
5. Office Cover

1.7.2.1 Treasury Management files

The files held on the S drive of the Council's network are essential for:

- the recording and forecasting the Councils cash flow for anything up to one year ahead (especially critical to ensure cash available to cover creditors/payroll one or two days ahead);
- recording and calculating the cash available/need on a daily basis from financial data downloads from the Co-op Bank;
- recording all loans/investments undertaken by the Council together with deposits into the Council's various bank Deposit accounts;
- a variety of other administration tasks (such as dealing confirmations).

As the TM files are held on the S drive these are backed up at the end of the day along with all other PCC corporate drives. This should suffice as a safeguard. There is also the added safeguard in that all Council loans and deposits are held on the Treasury Management system (Logotech) – see below.

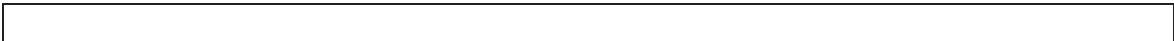
For most of the data these safeguards are deemed sufficient however the cash flow spreadsheet is critical to the cash management of the Council and is required daily to undertake this function. To cover for the unavailability of the network the cash flow and dealing record are saved on a floppy disk, stored in the cash office safe.

A manual diary is also kept recording all major receipts and payments including future Chaps payments that need to be made.

1.7.2.2 Logotech Loans/Investment register

This system records all loans and deposits activity of the TM team. It is reconciled to the ledger monthly and provides reports, accruals and back up information for monitoring and the annual accounts. It also produces paperwork for deposits used in the input and authorisation of Chap payments.

This is an essential system for the control and upkeep of the council's loans and deposits. Loss of this data would cause major disruption to the work of the TM team and risk inaccurate records in the accounts along with delaying the production of these accounts.



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This system is held on the C drive of a PC. To safeguard this data daily backups are made to the S drive and daily and weekly backups are made to disk and these disks are stored in the safe in the cash office. Records of loans and deposits are also held on the S drive in the Treasury Management folder.

1.7.2.3 Electronic Banking

The connection with the Co-op bank is essential in providing the daily transaction data to update the Council's cash flow and therefore provide the information required in calculating any cash requirements or funds available for investment. The connection via Financial Director (FD) is usually undertaken on the site available in the Accountants office (Civic Centre – Floor 5). However there are 2 other sites available in the civic centre which can be used as a back-up. The sites are situated on:

Ground Floor (Housing Benefits)
Ground Floor (Cash Office)

The connection can be slow. It is therefore important to undertake a regular purge of old data.

In the event of complete failure of FD it will be necessary to telephone the FD helpline on 08457 616616 for status update and if necessary to provide balance information to ensure that investment/borrowing decisions can be based on adequate information.

FD also enables the Council to make Chaps payments for deposits, loan repayments and other large creditor payments. Should FD fail there are back-up procedures in place where Chaps payments can be made manually. This requires a fax to be sent to the Co-op bank on 0161 8777784. This fax requires the payment amount and the payee, bank, bank sort code and account number to be credited and must be signed by a bank authorised signatory.

The connection with the bank is essential but, provided the telephone system is working and faxes can be received/sent, the Treasury Management function could be undertaken for a few days without it.

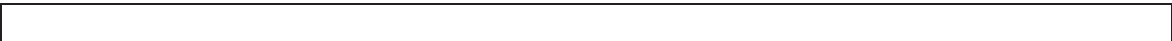
1.7.2.4 Contact with Brokers and Counterparties

Most loans undertaken by the council are brokered by a third party. These brokers contact the council on a daily basis and provide information on the rates available in the market. This information is used with the information available from the Martin Brokers on-line dealing website for the basis of borrowing decisions. These rates are also used when considering investments together with direct rates e-mailed to members of the treasury management team on a daily basis. In the main investments are agreed directly with the banks where higher rates can be achieved.

If the websites were unavailable the broker contact would be sufficient to make decisions. Without the information from brokers the Council would be restricted in its investment decisions and the availability of any borrowing required.

The telephone numbers required are:

<u>Broker</u>	<u>Contact</u>	<u>Tel. No.</u>
Martin Brokers	Shusmita Chaudury	0207 4699580
Sterling Brokers	Jim Risley	0207 4968955
Tullet Prebon	Jon Hurley	0207 2007042
London Currency Brokers	Roger Lane	0207 7394375
Tradition	Alex Cicopalus	0207 4223566



The Council deals directly with Barclays, Bank of Scotland, Santander UK, Clydesdale and Royal Bank of Scotland in using call and notice accounts for managing liquidity/cashflow.. Contact with these counterparties is essential for cash management. Telephone/fax access to them allows the Council to request transfer of funds or notification of impending Chaps payments. Contact is required as follows:

Barclays	- Withdrawals by fax – 0845 9645511 – by 3.00 pm - Phone contact 0845 6016047
Bank of Scotland	- Withdrawals by fax – 0845 8503892 – by 12.00 Noon - Investment/withdrawal notification by phone – 0207 6614714 over £5m
Santander UK I	- Withdrawal by phone (password required) – 0845 6066358 by 11.30 - Withdrawal by fax – 0845 6066351 by 11.30 am - Investment /withdrawal notification by e-mail – RMT@abbey.com over £5m
Clydesdale	- Withdrawal by fax – 01752 268064 – by 2.30 pm - Phone contact – 017522 507222
RBS	- Withdrawal by fax – 0845 3003349 – by 3.15 pm - Phone contact – 01752 274606

As a back-up the telephone numbers of brokers are kept in the front of the diary and the numbers for direct contact counterparties on their individual lever- arch files. If phone lines are down contact with brokers/counterparties could be made by mobile phone. Faxes would need to be sent from a site with an available phone line/fax.

1.7.2.5 Office Cover

The minimum amount of office cover required for adequate Treasury Management controls to be maintained is one member of the treasury management team. However if any Chaps payments are required this will need the availability of an authorised officer and, depending on the TM team member available, 1 additional officer.

In the absence of this minimum number of staff, dealing cannot take place. This leaves the TM function vulnerable to situations such as local transport gridlock or epidemic diseases, where large numbers of staff would be unable to get to work,

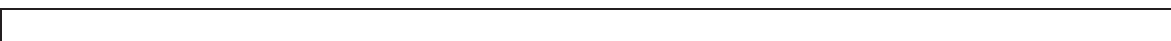
There are currently:

- 6 members of staff that can undertake dealing
- 5 members of staff that can authorise Chaps payments on Financial Director
- 4 members of staff that can send this Chaps payment

1 of each of these would be required for the full process to be undertaken.

1.7.3 INSURANCE COVER DETAILS.

The Council has 'Fidelity' insurance cover with Chartis. This covers the loss of cash by fraud or dishonesty of employees up to the sum of £10m in the year and an excess of £10,000 only in one occurrence.



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The Council also has a '**Professional Indemnity**' and a 'Public Liability and Official Indemnity' insurance policy with Chartis, which cover loss to the Council from the actions and advice of its officers that are negligent and without due care, while acting within as well as outside the scope of their official duties. The total sums insured for these policies are both £5m with an aggregate excess of £5,000 and £100,000 respectively for any one event.

The Council also has a '**Business Interruption**' (or an '**Increased Cost of Working**') cover as part of its property insurance with Zurich Municipal. The total sum insured is £15m with an excess of £100,000.

1.8. MARKET VALUE OF INVESTMENTS RISK MANAGEMENT

This is the risk that, through adverse market fluctuations in the value of the principal sums the Council borrows and invests, its stated treasury management policies and objectives are compromised, against which effects it has failed to protect itself adequately.

Principle:

This Council will seek to ensure that its stated treasury management policies and objectives will not be compromised by adverse market fluctuations in the value of the principal sums it invests, and will accordingly seek to protect itself from the effects of such fluctuations.

Schedule:**1.8.1 DETAILS OF APPROVED PROCEDURES AND LIMITS FOR CONTROLLING EXPOSURE TO INVESTMENTS WHOSE CAPITAL VALUE MAY FLUCTUATE (GILTS, CDS, etc.)**

These are controlled through setting limits on investment instruments where the principal value can fluctuate. The limits are determined and set through the Annual Investment Strategy (which forms part of the Annual Treasury Management Strategy Statement).

1.8.2 ACCOUNTING FOR UNREALISED GAINS/LOSSES

The method of accounting for unrealised gains or losses on the valuation of financial assets comply with the Accounting Code of Practice

TMP 2 PERFORMANCE MEASUREMENTS

Principle:

The Council is committed to the pursuit of value for money in its treasury management activities, and to the use of performance methodology in support of that aim, within the framework set out in its treasury management policy statement.

Accordingly, the treasury management function will be the subject of ongoing analysis of the value it adds in support of the Council's stated business or service objectives. It will be the subject of regular examination of alternative methods of service delivery, or the availability of fiscal or other grant or subsidy incentives, and of the scope for other potential improvements. The performance of the treasury management function will be measured using the criteria set out below.

Schedule:

2.1 POLICY CONCERNING METHODS FOR TESTING VALUE FOR MONEY

Best value reviews will include the production of plans to review the way services are provided by

- Challenging
- Comparing performance
- Consulting with other users and interested parties
- Applying competition principles

in order to pursue continuous improvement in the way the Council's functions are exercised, having regard to a combination of value for money, efficiency and effectiveness.

2.2 METHODOLOGY TO BE APPLIED FOR EVALUATING THE IMPACT OF TREASURY MANAGEMENT DECISIONS

The Council has a number of approaches to evaluating treasury management decisions:-

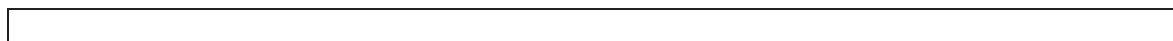
- regular meetings of the Treasury Management Board.
- reviews with our treasury management consultants
- quarterly review in budget monitoring report
- mid-year review to Audit committee
- annual review as reported to committee
- comparative reviews/benchmarking

2.2.1. Periodic reviews during the financial year

There is a regular treasury management board meeting attended by the Senior Accountant (Technical), the Director for Corporate Support, the Assistant Director of Finance, Assets & Efficiencies, the Head of Finance, the Corporate Finance and Accountancy Manager, Cabinet Member for Finance, Property, People and Governance. There is also a monthly strategy and review meeting to include review of actual activity against the Authorised Borrowing Limit. Capital Financing budget and Treasury Management Strategy.

This will include:

- Total debt including average rate and maturity profile
- Total investments including average rate and maturity profile
- Transactions in the period since the last meeting
- Cash flow forecast update
- Counterparty lending against limits



- Monitoring position – latest forecast against budget.

2.2.2 Reviews with management consultants

Members of the Treasury Management Board hold reviews with our consultants (Arlingclose) at least every 6 months to review the performance of the investment and debt portfolios.

2.2.3 Annual review after the end of the financial year

An Annual treasury Report is submitted to Council each year after the close of the financial year which reviews the performance of the debt and investment portfolios. The report contains the following:-

- total debt and investments at the beginning and close of financial year and average interest rates
- borrowing strategy for the year compared to actual strategy
- investment strategy for the year compared to actual strategy
- explanation for variance between original and actual strategies
- debt rescheduling done in the year
- actual borrowing and investment rates available through the year
- comparison of return on investments to the investment benchmark
- compliance with Prudential Indicators

2.2.4 Comparative reviews

When data becomes available, comparative reviews are undertaken to see how the performance of the authority on debt and investments compares to other authorities with similar size portfolios (but allowing for the fact that Prudential Indicators are locally set). Data used will be sourced from:-

- CIPFA Treasury Management statistics published each year for the last complete financial year
- CIPFA Benchmarking Club
- Arlingclose risk return comparators of client base

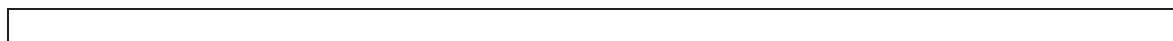
2.3 METHODS TO BE EMPLOYED FOR MEASURING THE PERFORMANCE OF THE ORGANISATION'S TREASURY MANAGEMENT ACTIVITIES

- Compliance to CIPFA Code of Treasury Practice.
- Expenses contained within approved budget. Reviewed in the quarterly budget monitoring reports
- Review of benchmarking club data.

Treasury management activity is reviewed mid-year and at year end against strategy and prevailing economic and market conditions through the Audit Committee, Cabinet and Full Council.

The report will include:

- Total debt including average rate and maturity profile
- The effect of new borrowing and/or maturities on the above
- The effect of any debt restructuring on the debt portfolio
- An analysis of any risks inherent within the debt portfolio (e.g. exposure to variable rate; LOBOs in their call period)
- Total investments including average rate, credit and maturity profile
- The effect of new investments/redemptions/maturities on the above



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- The rate of return on investments against their indices for internally managed funds
- An analysis of any risks inherent within the investment portfolio (e.g. exposure to market movements in the value of CDs, gilts/bonds, callable deposits in their call period)
- A statement whether the treasury management activity resulted in a breach of the Prudential Indicators and other limits set within treasury strategy.

2.4 BENCHMARKS AND CALCULATION METHODOLOGY WITH REGARDS TO RISK AND RETURN:

2.4.1 Debt management

- Average rate on all external debt
- Average rate on external debt borrowed in previous financial year
- Average rate on internal borrowing
- Average period to maturity of external debt
- Average period to maturity of new loans in previous year
- Ratio of PWLB and market debt (beginning and end of period)
- Ratio of fixed and variable rate debt (beginning and end of period)

2.4.2 Investment.

The performance of in house investment earnings will be measured against 7 day LIBID.

2.5 POLICY CONCERNING METHODS FOR TESTING VALUE FOR MONEY IN TREASURY MANAGEMENT,

2.5.1 Frequency and processes for tendering

Tenders are normally awarded on a three yearly basis with the option to extend for one year, if approved by the Cabinet Committee. The process for advertising and awarding contracts will be in line with the Council's Contract Standing Orders.

2.5.2 Banking services

Banking services will be retendered or renegotiated every 3 years to ensure that the level of prices reflects efficiency savings achieved by the supplier and current pricing trends.

2.5.3 Money-broking services

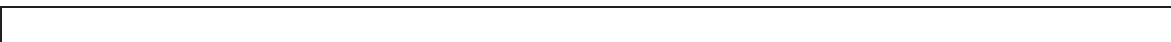
The Council will use money broking services in order to make deposits or to borrow, and will establish charges for all services prior to using them. An approved list of brokers has been established which takes account of both prices and quality of services.

2.5.4 Consultants'/advisers' services

This Council's policy is to appoint full-time professional treasury management consultants.

2.5.5 Policy on External Managers

The Council's current policy is not to use an external investment fund manager to manage a proportion of surplus cash. This will be kept under review.



TMP 3 DECISION-MAKING AND ANALYSIS

3.1 FUNDING, BORROWING, LENDING, AND NEW INSTRUMENTS/TECHNIQUES:

Principle:

The Council will maintain full records of its treasury management decisions, and of the processes and practices applied in reaching those decisions, both for the purposes of learning from the past, and for demonstrating that reasonable steps were taken to ensure that all issued relevant to those decisions were taken into account at the time. The issues to be addressed and processes and practices to be pursued in reaching decisions are detailed below.

Schedules:

3.1.1 Records to be kept

The Treasury section has a computerised treasury management system called Logotech. All loan and deposit transactions are recorded on the system as well as on an Excel spreadsheet. Full details of the system are covered in the user manual.

The following records will be used relative to each loan or investment:

- Daily cash balance forecasts
- Money market rates obtained by telephone from brokers
- Dealing slips for all money market transactions
- Brokers' confirmations for investment and temporary borrowing transactions
- Confirmations from borrowing /lending institutions where deals are done directly.
- PWLB loan confirmations
- PWLB debt portfolio schedules.
- Certificates for market loans, local bonds and other loans

3.1.2 Processes to be pursued

- Cash flow analysis.
- Debt and investment maturity analysis
- Ledger reconciliation
- Review of opportunities for debt restructuring
- Review of borrowing requirement to finance capital expenditure (and other forms of financing where those offer best value)
- Performance information (e.g. monitoring of actual against budget for debt charges, interest earned, debt management; also monitoring of average borrowed rate, investment returns, etc).

3.1.3 Issues to be addressed.

3.1.3.1. In respect of every decision made the Council will:

- a) above all be clear about the nature and extent of the risks to which the Council may become exposed
- b) Be certain about the legality of the decision reached and the nature of the transaction, and that all authorities to proceed have been obtained
- c) Be content that the documentation is adequate both to deliver the Council's objectives and protect the Council's interests, and to deliver good housekeeping
- d) Ensure that third parties are judged satisfactory in the context of the Council's creditworthiness policies, and that limits have not been exceeded

- e) Be content that the terms of any transactions have been fully checked against the market, and have been found to be competitive.

3.1.3.2 In respect of borrowing and other funding decisions, the Council will:

- a) Evaluate the economic and market factors that might influence the manner and timing of any decision to fund
- b) Consider the merits and demerits of alternative forms of funding, including funding from revenue, leasing and private partnerships
- c) Consider the alternative interest rate bases available, the most appropriate periods to fund and repayment profiles to use
- d) Consider the ongoing revenue liabilities created, and the implications for the Council's future plans and budgets.
- e) Seek to reduce the overall level of financing costs/smooth maturity profiles through debt restructuring.

3.1.3.3 In respect of investment decisions, the Council will:

- a) Consider the optimum period, in the light of cash flow availability and prevailing market conditions
- b) Consider the alternative investment products and techniques available, especially the implications of using any which may expose the Council to changes in the value of its capital.
- c) Determine appropriate credit policy limits and criteria to minimise the Council's exposure to credit and other investment risks.

TMP 4 APPROVED INSTRUMENTS, METHODS AND TECHNIQUES

Principle:

The Council will undertake its treasury management activities by employing only those instruments, methods and techniques detailed in the schedule to this document, and within the limits and parameters defined in **TMP1 Risk Management**.

Schedules:

4.1 APPROVED ACTIVITIES OF THE TREASURY MANAGEMENT OPERATION

The Council is permitted to undertake the following activities:

- Managing cashflow
- Capital financing
- Borrowing including debt restructuring and debt repayment
- Lending including redemption of investments
- Banking
- Leasing
- Managing the underlying risk associated with the Council's capital financing and surplus funds activities.

The above list is not finite and the Council would, from time to time, consider and determine new financial instruments and treasury management techniques; however, the Council will consider carefully whether the officers have the skills and experience to identify and manage the advantages and risks associated with using the instruments/techniques before undertaking them, more so as some risks may not be wholly or immediately transparent.

4.2 APPROVED INSTRUMENTS FOR INVESTMENTS

The Council will determine through its Annual Investment Strategy (AIS) which instruments it will use, giving priority to the security and liquidity (in that order) of its invested monies. The investments will be categorised as 'Specified' or 'Non Specified' based on the criteria set out by the ODPM (now CLG) in its Investment Guidance March 2004 (as amended).

The Council will determine through the AIS which instruments will be used in-house and which will be used by the appointed external fund manager(s) including the maximum exposure for each category of non-specified investments. Where applicable, the Council's credit criteria will also apply.

- Deposits with the UK government, the Debt Management Agency Deposit Facility (DMADF), and UK local authorities
- Term deposits with banks and building societies
- Certificates of deposit
- Callable deposits
- Investments in Money Market Funds , i.e. 'AAA' liquidity funds with a 60-day Weighted Average Maturity (WAM)
- Gilts
- Bonds issued by multilateral development banks
- Bonds issued by financial institutions guaranteed by the UK government
- Sterling denominated bonds by non-UK sovereign governments
- Pooled funds, i.e. Collective Investment schemes as defined in SI 2004 No 534

4.3 APPROVED TECHNIQUES

- Forward dealing
- LOBOs – lenders option, borrower's option borrowing instrument

The use of structured products such as callable deposits

4.4 APPROVED METHODS AND SOURCES OF RAISING CAPITAL FINANCE

Finance will only be raised in accordance with the Local Government and Housing Act, 1989, and within this limit the Council has a number of approved methods and sources of raising capital finance. These are:

<u>On Balance Sheet</u>	Fixed	Variable
• Public Works Loans Board (PWLB) Loans	●	●
• European Investment bank (EIB)	●	●
• Long term money market loans including LOBOs	●	●
• Temporary money market loans (up to 364 days)	●	●
• Bank overdraft		●
• Stock issues	●	●
• Local bonds	●	
• Negotiable Bonds	●	●
• Commercial Paper	●	
• Medium Term Notes	●	
• Finance Leases	●	●
• Deferred Purchase	●	●

Internal Resources

- Capital receipts
- Revenue balances
- Use of Reserves

Other Methods of Financing

- Government and EC Capital Grants
- Other capital grants and contributions
- Lottery monies
- PFI/PPP
- Operating leases

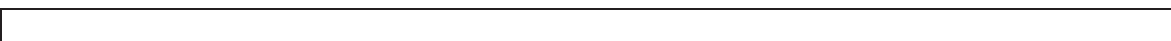
Borrowing will only be done in Sterling. All forms of funding will be considered dependent on the prevailing economic climate, regulations and local considerations. The Director for Corporate Support has delegated powers in accordance with Financial Regulations, Standing Orders, the Scheme of Delegation to Officers Policy and the Treasury Management Strategy to take the most appropriate form of borrowing from the approved sources.

4.5 INVESTMENT LIMITS

The Annual Investment Strategy sets out the limits and the guidelines for use of each type of investment instrument.

4.6 BORROWING LIMITS

The Council's Treasury Management Strategy Statement and Prudential Indicators sets out the limits on borrowing.



TMP 5 ORGANISATION, CLARITY AND SEGREGATION OF RESPONSIBILITIES, AND DEALING ARRANGEMENTS

Principle:

The Council considers it essential, for the purposes of the effective control and monitoring of its treasury management activities, for the reduction of the risk of fraud or error, and for the pursuit of optimum performance, that these activities are structured and managed in a fully integrated manner, and that there is at all times a clarity of treasury management responsibilities.

The principle on which this will be based is a clear distinction between those charged with setting treasury management policies and those charged with implementing and controlling these policies, particularly with regard to the execution and transmission of funds, the recording and administering of treasury management decisions, and the audit and review of the treasury management function.

If and when the Council intends, as a result of lack of resources or other circumstances, to depart from these principles, the Director for Corporate Support will ensure that the reasons are properly reported in accordance with TMP6 Reporting requirements and management information arrangements, and the implications properly considered and evaluated.

The Director for Corporate Support will ensure that there are clear written statements of the responsibilities for each post engaged in treasury management, and the arrangements for absence cover. The Director for Corporate Support will also ensure that at all times those engaged in treasury management will follow the policies and procedures set out. The present arrangements are detailed in the schedules below.

The Director for Corporate Support will ensure there is proper documentation for all deals and transactions, and that procedures exist for the effective transmission of funds. The present arrangements are detailed in the schedule below.

The delegations to the Director for Corporate Support in respect of treasury management are set out in the schedule below. The Director for Corporate Support will fulfill all such responsibilities in accordance with the organisation's policy statement and TMPs and, if a CIPFA member, the Standard of Professional Practice on Treasury Management.

Schedules:

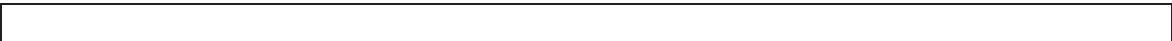
5.1.1 LIMITS TO RESPONSIBILITIES/DISCRETION AT COMMITTEE/EXECUTIVE LEVELS

Full Council

- Receiving, reviewing and approving prudential indicators as part of the budget setting process (following receipt by Cabinet).
- Receiving and reviewing reports on treasury management policies, practices and activities (following receipt by Cabinet).

Cabinet

- Approval of amendments to adopted clauses, treasury management policy statement and treasury management practices.
- Budget consideration and approval.



Audit Committee

- Responsible for the scrutiny of treasury management activities and practices.

Delegated to Director for Corporate Support

- The Director for Corporate Support will be responsible for amendments to the Council's adopted clauses, treasury management policy statement and treasury management practices.
- Approval of the segregation of responsibilities.
- Receiving and reviewing of the external audit reports and putting recommendations to the Audit Committee.
- Approving the selection of external service providers and agreeing terms of appointment in accordance with Financial Regulations.

5.2 PRINCIPLES AND PRACTICES CONCERNING SEGREGATION OF DUTIES

The segregation of duties will be determined by the Director for Corporate Support.

Dealing	Corporate Finance Accountancy Manager/ Group Accountant/ Senior Accountant/ Accountants	Negotiation and approval of deal. Receipt and checking of broker's confirmation note Receipts and checking of confirmation from deposit/loan counterparty Reconciliation of cash control account. Bank reconciliation
Accounting Entry	Senior Accountant / Accountants/ Assistant Accountant	Production of Direct debit form Processing of accounting entry
Authorisation / Payment of Deal	Senior Accountant/ Accountants/ /Assistant Accountant	Entry onto Financial Director (FD)
Authorisation / Payment of Deal	Authorised HOF and Accountancy Managers	Approval: Authoriation on FD/sign off direct debit and Chaps request
Authorisation / Payment of Deal	Authorised Group/ Senior Accountant	Payment: Input random number from watchword when calling bank on FD

5.3 TREASURY MANAGEMENT ORGANISATION CHART

		Director for Corporate Support		
		Assistant Director of Finance , Assets & Efficiencies		
		Head of Finance		
		Corporate Finance & Accountancy Manager		
		Group Accountant (Corporate Accountancy – Technical)		
Accountant (Technical)	_____	Senior Accountant (Corporate Accountancy - Technical)	_____	Accountant (Technical)

5.4 STATEMENT OF DUTIES/RESPONSIBILITIES**5.4.1 Treasury Management Board**

The Treasury Management Board will meet on a regular basis at the discretion of the Director for Corporate Support. The Board will consist of:

Cabinet Member for Finance, Property, People and Governance
 Director for Corporate Support
 Assistant Director of Finance, Assets & Efficiencies or Head of Finance
 Head of Finance
 Corporate Finance & Accountancy Manager
 Senior Accountant (Corporate Accountancy - Technical)

In the absence of the Senior Account (Corporate Accountancy – Technical) an Accountant (Corporate Accountancy – Technical) will attend.

Its duties and responsibilities will include:

- Ongoing review of the Council's borrowing and Investment strategy considering counterparty limits, maturity periods and financial impact.
- Credit risk management. Reviewing credit rating changes, economic news, share price data and press information to consider the appropriateness of investments, their risk and any action required to mitigate this risk.
- Considering the council's borrowing position, reviewing rescheduling opportunities and proposed debt repayments as part of the management of risk.
- Discussions and recommendation on and for the Council's Treasury management strategy.
- Meeting with the Council's Treasury Management advisors to discuss Strategy. Considering the economic climate and forecast interest rates, ongoing investment and borrowing and current issues impacting on creditworthiness of financial institutions.

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- Assessing the revenue and cash flow impact of any proposed action and how this fits into the previously set strategy. Agreeing revisions to this strategy and considering the financial impact of such revisions.
- Communicate and promote awareness of key treasury management issues and risks amongst senior managers and members.
- Aim to achieve the investments and borrowing targets as detailed in the council's MTFS.
- Monitor and report on significant variations to revenue account budgets as a result of changes to treasury management activity.

5.4.2 Director for Corporate Support

1. The Director for Corporate Support will:

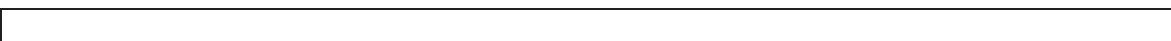
- Submit budgets and budget variations in accordance with Financial Regulations and guidance.
- Determine Prudential Indicators and Treasury Management Strategy including the Annual Investment Strategy.
- In setting the prudential indicators, be responsible for ensuring that all matters are taken into account and reported to the Council so as to ensure the Council's financial plans are affordable, prudent and sustainable in the long term.
- Establish a measurement and reporting process that highlights significant variations from expectations.
- Make reports to the Council under S114 of the Local Government Finance Act 1988 if the Assistant Head of Finance (Corporate Accountancy)/Head of Finance/Assistant Director of Finance, Assets & Efficiencies considers the Council is likely to get into a financially unviable situation.
- Recommend clauses, treasury management policy / practices for approval, reviewing the same on a regular basis, and monitoring compliance.
- Submit regular treasury management reports as required to the cabinet/audit committee.
- Receiving and reviewing management information reports.
- Review the performance of the treasury management function and promote best value reviews.
- Ensure the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function.
- Ensure the adequacy of internal audit, and liaising with external audit.
- Recommend on appointment of external service providers in accordance with council standing orders.

2 The Director for Corporate Support has delegated powers through this policy to take the most appropriate form of borrowing from the approved sources, and to make the most appropriate form of investments in approved instruments.

3 The Director for Corporate Support may delegate his power to borrow and invest to Corporate Finance & Accountancy Manager, Group Accountants (Corporate Accountancy -Technical), Senior Accountant (Corporate Accountancy - Technical) and Accountants (Corporate Accountancy – Technical).

4 The Director for Corporate Support will ensure that the Policy is adhered to, and if not will bring the matter to the attention of elected members as soon as possible.

5 Prior to entering into any capital financing, lending or investment transaction, it is the responsibility of the Director for Corporate Support to be satisfied, by reference to the



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Council's legal department and external advisors as appropriate, that the proposed transaction does not breach any statute, external regulation or the Council's Financial Regulations

- 6 It is also the responsibility of the Director for Corporate Support to ensure that the Council complies with the requirements of The Non Investment Products Code (formerly known as The London Code of Conduct) for principals and broking firms in the wholesale markets.

5.4.3 Assistant Director of Finance, Assets & Efficiencies/

- The responsibilities of this posts will include covering the full responsibilities of the Director for Corporate Support in their absence.
- Delegated authority to approve loans over 1 year and investments up to 10 years.
- Delegated authority to approve loan repayments/rescheduling.

5.4.4 Corporate Finance & Accountancy Manager

- Submit budgets and budget variations in accordance with Financial Regulations and guidance.
- Establish a measurement and reporting process that highlights significant variations from expectations.
- To provide cover in the absence of the Senior Accountant (Corporate Accountancy – Technical) and cover the full responsibilities of this post.

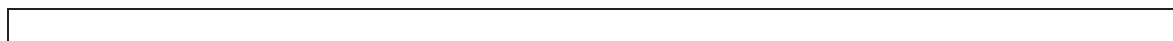
5.4.5 Group Accountant (Corporate Accountancy – Technical)

- To provide cover in the absence of the Senior Accountant (Corporate Accountancy – Technical) and cover the full responsibilities of this post.

5.4.6 Senior Accountant (Corporate Accountancy – Technical)

The responsibilities of this post include: -

- Carrying out or delegating the execution of transactions to the treasury management team
- Adherence to agreed policies and practices on a day-to-day basis.
- Maintaining relationships with third parties and external service providers and reviewing their performance.
- Supervising treasury management staff.
- Monitoring performance on a day-to-day basis.
- Submitting management information reports to the Treasury Management Board, Director for Corporate Support, Assistant Director of Finance, Assets & Efficiencies, Head of Finance and Corporate Finance & Accountancy Manager.
- Identifying and recommending opportunities for improved practices.
- Prepare and update, making recommendations for including counterparties on the Council's lending list following the advice of the Council's Treasury Management advisors..
- Authority to borrow for periods up to 1 year and lending up to 1 month.. Lending in excess of 1 month subject to the agreement of the Treasury Management Board and/or the approval of the Director for Corporate Support or Assistant Director of Finance, Assets & Efficiencies.
- Make recommendations on all lending up to 1 year and borrowing over 1 year maturity.



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- Following approval by the Director for Corporate Support or Assistant Director of Finance, Assets & Efficiencies undertake all borrowing over 1 year and deposits/investments up to 10 year maturity.
- Recommend early repayment of debt over one year and subject to the approval of the Director for Corporate Support, Assistant Director of Finance, Assets & Efficiencies or the head of Head of Finance arrange the repayment of these loans.
- Maintaining the Council's cash flow forecast ensuring funds are available to meet the Council's financial commitments.
- Prepare draft Treasury Management Policy, Treasury Management strategy and investment strategy, Annual Treasury Management report and Treasury Management Practices.
- Prepare budget for capital financing including all treasury management loan and investment activities including MTFF.
- Monitoring of Capital Financing Budget.
- Updating the Treasury Management Board with information on credit ratings, share prices, economic and press news impacting on the credit quality of the Council's deposits.

5.4.5 The Head of the Paid Service – the Chief Executive

The responsibilities of the post will be:-

- Ensuring that the system is specified and implemented.
- Ensuring the Director for Corporate Support reports regularly to the full Council/Cabinet on treasury policy, activity and performance.

5.4.6 Head of Legal Services (in the role of monitoring officer)

The responsibilities of this post include: -

- Ensuring compliance by the Director for Corporate Support with the treasury management policy statement and treasury management practices and that they comply with the law.
- Being satisfied that any proposal to vary treasury policy or practice complies with law or any code of practice.
- Giving advice to the Director for Corporate Support when advice is sought.

5.4.7 Internal Audit

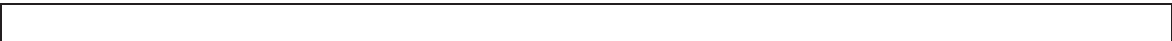
The responsibilities of Internal Audit include: -

- Reviewing compliance with approved policy and procedures.
- Reviewing division of duties and operational practice.
- Assessing value for money from treasury activities.
- Undertaking probity audit of treasury function.

5.5 ABSENCE COVER ARRANGEMENTS

The normal office arrangements are that on any working day, at least one member of the Team is available to be consulted on any aspect of treasury management, and at least one member of the Treasury Management team is available to carry out any required dealing transactions.

The minimum amount of office cover required for adequate Treasury Management controls to be maintained is one member of the treasury management team. However if any Chaps payments are required this will need the availability of an authorised officer and, depending on the TM team member available, 1 additional officer.



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There are currently:

6 members of staff that can undertake dealing

4 members of staff that can authorise Chaps payments on Financial Director

5 members of staff that can send this Chaps payment

1 of each of these would be required for the full process to be undertaken.

In the absence of the Senior Accountant (Corporate Accountancy – Technical) the Corporate Finance & Accountancy Manager or the Group Accountant (Corporate Accountancy – Technical) will undertake all loan and investment transactions over:

Borrowing – overnight

Investments – over 1 week

Subject to the approval of the Treasury Management Board and/or the Director for Corporate Support or The Assistant Director of Finance, Assets and Efficiencies an Accountant (Corporate Accountancy – Technical) can undertake deposit transactions up to 1 year.

In the event of the unforeseen absence of the person responsible for dealing, or the Management Team members, the Council's treasury management advisor may be contacted, and advice sought.

5.6 DEALING LIMITS

The following posts are authorised to deal:-

Senior Accountant (Corporate Accountancy – Technical)

No dealing limits for loans up to 1 year.

Deposits up to 1 month with unlimited value with the Debt Management Office or £5M with an approved Local Authority or £30m with an approved bank or building society subject to the limits detailed in the Council's Annual Investment strategy and the approved lending list.

.Deposit limits up to 1 year subject to the approval of the Treasury Management Board and/or the Director for Corporate Support, Assistant Director of Finance, Assets & Efficiencies or Head of Finance.

Accountant (Corporate Accountancy – Technical)

Deposits up to 15 Days with unlimited value with the Debt Management Office or £5M with an approved Local Authority or £30m with an approved bank or building society subject to the limits detailed in the Council's Annual Investment strategy and the approved lending list.

Deposit limits up to 1 year subject to the approval of the Treasury Management Board and/or the Director for Corporate Support, Assistant Director of Finance, Assets & Efficiencies or Head of Finance.

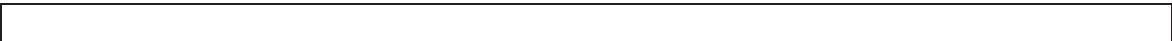
Loans overnight only (includes weekend) with maximum value of £15m.

Cover

For cover in the absences of the Senior Accountant (Corporate Accountancy – Technical) the Corporate Finance & Accountancy and the Group Accountant (Corporate Accountancy – Technical) will have the same dealing limits.

5.7 LIST OF APPROVED BROKERS

A list of approved brokers is maintained within the Treasury Team and a record of all transactions recorded against them. See TMP 11.1.2.



5.8 POLICY ON BROKERS' SERVICES

It is the Council's policy to utilise the services between at least two brokers. The Council will maintain a spread of business between the brokers in order to avoid relying on the services of any one broker. The service provided by Broker's is reviewed on an on-going basis in line with Best Value.

5.9 POLICY ON TAPING OF CONVERSATIONS

It is not Council Policy to tape broker conversations

5.10 DIRECT DEALING PRACTICES

The Council will consider dealing direct with counterparties if it is appropriate and the Council believes that better terms will be available. At present all deposits are direct and most deals are arranged through brokers. The following transactions are undertaken directly with Bank and Building Societies on the Council's approved lending list.

- Business Reserve Accounts:
- Call Accounts:
- Money Market Funds.
- Fixed term deposits.

Prior to undertaking direct dealing the Council will ensure that each counterparty has been provided with the Council's Standard Settlement Instructions.

5.11 SETTLEMENT TRANSMISSION PROCEDURES

All dealing transactions are made via CHAPS transfer by the Financial Director system, which is connected, online to the local authority's bankers' network. The payment is entered onto this system and afterwards approved by an authorised signatory. The electronic transfer should be sent by 3.30 p.m. on the same day. Where the system breaks down, a letter signed by a bank signatory setting out each transaction would be faxed to the local authority's bankers where preliminary instructions would have been given by telephone.

5.12 DOCUMENTATION REQUIREMENTS

For each deal undertaken a record should be prepared giving details of dealer, amount, period, counterparty, interest rate, dealing date, payments date(s), broker and type of deal. Additional requirements are:

Investments

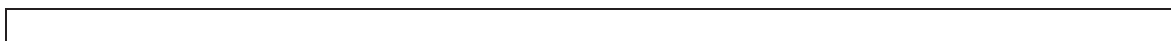
- confirmation from the broker
- confirmation from the counterparty
- Chaps payment transmission document

Loans:

- confirmation from the broker
- confirmation from PWLB/market counterparty
- Caps payments transmission document for repayment of loan

5.12.1 ARRANGEMENTS CONCERNING THE MANAGEMENT OF THIRD-PARTY FUNDS.

The Council holds a number of trust funds. The cash in respect of these funds is held in the Council's bank account but transactions are separately coded. Interest is given on credit balances at the average rate for internal balances for the year.



TMP 6 REPORTING REQUIREMENTS AND MANAGEMENT INFORMATION ARRANGEMENTS

Principle:

The Council will ensure that regular reports are prepared and considered on the implementation of its treasury management policies; on the effects of decisions taken and transactions executed in pursuit of those policies; on the implications of changes, particularly budgetary, resulting from regulatory, economic, market or other factors affecting its treasury management activities; and on the performance of the treasury management function.

As a minimum, the Cabinet/audit Committee will receive:

- An annual report on the strategy and plan to be pursued in the coming year
- A mid-year review
- An annual report on the performance of the treasury management function, on the effects of the decisions taken and the transactions executed in the past year, and on any circumstances of non-compliance with the organisation's treasury management policy statement and TMPs.

The Cabinet will receive regular monitoring reports on treasury management activities and risks.

The Audit committee will have responsibility for the scrutiny of treasury management policies and practices.

Schedule:

6.1 FREQUENCY OF EXECUTIVE REPORTING REQUIREMENTS

The Director for Corporate Support will annually submit budgets and will report on budget variations as appropriate.

The Director for Corporate Support will submit the Prudential Indicators and the Treasury Strategy Statement (including Annual Investment Strategy) and report on the projected borrowing and investment strategy and activity for the forthcoming financial year to the Audit Committee/Cabinet and Full Council before the start of the year.

The Annual Treasury Report will be prepared as soon as practicable after the financial year end and, in all cases, before the end of September.

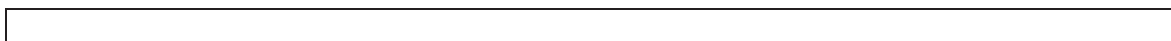
A Mid-Year Treasury Report will be prepared by the Director for Corporate Support which will report on treasury management activities for the first part of the financial year. The report will also provide a forecast for the current year. The Mid-Year Report will be submitted to Audit Committee and Full Council during the year.

All of the above reports will also be submitted to Audit Committee who will be responsible for the scrutiny of treasury management policies and practices.

6.2 CONTENT OF REPORTING

6.2.1 PRUDENTIAL INDICATORS

6.2.1.1 The Council will set the following Prudential Indicators, revise if necessary, and following the year end publish actual (where appropriate) in respect of:



- Financing costs as a proportion of net revenue stream (estimate; actual)
- Capital expenditure (estimate; actual)
- Incremental impact of capital financing decisions (estimate)
- Capital Financing Requirement (estimates; actual)
- Authorised limit for external debt
- Operational boundary for external debt
- Actual external debt
- Upper limits on fixed and variable rate interest exposures
- Upper and lower limits to maturity structure of fixed rate borrowing
- Upper limit to total of principal sums invested longer than 364 days.

6.2.1.2 *The Prudential Indicators are approved and revised by Full Council and are integrated into the Council's overall financial planning and budget process.*

6.2.2 TREASURY MANAGEMENT STRATEGY STATEMENT INCLUDING ANNUAL INVESTMENT STRATEGY

6.2.2.1 The Treasury Management Strategy sets out the specific expected treasury activities for the forthcoming financial year. This strategy will be submitted to the Audit Committee for scrutiny and Cabinet/Full Council for approval before the commencement of each financial year.

6.2.2.2 The formulation of the annual Treasury Management Strategy involves determining the appropriate borrowing and investment decisions in the light of the anticipated movement in both fixed and shorter-term variable interest rates. For instance, this organisation may decide to postpone borrowing if fixed interest rates are expected to fall, or borrow early if fixed interest rates are expected to rise.

6.2.2.3 The Treasury Strategy Statement integrates with the Prudential Indicators being set and will include the following:

- Link to Capital Financing and Treasury Management Prudential Indicators for the current and ensuing ~~three~~ years
- Strategy for financing new borrowing requirements (if any) and refinancing maturing borrowing (if any) over the next three years and for restructuring of debt
- the extent to which surplus funds are earmarked for short term requirements
- the investment strategy for the forthcoming year
- the minimum to be held in short term/specified investment during the coming year
- the interest rate outlook against which the treasury activities are likely to be undertaken.

6.2.2.4 Investment Strategy

Based on the ODPM's (now CLG's) Guidance on Investments, the Council will produce an Annual Investment Strategy (AIS) which sets out

- the objectives, policies and strategy for managing its investments;
- the determination of which Specified and Non Specified Investments the Council will utilise during the forthcoming financial year(s) based on the Council's economic and investment outlook and the expected level of investment balances;
- the limits for the use of Non-Specified Investments.

The AIS will be integrated into the Treasury Strategy Statement.

6.2.2.5 The Treasury Management Strategy will establish the expected move in interest rates against alternatives (using all available information such as published interest rate forecasts where applicable), and highlight sensitivities to different scenarios.

6.3 POLICY ON INTEREST RATE EXPOSURE

6.3.1 The Council approves before the beginning of each financial year a number of treasury limits which are set through prudential indicators.

6.3.2 The Director for Corporate Support is responsible for incorporating these limits into the Annual Treasury Management Strategy, and for ensuring compliance with the limits. Should it prove necessary to amend these limits, the Director for Corporate Support shall submit the changes for approval to the full Council. The latest limits are as set out in the treasury management strategy.

6.4 ANNUAL REPORT ON TREASURY MANAGEMENT ACTIVITY

6.4.1 An annual report will be presented to the Cabinet and then the full Council at the earliest practicable meeting after the end of the financial year, but in any case by the end of September. This report will include the following: -

- a comprehensive picture for the financial year of all treasury policies, plans, activities and results;
- transactions executed and their revenue (current) effects;
- report on risk implications of decisions taken and transactions executed;
- monitoring of compliance with approved policy, practices and statutory / regulatory requirements;
- monitoring of compliance with powers delegated to officers;
- degree of compliance with the original strategy and explanation of deviations;
- explanation of future impact of decisions taken on the organisation;
- measurements of performance;
- report on compliance with CIPFA Code recommendations and Prudential Indicators.

6.5 MID YEAR REPORT ON TREASURY MANAGEMENT ACTIVITY

6.5.1 The Director for Corporate Support will produce a mid-year report for the Audit committee on the borrowing and investment activities of the treasury management function for the first six months of the year. The main contents of the report will comprise:

- Economic background.
- Economic forecast (including interest rate forecast).
- Treasury Management Strategy Statement update.
- Performance versus benchmarks.
- Borrowing information including premature repayment and new loans.
- Information on investments, including current lending list.
- Government framework and scrutiny arrangements.

6.4.1 CONTENT AND FREQUENCY OF MANAGEMENT INFORMATION REPORTS

6.4.1 Treasury Management Board

Monitoring information will be prepared monthly for the Treasury Management board. This will include:

- Total debt including average rate and maturity profile
- Total investments including average rate and maturity profile

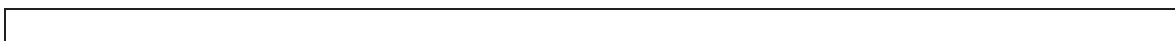


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- Transactions in the period since the last meeting
- Cash flow forecast update
- Counterparty lending against limits
- Monitoring position – latest forecast against budget
- Comparison of actual balances against prudential limits or other treasury management limits

6.5 PERIODIC MONITORING COMMITTEE REPORTS

- 6.5.1 The Cabinet will receive and consider a periodical review of treasury management activities during the financial year including details of any debt rescheduling undertaken.



TMP 7 BUDGETING, ACCOUNTING AND AUDIT ARRANGEMENTS

Principle:

The Director for Corporate Support will prepare, and the Council will approve and, if necessary, from time to time will amend, an annual budget for treasury management, which will bring together all of the costs involved in running the treasury management function, together with associated income. The matters to be included in the budget will at minimum be those required by statute or regulation, together with such information as will demonstrate compliance with **TMP1 Risk management, TMP2 Performance measurement, and TMP4 Approved instruments, methods and techniques**. The form which the Council's budget will take is set out in the schedule below.

The Director for Corporate Support will exercise effective controls over this budget, and will report upon and recommend any changes required in accordance with **TMP6 Reporting requirements and management information arrangements**.

The Council will account for its treasury management activities, for decisions made and transactions executed, in accordance with appropriate accounting practices and standards, and with statutory and regulatory requirements in force for the time being. The present form of the Council's accounts is set out in the schedule.

The Council will ensure that its auditors, and those charged with regulatory review, have access to all information and papers supporting the activities of the treasury management function as are necessary for the proper fulfillment of their roles, and that such information and papers demonstrate compliance with external and internal policies and approved practices. The information made available under present arrangements is detailed below.

Schedule:-

7.1 STATUTORY/REGULATORY REQUIREMENTS

7.1.1 Balanced Budget Requirement:

7.1.1.1 The provisions of S32 and S43 of the Local Government Finance Act 1992 require this Council to calculate its budget requirement for each financial year including, among other aspects;

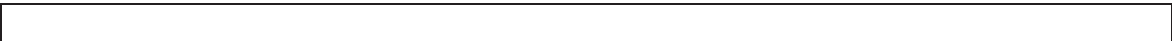
- (a) the expenditure which is estimated to be incurred in the year in performing its functions and which will be charged to a revenue account and
- (b) revenue costs which flow from capital financing decisions.

S33 of the Act requires the Council to set a council tax sufficient to meet expenditure after taking into account other sources of income.

7.1.1.2 The accounts are drawn up in accordance with the Code of Practice on Local Authority Accounting in Great Britain that is recognised by statute as representing proper accounting practices. The Council has also adopted in full the principles set out in CIPFA's 'Treasury Management in the Public Services - Code of Practice' (the 'CIPFA TM Code'), together with those of its specific recommendations that are relevant to this Council's treasury management activities.

7.2 ACCOUNTING PRACTICES AND STANDARDS

7.2.1 CIPFA's Code of Practice on Local Authority Accounting in the United Kingdom: A Statement of Recommended Practice (the local authority SORP) constitutes "proper accounting practice under the terms of S21 (2) of the Local Government Act 2003".



7.2.2 Due regard is given to the Statements of Recommended Practice and Accounting Standards as they apply to Local Authorities in Great Britain. The Council adopts in full the principles set out in CIPFA's 'Code of Best Practice and Guide for Treasury Management in the Public Services' (the 'CIPFA Code and Guide'), together with those of its specific recommendations that are relevant to this organisation's treasury management activities.

7.3 FINANCIAL STATEMENTS

The Financial Statements comprise:

- An explanatory foreword
- Accounting policies, changes in accounting estimates and errors
- Presentation of financial statements
- Movement in reserves statement
- Comprehensive income and expenditure statement
- Balance sheet
- Cash flow statement
- Housing revenue account
- Collection Fund (England)
- Statement of Responsibilities
- The Accounting Statements
- Additional Financial Statements (Housing Revenue Account, Collection Fund)
- Notes to the financial statements
- Statements reporting reviews of internal controls or internal financial controls
- Events after the reporting period
- Related party disclosures

7.4 SAMPLE BUDGETS/ACCOUNTS/PRUDENTIAL INDICATORS

7.4.1 The Director for Corporate Support will prepare a three year medium term financial plan with Prudential Indicators for treasury management which will incorporate the budget for the forthcoming year and provisional estimates for the following two years. This will bring together all the costs involved in running the function, together with associated income. The Director for Corporate Support will exercise effective controls over this budget and monitoring of performance against Prudential Indicators, and will report upon and recommend any changes required in accordance with TMP6.

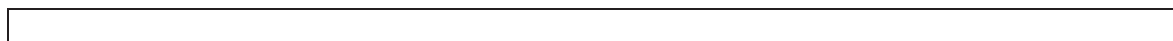
7.4.2 The current form of the Council's accounts is available with the Finance department.

7.5 TREASURY MANAGEMENT RELATED INFORMATION REQUIREMENTS OF EXTERNAL AUDITORS

7.5.1 The following information is specifically requested by the external auditor and should be considered an initial request for information. It is usually followed by more detailed audit testing work which often requires further information and/or explanations from the Council's officers.

7.5.1.1 Information in this context includes internally generated documents including those from the Council's Treasury Management System, externally generated documents, observation of treasury management practices which support and explain the operation and activities of the treasury management function.

- Determination of Affordable Borrowing Limit under Section 3 of the Local Government Act 2003.



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- Prudential Indicators.
- Treasury Management Strategy including Annual Investment Strategy.

7.5.1.2 External borrowing:

- New loans borrowed during the year : PWLB certificates / documentation in relation to market loans borrowed (including copy of agreements, schedule of commitments)
- Loan maturities.
- Compliance with proper accounting practice, regulations and determinations for the amortisation of premiums and discounts arising on loans restructured during the year and previous years.
- Analysis of loans outstanding at year end including maturity analysis.
- Analysis of borrowing between long- and short-term
- Debt management and financing costs
- Calculation of (i) interest paid (ii) accrued interest
- MRP calculation and analysis of movement in the CFR.
- Bank overdraft position.
- Brokerage/commissions/transaction related costs.

7.5.1.3 Investments:

- Investment transactions during the year including any transaction-related costs
- cash and bank balances at year end
- Short-term investments at year end
- Long-term investments at year end (including investments in associates and joint ventures) by asset type, including unrealised gains or losses at year end
- calculation of (i) interest received (ii) accrued interest
- actual interest received
- External fund manager valuations including investment income schedule and movement in capital values, transaction confirmations received (if any)
- Basis of valuation of investments
- Evidence of existence and title to investments (e.g. Custodian's Reports; FRAG-21 report from Custodian.
- Schedule of any investments in companies together with their latest financial statements); statement of transactions between the company and the Council.

7.5.1.4 Cash Flow

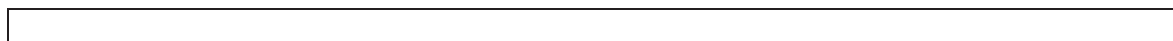
- Reconciliation of the movement in cash to the movement in net debt
- Cash inflows and outflows (in respect of long-term financing)
- Cash inflows and outflows (in respect of purchase/sale of long-term investments)
- Net increase/decrease in (i) short-term loans (ii) short-term deposits (iii) other liquid resources

7.5.1.5 Other

- Amounts which are held on behalf of schools, amounts which are held by schools under delegated schemes
- Details of (treasury-related) material events after balance sheet date not reflected in the financial statements.
- External advisors'/consultants' charges

7.6 INTERNAL AUDIT

- 7.6.1 Internal Audit generally conducts an annual review of the treasury management function and probity testing. The Internal Auditors will be given access to treasury management information/documentation as required by them.



7.7 COSTS FOR TREASURY MANAGEMENT

The budget for treasury management forms part of the capital financing budget. This budget forms part of the Council's annual budget setting strategy.

TMP 8 CASH AND CASH FLOW MANAGEMENT

Principle:

Unless statutory or regulatory requirements demand otherwise, all monies in the hands of the Council will be under the control of the Director for Corporate Support and will be aggregated for cash flow and investment management purposes. Cash flow projections will be prepared on a regular and timely basis, and the Director for Corporate Support will ensure that these are adequate for the purposes of monitoring compliance with **TMP1 [2] liquidity risk management**. The present arrangements for preparing cash flow projections and their form are set out in the schedule below.

Schedule:-

8.1 CASH FLOW FORECASTING

Cash flow projections are prepared annually, monthly and daily. The annual and monthly cash flow projections are prepared from the previous years' cash flow records, adjusted for known changes in levels of income and expenditure and also changes in payments and receipts dates. These details are supplemented on an ongoing basis by information received of new or revised amounts to be paid or received as and when they are known. The cash flow forecast for the year is updated on a daily basis with actual figures from the Council's bank transactions available from Financial Director. The cash flow forecast is a key document used for calculating any borrowing needed to cover short-term cash flow requirements or the availability of cash for any short-term or longer-term investments.

The detailed annual cash flow model includes the following:

Revenue activities :

Inflows :

- Revenue Support Grant
- Non domestic rates receipts
- NNDR receipts from national pool
- Council tax receipts
- Housing subsidy
- DSS / other government grants
- Cash for goods and services
- Other operating cash receipts

Outflows :

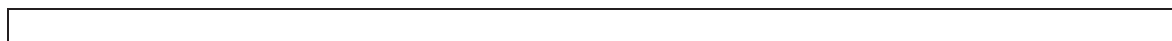
- Salaries and payments on behalf of employees
- Operating cash payments
- Housing Benefit paid
- Precepts paid
- NNDR payments to national pool
- Payments to the capital receipts pool

Capital activities including financing

Inflows :

- Capital grants received
- Sale of fixed assets
- Other capital cash receipts

Outflows :



- Purchase of fixed assets
- Purchase of long-term investments
- Other capital cash payments

Financing, Servicing of Finance>Returns on Investments

Inflows

- New long-term loans raised
- New short-term loans raised
- Interest received
- Discount on premature repayment of loan

Outflows :

- Loan repayments
- Premia on premature repayment of loan
- Short-term investments
- Capital element of finance lease rental payments
- Interest paid
- Interest element of finance lease rental payments

8.2 BANK STATEMENTS PROCEDURES

The Council receives daily bank statements and a daily download of data from its bank. All amounts on the statement are checked to transaction records from Payroll, Creditors etc. A formal bank reconciliation is undertaken on a monthly basis by the Bank Reconciliation Team.

8.3 PAYMENT SCHEDULING AND AGREED TERMS OF TRADE WITH CREDITORS

The Council has a policy of paying suppliers in line with agreed terms of trade and the following service standards:

- Small and medium enterprises(SME's – business employing up to 250 people) to be paid within 15 days of receipt of invoice.
- All other creditors to be paid within 30 days of receipt of invoice.

8.4 ARRANGEMENTS FOR MONITORING DEBTORS / CREDITORS LEVELS

The information on levels of debtors and creditors are monitored. Debtors payment information is recorded from the daily bank transactions and creditors payments passed to the treasury team following each pay run to assist in updating the cash flow forecast.

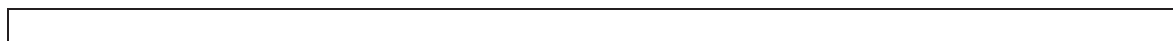
8.5 PROCEDURES FOR BANKING OF FUNDS

Instructions for banking of receipts are set out in the Financial Regulations.

All money received by an officer on behalf of the Council will without unreasonable delay be either passed to the cashiers to deposit or bank directly, under arrangements put in place by the Financial Services Team Leader, into the Council's bank accounts. Cash & cheques received in the cashiers section are banked daily. These bankings are then included in the figures available on Financial Director used to calculate that's days funding requirements and update the Cash flow forecast for the year.

8.6 PRACTICES CONCERNING PREPAYMENTS TO OBTAIN BENEFITS

All prepayments must be authorised by the approved signatory in the respective department.



TMP 9 MONEY LAUNDERING**9.1 Background:**

9.1.1 The Proceeds of Crime Act (POCA) 2002 consolidated, updated and reformed criminal law in the UK in relation to money laundering. The principal offences relating to money laundering are:

- Concealing, disguising, converting, transferring or removing criminal property from England and Wales, from Scotland or from Northern Ireland
- Being concerned in an arrangement which a person knows or suspects facilitates the acquisition, retention use or control of criminal property
- Acquiring, using or possessing criminal property.

Other offences include failure to disclose money laundering offences, tipping off a suspect either directly or indirectly, and doing something that might prejudice an investigation.

9.1.2 Organisations pursuing relevant businesses were required to appoint a nominated officer and implement internal reporting procedures; train relevant staff in the subject; establish internal procedures with respect to money laundering; obtain, verify and maintain evidence and records of the identity of new clients and transactions undertaken and report their suspicions.

9.1.3 In December 2007, the UK Government published the Money Laundering Regulations 2007, which replaced the 2003 Regulations.

9.1.4 CIPFA believes that public sector organisations should “embrace the underlying principles behind the money laundering legislation and regulations and put in place anti money laundering policies, procedures and reporting arrangements appropriate and proportionate to their activities”.

9.2 Principle :

The Council is alert to the possibility that it may become the subject of an attempt to involve it in a transaction involving the laundering of money. Accordingly, it will maintain procedures for verifying and recording the identity of counterparties and reporting suspicions, and will ensure that staff involved in this are properly trained. The present arrangements, including the name of the officer to whom reports should be made, are detailed in the schedule below

Schedule:-**9.3 PROCEDURES FOR ESTABLISHING IDENTITY / AUTHENTICITY OF LENDERS**

The Council does not accept loans from individuals.

All loans are obtained from the PWLB, other local authorities or from authorised institutions under the Financial Services and Markets Act 2000: (The FSA register can be accessed through their website on www.fsa.gov.uk).

When repaying loans, the procedures in 9.4 will be followed to check the bank details of the recipient.

9.4 METHODOLOGIES FOR IDENTIFYING DEPOSIT TAKERS

In the course of its Treasury activities, the Council will only lend money to or invest with those counterparties that are on its approved lending list. This will be authorised deposit takers under the Financial Services and Markets Act 2000: (The FSA register can be accessed through their website on www.fsa.gov.uk).

Treasury Management Practices 2010-11

All transactions are carried out by CHAPS for making deposits or repaying loans. Confirmation of bank details on headed paper is required before any principal or interest payments are made.

9.1 PROCEEDS OF CRIME ACT 2002 (POCA)

Please find below an explanation of the current responsibilities of local authorities: -

The Proceeds of Crime Act 2002 imposes an obligation on any person or other body that undertakes a regulated activity as defined by the Act to report any incident that leads them to suspect that an individual or other body is making transactions with the proceeds of any criminal activity. This is an extension of the obligations previously imposed principally on financial services organisations and employees under money laundering legislation. The money laundering legislation, as reinforced by the FSA guidance, made it clear that an organisation had to nominate a money laundering reporting officer, MLRO, through whom suspicious transactions had to be reported and it was incumbent on the MLRO to decide if these transactions had to be reported to the National Criminal Investigation Service (NCIS), being the police body charged with dealing with these matters. Their contact address is as follows:

**NCIS
PO BOX 8000
LONDON SE11 5EN
www.ncis.co.uk**

The treasury management team is conversant with the requirements of the Proceeds of Crime Act 2002. The Council will only lend money to or invest with those counterparties who are authorised under the Financial Services and Markets Act 2000 and each organisation will be asked to formally provide adequate settlement instructions.

However, the treasury management team will investigate suspicious transactions as far as the Council is in a position to do so or it is appropriate to do so, and if doubts remain, these transactions will then be reported to the National Criminal Investigation Service.

TMP 10 TRAINING AND QUALIFICATIONS

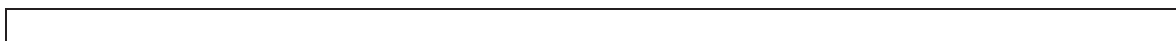
Principle:

The Council recognises the importance of ensuring that all staff involved in the treasury management function are fully equipped to undertake the duties and responsibilities allocated to them. It will therefore seek to appoint individuals who are both capable and experienced and will provide training for staff to enable them to acquire and maintain an appropriate level of expertise, knowledge and skills. The Director for Corporate Support will recommend and implement the necessary arrangements.

The Director for Corporate Support will ensure that council members tasked with treasury management responsibilities, including those responsible for scrutiny, have access to training relevant to their needs and responsibilities.

Those charged with governance recognise their individual responsibility to ensure that they have the necessary skills to complete their role effectively.

The present arrangements are detailed in the schedule below.



Schedule:-**10.1 QUALIFICATIONS/EXPERIENCE OF TREASURY MANAGEMENT STAFF**

The Council recognises the importance that all treasury management staff should receive appropriate training relevant to the requirements of their duties at the appropriate time. The courses/events the Council would expect its treasury management personnel to consider are:

- Certificate in International Treasury Management – Public Finance (this is the new Cipfa TM qualification run by the Association of Corporate Treasurers)
- Training courses for Accounting, Auditing, Best Value/Competition, Budgeting, Capital Finance & Borrowing, Financial Management run by CIPFA and IPF.
- Any courses/seminars run by Treasury Management Consultants.
- Attending Cipfa Conference
- Training attended by those responsible for scrutiny of the treasury function.

10.2 STATEMENT OF PROFESSIONAL PRACTICE (SOPP)

1. Where the Chief Financial Officer is a member of CIPFA, there is a professional need for the CFO to be committed to professional responsibilities through both personal compliance and by ensuring that relevant staff is appropriately trained.
2. Other staff involved in treasury management activities who are members of CIPFA must also comply with the SOPP.

10.3 RECORDS OF TRAINING

Records of training received by treasury management staff and those charged with governance are maintained on the appropriate personnel file or as part of councilor/committee records.

.TMP 11 USE OF EXTERNAL SERVICE PROVIDERS**Principle:**

The Council recognises that responsibility for the treasury management decisions remains with the organisation at all times. It recognises the potential value of employing external providers of treasury management services, in order to acquire access to specialist skills and resources. When it employs such service providers, it will ensure it does so for reasons which will have been submitted to a full evaluation of the costs and benefits. It will also ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subjected to regular review. And it will ensure, where feasible and necessary, that a spread of service providers is used, to avoid over reliance on one or a small number of companies. Where services are subject to formal tender or re-tender arrangements, legislative requirements will always be observed. The monitoring of such arrangements rests with the Director for Corporate Support and details of the current arrangements are set out in the schedule below.

Schedule:-**11.1 DETAILS OF CONTRACTS WITH SERVICE PROVIDERS, INCLUDING BANKERS, BROKERS, CONSULTANTS, ADVISERS AND REGULATORY STATUS****11.1.1 Banking services**

Name of supplier of the service: Co-operative Bank PLC.

The branch address is:

160 Armada Way, Plymouth PL1 1LF

Tel No. 01752 661482

Commencement Date 1st April 2008

Expiry Date 31st March 2012

The contract is to run for 4 years from the 1st April 2008. The contract also allows for the possibility of two additional annual extensions to be agreed by both parties before October 2011 and 2012 respectively.

Other Banks used for access deposit account facilities:

Name of Bank	Account Type	Address
Bank of Scotland PLC	Call and 7 Day Notice	3 rd Floor 25 Gresham Street London EC2V 7HN
Santander UK Plc	Call	Abbey National House 301 St Vincent Street Glasgow G2 5NB
Clydesdale Bank	Call and 15 Day Notice	Plymouth Financial Solutions Centre Ground Floor Envoy House 61 Longbridge Road Plymouth PL6 8LU
Royal Bank of Scotland	Call and 30 Day Notice	Plymouth Business &

Commercial Banking Centre
The RBS Group
PO Box 157
4th Floor
6 St Andrews Cross
Plymouth PL4 0WB

Barclays

Call

PO Box 330
3 Bedford Street
Exeter
BX3 2BB

11.1.2 Money-broking services

The council will use money brokers for temporary borrowing and investments up to 5 years and long term borrowing. Brokers currently used are:

Name of Broker	Address	Tel. no.
Martin Brokers (UK) PLC	25 Dowgate Hill, London EC4R 2BB	0207 4699580
Tullet Prebon Europe Ltd	155 Bishopsgate, London EC2M 3TQ	0207 2007042
Sterling International Brokers Ltd	No. 10 Chiswell Street London EC1Y 4UQ	0207 4968955
London Currency Brokers	ICB House, 3 Scrutton Street London EC2A 4HF	0207 7394375
Tradition (UK) Ltd	Beaufort House 15 St Botolph Street London EC3A 7QX	0207 4223566

11.1.3 Consultants'/advisers' services

The Council will seek to take expert advice on interest rate forecasts, annual treasury management strategy, debt rescheduling, use of various borrowing and investment instruments.

Treasury Consultancy Services

Name of supplier of service is Arlingclose Ltd.

Their address is:

6/7 Hatton Garden

London

EC1N 8AD

Tel: 08448 808200

Contract Expiry Date is 31st December 2010

Cost of service is £20,000 + Vat in 2010.

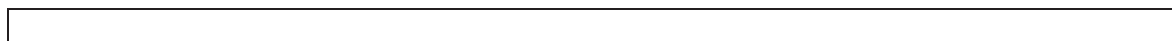
The Council has the option to extend the contract for a further 1 year period subject to an annual review.

External Fund Managers

The council does not currently hold funds with an external fund manager.

11.1.4 Regulatory Status of Services Provided

All financial services providers are regulated by the Financial Services authority (FSA)



TMP 12 CORPORATE GOVERNANCE

Principle:

The Council is committed to the pursuit of proper corporate governance throughout its businesses and services, and to establishing the principles and practices by which this can be achieved. Accordingly, the treasury management function and its activities will be undertaken with openness and transparency, honesty, integrity and accountability.

The Council has adopted and has implemented the key recommendations of the Treasury Management Code of Practice (Revised 2009). This, together with the other arrangements detailed in the schedule below, are considered vital to the achievement of proper corporate governance in treasury management, and the Director for Corporate Support will monitor and, if and when necessary, report upon the effectiveness of these arrangements.

12.1 LIST OF DOCUMENTS TO BE MADE AVAILABLE FOR PUBLIC INSPECTION

The Council is committed to the principle of openness and transparency in its treasury management function and in all of its functions.

The following documents are available for public inspection:

- Treasury Management Policy Statement
- Treasury Management Strategy Statement (Including Prudential Indicators and investment Strategy)
- Annual Treasury Report
- Annual Statement of Accounts
- Annual budget
- 5 year Capital Plan
- Minutes of the Council/Cabinet/committee meetings

Financial information is additionally available on the Council's website www.plymouth.gov.uk

12.2 PROCEDURES FOR CONSULTATION WITH STAKEHOLDERS

Members and senior officers are consulted via reports to the Audit Committee, Cabinet and Full Council.



Grant Thornton

Plymouth City Council

Annual Audit Letter 2009-10

20 October 2010

Final

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1 Introduction and Key Messages

Purpose of this Letter

- 1.1 This Annual Audit Letter (Letter) summarises the key issues arising from the work that we have carried out at Plymouth City Council (the Council) during our 2009-10 audit. The Letter is designed to communicate our key messages to the Council and external stakeholders, including members of the public. The letter will be published on the Audit Commission's website at www.audit-commission.gov.uk and also on the Council's website.

Responsibilities of the external auditors and the Council

- 1.2 This Letter has been prepared in the context of the Statement of Responsibilities of Auditors and Audited Bodies issued by the Audit Commission (www.audit-commission.gov.uk).
- 1.3 We have been appointed as the Council's independent external auditor by the Audit Commission, the body responsible for appointing external auditors to local public bodies in England. As external auditors, we have a broad remit covering finance and governance matters.
- 1.4 Our annual work programme is set in accordance with the Code of Audit Practice (the Code) issued by the Audit Commission and includes nationally prescribed and locally determined work. Our work considers the Council's key risks, when reaching our Code conclusions.
- 1.5 It is the responsibility of the Council to ensure that proper arrangements are in place for the conduct of its business, and that public money is safeguarded and properly accounted for. We have considered how the Council is fulfilling these responsibilities.

What this Letter covers

- 1.6 This Letter covers our 2009-10 Code audit, including key messages and conclusions from our work on:
- auditing the 2009-10 year end accounts (Section 2);
 - certifying that grant claims and returns to various government departments and other agencies are fairly stated and in accordance with terms and conditions (Section 2); and
 - assessing the Council's arrangements for securing economy, efficiency and effectiveness in the use of its resources, including specific reviews in response to locally identified risks and issues (Section 3).
- 1.7 A list of all the reports issued during the year is provided at Appendix A whilst Appendix B sets out our actual and budgeted fees for 2009-10.

The Economy

- 1.8 In the current financial climate, the Government's most urgent priority is to reduce the deficit whilst ensuring the economic recovery continues. Savings of over £6 billion are planned from Government spending during this financial year, including some £1.1 billion in reduced grants to local government. At the same time, the Government aims to reduce top-down government and devolve power and greater financial autonomy to local authorities by a range of measures including:
- abolishing Comprehensive Area Assessment;
 - reducing ring-fenced central government grants; and
 - undertaking a full review of local government finance.
- 1.9 Council tax in England is also to be frozen for at least one year, with a possible freeze for a second year in partnership with local authorities.
- 1.10 This Annual Audit Letter has been written in the context of the significant change agenda in which the Council is operating, including the ongoing increase in demand for social care, the delivery of an ambitious capital programme and the need to generate cash releasing efficiency savings of some £14 million in 2010-11, against a backdrop of expected further significant reductions in revenue and capital funding.

Key areas for Council action

- 1.11 We have set out below, the key areas where action should be taken by the Council to further improve its arrangements during 2010-11:
- The Council has identified that some £14 million of savings are required in 2010-11. The latest financial position for the year to September 2010 shows a shortfall in the cost improvement plans and overspending in directorate budgets which amount to a £3.3 million overspend against the net revenue budget. The Council needs to ensure that action is taken to get the planned efficiency savings back on track and address the underlying reasons which creating the directorate overspends.
 - As the Council implements a range of changes in the way that it delivers its services and manages its support functions, it needs to ensure that it effectively evaluates how the projects have been managed and that the planned benefits have been realised. Further, it needs to ensure that the experience from each project is shared across directorates to ensure that key issues and lessons are identified to improve the effectiveness of future projects.
 - As the financial environment becomes increasingly challenging, the Council needs to ensure that it is maximising the opportunities of working more effectively with its partners. It has a good track record within individual areas where strong partnership arrangements have been developed and, moving forward, these need to be replicated across all relevant service to ensure that scarce resources are maximised and services delivered in the most efficient and effective way.
- 1.12 The context for these key messages can be found in this Letter. Management has agreed to the implementation of these recommendations.

2 Audit of Accounts

Introduction

- 2.1 We issued an unqualified opinion on the Council's 2009-10 accounts on 24 September 2010, ahead of the statutory certification deadline. Our opinion confirms that the accounts give a true and fair view of Council's financial affairs at 31 March 2010 and of its income and expenditure for the year .
- 2.2 Prior to giving our opinion on the accounts, we are required to report significant matters arising from the audit to those charged with governance (defined as the Audit Committee at the Council). We presented our Annual Report to those Charged with Governance to the Audit Committee on 24 September 2010 and summarise only the key messages in this Letter.

Audit of the accounts

- 2.3 The Council performed well in producing a timely set of accounts against a tight timetable. We were presented with the draft financial statements at the Audit Committee on 28 June 2010. The working papers produced to support the accounts were of a high standard and provided within the timescale we agreed in advance and the finance staff dealt with the queries arising from our audit in a timely and efficient manner. In particular, we were pleased that the Council had implemented our recommendations from previous years and incorporated the key lessons from previous audits within the closedown guidance issued to all directorates.
- 2.4 Our audit work concluded that the Council had taken appropriate action to address or adequately mitigate all of the key accounts risks identified in our Financial Statements Audit Plan, that was presented to the Audit Committee on the 26 March 2010. In particular:
- the accounting treatment for the PFI scheme were consistent with the requirements set out in the SORP and IFRIC12;
 - the disposal of the councils housing stock through an LSVT and the sale of its shareholding in Plymouth Citybus were appropriately accounted for and disclosed in the financial statements;
 - the changes introduced by the 2009 SORP were correctly incorporated into the accounts; and
 - the review and impairment of the Council's investment in Icelandic Banks was appropriately documented and reflected in the financial statements, with full use being made of the capitalisation direction.
- 2.5 Our audit identified a small number of areas where additional disclosures were required to be reflected within the statement of accounts, but none of these impacted upon the final reported out-turn position. Specifically, the Council provided an explanation within their Post Balance Sheet Event note, of the impact of the change in the future pension liabilities arising from the Governments announcement to base future increases in pensions on the Consumers Price Index (CPI) as opposed to the Retail Price Index (RPI) which has been

used previously. At the Balance Sheet date, this would decrease the value of the net pension liability by 8.6% to £410.5 million.

- 2.6 The Council also clarified the profit arising from the sale of Plymouth Citybus within the Income and Expenditure account by disclosing the £17.5m as a "Gain on the sale of a subsidiary" instead of including it within the "Other income" heading.
- 2.7 There was one audit adjustment that the Council did not process through the accounts on the grounds of materiality, which we were satisfied to accept. This related to a decrease in the valuation of unfunded liabilities for the teachers' pension scheme of £1.66 million. The Council accepted that its arrangements for seeking a regular valuation of this liability needed to be improved and has now implemented enhanced procedures. Set against a total pension liability of over £410 million, we accepted that the adjustment did not need to be processed.
- 2.8 Our audit also highlighted the need for all elected members to complete an annual declaration of material transactions with related parties. Five members did not respond to the annual declaration and we were required to undertake additional procedures to satisfy ourselves that there were no material transactions that would impact upon our opinion. The Council have responded positively to our comments in this area and is further strengthening its arrangements to ensure that all elected members comply with this requirement in future years.

Financial performance

- 2.9 The Council reported a £1.5m revenue surplus at 31 March 2010 and set a balanced budget for 2010-11 and for the period of the current Medium Term Financial Strategy (MTFS). Whilst there was a revenue overspend of £1.2m at the year end, due to an overspend in adult social care as a result of an increase in both number and complexity of cases and in children's services following additional referrals, this was offset by a refund from HMRC of overpaid VAT of £2.1m and additional funding through specific grants that had not been anticipated.
- 2.10 At the end of the financial year, the General fund reserve was some £11.5m, representing 5.7% of the net revenue budget and at the level determined as being the minimum prudent required by the Council. This out-turn reflects the tight financial control that the Council has exercised over the last year with strong financial management arrangements in place to identify and address areas of overspending at an early stage.
- 2.11 The Council's financial position remains extremely challenging as it seeks to remain in financial balance whilst facing significant cost pressures impacting across local government. The latest budget monitoring report (September 2010) shows that the overall Income and Expenditure forecast is a deficit of £3.3m at the end of the financial year. The Council's budget remains under considerable pressure, particularly in children's services with increased placement numbers and higher than planned use of high cost residential provision and community services where adult social care costs, mainly relating to learning disability services, is overspending.
- 2.12 Additional pressures are being introduced through in-year Government announcements where specific grants and funding are either being reduced or withdrawn completely. The Council currently estimates that the impact of this is some £4m to date, in addition to the pressures already being experienced in directorate budgets.
- 2.13 The scale of the challenge faced has been recognised by Members. The Cabinet and members of the Council are kept upto date through regular Joint Performance and Finance reports, which continue to be enhanced to provide relevant and timely information. These

monitoring reports summarise the key issues and risks facing the Council and provide a risk assessed position for each of the directorate delivery plans which detail the planned areas of cost savings. We will continue to keep the Council's financial position under review as part of our 2010-11 audit.

Financial systems

- 2.14 We undertake sufficient work on key financial controls for the purpose of designing our programme of work for the financial statements audit. Our evaluation of the Council's key financial control systems did not identify any control issues that presented a material risk to the accuracy of the financial statements.
- 2.15 We reviewed the work of internal audit and concluded that the scope and conduct of internal audit work was appropriate to support our work in auditing the Council's 2009-10 accounts. We also performed a high level review of the general IT control environment as part of the overall review of the internal control system and concluded that there were no material weaknesses within the IT arrangements that would adversely impact our audit of the accounts.
- 2.16 We have made a number of recommendations where the Council could further enhance its arrangements and these are being acted upon by appropriate officers. In particular, the Council needs to demonstrate that it is realizing the benefits that it planned to achieve through the introduction of the new shared internal audit service across the three councils of Devon, Plymouth and Torbay and that the partnership is working effectively.

Annual Governance Statement

- 2.17 We examined the Council's arrangements and process for compiling the Annual Governance Statement (AGS). In addition, we read the AGS and considered whether the statement was in accordance with our knowledge of the Council. Our work confirmed that the AGS was consistent with our knowledge of the Council and no issues arose from our work.

Other issues

- 2.18 We have also completed our audit of the Council's Whole of Government Accounts submission. This is the first year that the submission will be used to produce published whole of government accounts. Our review only identified a small number of areas where amendments to the submission were required and these were processed and the audited return was submitted within the timescales prescribed.
- 2.19 We did not receive any questions from members of the public nor were we required to undertake any additional audit procedures other than those originally planned in relation to our audit of the financial statements.

International Financial Reporting Standards

- 2.20 The Council is required to prepare its accounts in accordance with International Financial Reporting Standards (IFRS) from 2010-11. The IFRS transition at the Council is being led by a dedicated project team and a project plan is in place.

2.21 Our audit confirmed that the Council has undertaken a significant amount of work in their preparations for transition but they had yet to restate their 2009-10 opening balances. We recognise that the Council has engaged a wide range of specialists outside of the finance function, including the property services team to assess property assets and leases held by the Council. Moving forward, the Council now needs to ensure that its overall project plan remains on track with progress against the key milestones being closely monitored. We will continue to review progress as part of our planned programme of work for 2010-11.

Certification of Claims and Returns

2.22 Each year we review and certify a number of grant claims and returns in accordance with the arrangements put in place by the Audit Commission. The Council has good overall arrangements in place and we continue to work with the Council to identify opportunities where further improvements could be made.

2.23 This year we are required to certify 9 claims and returns, representing income and expenditure of over £200 million. We will be reporting the key messages arising from our certification of these grant claims and returns in January 2011, when our work has been completed.

2.24 Our report of the findings from our certification work last year (2008-09 claims) identified that there was scope for the Council to introduce improved arrangements in the following areas:

- our review of the housing and council tax benefit return identified a high proportion of errors in the assessment of cases included within the claim and unreconciled items in the underlying benefit (Academy) system; and
- ensuring that an accurate record of assets is maintained where these are funded through grant monies.

2.25 We will assess and report the progress made to address these areas as part of 2009-10 grant certification report.

3 Use of Resources

Introduction

- 3.1 We issued our annual VFM conclusion on 24 September 2010, at the same time as our accounts opinion, and ahead of the required deadline. We concluded that, for 2009-10, the Council made proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ending 31 March 2010.
- 3.2 Prior to giving our VFM conclusion, we set out the basis of this conclusion and the results of our assessment against the use of resources framework, in our report presented to the Audit Committee on 24 September 2010. In this Letter, we summarise the key messages from this work alongside relevant findings.

2009-10 VFM conclusion and UoR assessment

- 3.3 The Audit Commission's Code of Audit Practice requires us to assess whether the Council has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources. In discharging this responsibility, we are required to review and, where appropriate, examine evidence that is relevant to the Council's corporate performance management and financial management arrangements.
- 3.4 Our 2010 Value for Money conclusion has been informed by work carried out on Use of Resources up until the abolition of Comprehensive Area Assessment, and other local risk based work carried out in accordance with our 2009-10 Audit Plan.

Use of Resources Assessment

- 3.5 We have assessed the progress made by the Council in implementing the recommendations that we made following of review of the Council's arrangements against the criteria previously specified by the Audit Commission. This identified that the Council had implemented a range of improved arrangements that were producing some strong, demonstrable outcomes.
- 3.6 The key developments in the Council's arrangements include:
 - a significant and improved stakeholder consultation process with a network being established with key representatives from all key directorates to enhance community engagement;
 - benchmarking has identified that value for money has been achieved in a number of directorates with action plans developed to drive further improvements;
 - arrangements for producing relevant and reliable data to support decision making and manage performance have been improved, with a significant improvement in the quality of data relating to revenue and benefits;
 - there is evidence of strong risk management processes in place with some significant projects being managed with effective consideration and monitoring of risks; and
 - the joint provision and co-location of teams with major partners are being actively pursued with some good examples of partnership working within the adult social care and PCT teams.

- 3.7 Whilst there has been strong progress made, there remains a number of areas where further focus would produce improved outcomes. We have considered those areas where the Council should seek further improvement against the new value for money criteria determined by the Audit Commission of securing financial resilience and prioritising resources within tighter budgets. In particular, the Council should:
- further develop its understanding and identify opportunities where it might share resources with key partners to maximise value for money and ensure that resources are used effectively to drive local improvement targets;
 - collect data on the use of natural resources across all significant buildings that it utilises to ensure it has a sound understanding of the resource use and clear targets to manage and reduce this, wherever possible; and
 - ensure that there is a robust process in place to clearly identify the skills gaps across departments, develop workforce development plans which align to departmental and corporate business plans and implement action plans to address any gaps.

Use of Resources reviews

- 3.8 To support our assessment of the Council's use of resources, we have completed four specific reviews to address locally identified risks and developments:
- Performance Management Arrangements;
 - Arrangements for Complying with Age-related Equalities legislation;
 - Joint Strategic Needs Assessment; and
 - Corporate Restructuring.
- 3.9 The key issues from these reports are summarised within this Letter. We have provided and discussed our more detailed reports with management.

Performance Management Arrangements

- 3.10 Sound performance management and reporting arrangements are integral to the proper management of an organisation and are an essential contribution to ensuring the proper use of resources and the achievement of objectives. The integrity, reliability and timeliness of the information which underpins an effective performance management system is fundamental if it is to inform decision making, business planning, budget setting and strategic development.
- 3.11 Our review recognised the significant effort that had been made across the Council in developing its performance management arrangements and we identified a number of positive aspects to the local arrangements for monitoring and reporting progress against corporate priorities.
- 3.12 The key areas where we considered that the Council could focus further improvement related to:
- the clarity of different roles in relation to performance management that were being undertaken corporately and within service departments; and
 - developing a clearer relationship between financial and performance reporting to demonstrate how additional investment or changes in funding had impacted on service outcomes.
- 3.13 We are pleased to note that since our report was issued in March 2010, good progress has been made against our recommendations.

Arrangements for Complying with Age-related Equalities Legislation

- 3.14 The Employment Equality (Age) Regulations have made it unlawful for employers to discriminate against workers, employees, job seekers and trainees on the grounds of their age. These requirements completed the existing legislation which covered discrimination on the grounds of sex, race, disability, sexual orientation, gender realignment and religion or belief. Our review assessed the arrangements that the Council had put in place and how it had minimised risks through effective internal controls.
- 3.15 Our overall conclusion was that the Council had sound arrangements in place for ensuring equality and diversity across its workforce and in its dealings with the public through appropriate policies, processes and infrastructure. Whilst we did not identify any significant recommendations to further improve its arrangements, we considered that a review by the Councils own HR function of the impact of current and emerging legislation on the existing workforce would produce some valuable information for future resource planning.

Joint Strategic Needs Assessment

- 3.16 Since 1 April 2008, local authorities and PCTs have had a statutory duty to produce a Joint Strategic Needs Assessment (JSNA) which should be used to inform the Local Area Agreements and Sustainable Communities Strategies as well as the operational plans for both types of organisations. The JSNA is intended to provide 'the big picture' in terms of the health and well-being needs, together with the identified inequalities, within the local population.
- 3.17 Our review assessed how well the Council and PCT had worked together to develop their JSNA considering the effectiveness of their partnership working, their engagement with the local communities to develop a full understanding of needs and quality of the underlying evidence used to inform the assessment.
- 3.18 We found that a considerable amount of effort has been invested in developing the JSNA which is underpinned by ten key domains, e.g. life style; physical health and well-being, mortality and life expectancy; each of which are supported by a report that provides a detailed perspective of the key issues and challenges. Our review confirmed that the development is still 'work in progress' and that, moving forward, the Council needs to translate the intentions of the JSNA into a wide range of actions within service plans, supported by key targets and measures that partners will be able to use to monitor progress.
- 3.19 Since our review was completed, the coalition government have announced significant changes to the way that health services are to be managed and delivered. Consequently, the Council, with its partners, need to review and further refine their JSNA to ensure that it reflects the new arrangements, as these become clearer, and is able to respond to any new or emerging challenges.

Corporate Restructuring

- 3.20 Over the last two years the Council has undertaken a significant corporate restructuring, redefining the role of individual directorates and rationalising other corporate roles. This project was set against the context of the significant change and improvement in the Council's performance over recent years and the need to structure itself in order to continue its transformation as a strongly performing Council.
- 3.21 Our review recognised that any such restructuring brought with it inherent risks that would need to be managed effectively if the process was to run effectively and the delivery of high quality services during the period change were to be maintained.

- 3.22 We concluded that the restructuring project was managed effectively with no detrimental impact upon service performance. As the Council concludes the process, it recognises that it needs to demonstrate that the original planned benefits have been realised and that efficiency savings have been delivered.

Overall Value for Money Conclusion

- 3.23 On the basis of the work completed, we issued an unqualified Value for Money conclusion.

Follow-up of Previous Reports

- 3.24 As part of our planned programme of work for 2009-10, we followed up progress made by the Council in implementing outstanding recommendations from current and previous years' audit reports.
- 3.25 Our audit of the statement of accounts and the underlying control environment confirmed that all of the issues identified in previous years had been acted upon. The recommendations arising from our audit this year principally arose from new developments, such the implementation of IFRS, or changes in the Councils arrangements, such as the introduction of a new Internal Audit Partnership across the three largest Councils within Devon. As such, we will continue to work with the Council to monitor the progress made against the areas for improvement identified and raise further recommendations, where appropriate.
- 3.26 We have also completed follow up audits of our 2008-09 reviews relating to the Council's customer access and partnership arrangements. Our work indicates that good progress has been made in addressing the areas we identified as requiring improvement.

Customer Access Arrangements

- 3.27 At the time of our original review the Council was already engaged in a great deal of development work on customer access arrangements. This work has now become part of the wider business transformation plan which involves the effective alignment of accommodation, people and ICT. Significant progress has been made against our original recommendations and the Council now needs to focus on ensuring that the planned outcomes are being delivered and are improving the overall customer experience.

Partnership Arrangements

- 3.28 Our review found that good progress had been made against the majority of our recommendations. The Council has developed a comprehensive guide to managing partnerships and specific guidance in relation to risk management within partnerships. However, at the date of our review, this guidance had not been formally approved or disseminated to officers to use. We also identified that strong corporate governance arrangements were in place for significant partnerships, but that they were less clear for other partnerships.
- 3.29 Moving forward, we have made further recommendations to enhance the Council's partnership arrangements, with specific emphasis on ensuring the partnership agreements, risk registers and data/information sharing protocols being put in place for all partnerships in order that the success and impact of the partnership can be readily measured and monitored.

Review of disposal of Plymouth Citybus

- 3.30 In addition to the specific work that we have completed to inform our use of resources conclusion, we undertook a specific review of the council's processes and arrangements in the disposal of its 100% shareholding in Plymouth Citybus.

- 3.31 On the 30 November 2009 the Council approved the sale to Go Ahead Holding Ltd. During the lead up to the sale, the Council kept us fully informed and we were satisfied that adequate arrangements were being maintained throughout the process. However, due to the scale, significance and wide interest in the project, we agreed that we would undertake a detailed post-project review to identify the key issues and areas where lessons could be learnt for future major projects. In addition, our review considered the range of issues raised by interested parties and members of the public.
- 3.32 Overall, we concluded that the project was managed well and delivered a successful outcome in the terms expected by the Council. It was a commercially sensitive project where confidentiality and speed were critical if the value to be obtained from the sale was to be maximised.
- 3.33 We found that the project manager exercised strong project management skills and supplemented the experience available within the Council with external advisors to provide specialist advice. The project was successfully completed within a six month timescale, avoided the unauthorised release of confidential information and provided decision makers with sufficient information to make a informed decisions.
- 3.34 Our review identified that a detailed project risk register had been developed and updated throughout the project with significant risks being managed and appropriate mitigating actions being taken, when necessary. The Council had sound arrangements in place to demonstrate that value for money was achieved both at the initial and with regard to any future developments, such as the future re-development of the depot site should that become possible. The governance arrangements put in place for the project were appropriate with regular scrutiny throughout the process by leading officers, members of the project board and elected members. Officers also ensured that, as the external auditors, we were provided with regular updates as the project progressed and at key milestones.
- 3.35 Our review did identify a number of areas where the Council could further enhance its arrangements for the delivery of major projects although we recognised that, to an extent, some of these arose as a result of the nature and approach adopted by the Council. These improvements were summarised under the following key themes:
- ensure that there is effective transparency in the decision making arrangements with a robust challenge to ensure there is an appropriate balance between maintaining the confidentiality of information and providing sufficient information to facilitate a well informed decision;
 - develop robust arrangements to monitor and report progress against project plans and financial reporting against budget; and
 - enhance the documentation within the risk management arrangements ensuring that any risks which impact upon the corporate improvement priorities are considered for inclusion on the strategic risk register.
- 3.36 The Council has considered our report and accepted the recommendations made to inform future major projects.

Approach to local value for money audit work from 2010-11

- 3.37 The Audit Commission has reviewed its work programme for 2010-11 onwards given the scale of the pressures facing public bodies in the current economic climate. As part of this exercise, the Commission has been discussing possible options for a new approach to local value for money audit work with key national stakeholders.

- 3.38 From 2010-11 we will apply a new, more targeted and better value approach to our local VFM audit work. This will be based on a reduced number of reporting criteria specified by the Audit Commission, concentrating on:
- securing financial resilience
 - prioritising resources within tighter budgets.
- 3.39 We will determine a local programme of VFM audit work based on our audit risk assessment, informed by these criteria and our statutory responsibilities. We will no longer make annual scored judgements relating to our local VFM audit work. Instead we will report the results of all the local VFM audit work and the key messages for the audited body in our annual report to those charged with governance and in the annual audit letter.

4 Closing Remarks

- 4.1 This Letter was discussed and agreed with the Chief Executive and Director for Corporate Support and presented to the Audit Committee on 15 November 2010.
- 4.2 We would like to take this opportunity to express our appreciation for the assistance and cooperation provided during the course of the audit.

Grant Thornton UK LLP
20 October 2010

A Reports Issued

Report	Date Issued
Audit Fee Letter	March 2009
Financial Statements Plan	March 2010
Review of Plymouth Citybus	February 2010
Review of Performance Management Arrangements	March 2010
Review of Arrangements for Complying with Age Related Equalities Legislation	April 2010
Interim Audit Report	April 2010
Follow Up: Customer Access Arrangements	August 2010
Annual Report to those Charged with Governance	September 2010
Follow Up: Partnership Arrangements	September 2010
Review of Joint Strategic Needs Assessment	September 2010
Review of Corporate Restructuring	September 2010
Value for Money Conclusion	September 2010
Annual Audit Letter	October 2010
Certification Report 2009-10 (<i>Planned</i>)	<i>December 2010</i>

B Audit and Other Fees

Audit Area	2009-10	2008-09
	£	£
Financial statements (inc WGA)	208,614	208,614
VFM conclusion / Use of resources	110,827	110,827
Total Code of Practice fee	319,441	319,441
Additional work in relation to Plymouth Citybus	-	19,388
Certification of grant claims and returns	80,000	70,000 <i>(current estimate)</i>
Total fees	399,441	408,829



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2009-10 Audit Plan progress report					
Work Area	Reason chosen	Work objective	Draft to lead officer	PCC Lead Officer	Progress to date
Accounts					
Systems of internal financial control.	Code of Audit Practice.	To gain assurance from systems of financial control for opinion.	June 2010.	Adam Broome.	Completed. Final report presented at 28 June Audit Committee.
Annual Governance Report (ISA260 report).	Statutory requirement.	To comment on all code work undertaken to date and include the items needed to be discussed with those charged with governance.	Mid September 2010.	Adam Broome.	Completed. Final report presented to 28 September Audit Committee.
Accounts Opinion.	Code of Audit Practice.	To provide an opinion on the accounts.	September 2010.	Adam Broome.	Completed. Final report presented to 28 September Audit Committee.
Assessments					
Use of Resources	Code of Audit Practice.	To provide auditor judgment for Use of Resources.	August 2010.	Adam Broome.	Completed. Final report presented to 28 September Audit Committee.
Value for Money conclusion.	Code of Audit Practice.	To provide auditor judgment for VFM.	September 2010.	Adam Broome.	Completed. Final report presented to 28 September Audit Committee.
Risk based projects					
Follow up on customer access arrangements	Code of Audit Practice	Local risk based work to support VFM conclusion	July 2010.	Adam Broome.	Completed. Final report with officers. Summary included within Annual Audit Letter.
Follow up on Partnership working arrangements	Code of Audit Practice	Local risk based work to support VFM conclusion	September 2010.	Peter Honeywell.	Completed. Final report with officers. Summary included within Annual Audit Letter.
Corporate Restructuring arrangements.	Code of Audit Practice	Local risk based work to support VFM conclusion	July 2010.	Adam Broome.	Completed. Final report with officers. Summary included within Annual Audit Letter.
Joint Strategic Needs Assessment.	Code of Audit Practice	Local risk based work to support VFM conclusion	May 2010.	Ian Gallin.	Completed. Final report with officers. Summary included within Annual Audit Letter.
Other reports					
Annual Audit Letter.	Code of Audit Practice.	To summarise issues arising from audit and assessment work.	September 2010.	Barry Keel.	Completed. Final report presented to this Audit Committee.
Grant Certification and report	Acting as agents for the Audit Commission	To review and provide a certificate on a number of prescribed grant claims and returns.	December 2010.	Adam Broome	Fieldwork started - work ongoing.

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CITY OF PLYMOUTH

Subject: Internal Audit – 6 Monthly Progress Report
Committee: Audit Committee
Date: 15 November 2010
Cabinet Member: Cllr Bowyer
CMT Member: Director for Corporate Support
Author: Sue Watts, Asst Head, Devon Audit Partnership
Contact: Tel: (01752 (30) 6710
e-mail: sue.watts@devonaudit.gov.uk
Ref: AUD/SW
Key Decision: No
Part: I

Executive Summary:

This report reviews audit work carried out since April 2010, comments on current commitments and performance, and outlines proposed audit coverage for the remainder of the financial year.

Corporate Plan 2010-2013 as amended by the four new priorities for the City and Council:

The work of the Section assists the Authority in maintaining high standards of public accountability and probity in the use of public funds. The Section has a role in promoting high standards of service planning, performance monitoring and review throughout the organisation, together with ensuring compliance with the Council's statutory obligations. In addition, the delivery of the Internal Audit plan assists all directorates in meeting their Corporate Improvement Priorities and achieving the shared priorities for the City and the Council.

**Implications for Medium Term Financial Plan and Resource Implications:
Including finance, human, IT and land**

None

Other Implications: e.g. Section 17 Community Safety, Health and Safety, Risk Management, etc.

The work of the Audit Service is an intrinsic element of the Council's overall corporate governance, risk management and internal control framework.

Recommendations and Reasons for recommended action:

It is recommended that:-

- 1) the report be noted
- 2) the adjustments to the 2010/11 Audit Plan be approved

Alternative options considered and reasons for recommended action:

None, as failure to maintain an adequate and effective system of internal audit would contravene Accounts and Audit Regulations 2003 and 2006.

Background papers:

Internal Audit Annual Plan 2010/11

Sign off:

Head of Fin	MC 29/11 /10	Head of Leg		Head of HR		Head of AM		Head of IT		Head of Strat Proc	
Originating SMT Member: Sue Watts, Asst Head, Devon Audit Partnership											

1 INTRODUCTION

1.1 The Internal Audit (IA) Service for Plymouth City Council is being delivered by the Devon Audit Partnership (DAP). This is a shared service arrangement constituted under section 20 of the Local Government Act 2000; the Partnership was formed on 1st April 2009.

1.2 Plymouth's IA Plan for 2010/11 was submitted to, and agreed by, the Audit Committee on 26th March 2010. The purpose of this report is to provide an overview of the work undertaken by the IA Service, and achievement against performance indicators set for the first half of the 2010/11 financial year.

2 REVIEW OF AUDIT COVERAGE 6 MONTHS ENDED 1ST OCTOBER 2010

2.1 Appendix 1 attached shows the total number of direct audit days ended 1st October 2010 compared with the total number of days originally planned for the year. In total, the actual number of days used in the first half of the year is slightly lower than normal due to the scheduling and timing of reviews across DAP clients. The imbalance to date will be realigned during the remainder of the year.

2.2 Systems / Procurement Reviews

2.2.1 Systems audits accounted for the largest element of the audit plan for the first 6 months of the year and a full summary of reviews undertaken is included in Appendix 2a. Individual audit opinions for each review are provided in Appendices 3 and 4.

2.2.2 Under the Managed Audit arrangements, the External Auditor looks to place reliance on the work undertaken by Internal Audit to assist them in determining their opinion as to whether or not the annual accounts provide a true and fair view of the Council's position. The reviews of the key financial systems (eg payroll, council tax etc) are now underway. To commence this work earlier in the year would not provide sufficient assurance that the controls have operated effectively throughout the year.

2.2.3 Appendix 2a details progress against the plan for all systems reviews completed, in progress, or scheduled. The appendix also highlights reviews which have been cancelled or deferred by the client, and also additions to the plan.

2.3 Projects

2.3.1 Internal Audit continues to attend and support a number of Project Boards and Teams set up to oversee procurement, construction or system / service implementation projects. Procurement projects include major procurements such as the South West Devon Waste Partnership, the continuing construction of the BSF One School Pathfinder (OSP) project at the former Estover College, as well as the Life Centre and its associated projects which include the letting of a contract for Leisure Management. Projects involving the implementation of new systems or services include Procure to Pay (P2P). Internal Audit assist in identifying any key project risks and issues, and monitors the way these have been managed and controlled as well as ensuring that good project governance is established and maintained.

2.3.2 In July, Internal Audit was present at the opening of bids, submitted as part of the Invitation to Submit Outline Solutions (ISOS) stage of the Leisure Management procurement process. Audit can give assurance that the bid opening process was followed correctly. Following this, Audit has been able to provide advice and support to the project on the next stage of the procurement process, Competitive Dialogue, where, through discussion, the Council can develop solutions with each bidder that will meet its requirements and on the basis of which the bidders will be invited to tender.

2.3.3 Internal Audit continue to provide assurance on the Waste PFI procurement process as it moves through Competitive Dialogue and will be present at the opening of final tenders in November. Internal Audit will then review the process that is subsequently followed for evaluating these submissions before the decision on a preferred bidder is made.

2.4 ICT (Computer Audit)

2.4.1 As reported to June's Audit Committee, the Carefirst (CF) Project continues to assist in mitigating the risks identified in our 2009-10 audit report. This, combined with better resourcing and other improvements, has improved the overall audit opinion from "Fundamental Weaknesses" to "Improvements required". We hope further enhancement to internal control will follow as the CareFirst Project progresses.

2.4.2 Internal Audit will continue to monitor progress, holding regular meetings with the CareFirst Project Manager and we have taken the opportunity of maintaining a watching brief to release days in order to take on an additional audit of the new Windsor House data centre.

2.4.3 The findings from our review of Corporate Information Management have revealed some areas of particular concern. The council has an information management strategy (IMS) and has developed an extensive set of information related policies, procedures and guidance notes. Together with the approved Information Management Principles document, these form a good platform for the introduction of sound operational practices. However we found that:

- The three year action plan to implement the IMS has not been actively managed and a number of target dates have already been missed.
- A corporate information governance steering group has not been established to manage the implementation of the IMS.
- Departmental lead staff for information management have not been identified.
- An information security classification scheme has not been adopted and applied to the information assets of the council.
- There is no 'inventory' of the information held or where the information assets are held.
- There is no formal process to ensure that the Council's information systems are registered in accordance with the Data Protection Act.

2.4.4 We concluded that, although an apparently sound framework of information governance arrangements exists, effective and reliable information management practices have not yet been embedded throughout the organisation and the Council is not managing its information assets effectively at present. The three information governance related risks in the strategic risk register (non-compliance with statutory requirements, ineffective use of information, and not supporting partnership working) have not yet been adequately mitigated.

2.4.5 Internal Audit attended the recent SAP HR/ Payroll computer system workshops held by Diagonal Consulting as part of their review of the system. Internal Audit also had three other meetings with the consultants which have helped enhance technical knowledge ahead of their own review of SAP in November 2010. The audit will be part of a combined Material Systems/ SAP Application audit that will examine both the operational and technical controls of the business system as a whole.

2.4.6 As part of the Single Point of Contact (SPOC) project we have been liaising with all interested parties over concerns about user management skill sets and the risk of inappropriate access to data within the business applications. Some good work has already been conducted by the SPOC Team to analyse the benefits of the work they are undertaking.

2.5 School Audits and Financial Management Standard in Schools (FMSiS)

2.5.1 Good progress has been made in the first half year with audits completed at 13 schools. There remain 21 audits to complete, mainly at primary schools which, as shorter audits, are scheduled to be completed in the second half of the year. Details of schools visited are included in Appendix 2b.

2.5.2 We have undertaken specific FMSiS reviews within the above number to progress the outstanding schools achievement of the Standard. Currently there remain 8 schools which have not been accredited to the Standard, of which we believe (through self assessment) that 2 meet the Standard and 4 are newly established schools this term. The new schools formerly met the standard and as such are considered low risk, and we are working with the remaining schools this year to support achievement.

2.5.3 Systems and controls in schools audited have generally been of a good standard with minor exception and no material loss or error has been found.

2.5.4 Two secondary schools have now become academies. Closure audits have been completed for these schools where reported issues were provided to the Department for Services to Children & Young People, and to the schools for action. DAP are in the process of marketing and bidding for internal audit services to academy schools across Devon. It is considered that retention of the internal audit for these schools will be beneficial to the school audit service as a whole.

2.6 Special Investigations and Anti-fraud Work

2.6.1 In the first six months of this financial year Internal Audit has received 19 matters requiring investigation which were received from officers and members of the public. Investigations into 9 of those concerns have now been completed and investigations are ongoing in respect of the remaining cases.

2.6.2 Examples of the type of irregularities investigated include:-

- Misuse of Council property;
- Breaches of the Council's Code of Conduct;
- Misappropriation of Grant Funds;
- Breaches of confidentiality.

2.6.3 It has previously been reported to this Committee that Auditors have been dealing with a complex investigation that involved a number of matters. The investigation, together with a number of on-going legal issues, is complete and we are now able to provide you with some further details.

2.6.4 The investigation centred around the actions and conduct of a manager and was initially brought to the attention of Internal Audit by two members of the public who felt the manager had acted inappropriately and unfairly in favour of a family member. Further complaints were subsequently received from other members of the public.

2.6.5 As a result of the employee's actions, the investigation concluded that:

- the complainants suffered a financial loss;
- the Council was negligent in failing to prevent such misconduct and had a duty of care to the complainants;
- the Council, by the actions of the employee, was guilty of mal-administration resulting in injustice to the complainants.

2.6.6 The employee is no longer employed by the Council and Auditors are actively working with the department concerned to update and improve poor working practices and procedures that were highlighted during this investigation.

2.6.7 Internal Audit continues to sit on the Management Information Security Forum. The forum has responsibility for ensuring clear direction and visible management support for security initiatives together with promoting greater security awareness within the organisation.

2.6.8 The National Fraud Initiative exercise for 2010/11 has commenced. The exercise has been run every two years since 1996 and, under the arrangements, all councils are required to provide the Audit Commission with data for cross-matching with information supplied by other organisations, such as the Department for Work and Pensions and the NHS, to identify potential cases of fraud and error. Data has been provided for areas such as payroll, creditors, care homes, various types of licences as well as parking permits and blue badges.

2.6.9 The data extraction for the current exercise took place on 4 October 2010 with the data matching report scheduled to be received from the Audit Commission in February 2011. Auditors will coordinate and monitor the subsequent investigations that will need to be undertaken where discrepancies in the matched data have been reported.

2.7 Consultancy / Advice

2.7.1 Internal Audit continues to be consulted by all departments throughout the Authority on many and varied topics including, interpretation of Financial Regulations / Standing Orders, retention of prime documents, reclaiming grant funding, school lettings, VAT, internal controls etc.

2.7.2 The pro-active involvement of Internal Audit in control issues relating to new systems and changes, assists in protecting the Authority from loss, fraud and abuse. This early involvement is also intended to prevent unnecessary criticism when a formal audit review is undertaken and departments are actively encouraged to seek advice at the outset of any changes.

2.8 Whistleblowing Policy

2.8.1 The Whistleblowing Policy, which was refreshed and approved by the Audit Committee in July 2010, aims to encourage staff to raise any legitimate concerns they may have in relation to the Council's activities. This policy, which supports the Council's Anti Fraud and Corruption Policy, makes it clear that concerns can be raised without fear of reprisals.

2.8.2 Two Whistleblowers have come forward during the period 1 April 2010 to 30 September 2010, of which:

- A departmental investigation has identified the need to review some elements of the way the hiring of vehicles for Council use is carried out within that dept, and the need to address the conduct of a particular member of staff.
- Liaison between Internal Audit and the relevant department has identified the need for improvements in procedures associated with the disposal of Council assets.

2.9 Internal Audit Development

2.9.1 As mentioned in para 1 above Devon Audit Partnership became operational on 1st April 2009. Since that time there has been ongoing development of integrating audit programmes, procedures and associated processes.

2.9.2 The formation of the Partnership enabled the procurement of an Audit Management System which is designed to create efficiencies in the delivery of audits and thereby performance improvement. Migration from previous manual audit systems to the new Morgan Kai Insight Audit Management System (AMS) was completed in the first half of 2010 and some of the benefits arising from new methods of working are now beginning to be realised.

2.9.3 One of the benefits of the partnership is the opportunity for auditors to share knowledge and audit programmes. This has been developed and is being embedded through the implementation of the AMS, which enables storing of such data in a system library. Such sharing will inevitably create efficiency savings in the delivery of audits.

2.9.4 It is disappointing to report, however, that progress in achieving productivity improvements has not matched initial expectations due to the continued inability of DAP's IT service provider to provide acceptable service provision (the problems are not related to the AMS). Their failure has had a significant detrimental impact on delivery of the audit plan as the amount of time "lost" during the first 6 months of the year equated to over 50 direct days. Discussions are ongoing with the service provider to improve the situation and Audit Committee will be updated with progress.

3 ADDED VALUE

3.1 Internal Audit is committed to providing value for money to the Council and its stakeholders and, where possible, to identify examples of specific, tangible benefits achieved. The following are examples of recent benefits delivered:-

3.2 Data Quality

3.2.1 Robust performance information based on good quality data is critical to supporting the strategic decisions needed to effectively manage services, deliver shared priorities and achieve outcomes for the people of Plymouth. Internal Audit were engaged to examine and comment on the adequacy of the arrangements in place to accurately and effectively report performance.

3.2.2 Within Community Services, auditors worked alongside Policy and Performance Officers to provide independent assurance on the adequacy and effectiveness of management and operational arrangements for the collection of data and completion of the Government returns. The accuracy, validity and timeliness of the RAP (Referrals, Assessment & Packages of Care), ASC-CAR (Adult Social Care Combined Activity) and PSSEX (Personal Social Services Expenditure) returns were also reviewed.

3.2.3 Feedback received from Community Services was that they appreciated the 'objective eye' to their approach and that our report was valuable in improving their methods for next year and lent weight to their own vision for improvement. Community Services have indicated that they are keen to engage us in similar future work and Children's Services have also indicated that they would also find this a valuable process.

3.3 NI 179 Value for Money

3.3.1 National Indicator 179 related to the total net value of ongoing cash-releasing value for money gains. Prior to the submission of the Council's efficiency savings for 2009/10 Internal Audit reviewed the arrangements in place to report on the savings achieved for the year. Some weaknesses in the system were identified and Internal Audit worked closely with Finance officers to ensure that the Council has a robust framework in place for effectively identifying and reporting efficiency savings achieved in the future. In addition to driving improvements in business processes, Internal Audit also identified additional efficiency savings of £600k.

3.3.2 Whilst central government no longer requires this information to be reported to them in the future, the Council still has to make efficiency savings and the work carried out by Internal Audit supports this ongoing requirement.

3.4 Standards & Good Practice Guide for Revenues Staff

3.4.1 Internal Audit have played a primary, pro-active role, working with managers of the Revenues Division, in the setting up and rolling out of a Standards and Good Practice Guide for

Revenues staff. This included a series of presentations to staff and followed investigations into the use of partnership organisations' I.T. systems by Council employees. The aim of the presentations was successfully achieved by improving awareness of what staff in the Division can and cannot do in relation to data held by the Council and its partners, and positive feedback was received with regard to the value added.

3.5 Internal Audit / External Audit Relationship

3.5.1 Devon Audit Partnership considers that strong working relationships have been forged between Devon Audit Partnership and Grant Thornton. This conviction was supported by the recently departed Grant Thornton Audit Manager who expressed her appreciation of the depth of knowledge and skills the internal audit team possess and the way in which the team had helped her to develop an understanding of how Plymouth City Council works.

3.6 Positive Feedback Received

3.6.1 Following an audit of a Plymouth school prior to changing to Academy status, the Senior Education Advisor responded "an object in swift and effective audit practice. Getting this final report out so quickly will help enormously". The Business Manager of this same school thanked the auditor both for the report and the way he dealt with the process. At the time the school administration was under considerable pressure due to the change in school status and expressed appreciation that due to the approach the auditor adopted he had not "made life much worse".

3.6.2 The Business Manager of another secondary school stated that the auditor "has a great understanding of the pressures facing the financial administration in schools and offers pragmatic and sensible solutions which always improve our processes. I am extremely grateful for his help during the audit and as an advisor at other times."

3.6.3 Following achievement of the standard in financial management in schools (FMSIS), the Business Manager of a primary school responded as follows "thank you, this is really great news. Can I say a personal thank you for all your help and patience over the last few months in guiding this new boy through the process".

3.6.4 Following the investigation carried out by Internal Audit during 2009/10, outlined in paragraphs 2.6.3 – 2.6.6 above, members of the public wrote a letter to formally thank the Auditors involved for their help. The letter stated that Auditors "grasped the situation very quickly and took our concerns seriously from the beginning. We appreciated the way you kept us informed and were always there to answer all our questions. You undertook your role in a professional manner, yet still remained approachable."

4 INTERNAL AUDIT PERFORMANCE

4.1 There are no national Performance Indicators in existence for Internal Audit, but with the advent of Devon Audit Partnership the opportunity has been taken to expand the local performance measures routinely monitored and reported to Audit Committee.

4.2 Internal Audit Performance Data – March to September 2010

Activity	Target Standard	Achievement 10/11 to date
Delivery of Audit Plan (annual target)	90%	48%
Actual Days delivered against plan	90%	70%
Percentage of chargeable time	65%	67%
Customer satisfaction	90%	99%
Draft audit reports to be produced within 15 working days of completion of work	90%	72%
Final reports produced within 10 days of agreeing action plan	90%	100%
Average level of sickness	2%	0.4%
Percentage of staff turnover	5%	0

4.3 Overall, delivery against the majority of local performance indicators has been good with several targets exceeded. Whilst delivery of the audit plan (ie reviews / audits undertaken) is an annual indicator, progress has been very good in the first half year and the plan is on target to be accomplished by 31st March 2011.

4.4 Although the equated percentage of direct days delivered in the first half of the year is slightly lower than anticipated (days delivered in the first half year are normally lower) this is largely due to the problems caused by the poor IT service provision as outlined in para 2.9.4 above.

4.5 The percentage of chargeable time, at 67%, is both above target and above average rates of other local authorities identified through benchmarking comparators.

4.6 Customer service is a key priority to DAP and results received in response to our satisfaction surveys continue to demonstrate the very high regard placed on our service provision by clients. Some examples of customer feedback are included in para 3.6 above.

4.7 Timeliness of issuing both draft and final reports is an area which is kept under constant review. Final reports are now being issued promptly but some draft reports were delayed in the first half of the year due, primarily, to timing issues around schools' holidays.

5 INTERNAL AUDIT OPINION

5.1 A summary of Internal Audit's opinion on the individual reviews that have been carried out or concluded for the first 6 months of 2010/11 is included in Appendix 3, with additional details provided in Appendix 4.

5.2 In carrying out systems and other reviews, Internal Audit assesses whether key, and other, controls are operating satisfactorily within the area under review, and an opinion on the adequacy of controls is provided to management as part of the audit report.

5.3 All final audit reports also include an action plan which identifies responsible officers, and target dates, to address control issues identified during a review. Implementation of action plans are reviewed during subsequent audits or as part of a specific follow-up process.

5.4 Overall, and based on work performed to date during 2010/11, Internal Audit is able to provide reasonable assurance on the adequacy and effectiveness of the authority's internal control environment, with the exception of the Corporate Information Management System (CIMS) where fundamental weaknesses have been identified. Further details are provided in paras 2.4.3 and 2.4.4 above, and in Appendix 5 which outlines managers' action plans to address the weaknesses.

6 RECOMMENDATIONS

6.1 It is recommended that:

- 1) the report be noted
- 2) the adjustments to the 2010/11 Audit Plan be approved.

PROGRESS AGAINST PLAN - 26 WEEKS ENDED 1 OCTOBER 2010

	<u>2010/11</u>		<u>26 wks to 1/10/10</u>	
	Total Planned Days	%	Actual Days	%
Systems, Procurement, Cross Cutting	917	44	236	32
ICT	200	9	50	7
Schools	250	12	87	12
Anti-Fraud / NFI	250	12	105	14
Consultancy / Advice	95	5	31	4
Corporate Governance	100	5	73	10
Contingency *	115	5	0	0
Other Chargeable Activities	180	9	158	21
TOTAL AUDIT DAYS	<u>2107</u>	<u>100</u>	<u>740</u>	<u>100</u>

*Actual days used have been allocated to specific audit categories

SYSTEM REVIEWS - PROGRESS AGAINST INTERNAL AUDIT PLAN 2010/11

System Review		Report issued	In progress	Planned start date	Deferred to	Notes
	Draft(D) Final(F)	Date	01/10/10		2011/12	
Material Systems						
Housing Benefits 10/11			✓	Feb-11		
Creditors 10/11						
Main Accounting System, including budgetary control 09/10	F	8-Jul-10	✓			
Main Accounting System 10/11						
CareFirst - Child Independent Placements 09/10	F	4-Aug-10		Nov-10		
CareFirst - Care Leavers (CYPS) 10/11				Jan-11		
CareFirst - Residential Care Payments (Comm Serv) 10/11						
HR / Payroll System 09/10	F	24-May-10		Nov-10		
Payroll 10/11				Dec-10		
Council Tax 10/11						
Loans and Investments 09/10	F	29-Jun-10		Jan-11		
Loans and Investments 10/11						
Capital Accounting Arrangements 09/10	D	23-Aug-10		Mar-11		
Capital Accounting (Asset Register) 10/11						
NNDR 10/11			✓			
Debtors 10/11				Nov-10		
Cash Collection 09/10	F	26-Apr-10				
Cash Collection 10/11				Jan-11		
Supporting People 09/10	F	20-Apr-10		Feb-11		
Supporting People 10/11						
Commercial Rents 09/10 (Follow-Up)	F	22-Jun-10		Feb-11		
CareFirst - Children Independent Placements 09/10 (Follow-Up)						
CareFirst - Dom Care 09/10 (Follow-Up)			✓			
Single Point of Contact Help-Desk				Mar-11		Final Report issued 18 Oct 2010 Unplanned - SPOC ICT Helpdesk taking responsibility mid year for access to key financial systems
Grants						
New Growth Points Grant 09/10	F	8-Jun-10				
Supporting People Grant 09/10	F	20-Apr-10				
National Stroke Strategy Grant 09/10	F	3-Jun-10				
Urban Bus Challenge Grant 09/10	F	27-Jul-10				
Other Systems - Development & Regeneration Directorate						
PCH Monitoring				Dec-10		
Plymouth Market			✓			Working with department to update working practices and procedures
Concessionary Fares 09/10	F	24-Jun-10				
Parks Services - Equipment Store 09/10 Follow-Up				Mar-11		
Housing Retained Services - Choice Based Lettings 09/10	D	27-Jul-10	✓			Final Report issued 25 Oct 2010 Final Report issued 11 Oct 2010
Housing Retained Services - Choice Based Lettings 09/10 Follow-Up				Mar-11		

SYSTEM REVIEWS - PROGRESS AGAINST INTERNAL AUDIT PLAN 2010/11

System Review		Report issued	In progress	Planned start date	Deferred to	Notes
	Draft(D) Final(F)	Date	01/10/10		2011/12	
Other Systems - Corporate Support						
SAP Development			✓			
Lifecycle of Employment					✓	Advised by Asst. Head of HR recruitment project now scheduled to commence in July 2011.
Governance/Monitoring of Capital Programme			✓			
CRB Disclosure Checks Review 09/10	F	13-Aug-10		Jan-11		
CRB & Independent Safeguarding Authority (inc CRB 09/10 Review Follow-Up)					✓	Advised by AD Customer Services & Business Trans project on-hold due to budget issues.
Customer Relations Management (CRM)				Feb-11		
Telephony						
Revenues & Benefits Cheque Payments	F	10-Sep-10				Unplanned review requested by Director for Corporate Support
Other Systems - Chief Executive						
Stretch Target 6 (Drugs)						No longer required by client
LAA - National Indicator Set 09/10	F	13-Sep-10				
LAA - National Indicator Set 10/11			✓			
Other Systems - Cross Cutting Reviews						
Management of Partnerships	D	9-Jul-10		Jan-11		
Carbon Management				Feb-11		
DCal (transaction testing) 09/10 Follow-Up						
Other Systems - Community Services Directorate						
Data Quality	D	20-Jul-10				Final Report issued 20 October 2010
Safeguarding Adults				Dec-10		
Individual Budgets				Mar-11		
Mt Edgcombe - End of Year Accounts 09/10	F	14-Jun-10			Mar-11	
Trade Waste 09/10 Follow-Up						
Fleet and Garage 09/10	F	24-May-10			Mar-11	
Fleet and Garage 09/10 Follow-Up						
Mt Edgcombe			✓			
New Deal Arrangements 09/10 (Devonport Regeneration Community Partnership -	F	26-Jul-10				
Direct Payment Financial Monitoring - Follow-Up 09/10	F	12-May-10				
Other Systems - Children's Services Directorate						
Data Quality			✓			
Learning Skills Council transfer						
ContactPoint	F					Compliance Certificate issued July 2010. System closed down by Government.
Review of Local Safeguarding Children Board (LSCB) 09/10 Follow-Up				Nov 10		

SYSTEM REVIEWS - PROGRESS AGAINST INTERNAL AUDIT PLAN 2010/11

System Review		Report issued	In progress	Planned start date	Deferred to	Notes
	Draft(D) Final(F)	Date	01/10/10		2011/12	
Procurement / Contract Audit						
BSF Executive Board and School Construction Projects			✓			On-going monitoring and advice on progress of project and risk management process
Corporate Procurement Policies and Strategies			✓			Advice on revision to Contract Standing Orders and procurement procedures
Life Centre Project and Leisure Management Contract			✓			On-going monitoring and advice on progress of project and risk management process
Procure to Pay Project (P2P)			✓			
Waste Management - SWDWP (Waste PFI)			✓			Review of procurement process, on-going monitoring and advice on project and risk management
Commissioning and Contracting - Adult Social Care				Feb-11		
Schools PFI Contract Monitoring 09/10 Review - Follow-Up	F	1-Sep-10				
Waste Management - Interim Solution 09/10 Review - Follow-Up	F	2-Jun-10				
Security Contract 09/10	F	3-Sep-10		Mar-11		
Security Contract 09/10 Review - Follow-Up						
Highways Amey Contract	F	3-Sep-10		Mar-11		
Highways Amey Contract 09/10 Review - Follow-Up						
ICT Audit						
Material Systems IT Review 09/10	F	5-May-10				
Material Systems IT Review 10/11				Mar-11		
Information Governance - Government Connect 09/10	F	13-May-10	✓			Replacement pending, ongoing watching brief
Carefirst 5 System Review						
Carefirst 6 (Children) Programme Board/Follow up	F	28-Jun-10	✓			
Implementation of Single Sign-On						
Corporate Information Management	F	30-Sep-10		Dec-10		
File Storage (Includes S:\ & F:\ Drives)			✓			
Information Security						
Program Management System (PMG)			✓	Mar-11		
Corporate Business Continuity						
Partnership Working (ICT Systems)				Feb-11		
HR/Payroll / SAP			✓			
New Data Centre				Oct-10		Additional review at request of AD for ICT
Follow up of previous work			✓			
Internal Audit Consultancy on IT Issues / Projects / Policy			✓			
Corporate/Strategic Initiatives						
Audit Committee			✓			
CAA						No longer applicable
Benchmarking			✓			
Policy Development & Advice			✓			
External Audit			✓			
Whistleblowing			✓			
Audit Bulletins (inc Schools)						
Annual Governance Statement			✓			

SCHOOLS ESTABLISHMENT AUDITS - PROGRESS AGAINST INTERNAL AUDIT PLAN 2010/11						
ESTABLISHMENT	Reports Issued		In	planned	Deferred	Notes
	Draft (D)	Date	progress	start	to	
	Final (F)		01/10/10	date	2011/12	
Primary Schools						
FMSiS Assessment Only						
Thornbury Primary	F	Jul-2010				
Plympton St Mary C of E Infant				Nov-2010		
FMSiS Re-Assessments						
Salisbury Road Primary			✓			
Whitleigh Community Primary			✓			
Combined Routine Audit and FMSiS Assessment						
Estover Primary School	F	Sep-2010				
Manadon Vale Primary School	F	Sep-2010				
Compton C of E Primary School			✓			
Leigham Primary School				Oct-2010		
St Joseph's Catholic Primary School				Oct-2010		
Pomphlett Primary School				Oct-2010		
High Street Primary School				Oct-2010		
Hooe Primary School				Nov-2010		
High View Primary School				Nov-2010		
Goosewell Primary School				Nov-2010		
Holy Cross Catholic Primary School				Nov-2010		
Old Priory Junior School				Jan-2011		
Widey Court Primary School				Spring 2011		
Hyde Park Infant School				Spring 2011		
Plympton St Maurice Primary School				Spring 2011		
Ford Primary				Spring 2011		
Morice Town Primary School				Spring 2011		
Ernesettle Primary School				Spring 2011		
Mayflower Community School				Spring 2011		
Shakespeare Community School				Spring 2011		
Secondary Schools						
Routine Audits Only						
Tamarside Community College	F	Jun-2010				
John Kitto Community College	D	Jun-2010				
Combined Routine Audit and FMSiS Assessment						
Coombe Dean	F	Apr-2010				Finalising 2009/10 audit
St Boniface	F	May-2010				Finalising 2009/10 audit
Lipson Community College	D	Jun-2010				
Devonport High School for Girls			✓			Draft Report Issued 7th October 2010
Ridgeway School			✓			
Stoke Damerel Community College				Oct-2010		
Devonport High School for Boys				Spring 2011		
Plymouth Tuition Service						
Centre For Young Parents – Wood View Campus				tbc		

**INTERNAL AUDIT - SIX MONTH PROGRESS REPORT 2010 - 11
SUMMARY OF REVIEWS AND AUDIT OPINIONS**

Appendix 3

System Review	Report Issued		Opinion	Action Plan in Place
	Draft - D Final - F	Date		
Capital Accounting Arrangements 09/10	D	23-Aug-10	Good Standard	
CareFirst - Child Independent Placements 09/10	F	4-Aug-10	Good Standard	✓
Carefirst 6 (Children) Programme Board/Follow up	F	28-Jun-10	N/A	✓
Cash Collection 09/10	F	26-Apr-10	Good Standard	✓
Commercial Rents 09/10 (Follow-Up)	F	22-Jun-10	N/A	✓
Concessionary Fares 09/10	F	24-Jun-10	Improvements Required	✓
ContactPoint	F	1-Jul-10	Compliance Certificate Issued	N/A
Corporate Information Management	F	30-Sep-10	Fundamental Weaknesses	✓
CRB Disclosure Checks 09/10	F	13-Aug-10	Good Standard	✓
Data Quality (Community Services)	F	20-Oct-10	Improvements Required	✓
Devonport Regeneration Community Partnership 09/10	F	26-Jul-10	Good Standard	✓
Direct Payment Financial Monitoring - Follow-Up 09/10	F	12-May-10	N/A	✓
Fleet and Garage 09/10	F	24-May-10	Improvements Required	✓
Highways Amey Contract 09/10	F	3-Sep-10	High Standard	✓
Housing Retained Services - Choice Based Lettings 09/10	F	11-Oct-10	Improvements Required	✓
HR / Payroll System 09/10	F	24-May-10	Good Standard	✓
Information Governance (Government Connect) 09/10	F	13-May-10	Improvements Required	✓
LAA - National Indicator Set 09/10	F	13-Sep-10	Improvements Required	✓
Loans and Investments 09/10	F	29-Jun-10	Good Standard	✓
Main Accounting System 09/10	F	8-Jul-10	Good Standard	✓
Main Accounting System IT Review 09/10	F	8-Jul-10	Good Standard	✓
Management of Partnerships	D	9-Jul-10	Improvements Required	
Material Systems IT Review 09/10	F	5-May-10	Improvements Required	✓

Mt Edgcombe – End of Year Accounts 09/10	F	14-Jun-10	Good Standard	✓
National Stroke Strategy Grant 09/10	F	3-Jun-10	Assurance Given	N/A
New Growth Points Grant 09/10	F	8-Jun-10	Assurance Given	N/A
Parks Services – Equipment Store 09/10 Follow-Up	D	5-Aug-10	N/A	N/A
Revenues & Benefits Cheque Payments	F	10-Sep-10	Assurance Given	✓
Schools PFI Contract Monitoring 09/10 Review - Follow-Up	F	1-Sep-10	N/A	N/A
Security Services Contract 09/10	F	3-Sep-10	Improvements Required	✓
Supporting People 09/10	F	20-Apr-10	High Standard	✓
Supporting People Grant 09/10	F	20-Apr-10	Assurance Given	N/A
Urban Bus Challenge Grant 09/10	F	27-Jul-10	Assurance Given	N/A
Waste Management - Interim Solution 09/10 Review - Follow-Up	F	2-Jun-10	N/A	N/A

INTERNAL AUDIT - SIX MONTH PROGRESS REPORT 2009 - 2010
Audit Assurance Opinion Definitions

Appendix 3a

There are four standards of assurance used to form an opinion on a system.

These are detailed in the table below:

Assurance	Definition
High Standard.	The system and controls in place adequately mitigate exposure to the risks identified. The system is being adhered to and substantial reliance can be placed upon the procedures in place. We have made only minor recommendations aimed at further enhancing already sound procedures.
Good Standard.	The systems and controls generally mitigate the risk identified but a few weaknesses have been identified and / or mitigating controls may not be fully applied. There are no significant matters arising from the audit and the recommendations made serve to strengthen what are mainly reliable procedures.
Improvements required.	There are a number of instances where controls and procedures do not adequately mitigate the risks identified. Existing procedures need to be improved in order to ensure that they are fully reliable. Recommendations have been made to ensure that organisational objectives are not put at risk.
Fundamental Weaknesses Identified.	The risks identified are not being controlled and there is an increased likelihood that risks could occur. The matters arising from the audit are sufficiently significant to place doubt on the reliability of the procedures reviewed, to an extent that the objectives and / or resources of the Council may be at risk, and the ability to deliver the service may be adversely affected. Implementation of the recommendations made is a priority.

**INTERNAL AUDIT – 6 MONTHLY PROGRESS REPORT 2010 / 2011
AUDIT OPINION ON SYSTEM REVIEWS COMPLETED****General Notes**

The following Audit Opinions are based on control weaknesses identified at the time of the reviews. In most cases action plans have been agreed for responsible managers to implement audit recommendations or suitable alternative controls; implementation of action plans will be reviewed as part of Internal Audit's routine follow-up procedures.

Capital Accounting 2009/10

The consistent application of internal controls ensured that the Capital Accounting System (Fixed Asset Register) has continued to operate to a "Good Standard". The Council has a Corporate Asset Management Plan and Capital Strategy in place and the operation of the fixed asset register was in accordance with accounting standards and the Council's Financial Regulations. Acquisitions and disposals were identified, recorded and authorised, whilst periodic reconciliations contribute to the accuracy and reliability of information held on the register for capital assets.

Cash Collection 2009/10

The Cash Office is a key front line service whose objective is to provide an effective and efficient service to the Council's paying customers. It also plays a pivotal role in ensuring income is collected and recorded accurately and correctly; and banked promptly. Our observations, enquiries and tests have shown that these objectives are being achieved and maintained to a "Good Standard".

Child Independent Placements 2009/10

The review found that, in the main, internal controls within CIPS was operating to a "Good Standard". This was evidenced by accurate recording of panel decisions, as well as good administration of the Needs and Outcomes Statements, Options Appraisals and individual contracts that is carried out in the Commissioning for Children's Services Team. Good processes were found to be in place for the payment, monitoring and reconciliation of the fortnightly payments which is, at present, carried out by the Admin Support Manager (ASM) Fostering and the Assistant Accountant within the Finance Team.

Choice Based Lettings 2009/10

The opinion formed was that improvements are required due to the need for better partnership wide governance. However, the audit provides assurance that PCC has taken appropriate steps to ensure that data migrated from the old Plymouth Housing Register to the new Abris system remained accurate and that bandings reflected applicants' personal circumstances. Furthermore, where governance and security weaknesses were identified, PCC staff have continued to take a robust stance to ensure that issues are resolved as early as practicable.

There are many factors directly associated with partnership working that potentially undermine the good work that has been conducted locally by PCC staff. Of most concern is that data processing standards are not consistent and of a high enough standard throughout

the whole partnership. This is almost certain to impact upon the fair and consistent processing of applications and increase the risk of data security breaches.

Concessionary Fares 2009/10

Since April 2008, it became mandatory for the Council to provide free off peak travel on local bus services to eligible residents of the Council. Approximately 59,000 residents, including about 6,700 disabled people, have been issued with free bus passes under the Scheme.

The scheme has been promoted well in Plymouth and has been successful in achieving its aim of giving eligible residents the opportunity for greater freedom and independence to travel around Plymouth. However, there are some concerns surrounding the administration of the scheme which include the accuracy and reliability of records maintained by the bus operators and the potential for fraudulent or incorrect use of passes and the opinion formed was "Improvements Required".

Corporate Information Management 2010/11

There are a number of fundamental weaknesses in the current information governance arrangements that will continue to restrict the Council's ability to manage its information assets securely and effectively, unless the role of the SIRO is implemented effectively and the approved Information Management Principles are embedded throughout the organisation.

The current weaknesses could result in poorly informed decisions at any level of the organisation and could have an adverse impact on the provision of frontline services, the effectiveness of partnership working, the completeness and accuracy of the Authority's annual accounts and the performance of the Council as a whole. Failure to comply with statutory requirements is also a significant risk.

CRB Disclosure Checks 2009/10

Overall the Council was found to have policies and procedures in place, which in the main, appeared to be in line with the guidance published by the Criminal Records Bureau. However, conflicting guidance has been issued by the Department of Health and Ofsted in relation to the roles which may be subject to a CRB disclosure check.

Clarification is required to ensure that managers/officers understand the roles and criteria which indicate the need for a CRB disclosure check. Other areas requiring action include clarification of the Council's position on CRB portability and improving access to policies for School's including communication of their publication. Overall the opinion formed was "Good Standard".

Devonport Regeneration Community Partnership (DRCP) 2009/10

The audit review focussed on the DRCP Succession Strategy which has been developed by DRCP in consultation with its key partners, to sustain the improvements delivered through the New Deal grant programme beyond the ten year lifetime. The strategy was found to be of a "Good Standard".

Fleet Management 2009/10

The systems and procedures operated by Fleet Management are currently not as robust as they could be and the audit has identified some key issues which if addressed, would assist the service in becoming more competitive. Although the opinion formed was "Improvements Required" the staff reaction to the audit was positive, advice and suggestions that were made were taken on board and in some cases implemented immediately.

Highways Amey Contract Monitoring 2009/10

At the time of the audit review, in Autumn 2009, there was evidence that a good working relationship had developed between Plymouth City Council and Amey LG Ltd. for the operation of the Highways Services Contract. Processes for receiving and approving valuations from Amey were in accordance with the contract and a review of a monthly invoice from Amey confirmed that the payment process was being adhered to by both Amey and the City Council. Management Boards at both strategic and operational level meet regularly to monitor the management of schemes and the overall contract. Members of the Network Management Unit, set up to manage and monitor the contract, have undertaken audits of Amey's records and discussed any findings and required actions with the contractor. Subsequent checks are made to ensure that actions have been implemented.

Subsequent to our review in Autumn 2009, the nature of some of the work being undertaken as part of the contract has changed. As well as routine maintenance, major, longer term road schemes such as the East End Transport Scheme, have been included. These require different governance and monitoring arrangements which are being put in place. Internal Audit intends to examine these as part of a future review.

HR/Payroll System 2009/10

Consistent application of internal controls have ensured that PCC employees have been paid accurately, on time and in accordance with their contract of employment. The system continues to operate to a "Good Standard" and further efficiencies may be achieved through improved utilisation of the e-HR SAP system and review of payroll processes, together with the roll-out of Managers Online (MOL) which was due to be piloted from April 2010.

Information Governance (Government Connect) 2009/10

The Government Connect system (Gov Connect) provides a robust and secure means of sending and receiving communications between approved local and central government bodies. Whilst the arrangements in place within the ICT department for managing the Council's use of the Government Connect system and for ensuring compliance with the Code of Connection (CoCo) were found to be of a good standard, a number of issues were identified that could threaten the continued availability of the system as a result the overall opinion formed was "Improvements Required".

LAA - Data Quality – National Indicator Set 2009/10

Data quality arrangements were considered as part of the Use of Resources (UoR) assessment and a sample of 10 national indicators were reviewed. It was found that overall, Plymouth City Councils data quality arrangements are of a good standard and provide the structure by which performance management processes can be carried out in a robust and comprehensive manner. However further action is required to strengthen and fully embed

arrangements throughout the organisation and the opinion formed was “Improvements Required”.

Loans and Investments 2009/10

The Treasury Management (TM) Team continue to provide an effective service with cash flow maintained at an appropriate level and demonstrating compliance with CIPFA’s Code of Practice. Internal controls continue to operate to a “Good Standard” with the TM Board continuing to meet on a regular basis to discuss, review and approve investment and borrowing decisions.

Main Accounting System 2009/10

The consistent application of internal controls ensures that the Main Accounting System (including budgetary control) continues to operate to a “Good Standard”. It was noted that budget forecasting during the current year has continued to improve, demonstrated by a lack of the significant swings in forecasts as experienced in previous years with reasons for budget variations being clearly laid out in the bi-monthly joint finance and performance reports to Cabinet.

Main Accounting System IT Review 2009/10

The Civica General Ledger (MAS) application is well managed, with clear governance and communication arrangements in place to ensure that it operates as required by the Finance Service. However, some concerns exist with regard to the number of users with “Full Access” to the computer system and with some of the privileges that Civica application support have been allocated on the corporate computer network.

Management of Partnerships 2010/11 (Draft)

Plymouth City Council (PCC) is involved in many partnerships to enable the delivery of its Corporate Priorities and the associated outcomes for local people.

The Council's overall arrangements for managing its involvement in partnerships requires further improvement to ensure a consistent robust approach is adopted across the authority that will mitigate the associated risks.

Material Systems IT Review 2009/10

This review has confirmed that, as in previous years, the majority of the common processes and procedures, undertaken within the ICT department in respect of the Council’s material systems, are carried out in a secure, well-managed and professional manner and are now of a good standard. During the past year, significant progress has been made in a number of key areas but the exercise has also highlighted other areas in which improvements are still required in order to raise the standards still further.

The overall audit opinion of “Improvements Required” is based on an assessment of the individual risks in ‘normal circumstances’. However, when considered together, the combined potential impact of some of the risks identified, does raise concerns regarding the Council’s ability to ensure the continued availability of its material systems, in the event of a major

disaster. (i.e. where the probability of the event occurring is unlikely but its impact on the business of the Council would be significant.)

Mt. Edgcumbe Accounts 2009/10

In accordance with Regulation 6 of the Accounts and Audit Regulations 2003 Devon Audit Partnership has carried out a review of the Mount Edgcumbe Joint Committee's financial accounting systems and internal control arrangements in place during 2009/10 financial year. The opinion formed was that in all significant respects the control objectives were being achieved throughout 2009/10.

However, it was noted that as at the 31 March 2010 Mount Edgcumbe Joint Committee reported a £300K deficit and nil reserves.

OLM CareFirst System 2009/10

In October 2009, the Audit Service issued a draft report which concluded that "fundamental weaknesses" existed within the Carefirst system. The findings of the report were accepted by the CareFirst Programme Board, now chaired by the Assistant Chief Executive on behalf of the Corporate Management Team. This has ensured that appropriate resources have been allocated to address the weaknesses identified in all four control areas reviewed, namely, Compliance and Governance, Information and Data Security, Change Management and Operational Procedures.

The Audit Service has maintained a watching brief and has recently completed a high level follow-up exercise to establish the full extent of the progress made. The follow-up review found significant improvements in the governance arrangements in CareFirst's administration which has a positive influence upon all areas of internal control. As a result of this, better resourcing, and improvements made in the three other control areas covered, the overall audit opinion has improved from "Fundamental Weaknesses" to "Improvements Required".

Revenues & Benefits Cheque Payments 2009/10

Following negative publicity arising from the issue of a misprinted refund cheque, the Director for Corporate Support commissioned Devon Audit Partnership to undertake a review of the adequacy of the systems deployed in the production of Council Tax refund cheques. For completeness, the review was expanded to include Non Domestic Rate refunds and Housing Benefit payments.

The review found that overall, the systems and procedures were operating to a good standard but there appeared to be an intermittent fault in the Academy System which when it occurred, resulted in cheque details being wrongly aligned for Council Tax and NNDR but not for Housing Benefit cheques. The fault has been reported to the software supplier and manual checks have been put in place pending resolution of the problem.


Security Services Contract Monitoring Review 2009/10

The review identified a lack of robust monitoring processes for six of the seven security contracts that the City Council had entered into since April 2008. As a result an opinion of "Improvements Required" was formed. The review could not find direct evidence that rates paid were being applied consistently, in accordance with those quoted in the contracts. In addition, there was a lack of one main point of contact for each contract within the Council

although this has subsequently been rectified. There was limited monitoring of performance and achievement of service standards in accordance with the contracts, undertaken.

Supporting People 2009/10

The Supporting People Services' operational procedures continue were found to be administered to a "High Standard". Recent password quality and data security improvements made to the CareFirst computer application have assisted in improving the level of assurance in the area of data security.

<u>INTERNAL AUDIT SERVICE</u>		Responsible Officer / Target Date
High Priority Weaknesses Identified		
	Director for Corporate Support (Senior Information Risk Officer)	Head of Corporate Risk and Insurance
Client	Director for Corporate Support (Senior Information Risk Officer)	
System	Corporate Information Management (2010-2011) – Final Audit Report issued September 2010	Target Date: 11/11/10
Matter Arising	Recommendation	
Information Governance is not recorded consistently as a risk across the Authority. It is identified as a 'Medium' risk in the Council's Strategic Risk Register and also in the ICT department's Operational Risk Register. However, although various information-dependent issues are included in the other departmental Operational Risk Registers, information governance itself is not considered to be a risk and does not appear in any of them.	The Senior Information Risk Officer (SIRO) should ensure that this issue is addressed through the Operational Risk Management Group and that Information Governance becomes a mandatory inclusion in every department's operational risk register.	
Management Response to Audit Report issued September 2010		
Recommendation agreed. A way forward in raising the profile of the risk issues would be to make Information Governance a mandatory risk for inclusion in all directorate/departmental Operational Risk Registers - this would then promote regular monitoring in line with well-established existing processes to DMTs, CMT and Members of Audit Committee. The Council's Corporate Information Manager attended a meeting of the Operational Risk Management Group (ORMG), on 15 th October 2010, to take them through the key issues in order to achieve consistency in the way that risks are recorded and monitored. This will be followed up by more detailed guidance at the next meeting of the ORMG in December 2010.		

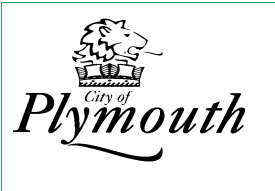
Matter Arising	Recommendation	Responsible Officer / Target Date
<p>The topic of Information Management lacks a sufficiently high profile within the Council. i.e. There is no regular monitoring of progress on information management issues at Committee level.</p>	<p>The SIRO should seek to formalise Member and Committee reporting arrangements for the management and oversight of information management across the organisation, in a manner similar to that already in place for topics such as Risk Management and RIPA reporting procedures.</p>	<p>Head of Corporate Risk and Insurance</p> <p>Target Date: Process to commence from 11/11/10</p>
Management Response to Audit Report issued September 2010		
<p>Recommendation agreed. Once Information Governance has been included in every department's operational risk register, it will be managed through the existing Risk Management process, which includes regular reports to Audit Committee.</p>		
Matter Arising	Recommendation	Responsible Officer / Target Date
<p>Other than the identified 'Caldicott Guardians' in the Adult Health and Social Care and the Children and Young People areas, there are no Information Lead Officers in any of the Council's other directorates.</p>	<p>The Corporate Information Manager should take action to ensure that:</p> <ol style="list-style-type: none"> a. An Information Lead Officer is identified in each directorate and that their responsibilities are incorporated into their Role Profiles and linked to their Staff Appraisal Objectives. b. Assistant Directors identify all information management roles within their directorates and include them in the relevant Role Profiles and Staff Appraisal Objectives. 	<p>Corporate Information Manager</p> <p>Target Date: 31/12/10</p> <p>Corporate Information Manager</p> <p>Target Date: 31/12/10</p>
Management Response to Audit Report issued September 2010		
<p>Recommendation agreed. The need to identify departmental Information Lead Officers is set out in the Council's approved Information Management Strategy and the Corporate Information Manager will pursue this issue as agreed.</p>		

Matter Arising	Recommendation	Responsible Officer / Target Date
<p>There is no corporate steering group in place to manage the changes needed in order to implement the requirements of the Council's Information Management Strategy and embed its Information Management Principles.</p>	<p>The Corporate Information Manager should instigate the formation of an Information Management Steering Group, comprised of the nominated Information Lead Officers from each directorate (See section 1.4 above) and with formal Terms of Reference, to manage the implementation of the Council's Information Management Strategy and the embedding of its approved Information Management Principles throughout the organisation.</p>	<p>Corporate Information Manager Target Date: 31/12/10</p>
Management Response to Audit Report issued September 2010		
<p>Recommendation agreed. The group will be convened once the directorate Information Lead officers have been identified.</p>		
Matter Arising	Recommendation	Responsible Officer / Target Date
<p>The principles of the Council's approved Information Management Strategy have not yet been fully embedded throughout the organisation.</p>	<p>The Corporate Information Manager should ensure that the Action Plan, attached to the IMS, is updated and should then gain the approval and commitment of GMT for the allocation of the corporate and directorate budgets (and other resources) needed in order to ensure its completion.</p>	<p>Corporate Information Manager Target Date: 30/4/11</p>
Management Response to Audit Report issued September 2010		
<p>Recommendation agreed. The action plan will be updated and approval sought.</p>		

Matter Arising	Recommendation	Responsible Officer / Target Date
<p>Information Management is not covered as a specific topic in the Council's corporate induction process and there are no formal training courses available in-house in respect of information management (except for the e-learning course for Government Connect email users, which is only taken by a limited number of staff).</p>	<p>The SIRO should ask the Assistant Director for HR and Organisational Development to amend the corporate induction programme to include coverage of the aims, objectives and requirements of the Council's Information Management Strategy.</p>	<p>This issue will need to be actioned by the Assistant Director for HR and Organisational Development and a target date agreed.</p>
Management Response to Audit Report issued September 2010		
<p>The Assistant Director for ICT and the Corporate Information Manager both agree that the recommended action is necessary and important but its implementation has not yet confirmed by the Assistant Director for HR and Organisational Development. This issue will be pursued and an update provided to the next Audit Committee.</p>		
Matter Arising	Recommendation	Responsible Officer / Target Date
<p>Comprehensive written policies, procedures, instructions and user guidance notes, covering all aspects of information management, are readily available to all computer users via the Document Library on Staffroom. However, they are not so readily available to non-computer users who may also handle equally valuable physical forms of information.</p> <p>Furthermore, staff do not acknowledge receipt and understanding of Council policies and procedures, etc</p>	<p>The SIRO should ask the Assistant Director for HR and Organisational Development to ensure that all departmental induction programmes are amended to include a section covering of the aims, objectives and requirements of the Council's Information Management Strategy and of the Council's information management policies and guidelines, etc. e.g. the Information Security Policy.</p>	<p>This issue will need to be actioned by the Assistant Director for HR and Organisational Development and a target date agreed.</p>
Management Response to Audit Report issued September 2010		
<p>The Assistant Director for ICT and the Corporate Information Manager both agree that the recommended action is necessary and important but its implementation has not yet confirmed by the Assistant Director for HR and Organisational Development. This issue will be pursued and an update provided to the next Audit Committee.</p>		

Matter Arising	Recommendation	Responsible Officer / Target Date
<p>Although PCC acknowledges that information is its second most important asset, the Authority does not know what information it actually holds or where it is all stored.</p> <p>Although there are long established inventory procedures in place for recording and controlling physical assets, there is no approved system for recording information assets.</p> <p>As things stand, the Council cannot be sure that it holds an up to date 'single version of the truth' and it cannot ensure that its information assets are being used to their full potential.</p>	<p>The SIRO should initiate the introduction of corporate Records Management capabilities, throughout the organisation, by asking the Corporate Information Officer/Manager to prepare appropriate recommendations for approval, together with proposed timescales for their implementation.</p>	<p>Corporate Information Officer/Manager</p> <p>Target Date: 31/3/11</p>
Management Response to Audit Report issued September 2010		
<p>Recommendation agreed. The Corporate Information Manager will prepare a report for the SIRO.</p>		
Matter Arising	Recommendation	Responsible Officer / Target Date
<p>Although responsibility for the security and appropriate use of information assets is clearly set out throughout the Council's Financial Regulations, the general concept of 'Information Ownership' has not yet been embedded throughout the organisation.</p>	<p>The SIRO should write to all Chief Officers to formally remind of their specific responsibilities in respect of information management and security and asking them to identify all of their information systems and pass these details on to the Corporate Information Officer, together with the name of the 'Owner' of each of them.</p>	<p>Corporate Information Officer/Manager</p> <p>Target Date: 1/12/10</p>
Management Response to Audit Report issued September 2010		
<p>Recommendation agreed. The Corporate Information Officer/Manager will draft the communication on behalf of the SIRO.</p>		

Matter Arising	Recommendation	Responsible Officer / Target Date
<p>Section D.1.20 of Financial Regulations sets out the responsibility of Chief Officers “To ensure that, where appropriate, computer based and other operational systems containing relevant information are registered in accordance with the Data Protection and related legislation, and that staff are aware of their responsibilities under the legislation.”</p> <p>However, there is no formal process in place to enable them to do this and this exposes the Council to the risk of ‘Failure to comply with statutory requirements’. (See Item R46 on the Strategic Risk Register)</p>	<p>The SIRO should initiate the introduction of a formal Data Protection Act registration system, throughout the organisation, by asking the Corporate Information Manager to prepare an appropriate procedure document, together with proposed timescales for its implementation.</p>	<p>Corporate Information Manager</p> <p>Target Date: Ongoing.</p> <p>(It will not be possible to implement an effective system until an initial information audit has been completed.)</p>
Management Response to Audit Report issued September 2010		
<p>Recommendation agreed. However, this recommendation cannot be implemented until an Information Management Steering Group has been established and a full information audit has been carried out. It will then be possible to collate and maintain the data protection registration details from the initial information audit and any subsequent changes to it.</p>		



PLYMOUTH CITY COUNCIL

AUDIT COMMITTEE

WORK PROGRAMME
July 2010 – June 2011

Work Plan 2010/11

Item	Cabinet Member / Lead Officer	2010						2011					
		J	A	S	O	N	D	J	F	M	A*	M	J*

Additional Provisional Meetings											8		
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Annual Governance Report (ISA 260)	External Auditors			24									
Annual Audit Letter 2009/10	External Auditors					15							
2009/10 Audit Plan Progress Report	External Auditors			24		15		21		25			28
Internal Audit – Annual Plan	Cllr Bowyer / DfCS									25			
Internal Audit – 6 Monthly Progress Report	Cllr Bowyer / DfCS					15							
Internal Audit Annual Report	Cllr Bowyer / DfCS												28

Work Plan 2010/11

		2010						2011					
Item	Cabinet Member / Lead Officer	J	A	S	O	N	D	J	F	M	A*	M	J*
Audit Committee Forward Plan	Chief Auditor			24		15		21		25			28
Review of Financial Regulations	Cllr Bowyer / DfCS									25			
Operational Risk Register Update Report	Cllr Bowyer / DfCS	23						21					28
Strategic Risk Register – Monitoring Report	Cllr Bowyer / DfCS			24						25			
Risk Management Annual Report	Cllr Bowyer / DfCS	23											28
2010/11 Accounts Audit – Interim Report	External Auditors									25			
Statement of Accounts 2009/10 and 2010/11	Cllr Bowyer / DfCS			24									28

Work Plan 2010/11

		2010						2011					
Item	Cabinet Member / Lead Officer	J	A	S	O	N	D	J	F	M	A*	M	J*
Annual Governance Statement	Cllr Bowyer / DfCS												28
Draft Audit Plan and Fees Letter 2011/12	External Auditors									25			
Value for Money Conclusion Report	External Auditors			24									
Treasury Management Mid-Year Report	Cllr Bowyer / DfCS					15							
Treasury Management Strategy	Cllr Bowyer / DfCS							21					
International Financial Reporting Standards (IFRS) Transition Project – Progress Report	Cllr Bowyer / DfCS					15		21		25			28
Project Management Arrangements	Cllr Bowyer / DfCS					15							

Work Plan 2010/11

		2010						2011					
Item	Cabinet Member / Lead Officer	J	A	S	O	N	D	J	F	M	A*	M	J*
External Audit – Performance Management Arrangements	External Auditors			24									
External Audit – Review of Arrangements for Complying with Age Related Equalities Legislation	External Auditors			24									
Revenues and Benefits Update	Cllr Bowyer / DfCS					15							
Regulation of Investigatory Powers Act (RIPA)	Cllr Bowyer / DfCS			24									
Risk Champion Update				24				21					

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