

Audit Committee Agenda

Monday, 25 January 2016 at 6.00 pm

Bodichon Room, 5th Floor, Aquila House, Breeds Place, Hastings, TN34 3UY.

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| 1. | Declarations of Interest | |
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| 6. | Chief Auditor's Summary Audit and Risk Report (<i>Tom Davies, Chief Auditor</i>) | 37 - 40 |
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AUDIT COMMITTEE

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Present: Councillors Beaver (Chair), Clark, Charman and Forward

The Chair thanked officers, members and BDO for arriving at the earlier time of 5pm.

12. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

13. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Chowney and Westley.

14. MINUTES OF THE MEETING HELD ON 22 JUNE 2015

RESOLVED – (unanimously) that the minutes of the meeting held on 22 June 2015 be approved and signed by the Chair as a true record.

15. FINAL ACCOUNTS 2014-15

The Assistant Director - Financial Services and Revenues presented his report setting out the final accounts position for 2014-15. The Committee was asked to approve the Statement of Accounts on behalf of the Council in accordance with the Accounts & Audit Regulations 2011. Appended to the full report was the Financial Report 2014-15.

The Assistant Director - Financial Services and Revenues informed the committee that it was a good year in terms of identifying savings and the surplus was in line with what was presented to Cabinet in July.

At this juncture, Councillor Charman arrived.

Councillor Beaver queried a £17,000 overspend on the revised budget for Regeneration. The Assistant Director - Financial Services and Revenues explained that this was due to a timing issue where a number of grants had come in during the year but had been paid out earlier than the revised budget had assumed.

RESOLVED – (unanimously) that the Audit Committee approve the Statement of Accounts (2014-15) and a copy signed by the Chair of the Audit Committee in accordance with the accounts and Audit Regulations 2011.

16. BDO FINAL REPORT TO THE AUDIT COMMITTEE - AUDIT FOR THE YEAR ENDED MARCH 2015

The Assistant Director - Financial Services and Revenues introduced this report which the BDO Engagement Partner presented. The purpose of the report was to consider the matters raised by the external auditors (BDO) in respect of their Governance

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Report. This included the audit opinion of the Council's 2014/15 accounts, and their value for money assessment of the Council.

The Final Report to the Audit Committee – Audit for the year ended 31 March 2015 was appended to the agenda shortly after it had been published owing to logistical reasons.

The BDO Engagement Partner was pleased to inform the Committee that there were no remaining unadjusted audit differences.

He also explained that their rigorous examination of third party transactions had uncovered a number of interests that had not been made on the annual declarations. The Council accepted the recommendations.

The BDO Engagement Partner informed the Committee that subject to satisfactory completion of their outstanding work, they anticipate to issue an unqualified true and fair opinion on the financial statements for the year ended 31 March 2015.

They are also satisfied that, in all significant respects, the Council has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2015 and anticipate issuing an unqualified value for money conclusion.

The BDO Engagement Partner expressed his thanks to the Finance team for their co-operation.

The Assistant Director - Financial Services and Revenues said that continuous improvement is being made and he thanked BDO particularly for the thoroughness of their audit.

RESOLVED – (unanimously) that the Audit Committee accepts the audit report and action plan be accepted.

17. TREASURY MANAGEMENT - MID YEAR REPORT 2015-16

The Assistant Director – Financial Services and Revenues presented his report to advise the Audit Committee of the Treasury Management activities and performance during the current year. It provides the opportunity to review the Treasury Management Strategy and make appropriate recommendations to Council to take account of any issues or concerns that have arisen since approving it in February 2015.

A similar report will be considered by Cabinet along with any recommendations (if any) made by the Audit Committee.

The report was set out in accordance with the Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management.

The Assistant Director - Financial Services and Revenues said that because there had not been an increase in interest rates and inflation remained low, the investment

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strategy remained valid. The reprogramming within the capital programme meant the Council had not had to borrow money as yet. However he still expected borrowing to occur this financial year. He said the strategy going forward was to recommend to Cabinet that they are not required to amend the strategy.

Councillor Beaver queried why a deposit with National Westminster Bank for £5,000,021 was showing when the Council has a limit of £5,000,000 with any one institution (rated A or above, supported by Government and given a blue (12 month) rating by Capita Asset Services). In his reply the Assistant Director - Financial Services and Revenues pointed to paragraph 38 of the report on compliance with treasury limits and explained that in this instance, it was an interest payment that was made to the account by the bank following the movement of a deposit.

RESOLVED – (unanimously) that:

- 1. Cabinet recommend to Council that the Strategy remains unaltered.**
- 2. To accept the report and note that the investments made are in compliance with the investment strategy and the latest advice provided from the council's Treasury Management advisors.**

18. UPDATE ON INITIATIVES TO COUNTER FRAUD

The Chief Auditor presented his report on the progress on counter fraud initiatives that the council has taken since the Housing Benefit Investigations service transferred to the Department for Work and Pensions on 1 November 2014.

The Council held a meeting with the Department for Work and Pensions (DWP) to review the main processes. Following that meeting, it was agreed that an action plan would be drawn up and agreed for monitoring to completion. This action plan was in the process of being written.

The Chief Auditor explained that Hastings Borough Council had been particularly successful in its joint bids for counter fraud funding and referred to the detail in the report.

The Assistant Director - Financial Services and Revenues added that in addition to all of these new initiatives introduced over the past 10 months, the Council still carries on with its Single Person Discount review, Whistle Blowing reports, National Fraud Initiative work and as part of its Non-Domestic Rate review is employing an external firm to assist in confirming the accuracy of the database and identify any businesses that may not have an adequate valuation.

RESOLVED – (unanimously) that the Audit Committee accepts the report.

19. NOTIFICATION OF ANY ADDITIONAL URGENT ITEMS (IF ANY)

None.

(The Chair declared the meeting closed at. 5.55 pm)

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Agenda Item 4



Agenda Item No: 4

Report to: Audit Committee

Date of Meeting: 25 January 2016

Report Title: Treasury Management and Annual Investment Strategy 2016/17, including quarterly monitoring reports for 2015/16

Report By: Peter Grace
Assistant Director – Financial Services and Revenues

Purpose of Report

To consider the draft Treasury Management and Annual Investment Strategy and draw any concerns or recommendations to Cabinet and Council as appropriate, to ensure that there is an effective framework for the management of the Council's investments, cash flows and borrowing activities. The Council has £14.2 million of debt, and investments which can fluctuate between £15 million and £30 million at any one time in the year.

There is a statutory requirement to determine, by full Council, the Treasury Management Strategy Statement, Minimum Revenue Provision (MRP) Policy and Annual Investment Strategy (2016/17) prior to the start of the new financial year.

Recommendation(s)

- 1. The Committee recommend that the Council approve approve the Treasury Management Strategy, Minimum Revenue Provision (MRP) Policy and Annual Investment Strategy (2016/17)**
- 2.**

Reasons for Recommendations

The Council seeks to minimise the costs of borrowing and maximise investment income whilst ensuring the security of its investments. The sums involved are large and the assumptions made play an important part in determining the annual budget. Compliance with the CIPFA Code of Practice represents best practice and ensures compliance with statutory requirements.

Introduction

1. The CIPFA Code of Practice on Treasury Management has been adopted by this Council and its requirements and subsequent revisions are fully complied with.
2. The purpose and requirements of the Code are identified as Appendix 7.
3. Treasury management in this context is defined as:

"The management of the 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"

4. The Council maintains detailed Treasury Management Practices (TMPS), which are determined by the Chief Finance Officer and kept under regular review. These ensure effective day to day management of Treasury management activities.
5. The reporting arrangements proposed, in accordance with the requirements of the revised Code, are summarised below:-

| Area of Responsibility | Council/ Committee/ Officer | Frequency |
|--|-----------------------------|--|
| Treasury Management Strategy / Annual Investment Strategy / MRP policy | Cabinet and Council | Annually before the start of the year |
| Treasury Management Strategy / Annual Investment Strategy / MRP policy – Mid Year report | Cabinet and Council | Mid year |
| Treasury Management Strategy / Annual Investment Strategy / MRP policy – updates or revisions at other times | Cabinet and Council | As required |
| Annual Treasury Outturn Report | Cabinet and Council | Annually by 30 September after the end of the year |
| Treasury Management Practices | S151 Officer | Reviewed as required (minimum - annually) |
| Scrutiny of Treasury Management Strategy | Audit Committee | Annually before the start of the year |
| Scrutiny of treasury management performance and strategy | Audit Committee | Quarterly Monitoring reports, Mid Year report, |

6. The Audit Committee is required to determine the Prudential Indicators as part of the Treasury Management Strategy; these are identified in Appendix 3.

Investment Performance 2015-16

7. The performance for the first 9 months of 2015/16 provided an average return of 0.64% (excludes Local Authority Mortgage (LAM) scheme). This compares to 0.65% for the same period last year. The government's Funding for Lending Scheme has resulted in the interest rates on offer to local authorities diminish significantly over the last couple of years.
8. The total interest earned for the first 9 months is £125,000 (excluding Local Authority Mortgage Scheme). This compares to £125,000 for the same period last year.
9. All treasury management indicators e.g. borrowing limits have been adhered to during the year to date.
10. The Committee, Cabinet and full Council have considered a Mid Year report on Treasury Management based on the performance and activities and issues that may have arisen since setting the strategies before the start of the financial year. The current strategy and policies were considered to be entirely appropriate and no changes were made.

Treasury Management Strategy for 2016/17

11. The Local Government Act 2003 (the Act) and supporting regulations require the Council to 'have regard to' the CIPFA Prudential Code and the CIPFA Treasury Management Code of Practice to set Prudential and Treasury Indicators for the next three years to ensure that the Council's capital investment plans are affordable, prudent and sustainable.
12. The Act therefore requires the Council to set out its treasury strategy for borrowing and to prepare an Annual Investment Strategy; this sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.
13. The suggested strategy for 2016/17 in respect of the following aspects of the treasury management function is based upon the Council officers' views on interest rates, supplemented with leading market forecasts provided by the Council's treasury adviser, Capita Asset Services (previously Sector).
14. The strategy covers:
 - a. treasury limits in force which will limit the treasury risk and activities of the Council
 - b. Prudential and Treasury Indicators
 - c. the current treasury position
 - d. the borrowing requirement
 - e. prospects for interest rates
 - f. the borrowing strategy
 - g. policy on borrowing in advance of need

- h. debt rescheduling
- i. the investment strategy
- j. creditworthiness policy
- k. policy on use of external service providers
- l. the MRP strategy

The key changes from the previous year's strategy are:

- i. The Council has provided a loan to the Foreshore Trust in the sum of £300,000 for the development of the White Rock baths. The rate of interest being charged is the rate at which the Council borrows/ can borrow from the Public Works Loan Board. There is the potential for a further loan to the Trust of £127,000 which may be fully offset by a land swap – should this occur. The interest rates are below the normal market rates and constitute a “soft loan” for accounting purposes.

The Council would normally be required to make a Minimum Revenue Provision in respect of such expenditure, but given that the interest payments made by the Trust will match the debt repayments no Minimum revenue provision will be made in respect of these payments.

- ii. The Council is seeking to construct two new factory units and this along with the existing Capital programme is expected to result in an additional borrowing requirement for the Council
- iii. That investment returns are expected to remain fairly consistent rather than continuing to reduce.

Balanced Budget

- 15. It is a statutory requirement under the Local Government Finance Act 1992, for the Council to calculate its Council Tax requirement. In particular, Section 31 requires a local authority in calculating the Council Tax requirement for each financial year to include the revenue costs that flow from capital financing decisions. Thus any increases in costs (running costs & borrowing costs) from new capital projects must be limited to a level which is affordable within the projected income of the Council for the foreseeable future.

TREASURY LIMITS FOR 2016/17 TO 2018/19

- 16. The treasury indicators for borrowing activity are the Operational Boundary and the Authorised Limit for external debt.
- 17. The Operational Boundary is the limit beyond which external debt is not normally expected to exceed.
- 18. The Authorised Limit, which is a limit beyond which external debt is prohibited, needs to be set or revised by the full Council; it is a statutory duty under Section 3 of the Act and supporting regulations. Essentially the Council is required to ensure that total capital investment remains within sustainable limits and, in particular, that the impact upon its future Council Tax levels is ‘acceptable’.

19. Whilst termed an "Affordable Borrowing Limit", the capital plans to be considered for inclusion incorporate financing by both external borrowing and other forms of liability, such as credit arrangements (certain leases). The Authorised Limit and operational boundary are to be set, on a rolling basis, for the forthcoming financial year and two successive financial years.
20. Another key indicator is the CFR (Capital Financing Requirement). The CFR is simply the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's underlying borrowing need. Any capital expenditure which has not been funded from grants, revenue, reserves or capital receipts will increase the CFR.
21. The CFR does not increase indefinitely, as the minimum revenue provision (MRP) reduces the balance.
22. The Council needs to ensure that its total debt does not exceed the CFR.

PRUDENTIAL AND TREASURY INDICATORS FOR 2014/15 TO 2017/18

23. Prudential Indicators (as set out in Appendix 3 to this report) are relevant for the purposes of setting an integrated treasury management strategy.

CURRENT PORTFOLIO POSITION

24. The Council's debt position at 31 December 2015 comprised:

| Table 1 Debt | 31 March 2015 Principal | Rate | Maturity | 31 December 2015 Principal | Rate |
|-----------------|-------------------------------|-----------------------------|----------|-------------------------------------|------------------------------|
| PWLB Loan 1 | £7.5m | 4.80% | 2033 | £7.5m | 4.80% |
| PWLB Loan 2 | £1.0m | 2.02% | 2016 | £1.0m | 2.02% |
| PWLB Loan 3 | £1.0m | 1.63% | 2018 | £1.0m | 1.63% |
| PWLB Loan 4 | £2.0m | 0.55% (Variable Rate) | 2019 | £2.0m | 0.56% (Variable Rate*) |
| PWLB Loan 5 | £0m | | 2044 | £0.9m | 3.78% |
| PWLB Loan 6 | £0m | | 2044 | £1.8m | 3.78% |
| | | | | | |
| Total Debt | £11.5m | 3.54% | | £14.2m | 3.59% |

* rate at October (rates change every 3 months)
PWLB - Public Works Loan Board

BORROWING REQUIREMENT

25. Our long term borrowing will need to be determined by the relative merits of using alternative funding sources, including the reduction of investments, based on an assessment of market conditions as set out in the borrowing strategy below. Borrowing will not exceed the figures set out in the Prudential Indicators.

PROSPECTS FOR INTEREST RATES

26. The Council has appointed Capita Asset Services as treasury adviser to the Council and part of their service is to assist the Council to formulate a view on interest rates (Appendix 2).
27. Capita Asset Services' bank base rate forecast for financial year ends (March) is:-
- 2015/16 0.50%
 - 2016/17 1.00%
 - 2017/18 1.75%
28. UK GDP growth rates in 2013 of 2.2% and 2.9% in 2014 were the strongest growth rates of any G7 country; the 2014 growth rate was also the strongest UK rate since 2006 and the 2015 growth rate is likely to be a leading rate in the G7 again. However, quarter 1 of 2015 was weak at +0.4% (+2.9% y/y) though there was a slight increase in quarter 2 to +0.5% (+2.3% y/y) before weakening again to +0.4% (2.1% y/y) in quarter 3.
29. The November Bank of England Inflation Report included a forecast for growth to remain around 2.5 – 2.7% over the next three years, driven mainly by strong consumer demand as the squeeze on the disposable incomes of consumers has been reversed by a recovery in wage inflation at the same time that CPI inflation has fallen to, or near to, zero since February 2015. Investment expenditure is also expected to support growth. However, since the August Inflation report was issued, most worldwide economic statistics have been weak and the November Inflation Report flagged up particular concerns for the potential impact on the UK.
30. The Inflation Report was also notably subdued in respect of the forecasts for inflation; this was expected to barely get back up to the 2% target within the 2-3 year time horizon. The increase in the forecast for inflation at the three year horizon was the biggest in a decade and at the two year horizon was the biggest since February 2013. However, the first round of falls in oil, gas and food prices over late 2014 and also in the first half 2015, will fall out of the 12 month calculation of CPI during late 2015 / early 2016 but a second, more recent round of falls in fuel and commodity prices will now delay a significant tick up in inflation from around zero: this is now expected to get back to around 1% in the second half of 2016 and not get to near 2% until 2017, though the forecasts in the Report itself were for an even slower rate of increase. There is considerable uncertainty around how quickly pay and CPI inflation will rise in the next few years and this makes it difficult to forecast when the MPC will decide to make a start on increasing Bank Rate
31. The primary drivers of the UK economy are likely to remain external. 40% of UK exports go to the Eurozone so the difficulties in this area may continue to hinder UK growth.
32. In July, Greece finally capitulated to EU demands to implement a major programme of austerity and is now cooperating fully with EU demands. An €86bn third bailout

package has since been agreed though it did nothing to address the unsupportable size of total debt compared to GDP. However, huge damage has been done to the Greek banking system and economy by the resistance of the Syriza Government, elected in January, to EU demands. The surprise general election in September gave the Syriza government a mandate to stay in power to implement austerity measures. However, there are major doubts as to whether the size of cuts and degree of reforms required can be fully implemented and so Greek exit from the euro may only have been delayed by this latest bailout.

33. Portugal and Spain. The general elections in September and December respectively have opened up new areas of political risk where the previous right wing reform-focused pro-austerity mainstream political parties have lost their majority of seats. An anti-austerity coalition has won a majority of seats in Portugal while the general election in Spain produced a complex result where no combination of two main parties is able to form a coalition with a majority of seats. It is currently unresolved as to what administrations will result from both these situations. This has created nervousness in bond and equity markets for these countries which has the potential to spill over and impact on the whole Eurozone project.
34. This challenging and uncertain economic outlook has several key treasury management implications:
- Even though the Eurozone seems to have calmed down in the short term the Eurozone sovereign debt difficulties provide a clear indication of high counterparty risk. This continues to suggest the use of higher quality counterparties for shorter time periods;
 - The referendum of whether to stay in the EU by the end of 2017 may impact in investment opportunities, RPI, Interest rates and a whole host of financial and economic sectors depending on the outcome. This is impossible to quantify at this moment in time
 - Investment returns are likely to remain relatively low during 2016/17 and for a period beyond;
 - The rates at which money can be borrowed are expected to rise over the next two years and so it is necessary consider the timing of any borrowing to ensure the best deals are obtained;
 - There will remain a cost of carry – any borrowing undertaken that results in an increase in investments will incur a revenue loss between borrowing costs and investment returns.

BORROWING STRATEGY

The Council again registered for the PWLB certainty rate earlier in the year which has given a 20 basis point reduction in the average rate of borrowing. The Capita forecast for the Public Works Loan Board (PWLB) new borrowing rate is as follows:

| Annual Average % | Bank Rate % | PWLB Borrowing Rates % | | |
|------------------|-------------|---------------------------------------|---------|---------|
| | | (including certainty rate adjustment) | | |
| | | 5 year | 25 year | 50 year |
| Dec 2015 | 0.50 | 2.01 | 3.40 | 3.23 |
| Mar 2016 | 0.50 | 2.40 | 3.70 | 3.60 |
| Jun 2016 | 0.75 | 2.60 | 3.80 | 3.70 |
| Sep 2016 | 0.75 | 2.70 | 3.90 | 3.80 |
| Dec 2016 | 1.00 | 2.80 | 4.00 | 3.90 |
| Mar 2017 | 1.00 | 2.80 | 4.10 | 4.00 |
| Jun 2017 | 1.25 | 2.90 | 4.10 | 4.00 |
| Sep 2017 | 1.50 | 3.00 | 4.20 | 4.10 |
| Dec 2017 | 1.50 | 3.20 | 4.30 | 4.20 |
| Mar 2018 | 1.75 | 3.30 | 4.30 | 4.20 |
| June 2018 | 1.75 | 3.40 | 4.40 | 4.30 |
| Sep 2018 | 2.00 | 3.50 | 4.40 | 4.30 |
| Dec 2018 | 2.00 | 3.50 | 4.40 | 4.30 |
| Mar 2019 | 2.00 | 3.60 | 4.50 | 4.40 |

35. In view of the above forecast the Council's borrowing strategy will be based upon the following information.

- a. The cheapest borrowing will be internal borrowing by running down cash balances and foregoing interest earned at historically low rates. However, in view of the overall forecast for long term borrowing rates to increase over the next few years, consideration will also be given to weighing the short term advantage of internal borrowing against the potential increase in long term costs should rates be higher in future years.
- b. The use of PWLB variable rate loans for up to 10 years
- c. The use of long term fixed rate market loans should rates be below PWLB rates for the equivalent maturity period.
- d. Preference will be given to PWLB borrowing by maturity loans
- e. Rates are expected to increase during next year. The Council need to be alert to opportunities.

36. Sensitivity of the forecast – In normal circumstances the main sensitivities of the forecast are likely to be the two scenarios noted below. The Council officers, in conjunction with the treasury advisers, will continually monitor both the prevailing interest rates and the market forecasts, adopting the following responses to a change of sentiment:

- a. if it were felt that there was a significant risk of a sharp FALL in long and short term rates, e.g. due to a marked increase of risks around relapse into recession or of risks of deflation, then long term borrowings will be postponed, and potential rescheduling from fixed rate funding into short term borrowing will be considered
- b. if it were felt that there was a significant risk of a much sharper RISE in long and short term rates than that currently forecast, perhaps arising from a greater than expected increase in world economic activity or a sudden increase in inflation risks, then the portfolio position will be re-appraised with the likely action that fixed rate funding will be drawn whilst interest rates were still relatively cheap.

External versus Internal Borrowing

| Comparison of gross and net debt positions at year end | 2013/14 | 2014/15 | 2015/16 | 2016/17 |
|--|---------|---------|----------|----------|
| | Actuals | Actual | Estimate | Estimate |
| | £'000 | £'000 | £'000 | £'000 |
| External debt (gross) at 1st April | 11,500 | 11,500 | 14,197 | 14,357 |
| Expected change in debt | 0 | 2,697 | 160 | 2,275 |
| Other Long term liabilities at 1st April | 0 | 0 | 0 | 0 |
| Actual Gross Debt at 31st March | 11,500 | 14,197 | 14,357 | 16,632 |
| CFR | 16,372 | 18,676 | 19,233 | 21,633 |
| Under/(Over) borrowed | 4,872 | 4,376 | 4,876 | 5,001 |

37. The additional new borrowing in 2015/16 is to fund the Bottle Alley Capital project. The new factory units will be funded by borrowing in 16/17.
38. The general aim of this treasury management strategy is to minimise the costs of borrowing in both the short and longer term. In the short term it can consider avoiding new borrowing and using cash balances to finance new borrowing. However to minimise longer term costs it needs to borrow when rates are at historically low levels. The timing of new borrowing is therefore important to minimise the overall costs to the Council.
39. Over the next two to three years, investment rates are expected to be below long term borrowing rates and so value for money considerations would indicate that value could best be obtained by avoiding new external borrowing and by using internal cash balances to finance new capital expenditure or to replace maturing external debt (this is referred to as internal borrowing). This would maximise short term savings.

40. However, short term savings by avoiding new long term external borrowing in 2016/17 will also be weighed against the potential for incurring additional long term extra costs by delaying new external borrowing until later years when PWLB long term rates are forecast to be significantly higher. A balanced position will be sought.
41. Within the prudential indicators there are a number of key indicators to ensure that the Council operates its activities within well defined limits. One of these is that the Council needs to ensure that its gross debt does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2016/17 and the following two financial years. This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not undertaken for revenue purposes.
42. The Council is currently maintaining an under-borrowed position as identified above. This means that the capital borrowing need (the Capital Financing Requirement), has not been fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow has been used as a temporary measure. This strategy has been prudent to date as investment returns are low and counterparty risk has been relatively high.
43. Against this background caution will be adopted with the 2016/17 treasury operations .

Policy on borrowing in advance of need

44. The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be considered carefully to ensure value for money can be demonstrated and that the Council can ensure the security of such funds.
45. In determining whether borrowing will be undertaken in advance of need the Council will:
- a. ensure that there is a clear link between the capital programme and maturity profile of the existing debt portfolio which supports the need to take funding in advance of need.
 - b. ensure the ongoing revenue liabilities created, and the implications for the future plans and budgets have been considered.
 - c. evaluate the economic and market factors that might influence the manner and timing of any decision to borrow.
 - d. consider the merits and demerits of alternative forms of funding.
 - e. consider the appropriate funding period.
 - f. consider the impact of borrowing in advance on temporarily (until required to finance capital expenditure) increasing investment cash balances and the consequent increase in exposure to counterparty risk, and the level of such risks given the controls in place to minimise them.

DEBT RESCHEDULING

46. The introduction by the PWLB in 2007 of a spread between the rates applied to new borrowing and repayment of debt, which has now been compounded since 20 October 2010 by a considerable further widening of the difference between new borrowing and repayment rates, has meant that PWLB to PWLB debt restructuring is now much less attractive than it was before both of these events. In particular, consideration would have to be given to the large premiums which would be incurred by prematurely repaying existing PWLB loans and it is very unlikely that these could be justified on value for money grounds if using replacement PWLB refinancing.
47. As short term borrowing rates will be considerably cheaper than longer term rates, there may be potential for some residual opportunities to generate savings by switching from long term debt to short term debt. However, these savings will need to be considered in the light of the size of premiums incurred, their short term nature, and the likely cost of refinancing those short term loans, once they mature, compared to the current rates of longer term debt in the existing debt portfolio. Any such rescheduling and repayment of debt is likely to cause a flattening of the Council's maturity profile as in recent years there has been a skew towards longer dated PWLB.
48. The reasons for any rescheduling to take place will include:
- a. the generation of cash savings and / or discounted cash flow savings,
 - b. helping to fulfil the strategy outlined above
 - c. enhancing the balance of the portfolio (amend the maturity profile and/or the balance of volatility).

Minimum Revenue Provision (MRP)

49. Appendix 1 of this report provides the detail on what the MRP is and the basis of the calculation. Basically, authorities are required each year to set aside some of their revenues as provision for debt repayment. Unlike depreciation which is reversed out of the accounts, this provision has a direct impact on the Council Tax requirement. The provision is in respect of capital expenditure that is financed by borrowing or credit arrangements e.g. leases.
50. The Council is required to make a "Prudent Provision" which basically ensures that revenue monies are set aside to repay the debt over the useful life of the asset acquired i.e. the Minimum Revenue Provision (MRP). The MRP for 2016/17 is estimated at £519,641 (the statutory charge to revenue that remains within the accounts).

ANNUAL INVESTMENT STRATEGY

Investment Policy

51. The Council will have regard to the government's Guidance on Local Government Investments ("the Guidance") and the 2011 revised CIPFA Treasury Management

in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code"). The Council's investment priorities are: -

- a. the security of capital and
 - b. the liquidity of its investments.
52. The Council will also aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity. The risk appetite of this Council is low in order to give priority to security of its investments.
53. The borrowing of monies purely to invest or on-lend and make a return is unlawful and this Council will not engage in such activity.
54. Investment instruments identified for use in the financial year are listed in Appendix 4 under the 'Specified' and 'Non-Specified' Investments categories. Counterparty limits will be as set through the Council's Treasury Management Practices – Schedules.
55. In accordance with guidance from the CLG and CIPFA, and in order to minimise the risk to investments, the Council has below clearly stipulated the minimum acceptable credit quality of counterparties for inclusion on the lending list. The creditworthiness methodology used to create the counterparty list fully accounts for the ratings, watches and outlooks published by all three ratings agencies with a full understanding of what these reflect in the eyes of each agency. Using the Capita ratings, potential counterparty ratings are monitored on a real time basis with knowledge of any changes notified electronically as the agencies notify modifications.

Creditworthiness Policy

56. This Council uses the creditworthiness service provided by Capita Asset Services. This service has been progressively enhanced over the last couple of years and now uses a sophisticated modelling approach with credit ratings from all three rating agencies - Fitch, Moody's and Standard and Poor's, forming the core element. However, it does not rely solely on the current credit ratings of counterparties but also uses the following as overlays: -
- credit watches and credit outlooks from credit rating agencies
 - Credit Default Swap (CDS) spreads to give early warning of likely changes in credit ratings
 - sovereign ratings to select counterparties from only the most creditworthy countries
57. This modelling approach combines credit ratings, credit watches and credit outlooks in a weighted scoring system which is then combined with an overlay of CDS spreads for which the end product is a series of colour code bands which indicate the relative creditworthiness of counterparties. These colour codes are also used by the Council to determine the duration for investments and are therefore referred to as durational bands. The Council is satisfied that this service now gives a much improved level of security for its investments. It is also a service which the Council would not be able to replicate using in house resources.

58. The selection of counterparties with a high level of creditworthiness will be achieved by selection of institutions down to a minimum durational band within Sector's weekly credit list of worldwide potential counterparties. The Council will therefore use counterparties within the following durational bands: -
- Purple 2 years (but HBC will only invest for up to 1 year – except LAMS)
 - Blue 1 year (only applies to nationalised or semi nationalised UK Banks)
 - Orange 1 year
 - Red 6 months
 - Green 3 months
 - No Colour not to be used
59. This Council will not use the approach suggested by CIPFA of using the lowest rating from all three rating agencies to determine creditworthy counterparties as Moody's tend to be more aggressive in giving low ratings than the other two agencies. This would therefore be unworkable and leave the Council with few banks on its approved lending list. The Capita creditworthiness service does though, use ratings from all three agencies, but by using a risk based scoring system, does not give undue weighting to just one agency's ratings.
60. The Council is alerted to the changes to credit ratings of all three agencies through its use of the Capita creditworthiness service. These are monitored on a daily basis with lists updated weekly by Capita Asset Services.
61. Sole reliance will not be placed on the use of this external service. In addition this Council will also use market data and market information, information on government support for banks and the credit ratings of that government support.
62. The Council only use approved counterparties from countries with a minimum sovereign credit rating of AA from Fitch Ratings (or equivalent from other agencies if Fitch does not provide). The list of countries that qualify using this credit criteria as at the date of this report are shown in Appendix 5. This list will be added to, or deducted from, by officers should ratings change in accordance with this policy. The maximum investment in any non UK country is not to exceed £10m.
63. The Local Authority Mortgage Scheme (LAMS) – The Council is currently participating in the cash backed mortgage scheme which requires the Council to place a matching five year deposit to the life of the indemnity. This investment is an integral part of the policy initiative and is outside the criteria above.
64. The Council transferred to Lloyds Bank on 1st December 2014, whilst the counterparty limit is set at £5 million for most institutions, the level of investments that is held with Lloyds Bank is £5 million plus up to £500,000 short term. In addition there is £2 million invested in respect of LAMS – a total exposure of up to £7.5 million at any one time. One of the deposits with Lloyds (£1 million) is due to be repaid in January 2017)

Investment Strategy

The table below provides a snapshot of where the investments are placed (as at 31 December 2015). The level varies daily.

| Borrower | Principal (£) | Interest Rate | Start Date | Maturity Date | Lowest Long Term Rating | Historic Risk of Default |
|--------------------------------|--------------------|---------------|------------|---------------|-------------------------|--------------------------|
| Barclays Bank Plc | 516,065 | 0.65% | | Call | A- | 0.000% |
| National Westminster Bank Plc | 34,690 | 0.50% | | Call | BBB+ | 0.000% |
| National Australia Bank Ltd | 5,000,000 | 0.48% | 01/10/2015 | 04/01/2016 | AA- | 0.000% |
| Leeds City Council | 2,500,000 | 0.35% | 16/12/2015 | 18/01/2016 | AA+ | 0.000% |
| Commonwealth Bank of Australia | 4,600,000 | 0.30% | 15/12/2015 | 29/01/2016 | AA- | 0.001% |
| Nordea Bank Finland Plc | 5,000,000 | 0.62% | 01/10/2015 | 31/03/2016 | AA- | 0.002% |
| National Westminster Bank Plc | 5,002,712 | 0.60% | | Call95 | BBB+ | 0.039% |
| Lloyds Bank Plc | 5,000,000 | 1.00% | 10/04/2015 | 08/04/2016 | A | 0.017% |
| Lloyds Bank Plc | 2,000,000 | 1.97% | 26/03/2013 | 26/03/2018 | A | 0.242% |
| Total Investments | £29,653,468 | 0.68% | | | | 0.026% |

| | | | | | | | | |
|------------|------------|------------|------------|-----------|-----------|-------------|---------------|-----------|
| Y | Pi1 | Pi2 | P | B | O | R | G | N/C |
| 1 | 1.25 | 1.5 | 2 | 3 | 4 | 5 | 6 | 7 |
| Up to 5yrs | Up to 5yrs | Up to 5yrs | Up to 2yrs | Up to 1yr | Up to 1yr | Up to 6mths | Up to 100days | No Colour |

65. The Council will avoid locking into longer term deals while investment rates are down at historically low levels unless attractive rates are available with counterparties of particularly high creditworthiness which make longer term deals worthwhile (up to 1 year) and within the risk parameters set by this council.

66. For 2015/16 and 2016/17 the Council's revised budget estimates an investment interest return of 0.70%.

67. For its cash flow generated balances, the Council will seek to use Business Reserve accounts, 15 and 30 day accounts, money market funds and short-dated deposits (overnight to three months) in order to benefit from the compounding of interest.

End of year investment report

68. At the end of the financial year, officers will report to Council on its investment activity as part of its Annual Treasury Report (to be presented by no later than 30 September).

Policy on use of external service providers

69. The Council uses Capita Asset Services (Sector previously) as its external treasury management advisers. There is currently value in employing external providers of treasury management services in order to acquire access to credit worthiness information and specialist advice.

Scheme of delegation

70. Please see Appendix 8.

Role of the Section 151 Officer

71. Please see Appendix 9.

RISK MANAGEMENT

72. The strategy prioritises security of investments over return. Where investments are made they are limited in size and duration. External treasury advisers are used to advise the Council and have been used to train members. The Council has introduced further checks on credit worthiness of counterparties over the last three years as and when these have been further developed by its advisers.
73. Whilst there is no absolute security for investments made, the Council has limited its investments to the higher rated institutions, in order to mitigate the risk as far as practical and looks to reduce the risk by spreading its investment portfolio. The Council has adopted the CIPFA Code of Practice.

ECONOMIC/FINANCIAL IMPLICATIONS

74. The Council generally has investments in the year of between £15 million and £30 million at any one time, and is estimated to have longer term borrowings of £16 million by the end of March 2016. Management of its investments, borrowing and cash flow remains crucial to the proper and effective management of the Council. The Strategies and Policies detailed in the report directly influence the Council's Medium Term Financial Strategy and the annual budget.

ORGANISATIONAL CONSEQUENCES

75. The Cabinet is responsible for the development and review of the Treasury Management Strategy, The Minimum Revenue Provision (MRP) Policy and the Investment Strategy. The Audit Committee is responsible for scrutinising these strategies, policies and performance throughout the year. Full Council, as the budget setting body, remains responsible for the approval of the Treasury Management Strategy, MRP Policy, and Investment Strategy.
76. Monitoring reports will be produced and will be presented to Cabinet and the Audit Committee. A mid year report is presented to full Council on any concerns arising since approving the initial strategies and policies. Only full Council will be able to amend the Treasury Management Strategy, MRP Policy or Investment Strategy. The Chief Finance Officer will determine the Treasury Management Practices and associated schedules.

Wards Affected

None

Area(s) Affected

None

Policy Implications

Please identify if this report contains any implications for the following:

| | |
|---------------------------------------|-----|
| Equalities and Community Cohesiveness | No |
| Crime and Fear of Crime (Section 17) | No |
| Risk Management | Yes |
| Environmental Issues | No |
| Economic/Financial Implications | Yes |
| Human Rights Act | No |
| Organisational Consequences | Yes |
| Local People's Views | No |

Background Information

Supporting Documents

APPENDICES

1. MRP Introduction and Policy Statement
2. Interest Rate Forecasts
3. Prudential and Treasury indicators
4. Specified and non specified investments
5. Approved countries for investments
6. Treasury Management Policy Statement
7. Purpose and requirements of the code
8. Treasury management scheme of delegation
9. The treasury management role of the section 151 officer

Other Supporting Documents:-

CIPFA - Treasury Management Code of Practice (Revised 2011)

CIPFA - The Prudential Code (Revised second edition 2011)

Officer to Contact

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APPENDIX 1

Minimum Revenue Provision – An Introduction

1. What is a Minimum Revenue Provision?

Capital expenditure is generally expenditure on assets which have a life expectancy of more than one year e.g. buildings, vehicles, machinery etc. It would be impractical to charge the entirety of such expenditure to revenue in the year in which it was incurred therefore such expenditure is spread over several years in order to try to match the years over which such assets benefit the local community through their useful life. The manner of spreading these costs is through an annual Minimum Revenue Provision, which was previously determined under Regulation, and will in future be determined under Guidance.

2. Statutory duty

Statutory Instrument 2008 no. 414 s4 lays down that:

“A local authority shall determine for the current financial year an amount of minimum revenue provision that it considers to be prudent.”

The above is a substitution for the previous requirement to comply with regulation 28 in S.I. 2003 no. 3146 (as amended).

There is no requirement to charge MRP where the Capital Financing Requirement is nil or negative at the end of the preceding financial year.

3. Government Guidance

Along with the above duty, the Government issued guidance which came into force on 31st March 2008 which requires that a Statement on the Council's policy for its annual MRP should be submitted to the full Council for approval before the start of the financial year to which the provision will relate.

The Council is legally obliged to “have regard” to the guidance, which is intended to enable a more flexible approach to assessing the amount of annual provision than was required under the previous statutory requirements. The guidance offers four main options under which MRP could be made, with an overriding recommendation that the Council should make prudent provision to redeem its debt liability over a period which is reasonably commensurate with that over which the capital expenditure is estimated to provide benefits. The requirement to ‘have regard’ to the guidance therefore means that: -

Although four main options are recommended in the guidance, there is no intention to be prescriptive by making these the only methods of charge under which a local authority may consider its MRP to be prudent.

It is the responsibility of each authority to decide upon the most appropriate method of making a prudent provision, after having had regard to the guidance.

Option 1: Regulatory Method

Under the previous MRP regulations, MRP was set at a uniform rate of 4% of the adjusted CFR (i.e. adjusted for “Adjustment A”) on a reducing balance method (which in effect meant that MRP charges would stretch into infinity). This historic approach must continue for all capital expenditure incurred in years before the start of this new approach. It may also be used for new capital expenditure up to the amount which is deemed to be supported through the SCE annual allocation.

Option 2: Capital Financing Requirement Method

This is a variation on option 1 which is based upon a charge of 4% of the aggregate CFR without any adjustment for Adjustment A, or certain other factors which were brought into account under the previous statutory MRP calculation. The CFR is the measure of an authority’s outstanding debt liability as depicted by their balance sheet.

Option 3: Asset Life Method.

This method may be applied to most new capital expenditure, including where desired that which may alternatively continue to be treated under options 1 or 2.

Under this option, it is intended that MRP should be spread over the estimated useful life of either an asset created, or other purpose of the expenditure. There are two useful advantages of this option: -

Longer life assets e.g. freehold land can be charged over a longer period than would arise under options 1 and 2.

No MRP charges need to be made until the financial year after that in which an item of capital expenditure is fully incurred and, in the case of a new asset, comes into service use (this is often referred to as being an ‘MRP holiday’). This is not available under options 1 and 2.

There are two methods of calculating charges under option 3:

equal instalment method – equal annual instalments,

annuity method – annual payments gradually increase during the life of the asset.

Option 4: Depreciation Method

Under this option, MRP charges are to be linked to the useful life of each type of asset using the standard accounting rules for depreciation (but with some exceptions) i.e. this is a more complex approach than option 3.

The same conditions apply regarding the date of completion of the new expenditure as apply under option 3.

Minimum Revenue Provision Policy Statement 2016/17

The Council implemented the new Minimum Revenue Provision (MRP) guidance in 2008/09 , and will assess the MRP for 2016/17 in accordance with the main recommendations contained within the guidance issued by the Secretary of State under section 21(1A) of the Local Government Act 2003.

A major proportion of the MRP for 2016/17 relates to the more historic debt liability that will continue to be charged at the rate of 4%, in accordance with option 1 of the guidance. Certain expenditure reflected within the debt liability at 31st March 2016 will under delegated powers be subject to MRP under option 3, which will be charged over

a period which is reasonably commensurate with the estimated useful life applicable to the nature of expenditure, using the equal annual instalment method. For example, capital expenditure on a new building, or on the refurbishment or enhancement of a building, will be related to the estimated life of that building.

Estimated life periods will be determined under delegated powers. To the extent that expenditure is not on the creation of an asset and is of a type that is subject to estimated life periods that are referred to in the guidance, these periods will generally be adopted by the Council. However, the Council reserves the right to determine useful life periods and prudent MRP in exceptional circumstances where the recommendations of the guidance would not be appropriate.

As some types of capital expenditure incurred by the Council are not capable of being related to an individual asset, asset lives will be assessed on a basis which most reasonably reflects the anticipated period of benefit that arises from the expenditure. Also, whatever type of expenditure is involved, it will be grouped together in a manner which reflects the nature of the main component of expenditure and will only be divided up in cases where there are two or more major components with substantially different useful economic lives.

The Council participates in LAMS using the cash backed option. The mortgage lenders require a 5 year deposit from the local authority to match the 5 year life of the indemnity. The deposit placed with the mortgage lender provides an integral part of the mortgage lending, and is treated as capital expenditure and a loan to a third party. The Capital Financing Requirement (CFR) will increase by the amount of the total indemnity. The deposit is due to be returned in full at maturity, with interest paid either annually or on maturity. Once the deposit matures and funds are returned to the local authority, the returned funds are classed as a capital receipt, and the CFR will reduce accordingly. As this is a temporary (5 year) arrangement and the funds will be returned in full, there is no need to set aside prudent provision to repay the debt liability in the interim period, so there is no MRP application.

Repayments included in finance leases are applied as MRP. It should also be noted that the Council will not make any MRP in regards of the loans to Amicus Horizon in respect of the Coastal Space scheme. Amicus Horizon will meet the costs of the loan (Principal and Interest). Likewise for any loan to the Foreshore Trust being made in 2015/16 - as the interest and principal repayments to be made by the Council will be funded in full from the sums payable by the Trust no separate MRP will be made by the Council.

APPENDIX 2 Interest Rate Forecasts

The data below shows Sectors forecast

Capita Asset Services Interest rate forecast – 2015 - 2019

| Capita Asset Services Interest Rate View | | | | | | | | | | | | | |
|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| | Mar-16 | Jun-16 | Sep-16 | Dec-16 | Mar-17 | Jun-17 | Sep-17 | Dec-17 | Mar-18 | Jun-18 | Sep-18 | Dec-18 | Mar-19 |
| Bank Rate View | 0.50% | 0.75% | 0.75% | 1.00% | 1.00% | 1.25% | 1.50% | 1.50% | 1.75% | 1.75% | 2.00% | 2.00% | 2.00% |
| 3 Month LIBID | 0.70% | 0.80% | 0.90% | 1.10% | 1.30% | 1.40% | 1.50% | 1.80% | 1.90% | 1.90% | 2.00% | 2.00% | 2.10% |
| 6 Month LIBID | 0.90% | 1.00% | 1.10% | 1.30% | 1.50% | 1.60% | 1.70% | 2.00% | 2.10% | 2.10% | 2.20% | 2.20% | 2.30% |
| 12 Month LIBID | 1.20% | 1.30% | 1.40% | 1.60% | 1.80% | 1.90% | 2.00% | 2.30% | 2.40% | 2.40% | 2.50% | 2.50% | 2.70% |
| 5yr PWLB Rate | 2.40% | 2.60% | 2.70% | 2.80% | 2.80% | 2.90% | 3.00% | 3.20% | 3.30% | 3.40% | 3.50% | 3.50% | 3.60% |
| 10yr PWLB Rate | 3.00% | 3.10% | 3.20% | 3.30% | 3.40% | 3.50% | 3.60% | 3.70% | 3.80% | 3.90% | 4.00% | 4.10% | 4.10% |
| 25yr PWLB Rate | 3.70% | 3.80% | 3.90% | 4.00% | 4.10% | 4.10% | 4.20% | 4.30% | 4.30% | 4.40% | 4.40% | 4.40% | 4.50% |
| 50yr PWLB Rate | 3.60% | 3.70% | 3.80% | 3.90% | 4.00% | 4.00% | 4.10% | 4.20% | 4.20% | 4.30% | 4.30% | 4.30% | 4.40% |
| Bank Rate | | | | | | | | | | | | | |
| Capita Asset Services | 0.50% | 0.75% | 0.75% | 1.00% | 1.00% | 1.25% | 1.50% | 1.50% | 1.75% | 1.75% | 2.00% | 2.00% | 2.00% |
| Capital Economics | 0.50% | 0.75% | 0.75% | 1.00% | 1.00% | 1.25% | 1.25% | 1.50% | - | - | - | - | - |
| 5yr PWLB Rate | | | | | | | | | | | | | |
| Capita Asset Services | 2.40% | 2.60% | 2.70% | 2.80% | 2.80% | 2.90% | 3.00% | 3.20% | 3.30% | 3.40% | 3.50% | 3.50% | 3.60% |
| Capital Economics | 2.60% | 2.70% | 2.80% | 3.00% | 3.10% | 3.20% | 3.30% | 3.50% | - | - | - | - | - |
| 10yr PWLB Rate | | | | | | | | | | | | | |
| Capita Asset Services | 3.00% | 3.10% | 3.20% | 3.30% | 3.40% | 3.50% | 3.60% | 3.70% | 3.80% | 3.90% | 4.00% | 4.10% | 4.10% |
| Capital Economics | 3.35% | 3.45% | 3.45% | 3.55% | 3.65% | 3.75% | 3.85% | 3.95% | - | - | - | - | - |
| 25yr PWLB Rate | | | | | | | | | | | | | |
| Capita Asset Services | 3.70% | 3.80% | 3.90% | 4.00% | 4.10% | 4.10% | 4.20% | 4.30% | 4.30% | 4.40% | 4.40% | 4.40% | 4.50% |
| Capital Economics | 3.35% | 3.45% | 3.45% | 3.55% | 3.65% | 3.75% | 3.85% | 3.95% | - | - | - | - | - |
| 50yr PWLB Rate | | | | | | | | | | | | | |
| Capita Asset Services | 3.60% | 3.70% | 3.80% | 3.90% | 4.00% | 4.00% | 4.10% | 4.20% | 4.20% | 4.30% | 4.30% | 4.30% | 4.40% |
| Capital Economics | 3.40% | 3.50% | 3.50% | 3.60% | 3.70% | 3.80% | 3.90% | 4.00% | - | - | - | - | - |

APPENDIX 3 Prudential Indicators

| PRUDENTIAL INDICATOR | 2014/15 | 2015/16 | 2016/17 | 2017/18 | 2018/19 |
|---|---------|---------|---------|---------|---------|
| (2). TREASURY MANAGEMENT PRUDENTIAL INDICATORS | £'000 | £'000 | £'000 | £'000 | £'000 |
| Authorised Limit for external debt - | | | | | |
| borrowing | £20,000 | £20,000 | £20,000 | £20,000 | £20,000 |
| other long term liabilities | £10,000 | £10,000 | £10,000 | £10,000 | £10,000 |
| TOTAL | £30,000 | £30,000 | £30,000 | £30,000 | £30,000 |
| Operational Boundary for external debt - | | | | | |
| borrowing | £20,000 | £20,000 | £20,000 | £20,000 | £20,000 |
| other long term liabilities | £10,000 | £10,000 | £10,000 | £10,000 | £10,000 |
| TOTAL | £30,000 | £30,000 | £30,000 | £30,000 | £30,000 |
| Upper limit for fixed interest rate exposure | | | | | |
| Net principal re fixed rate borrowing / investments OR:- | 100 % | 100 % | 100 % | 100 % | 100 % |
| Upper limit for variable rate exposure | | | | | |
| Net principal re variable rate borrowing / investments OR:- | 100 % | 100% | 100% | 100% | 100% |
| Upper limit for total principal sums invested/deposited for over 364 days e.g.LAMS Scheme, Coastal Space | £5,620 | £6,000 | £6,000 | £6,000 | £6,000 |

| Maturity structure of fixed rate borrowing during 2015/16 | upper limit | lower limit |
|--|-------------|-------------|
| under 12 months | 100% | 0% |
| 12 months and within 24 months | 100% | 0% |
| 24 months and within 5 years | 100% | 0% |
| 5 years and within 10 years | 100% | 0% |
| 10 years and above | 100% | 0% |

APPENDIX 4 Specified and Non-Specified Investments

Specified Investments:

The idea of specified investments is to identify investments offering high security and high liquidity. All these investments should be in sterling and with a maturity of less than one year.

Schedule A

| | Security / Minimum Credit Rating | Maximum Maturity Period |
|---|---|---|
| Local authorities | N/A | 1 year |
| DMADF – UK Government | N/A | 1 year |
| Money market funds | AAA | Liquid |
| Term deposits with banks and building societies | Blue Orange Red Green No Colour | Up to 1 year Up to 1 year Up to 6 months Up to 3 months Not for use |
| Certificates of deposits (CDs) issued by credit rated deposit takers (banks and building societies) | Blue Orange Red Green No Colour | Up to 1 year Up to 1 year Up to 6 months Up to 3 months Not for use |
| UK Government Gilts | UK sovereign rating | 364days |
| UK Government Treasury Bills | UK sovereign rating | 364days |

Non-Specified Investments

These are any investments which do not meet the specified investment criteria. The aim is to ensure that proper procedures are in place for undertaking risk assessments of investments made for longer periods or with bodies which do not have a “high” credit rating. As far as this Council is concerned the risks are in relation to the value of the investments, which may rise or fall, rather than deficient credit rating. There is no intention to invest in Non- Specified Investments without taking specialist advice first.

Schedule B

| Investment | Security / Minimum credit rating | (A) Why use it? (B) Associated risks |
|---|----------------------------------|---|
| UK Government Gilts with maturities in excess of 1 year Custodial arrangement required prior to purchase | Government backed | (A) (i) Excellent credit quality. (ii) Very liquid. (iii) if held to maturity, known yield (rate of return) per annum – aids forward planning. (iv) If traded, potential for capital gain through appreciation in value (i.e. sold before maturity) (v) No currency risk. (B) (i) 'Market or interest rate risk': Yield subject to movement during life of sovereign bond which could negatively impact on price of the bond i.e. potential for capital loss. |

APPENDIX 5 Approved Countries for Investments

Countries that meet our criteria 1, 2, 3;

1. AAA rated

Australia
Canada
Denmark
Finland
Germany
Netherlands
Singapore
Supranationals
Sweden
Switzerland
U.S.A

2. AA+ rated

U.K.

3. AA rated

Belgium
France

Examples of Countries that do not meet our criteria:

Japan
Abu Dhabi (U.A.E)
Qatar
Kuwait
Greece
Spain

APPENDIX 6 Treasury Management Policy Statement

The Council defines its treasury management activities as: “The management of the 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”.

The Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation.

The Council acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable comprehensive performance measurement techniques, within the context of effective risk management.”

APPENDIX 7 Purpose and requirements of the code

The primary requirements of the Code are as follows:

1. Creation and maintenance of a Treasury Management Policy Statement which sets out the policies and objectives of the Council's treasury management activities.
2. Creation and maintenance of Treasury Management Practices which set out the manner in which the Council will seek to achieve those policies and objectives.
3. Receipt by the full council of an annual Treasury Management Strategy Statement - including the Annual Investment Strategy and Minimum Revenue Provision Policy - for the year ahead, a Mid-year Review Report and an Annual Report (stewardship report) covering activities during the previous year.
4. Delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.
5. Delegation by the Council of the role of scrutiny of treasury management strategy and policies to a specific named body. For this Council the delegated body is the Audit Committee.

APPENDIX 8 Treasury Management Scheme of Delegation

(i) Full Council

1. Approval of the Treasury Management Strategy - prior to the new financial year
2. Approval of the Investment Strategy - prior to the new financial year
3. Approval of the MRP Policy - prior to the start of the new financial year
4. Approval of any amendments required to the Strategy during the year
5. Receipt of a Mid year report on the Treasury Management Strategy, to include consideration of any recommendations of the Cabinet or Audit Committee arising from any concerns since the original approval.

(ii) Cabinet

1. Developing and determining the Treasury Management strategy, Investment Strategy and MRP policy and recommending them to full Council - prior to the start of the new financial year
2. Receipt of a Mid year report on the Treasury Management Strategy and any concerns since the original approval and making recommendations to Council as appropriate.
2. Receiving, and reviewing reports on treasury management policies, practices, activities, and performance reports (based on quarterly reporting).

(iii) Audit Committee

1. Scrutinising the Council's Treasury Management Strategy, Investment Strategy and MRP policy, Treasury Management Policy Statement and Treasury Management Practices and making recommendations to Cabinet and Council as appropriate.
2. Receiving and reviewing monitoring reports (based on quarterly reporting) and making recommendations as appropriate.

APPENDIX 9 The Treasury Management Role of the Section 151 Officer

Chief Finance Officer (S151 Officer)

- recommending clauses, treasury management policy for approval, determining treasury Management Practices, reviewing the same regularly, and monitoring compliance
- submitting regular treasury management policy reports
- submitting budgets and budget variations
- receiving and reviewing management information reports
- reviewing the performance of the treasury management function
- ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function
- ensuring the adequacy of internal audit, and liaising with external audit
- recommending the appointment of external service providers.



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Agenda Item 5



Report to: Audit Committee

Date of Meeting: 25 January 2016

Report Title: Annual Audit Letter 2014/15

Report By: Peter Grace
Assistant Director - Financial Services and Revenues

Purpose of Report

To formally confirm that the Annual Audit Letter 2014/15 has been noted by the Audit Committee.

Recommendation(s)

1. That the report be noted.

Reasons for Recommendations

The Annual Audit Letter is for all members and posted to the Council's website. It is of particular interest to those charged with governance.

Introduction

1. The Annual Audit Letter 2014/15 prepared by BDO is one of the external auditor's key outputs. It was received during October 2015 and circulated to the Audit Committee on 29th October 2015. It was also posted to the Council's website for the public and members' view.
2. The report and its key findings were agreed and accepted by senior management.

Wards Affected

None

Policy Implications

Please identify if this report contains any implications for the following:

| | |
|---------------------------------------|-----|
| Equalities and Community Cohesiveness | No |
| Crime and Fear of Crime (Section 17) | No |
| Risk Management | Yes |
| Environmental Issues | No |
| Economic/Financial Implications | Yes |
| Human Rights Act | No |
| Organisational Consequences | No |
| Local People's Views | No |
| Anti-Poverty | No |

Additional Information

Website link:

http://www.hastings.gov.uk/content/decisions_democracy/pdfs/annualauditletter2014-15

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Agenda Item 6



Report to: Audit Committee

Date of Meeting: 25 January 2016

Report Title: Chief Auditor's Summary Audit and Risk Report

Report By: Tom Davies
Chief Auditor

Purpose of Report

To inform the Audit Committee of the National Fraud Initiative exercise; Creditor, Payroll and Insurance matches.

Recommendation(s)

1. That the Audit Committee accepts the report.

Reasons for Recommendations

To monitor levels of control within the organisation.

Summary Report

Report to Audit Committee

Introduction

The National Fraud Initiative (NFI) is an exercise that matches electronic data within and between public and private sector bodies to prevent and detect fraud. NFI was a branch of the Audit Commission but is now part of the Cabinet Office. It carries out a comprehensive data matching exercise every 2 years from datasets supplied to them. Matches are posted to the NFI system for councils to go in and investigate whether or not there is a potential fraud or a possible duplicate payment (>£1,000).

Datasets were submitted by Hastings between September 2014 – February 2015 and the matches were released for investigation in March 2015. Internal Audit investigated the matches for creditor payments, payroll and insurance claims.

Audit Conclusion

Overall Audit Assessment: A – Good.

Controls are in place and are working effectively. There are no significant audit concerns. There are no recommendations made.

Key Findings

62 creditor matches were checked against an advised 46 matches. No issues were found.

21 payroll matches were checked against an advised 5 matches. No issues were found.

2 insurance matches were checked against an advised 1 match. No issues were found.

Management Response

Noted.

Wards Affected

None

Policy Implications

Please identify if this report contains any implications for the following:

| | |
|---------------------------------------|-----|
| Equalities and Community Cohesiveness | No |
| Crime and Fear of Crime (Section 17) | No |
| Risk Management | Yes |
| Environmental Issues | No |
| Economic/Financial Implications | Yes |
| Human Rights Act | No |
| Organisational Consequences | No |
| Local People's Views | No |
| Anti-Poverty | No |

Additional Information

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