

NOTICE OF MEETING

<i>Meeting</i>	HFRA Standards and Governance Committee	<i>Clerk to the Hampshire Fire and Rescue Authority</i> John Coughlan CBE
<i>Date and Time</i>	Wednesday, 30th September, 2020 2.00 pm	<i>The Castle, Winchester Hampshire SO23 8UJ</i>
<i>Place</i>	Virtual Teams Meeting - Microsoft Teams	
<i>Enquiries to</i>	<u>members.services@hants.gov.uk</u>	

FILMING AND BROADCASTING NOTIFICATION

This meeting will be broadcast live via the HFRS YouTube Channel

Agenda

1 APOLOGIES FOR ABSENCE

To receive any apologies for absence received.

2 DECLARATIONS OF INTEREST

To enable Members to disclose to the meeting any disclosable pecuniary interest they may have in any matter on the agenda for the meeting, where that interest is not already entered in the Authority's register of interests, and any other pecuniary or non-pecuniary interests in any such matter that Members may wish to disclose.

3 MINUTES OF PREVIOUS MEETING (Pages 3 - 8)

To confirm the minutes of the previous meeting.

4 DEPUTATIONS

Pursuant to Standing Order 19, to receive any deputations to this meeting.

5 CHAIRMAN'S ANNOUNCEMENTS

To receive any announcements the Chairman may wish to make.

6 **EXTERNAL AUDIT RESULTS REPORT 2019/20** (Pages 9 - 62)

For the Committee to receive the External Auditor's Audit Results Report for 2019/20.

7 **ANNUAL ACCOUNTS 2019/20** (Pages 63 - 176)

For the Committee to consider a report regarding the Annual Accounts for 2019/20.

ABOUT THIS AGENDA:

This agenda is available on the Hampshire Fire and Rescue Service website (www.hantsfire.gov.uk) and can be provided, on request, in alternative versions (such as large print, Braille or audio) and in alternative languages.

Agenda Item 3

AT A MEETING of the HFRA Standards and Governance Committee held virtually via Microsoft Teams on Thursday, 23rd July, 2020

Chairman:

* Councillor Liz Fairhurst

Vice- Chairman

* Councillor Sharon Mintoff

* Councillor Jonathan Glen

* Councillor Roger Price

* Councillor Geoffrey Hockley

*Present

Also present with the agreement of the Chairman:

Councillor Chris Carter – Chairman of Hampshire Fire and Rescue Authority

103. **APOLOGIES FOR ABSENCE**

All Members were present and no apologies were noted.

104. **DECLARATIONS OF INTEREST**

Members were mindful of their duty to disclose at the meeting any Disclosable Pecuniary Interest they had in any matter on the agenda for the meeting, where that interest was not already in the Authority's register of interests, and their ability to disclose any other personal interests in any such matter that they might have wished to disclose.

Councillor Roger Price declared an interest as a member on the National Pensions Board and the HFRA Pension Board.

105. **MINUTES OF PREVIOUS MEETING**

The minutes of the last meeting were reviewed and agreed.

106. **DEPUTATIONS**

There were no deputations for the meeting.

107. **CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

108. INTERNAL AUDIT PROGRESS REPORT 2019/20 AND 2020/21

The Committee received a report from the Chief Internal Auditor (item 6 in the minute book) regarding the Internal Audit Progress report for 2019-20.

It was confirmed that the internal auditors had continued to work remotely on plans and the audit approach had been adapted to complete the work being undertaken during the Covid-19 outbreak. However, as a result, progress had slowed on reviews in quarter 4 of 2019/20 and some of the planned work for quarter 1 of 2020/21 had been delayed. The plan continues to be reviewed in light of the risks arising from Covid-19 and changes to the plan so far were summarised on Page 22 of the pack in the appendix.

RESOLVED

The progress in delivering the internal audit plans for 2019/20 and 2020/21 and the outcomes to date were noted by Hampshire Fire and Rescue Authority Standards and Governance Committee.

109. ANNUAL INTERNAL AUDIT REPORT AND OPINION 2019/20

The Committee received a report from the Chief Internal Auditor (item 7 in the minute book) regarding the Annual Internal Audit report and Opinion.

In accordance with the Public Sector Internal Audit Standards, the annual report provides an opinion on the governance, risk management and control processes put in place by the Authority. The Chief Internal Auditor reported that the overall 'adequate' assurance rating reflected the very positive direction of travel over the year and despite the Covid-19 outbreak, it had been possible to complete planned work with the support of colleagues in the Fire and Rescue Service. Significant work had been completed by the Service to develop and improve governance, risk management and control measures. It was noted however, that much of the work pre-dated the Covid-19 pandemic and therefore reflected findings on the systems operating at the time. Future plans and reviews will take account of the changes arising from the challenges presented by Covid-19.

Members were happy with the progress achieved to date in challenging circumstances with the pandemic.

RESOLVED

The Standards and Governance Committee accepted the Chief Internal Auditor's annual report and opinion statement for 2019/20.

110. INTERNAL AUDIT MANAGEMENT ACTIONS PROGRESS REPORT

The Committee received a report from the Chief Fire Officer (item 8 in the minute book) regarding the internal Audit Management Actions Progress report, which provided the latest update on the management actions that have not been

completed within their target date and their status.

The officer emphasised that it was an active document and therefore what was shown in the report was subject to change. An HMI Inspection on response to pandemic expected with a further level of assurance and Opinion and the Service continued to work closely with Internal Audit to ensure adequate controls were in place.

The Academy training and procurement process was highlighted in paragraphs 14-15 of the appendix and a further update would follow at the next meeting.

Members queried whether everything being virtual effected the auditing that was accessible, and it was confirmed that all areas of the service were still available, with officers able to signpost whenever necessary.

RESOLVED

The Standards and Governance Committee noted that, despite the impact of COVID-19, significant progress had been made towards the implementation of the internal audit management actions.

111. **ANNUAL GOVERNANCE STATEMENT 2019/20**

The Committee received a report from the Chief Fire Officer (item 9 in the minute book) regarding the Annual Governance Statement (AGS). The approved AGS will form part of the Annual Statement Accounts 2019/2020, which is a statutory requirement of The Accounts and Audit Regulations 2015.

The officer explained how the AGS was about safeguarding public money and offered a sound system of internal control and that the new Safety Plan was combined with the Isle of Wight.

Paragraph 3.2 was highlighted to Members for implementing best practice and how risk is managed effectively, and 3.5 detailed the scrutiny process and the relationship between Members and officers. The fraud and corruption process had also been declared fit for purpose.

It was agreed that a Risk Assessment Champion should be added, which would be delegated for officers to arrange.

RESOLVED

That the Annual Governance Statement 2019/2020 as set out in Appendix A is approved by the Standards and Governance Committee:

a) Members acknowledge that the arrangements continue to be regarded as fit for purpose in accordance with the Framework 2016; and

b) The approved AGS to be included into the Annual Statement of Accounts to meet the Authority's statutory requirement.

112. ANNUAL STATEMENT OF ASSURANCE 2019/20

The Committee considered a report from the Chief Fire Officer (item 6 in the minute book) regarding the Annual Statement of Assurance, a document required by the National Framework for Fire and Rescue (2018) to provide assurance to local communities and government on financial, governance and operational matters.

The document was reviewed by Committee every year and its aim was to provide to the public an overview of what had been done and how as clearly as possible.

This year it included a prefaced statement around the pandemic and the summary on Page 119 of the pack showed that everything was 'OK' or 'Adequate' with some learning to be taken way around operational incidents.

The Chairman thanked officers for their work on behalf of the Committee.

RESOLVED

The Annual Assurance Statement for 2019/20 was approved by Hampshire Fire and Rescue Authority Standards and Governance Committee.

113. HMICFRS 2018/19 ACTION PLAN AND 2020 INSPECTION UPDATE PROGRESS REPORT

The Committee considered a report from the Chief Fire Officer (item 11 in the minute book), which provided an overview of the progress that the Service had made in respect of the Action Plan resulting from the findings of Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) Inspection Report, which was published in December 2018.

The report had been reviewed several times by Committee and 41 actions had now been closed with 95-100% closure overall and significant progress being made against improvement points.

Benchmarking had taken place against other Fire and Rescue Services, and it was good to compare common themes. Another inspection was anticipated following the Covid-19 outbreak.

The Committee thanked officers for their work with the Action Plan.

RESOLVED

The HFRA Standards and Governance Committee approved the closure of the HFRS HMICFRS Action Plan

114. **FIRE PENSION BOARD ANNUAL REPORT (2019/20)**

The Committee considered a report from the Chief Financial Officer (item 12 in the minute book), which summarised the work of the Board for the 2019/20 financial year in the exercise of its functions.

The officer summarised the history of the Board and the motivation behind it starting in 2015. The Hampshire Fire and Rescue Service had been very fortunate to have an Employment Pension Manager that has managed them across three organisations as a dedicated resource.

The Isle of Wight (IOW) had its own Pension Board, and it was anticipated the IOW would continue to have representation on a Pension Board under the Combined Fire Authority from April 2021. Further work would be done to see what other combined Authorities had done and how this would work best.

There continued to be difficulty in getting staff members to take an interest in pensions with only 29% looking at recently issued information. However, more work was being done than ever before and the Union was also involved to help push out information.

Members queried whether the Board was informed regarding Environmental, Social and Governance principles with investment, but there was no investment of a fund with the HFRA Pension Board. Firefighter Pension Schemes were notoriously complicated with five organisations that administered authorities stopping to look at Fire schemes.

Thanks were passed from the Committee to the Pension Board and to the officer for a complex and detailed report.

RESOLVED

The contents of this report were received and noted by the Standards and Governance Committee

Chairman,

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**HAMPSHIRE
FIRE AND
RESCUE
AUTHORITY**

Standards and Governance Committee

Purpose: Noting

Date 30 September 2020

Title **EXTERNAL AUDIT RESULTS REPORT 2019/20**

Report of Treasurer

Author: Rob Carr, Chief Finance Officer, Rob.Carr@hants.gov.uk

SUMMARY

1. Attached to this report, in **Appendix A**, is the External Auditor's Audit Results report for the year ended 31 March 2020. It summarises the findings from the audit of the Authority's financial statements, and the work undertaken to assess arrangements in place to secure value for money in our use of resources.
2. The Auditor proposes to issue an unqualified audit report on the financial statements subject to concluding the matters listed in the draft report, and has concluded that we have proper arrangements for securing economy, efficiency, and effectiveness in the use of our resources.

BACKGROUND

3. The impact of Covid-19 has meant that the final date for the approval and audit of the 2019/20 accounts has been changed to 30 November 2020. However, it was agreed with Ernst & Young (EY) that we would attempt to sign off HFRA's accounts by the end of September.
4. The audit work is now substantially complete and the results are set out and reported on in the draft Audit Results Report, which is attached as Appendix A.
5. The results once again are positive in that, subject to concluding the outstanding matters listed in the draft report, an unqualified opinion on the accounts is expected and EY have concluded that we have proper arrangements for securing economy, efficiency, and effectiveness in the use of our resources

SUPPORTING OUR SERVICE PLAN AND PRIORITIES

6. Good financial management is essential to enable the Service to achieve its plans and priorities and the audit results report provides external confirmation around the quality and content of the final accounts and the overall financial resilience of the Authority.

CONSULTATION

7. No consultation is required for this report as it is based on historic information and is a purely factual document. The annual accounts will be audited by EY and a separate report is presented elsewhere on this agenda.

RESOURCE IMPLICATIONS

8. There are no direct resource implications contained within this report, but appropriate financial resources have been made available to fund the estimated cost of the 2019/20 audit fee, albeit this may be subject to proposed changes that would need to be agreed by the Authority or referred to the Public Sector Audit Appointments Ltd (PSAA) for consideration.

LEGAL IMPLICATIONS

9. It is a legal requirement that the Statement of Accounts is approved by those charged with governance and is then independently signed off by external audit.

PEOPLE IMPACT ASSESSMENT

10. There are no direct impacts on people as a result of this report.

OPTIONS

11. This report deals with the audit results report from the external auditor, there are therefore no options for consideration in this report.

RISK ANALYSIS

12. Areas of risk are identified by the auditor as part of the planning process and examination of these areas form part of the formal audit and the results are reported in the attached Appendix.

CONCLUSION

13. The audit opinion and value for money conclusion are important elements in confirming that there is sound financial management within the Authority. The report from the auditors is positive and confirms that there are no material

issues about which the Committee needs to be made aware, but certain matters have been highlighted by the auditors in respect of some of the impacts on the accounts of Covid-19.

RECOMMENDATION

14. That the Committee receives and notes the External Auditor's HFRA Audit Results Report for the year ended 31 March 2020.

APPENDICES ATTACHED

15. Appendix A – External Audit Results Report Year Ended 31 March 2020

BACKGROUND DOCUMENTS

Section 100 D - Local Government Act 1972 – background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report.

Final Accounts Report 2019/20 – HFRA 22 July 2020

NB: the list excludes Published works

Documents which disclose exempt or confidential information as defined in the Act:

None

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Hampshire Fire and Rescue Authority Audit results report

Year ended 31 March 2020

21 September 2020

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The EY logo consists of the letters 'EY' in a bold, white, sans-serif font. A yellow triangle is positioned above the 'Y'.

Building a better
working world

21 September 2020



Dear Standards & Governance Committee Members

We are pleased to attach our audit results report for the forthcoming meeting of the Standards & Governance Committee. This report summarises our preliminary audit conclusion in relation to the audit of The Hampshire Fire and Rescue Authority for 2019/20.

We have substantially completed our audit of The Hampshire Fire and Rescue Authority for the year ended 31 March 2020.

As set out on pages 5 and 6 a number of issues have arisen as a result of covid-19 which will impact on our audit opinion

Subject to concluding the outstanding matters listed in our report, we confirm that we expect to issue an unqualified audit opinion on the financial statements, which as part of those concluding procedures may contain emphasis of matter paragraphs relating to Property, Plant & Equipment Valuation and Going Concern, in the form at section 3 before the accounts publication date.

We have no matters to report on your arrangements to secure economy, efficiency and effectiveness in your use of resources

This report is intended solely for the use of the Standards & Governance Committee, other members of the Authority, and senior management. It should not be used for any other purpose or given to any other party without obtaining our written consent.

We would like to thank your staff for their help during the engagement.

We welcome the opportunity to discuss the contents of this report with you at the Standards & Governance Committee meeting on 30 September 2020.

Yours faithfully

A handwritten signature in blue ink that reads "Kevin Suter". The signature is written in a cursive, slightly slanted style.

Kevin Suter

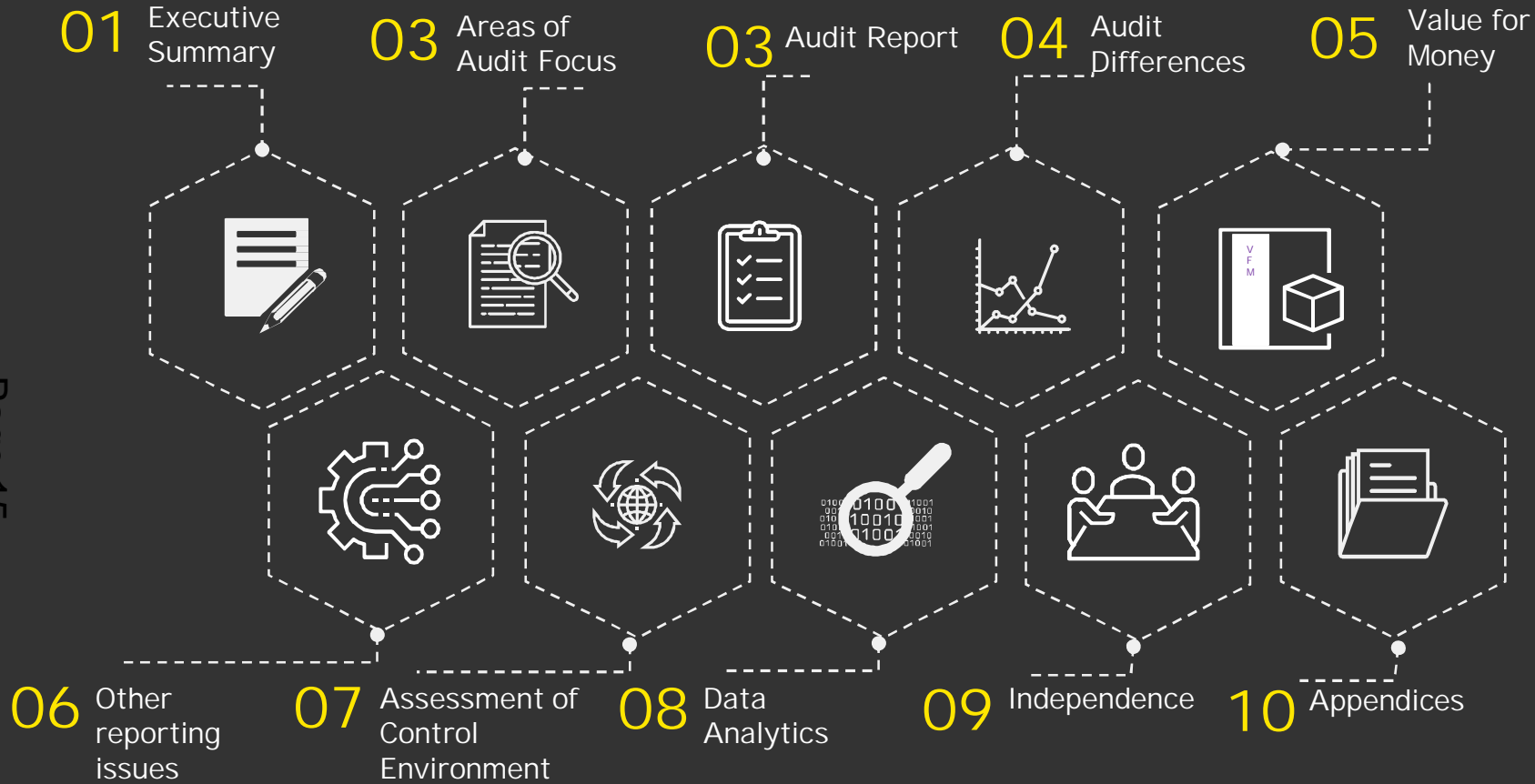
Associate Partner

For and on behalf of Ernst & Young LLP

Encl

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Public Sector Audit Appointments Ltd (PSAA) have issued a 'Statement of responsibilities of auditors and audited bodies'. It is available from the Chief Executive of each audited body and via the PSAA website (www.psa.co.uk). This Statement of responsibilities serves as the formal terms of engagement between appointed auditors and audited bodies. It summarises where the different responsibilities of auditors and audited bodies begin and end, and what is to be expected of the audited body in certain areas.

The 'Terms of Appointment (updated April 2018)' issued by PSAA

Our Complaints Procedure – If at any time you would like to discuss with us how our service to you could be improved, or if you are dissatisfied with the service you are receiving, you may take the issue up with your usual partner or director contact. If you prefer an alternative route, please contact Steve Varley, our Managing Partner, 1 More London Place, London SE1 2AF. We undertake to look into any complaint carefully and promptly and to do all we can to explain the position to you. Should you remain dissatisfied with any aspect of our service, you may of course take matters up with our professional institute. We can provide further information on how you may contact our professional institute.



01

Executive Summary



Executive Summary

Scope update

In our audit planning report presented at the 2 March 2020 Standards & Governance Committee meeting, we provided you with an overview of our audit scope and approach for the audit of the financial statements. We carried out our audit in accordance with this plan, with the following exceptions:

Changes to reporting timescales

As a result of COVID-19, new regulations, the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 No. 404, have been published and came into force on 30 April 2020. This announced a change to publication date for final, audited accounts from 31 July to 30 November 2020 for all relevant authorities.

As set out in our progress report shared with the Committee there were a number of changes to our risk assessment as a result of Covid-19 including:

- Valuation of Property Plant and Equipment - The Royal Institute of Chartered Surveyors (RICS), the body setting the standards for property valuations, has issued guidance to valuers highlighting that the uncertain impact of Covid-19 on markets might cause a valuer to conclude that there is a material uncertainty. Caveats around this material uncertainty have been included in the year-end valuation reports produced by the Authority's external valuer. We consider that the material uncertainties disclosed by the valuer gave rise to an additional risk relating to disclosures on the valuation of property, plant and equipment.
- Disclosures on Going Concern - Financial plans for 2020/21 and medium term financial plans will need revision for Covid-19. We considered the unpredictability of the current environment gave rise to a risk that the Local Authority would not appropriately disclose the key factors relating to going concern, underpinned by managements assessment with particular reference to Covid-19 and the Authority's actual year end financial position and performance.
- Events after the balance sheet date - We identified an increased risk that further events after the balance sheet date concerning the current Covid-19 pandemic may need to be disclosed. The amount of detail required in the disclosure needs to reflect the specific circumstances of the Local Authority and the events that may occur.
- Adoption of IFRS16 - The adoption of IFRS 16 by CIPFA/LASAAC as the basis for preparation of Local Authority Financial Statements has been deferred until 1 April 2021. The Authority will therefore no longer be required to undertake an impact assessment, and disclosure of the impact of the standard in the financial statements does not now need to be financially quantified in 2019/20. We therefore no longer consider this to be an area of audit focus for 2019/20.

Changes in materiality: In our Audit Planning Report, we communicated that our audit procedures would be performed using a materiality of £2m, with performance materiality, at 75% of overall materiality, of £1.5m, and a threshold for reporting misstatements (nominal amount) of £0.1m. We have considered whether any change to our materiality is required in light of Covid-19. Following this consideration we remain satisfied that the basis for planning materiality, performance materiality and our audit threshold for reporting differences reported to you in our Audit Planning Report remain appropriate.

The basis of our assessment has remained consistent with prior years at 2% of gross expenditure on services.



Executive Summary

Scope update

Information Produced by the Entity (IPE): We identified an increased risk around the completeness, accuracy, and appropriateness of information produced by the entity due to the inability of the audit team to verify original documents or re-run reports on-site from the Authority's systems. We undertook the following to address this risk:

- Used the screen sharing function of Microsoft Teams to evidence re-running of reports used to generate the IPE we audited; and
- Agree IPE to scanned documents or other system screenshots.

Additional EY consultation requirements concerning the impact on auditor reports because of Covid-19. The continued impact of the Covid-19 pandemic increases the risks to the material accuracy of financial statements and disclosures. To ensure we are providing the right assurances to the Authority and its stakeholders the firm has introduced a rigorous consultation process for all auditor reports to ensure that they include the appropriate narrative.

The changes to audit risks, audit approach and auditor reporting requirements changed the level of work we needed to perform. We have set out the impact on our audit fee on page 38.



Executive Summary

Status of the audit

We have substantially completed our audit of HFRA's financial statements for the year ended 31 March 2020 and have performed the procedures outlined in our Audit planning report. Subject to satisfactory completion of the following outstanding items we expect to issue an unqualified opinion on the Authority's financial statements in the form which appears at Section 4. However until work is complete, further amendments may arise.

The outstanding items are:

- Receipt and review of cashflow forecast supporting the going concern assessment covering 12 months from the anticipated date of the auditor report;
 - Completion of mandatory internal consultation on going concern;
 - Receipt of results of work performed on IAS 19 by Pension Fund Auditor;
 - Review of the final version of the financial statements;
 - Completion of subsequent events review;
 - Receipt of the signed management representation letter – template to be provided by EY;
 - Final review procedures by senior manager and associate partner;
- Completion of procedures required by the National Audit Office (NAO) regarding the Whole of Government Accounts submission

Our audit opinion may emphasise the following:

Property Plant & Equipment (“PPE”) valuation – including an emphasis of matter paragraph on valuation material uncertainty to draw the reader of the account's attention to HFRA's disclosures on the 'material uncertainty' caveat included in its year end valuation report.

Going concern – including an emphasis of matter paragraph on going concern as a result of COVID-19 drawing the attention of a reader to the authority's going concern disclosure which will explain why HFRA consider it likely that they will continue as a going concern in light of the impacts of C-19.

We do not expect to issue the audit certificate at the same time as the audit report due to the timing of the Whole of Government Accounts (“WGA”) submission and assurance work.

Audit differences

We identified 1 audit difference of £611k in the draft financial statements which management have agreed to adjust. Details can be found in Section 4 Audit Differences.



Executive Summary

Areas of audit focus

Our Audit Planning Report identified key areas of focus for our audit of the Authority's financial statements. This report sets out our observations and conclusions, including our views on areas which might be conservative, and where there is potential risk and exposure. We summarise our consideration of these matters, and any others identified, in the "Key Audit Issues" section of this report.

Audit findings and conclusions: Misstatements due to fraud or error

- We have no findings to report to the Standards & Governance Committee

Audit findings and conclusions: PPE valuation

- We have noted an audit difference in respect of indexation of land and buildings not revalued in the year which we expect to see corrected by management. The proposed misstatement increases the value of assets by £611k.
- In line with guidance by RICS, internal valuers have included a material uncertainty clause in their valuation report. We have ensured that this is appropriately disclosed in the financial statements. We may include an emphasis of matter paragraph in our audit report which draws the readers attention to these disclosures given it is a material item on the Balance Sheet.

Audit findings and conclusions: IAS 19 Pension Accounting

We are awaiting the final results of the work performed by the Pension Fund Auditor.

We are satisfied that the actuary has taken into consideration the impacts of McCloud and that the impacts of 'Goodwin' would not be material on the Authority.

- Our procedures to date have not noted any issues to be brought to the attention of the Standards & Governance Committee.

Audit findings and conclusions: New Accounting Standard

- As noted on page 5, the implementation of IFRS 16 has been deferred to 01 April 2021 and therefore no further procedures are required by EY for 2019/20.

Audit findings and conclusions: Going Concern

- We are awaiting final cashflow forecasts from management covering a minimum of 12 months from anticipated date of signing statement of accounts
- We may include an emphasis of matter paragraph in our audit report which draws the readers attention to these disclosures in light of COVID-19.

Audit findings and conclusions: PBSE

- We have reviewed the disclosures in the Statement of Accounts for HFRA to ensure they sufficiently disclose the impact of COVID-19.



Executive Summary

Areas of audit focus, continued

We ask you to review these and any other matters in this report to ensure:

- There are no other considerations or matters that could have an impact on these issues
- You agree with the resolution of the issue
- There are no other significant issues to be considered.

There are no matters, apart from those reported by management or disclosed in this report, which we believe should be brought to the attention of the Standards & Governance Committee.

Control observations

We have not identified any significant deficiencies in the design or operation of an internal control that might result in a material misstatement in your financial statements and which is unknown to you.

Value for money

We have considered your arrangements to take informed decisions; deploy resources in a sustainable manner; and work with partners and other third parties. In our Audit Planning Report we reported that we had not identified any specific significant risks, this remains unchanged.

We have no matters to report about your arrangements to secure economy efficiency and effectiveness in your use of resources.

Other reporting issues

We have reviewed the information presented in the Annual Governance Statement for consistency with our knowledge of the Authority. We have no matters to report as a result of this work.

We have not yet performed the procedures required by the National Audit Office (NAO) on the Whole of Government Accounts (WGA) submission. However Treasury has extended the reporting timetable for WGA so we may not certify completion of the audit at the same time as issuing the audit opinion.

We have no other matters to report.

Independence

Please refer to Section 10 for our update on Independence.



02 Areas of Audit Focus



Areas of Audit Focus

Significant risk

Misstatements due to fraud or error

What is the risk?

The financial statements as a whole are not free of material misstatements whether caused by fraud or error.

As identified in ISA (UK and Ireland) 240, management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records directly or indirectly and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. We identify and respond to this fraud risk on every audit engagement.

What judgements are we focused on?

The risk of management override at the HFRA is mainly through the possibility that management could override controls and manipulate in-year financial transactions that have an impact on the General Fund's medium- to longer-term projected financial position.

The risk is focused in non-routine transactions as they are not protected by system controls and the robust segregation of duties in routine transactions. These non-routine and estimation transactions are also more subjective and therefore more susceptible to management override. We are specific that at the authorities, this risk only manifests itself in any estimates and judgements that impact the General Fund.

What did we do?

- We enquired of management about risks of fraud and the controls put in place to address those risks.
- We gained an understanding of the oversight given by those charged with governance of management's processes over fraud.
- We tested the appropriateness of journal entries recorded in the general ledger and other adjustments made in preparing the financial statements;
- We reviewed accounting estimates for evidence of management bias; and
- We evaluated the business rationale for any significant unusual transactions
- We utilised our data analytics capabilities to assist with our work, including journal entry testing. We assessed journal entries for evidence of management bias and evaluate for business rationale.

What are our conclusions?

We have not identified any material weaknesses in controls or evidence of material management override.

We have not identified any instances of inappropriate judgements being applied.

Our journal testing did not identify any journal entries without a valid business purpose.

We did not identify any other transactions during our audit which appeared unusual or outside the HFRA's normal course of business.





Areas of Audit Focus



Valuation methods applied

What is the risk/area of focus?

Valuation of Land and Buildings

Land and buildings is one of the most significant balances in the HFRA's Balance Sheet. The valuation of land and buildings is complex and is subject to a number of assumptions and judgements. A small movement in these assumptions can have a material impact on the financial statements.

What did we do?

We have:

- Considered the competence, capability and objectivity of the organisation's valuer;
- Considered the scope of the valuer's work;
- Ensured L&B assets have been revalued within a 5 year rolling programme as required by the Code;
- Ensured IP has been annually revalued as required by the Code;
- Considered if there are any specific changes to assets that should have been communicated to the valuer;
- Sample tested key inputs used by the valuer when producing valuations;
- Considered the results of the valuer's work;
- Challenged the assumptions used by the valuer by reference to external evidence;
- Tested journals for the valuation adjustments to confirm that they have been accurately processed in the financial statements;
- Tested a sample of assets revalued in year to confirm that the valuation basis is appropriate and the accounting entries are correct; and
- Reviewed assets that are not subject to valuation in 2019/20 to confirm the remaining asset base is not materially misstated.
- Reviewed the disclosures to ensure they adequately disclose the material uncertainty caveat included in the valuers report as a result of COVID-19.

Conclusion: We noted a difference in our analysis of assets not revalued in the year that was above our nominal amount therefore we have recorded as a misstatement. The difference arises due to management performing an indexation exercise as at 01 April 2019. Our view is that this should be done as at the year end date, 31 March 2020. Management have agreed to adjust.

In all other respects there are no findings to report.

Due to the inclusion of material uncertainty paragraphs in the RICs valuers report, we may include an Emphasis of Matter paragraph in our audit report. This is not a qualification, but draws attention to your disclosures regarding this issue for the readers understanding of the accounts.



Areas of Audit Focus



Valuation methods applied

What is the risk/area of focus?	What did we do?
<p>Pension Liability Valuation The Local Authority Accounting Code of Practice and IAS19 require the Authority to make extensive disclosures within its financial statements regarding its membership of the Local Government Pension Scheme administered by Hampshire County Council. The Authority must also do similar in respect of the Firefighter Pension Fund. HFRA's pension fund deficit is a material estimated balance and the Code requires that this liability be disclosed on the balance sheets. At 31 March 2020 this totalled £25m. The information disclosed is based on the IAS 19 report issued to HFRA by the actuary to the County Council and also the Firefighter Pension Fund. Accounting for these schemes involves significant estimation and judgement and therefore management engages an actuary to undertake the calculations on their behalf. ISAs (UK and Ireland) 500 and 540 require us to undertake procedures on the use of management experts and the assumptions underlying fair value estimates.</p>	<p>We have:</p> <ul style="list-style-type: none"> • Liaised with the auditors of Hampshire Pension Fund, to obtain assurances over the information supplied to the actuary in relation to Hampshire Constabulary (note this has not yet concluded); • Assessed the work of the LGPS Pension Fund actuary (AoN Hewitt) and the Firefighter Pension actuary (also AoN Hewitt) including the assumptions they used by relying on the work of PWC – Consulting Actuaries commissioned by National Audit Office for all Local Government sector auditors, and considered any relevant reviews by the EY actuarial team; and • Reviewed and tested the accounting entries and disclosures made within the financial statements in relation to IAS19. • Reviewed the adjustments in respect of the McCloud ruling and determined the calculation was reasonable. • Reviewed the assessment by management that the latest rulings in relation to 'Goodwin' are not material to the Authority. <p>Conclusion: We have raised no issues thus far in respect of the pension liability valuation.</p>



Areas of Audit Focus

What is the risk/area of focus?	What did we do?
<p>Going Concern ISA 570 was revised in September 2019. The revised standard increases the work we are required to perform when assessing whether an entity is a going concern and means UK auditors will follow significantly stronger requirements than those required by current international standards. Whilst the standard is effective for audits of financial statements for periods commencing on or after 15 December 2019, EY have revised current audit procedures, recognising the importance of the forthcoming revisions.</p> <p>Financial plans for 2020/21 and medium term financial plans will need revision for Covid-19. We considered the unpredictability of the current environment gave rise to a risk that the Local Authority would not appropriately disclose the key factors relating to going concern, underpinned by managements assessment with particular reference to Covid-19 and the Local Authority's actual year end financial position and performance</p>	<p>Procedures we are performing:</p> <ul style="list-style-type: none"> • Obtaining Management's going concern assessment and reviewing for any evidence of bias and consistency with the accounts; • Reviewing the financial modelling and forecasts prepared by the Authority. We considered and tested key assumptions, focusing on the reasonableness of the liquidity forecasts up to a date of 12 months after the signing date of the accounts and opinion. This assessment therefore needs to extend beyond the 2020/21 financial year, and into 2021/22; • Ensuring that an appropriate going concern disclosure has been made within the financial statements; • Reviewing HFRA's approach to identifying and disclosing events after the balance sheet date; and • Considering the impact on our audit report and comply with EY consultation requirements. <p>Conclusion: Our work on going concern has not yet concluded - we will provide a verbal update at the Standards & Governance Committee on our progress in this area.</p> <p>When completed we will consider whether it is necessary to include an Emphasis of Matter paragraph in our audit report relating to the financial and operational impacts of Covid-19.</p>



03 Audit Report



Audit Report

Draft audit report – example only

Note this is an illustrative draft of the audit report

Our opinion on the financial statements

INDEPENDENT AUDITOR'S REPORT TO THE HAMPSHIRE FIRE AND RESCUE AUTHORITY

Opinion

We have audited the financial statements of the Hampshire Fire and Rescue Authority for the year ended 31 March 2020 under the Local Audit and Accountability Act 2014. The financial statements comprise the:

- Movement in Reserves Statement;
- Income and Expenditure Statement;
- Balance Sheet;
- Cash Flow Statement;
- Firefighters Pension Fund Account Statements; and
- related notes 1 to 37

The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20.

In our opinion the financial statements:

- give a true and fair view of the financial position of Hampshire Fire and Rescue Authority as at 31 March 2020 and of its expenditure and income for the year then ended; and
- have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report below.

We that are relevant to our audit of the financial statements in the UK, including the FRC's

Ethical Standard and the Comptroller and Auditor General's (C&AG) AGN01, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of matter – Disclosures in relation to the effects of COVID-19

We draw attention to Note X of the financial statements, which describes the financial and operational consequences the Authority is facing as a result of COVID-19. Our opinion is not modified in respect of this matter.

Emphasis of matter – Material uncertainty regarding the valuation of Property

We draw attention to Note X of the financial statements, which describes the valuation uncertainty the Authority is facing as a result of COVID-19 in relation to property valuations. Our opinion is not modified in respect of this matter.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Chief Finance Officer use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Chief Finance Officer has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Authority's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised are independent of the authority in accordance with the ethical requirements for issue.

Other information

The other information comprises the information included in the narrative statement set out on pages 2 to 15, other than the financial statements and our auditor's report thereon. The Chief Finance Officer is responsible for the other information.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in this report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other



Audit Report

Draft audit report - example only

Our opinion on the financial statements

information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of the other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Local Audit and Accountability Act 2014

In our opinion, based on the work undertaken in the course of the audit, having regard to the guidance issued by the C&AG in November 2017, we are satisfied that, in all significant respects, The Hampshire Fire and Rescue Authority, put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2020.

Matters on which we report by exception

We report to you if:

- in our opinion the annual governance statement is misleading or inconsistent with other information forthcoming from the audit or our knowledge of the Authority;
- we issue a report in the public interest under section 24 of the Local Audit and Accountability Act 2014;
- we make written recommendations to the audited body under Section 24 of the Local Audit and Accountability Act 2014;
- we make an application to the court for a declaration that an item of account is contrary to law under Section 28 of the Local Audit and

Accountability Act 2014;

- we issue an advisory notice under Section 29 of the Local Audit and Accountability Act 2014; or
- we make an application for judicial review under Section 31 of the Local Audit and Accountability Act 2014.

We have nothing to report in these respects

Responsibility of the Director of Chief Finance Officer

As explained more fully in the Statement of the Chief Finance Officer Responsibilities set out on page 17, the Chief Finance Officer is responsible for the preparation of the Statement of Accounts, which includes the financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20, and for being satisfied that they give a true and fair view.

In preparing the financial statements, the Chief Finance Officer is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Authority either intends to cease operations, or have no realistic alternative but to do so.

The Authority is responsible for putting in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources, to ensure proper stewardship and governance, and to review regularly the adequacy and effectiveness of these arrangements.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit



Audit Report

Draft audit report - example only

Our opinion on the financial statements

conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Authority's website at <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Scope of the review of arrangements for securing economy, efficiency and effectiveness in the use of resources

We have undertaken our review in accordance with the Code of Audit Practice, having regard to the guidance on the specified criterion issued by the C&AG in November 2017, as to whether the Authority had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people. The C&AG determined this criterion as that necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether the Authority put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2020.

We planned our work in accordance with the Code of Audit Practice. Based on our risk assessment, we undertook such work as we considered necessary to form a view on whether, in all significant respects, the Hampshire Fire and Rescue Authority had put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

We are required under Section 20(1)(c) of the Local Audit and Accountability Act 2014 to satisfy ourselves that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The Code of Audit Practice issued by the National Audit Office (NAO) requires us to report to you our conclusion relating to proper

arrangements.

We report if significant matters have come to our attention which prevent us from concluding that the Authority has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources. We are not required to consider, nor have we considered, whether all aspects of the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources are operating effectively.

Certificate

We cannot formally conclude the audit and issue an audit certificate until we have completed the work necessary to issue our assurance statement in respect of the Authority's Whole of Government Accounts consolidation pack. We are satisfied that this work does not have a material effect on the financial statements or on our value for money conclusion.

Use of our report

This report is made solely to the members of Hampshire Fire and Rescue Authority, as a body, in accordance with Part 5 of the Local Audit and Accountability Act 2014 and for no other purpose, as set out in paragraph 43 of the Statement of Responsibilities of Auditors and Audited Bodies published by Public Sector Audit Appointments Limited. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Authority and the Authority's members as a body, for our audit work, for this report, or for the opinions we have formed.



04 Audit Differences





Audit Differences

In the normal course of any audit, we identify misstatements between amounts we believe should be recorded in the financial statements and the disclosures and amounts actually recorded. These differences are classified as “known” or “judgemental”. Known differences represent items that can be accurately quantified and relate to a definite set of facts or circumstances. Judgemental differences generally involve estimation and relate to facts or circumstances that are uncertain or open to interpretation.

Summary of adjusted differences

We highlight the following misstatements greater than £0.1m which have been corrected by management that were identified during the course of our audit:

- We noted a difference in our analysis of assets not revalued in the year of £611k. The difference arises due to management performing an indexation exercise as at 01 April 2019. Our view is that this should be done as at the year end date, 31 March 2020. This is highlighted on page 12

There were also a number of disclosure misstatements that were identified by EY and updated by management.

There are no unadjusted audit differences.



05

Value for Money



Background

We are required to consider whether the Authority has put in place 'proper arrangements' to secure economy, efficiency and effectiveness on its use of resources. This is known as our value for money conclusion.

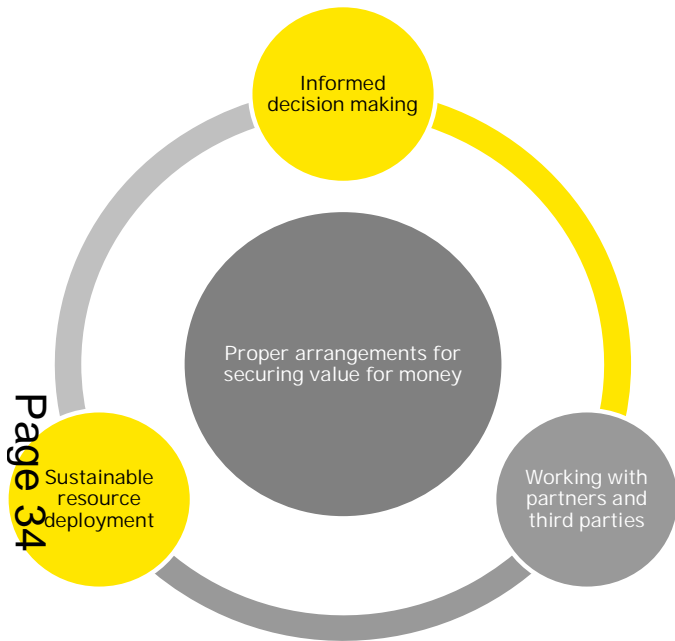
For 2019/20 this is based on the overall evaluation criterion:

"In all significant respects, the audited body had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people"

Proper arrangements are defined by statutory guidance issued by the National Audit Office. They comprise your arrangements to:

- Take informed decisions;
- Deploy resources in a sustainable manner; and
- Work with partners and other third parties.

In considering your proper arrangements, we will draw on the requirements of the CIPFA/SOLACE framework for local government to ensure that our assessment is made against a framework that you are already required to have in place and to report on through documents such as your annual governance statement.



Impact of covid-19 on our Value for Money assessment

On 16 April 2020 the National Audit Office published an update to auditor guidance in relation to the 2019/20 Value for Money assessment in the light of Covid-19. This clarified that in undertaking the 2019/20 Value for Money assessment auditors should consider Local Authorities' response to Covid-19 only as far as it relates to the 2019-20 financial year; only where clear evidence comes to the auditor's attention of a significant failure in arrangements as a result of Covid-19 during the financial year, would it be appropriate to recognise a significant risk in relation to the 2019-20 VFM arrangements conclusion.

Overall conclusion

We did not identify any significant risks around these criteria
We therefore expect to have no matters to report about your arrangements to secure economy, efficiency and effectiveness in your use of resources.



06 Other reporting issues

Other reporting issues

Consistency of other information published with the financial statements, including the Annual Governance Statement

We must give an opinion on the consistency of the financial and non-financial information in the Statement of Accounts 2019/20 with the audited financial statements

We must also review the Annual Governance Statement for completeness of disclosures, consistency with other information from our work, and whether it complies with relevant guidance.

Financial information in the Statement of Accounts 2019/20 and published with the financial statements was consistent with the audited financial statements.

We have reviewed the Annual Governance Statement and can confirm it is consistent with other information from our audit of the financial statements and we have no other matters to report.

Page 20 Whole of Government Accounts

Alongside our work on the financial statements, we also review and report to the National Audit Office on your Whole of Government Accounts return. The extent of our review, and the nature of our report, is specified by the National Audit Office. However, instructions are yet to be received.

Treasury has extended the reporting timetable for WGA so we may not certify completion of the audit at the same time as issuing the audit opinion.

We will report any matters arising to the Standards & Governance Committee.

Other powers and duties

We have a duty under the Local Audit and Accountability Act 2014 to consider whether to report on any matter that comes to our attention in the course of the audit, either for the Authority to consider it or to bring it to the attention of the public (i.e. "a report in the public interest"). We did not identify any issues which required us to issue a report in the public interest.

We also have a duty to make written recommendations to the Authority, copied to the Secretary of State, and take action in accordance with our responsibilities under the Local Audit and Accountability Act 2014. We did not identify any issues.

Other reporting issues

Other matters

As required by ISA (UK&I) 260 and other ISAs specifying communication requirements, we must tell you significant findings from the audit and other matters if they are significant to your oversight of the Authority's financial reporting process. They include the following:

- Significant qualitative aspects of accounting practices including accounting policies, accounting estimates and financial statement disclosures;
- Any significant difficulties encountered during the audit;
- Any significant matters arising from the audit that were discussed with management;
- Written representations we have requested;
- Any other matters significant to overseeing the financial reporting process;
- Related parties;
- External confirmations;
- Consideration of laws and regulations; and
- Group audits

We have no significant findings to communicate.

Prior year adjustments

In the course of the audit we noted 1 prior year adjustment.

Error 1 (identified by management):

Error in leases disclosure - In preparing for IFRS 16 implementation, management had noted for some leases they had included service costs which under the code they should not have included and these have subsequently been disclosed in the prior year comparatives. With a difference of £11m.

We are currently ensuring that there is adequate disclosure in the statement of accounts.



07

Assessment of Control Environment



Assessment of Control Environment

Financial controls

It is the responsibility of the Authority to develop and implement systems of internal financial control and to put in place proper arrangements to monitor their adequacy and effectiveness in practice. Our responsibility as your auditor is to consider whether the Authority has put adequate arrangements in place to satisfy itself that the systems of internal financial control are both adequate and effective in practice.

As part of our audit of the financial statements, we obtained an understanding of internal control sufficient to plan our audit and determine the nature, timing and extent of testing performed. As we have adopted a substantive approach (with some reliance on the ISAE 3402 report on the IBC), we have therefore not tested the operation of any controls.

Although our audit was not designed to express an opinion on the effectiveness of internal control we are required to communicate to you significant deficiencies in internal control.

We have not identified any significant deficiencies in the design or operation of an internal control that might result in a material misstatement in your financial statements of which you are not aware.

We considered whether circumstances arising from COVID-19 resulted in a change to the overall control environment or effectiveness of internal controls, for example due to significant staff absence or limitations as a result of working remotely. We identified no issues which we wish to bring to your attention/details of issues noted.



08 Data Analytics



Use of Data Analytics in the Audit

▶ Data analytics

Analytics Driven Audit

Data analytics

We used our data analysers to enable us to capture entire populations of your financial data. These analysers:

- Help identify specific exceptions and anomalies which can then be the focus of our substantive audit tests; and
- Give greater likelihood of identifying errors than traditional, random sampling techniques.

In 2019/20 our use of these analysers in the Authority's audit included testing journal entries to identify and focus our testing on those entries we deem to have the highest inherent risk to the audit.

We capture the data through our formal data requests and the data transfer takes place on a secured EY website. These are in line with our EY data protection policies which are designed to protect the confidentiality, integrity and availability of business and personal information.

Journal Entry Analysis

We obtain downloads of all financial ledger transactions posted in the year. We perform completeness analysis over the data, reconciling the sum of transactions to the movement in the trial balances and financial statements to ensure we have captured all data. Our analysers then review and sort transactions, allowing us to more effectively identify and test journals that we consider to be higher risk, as identified in our audit planning report.

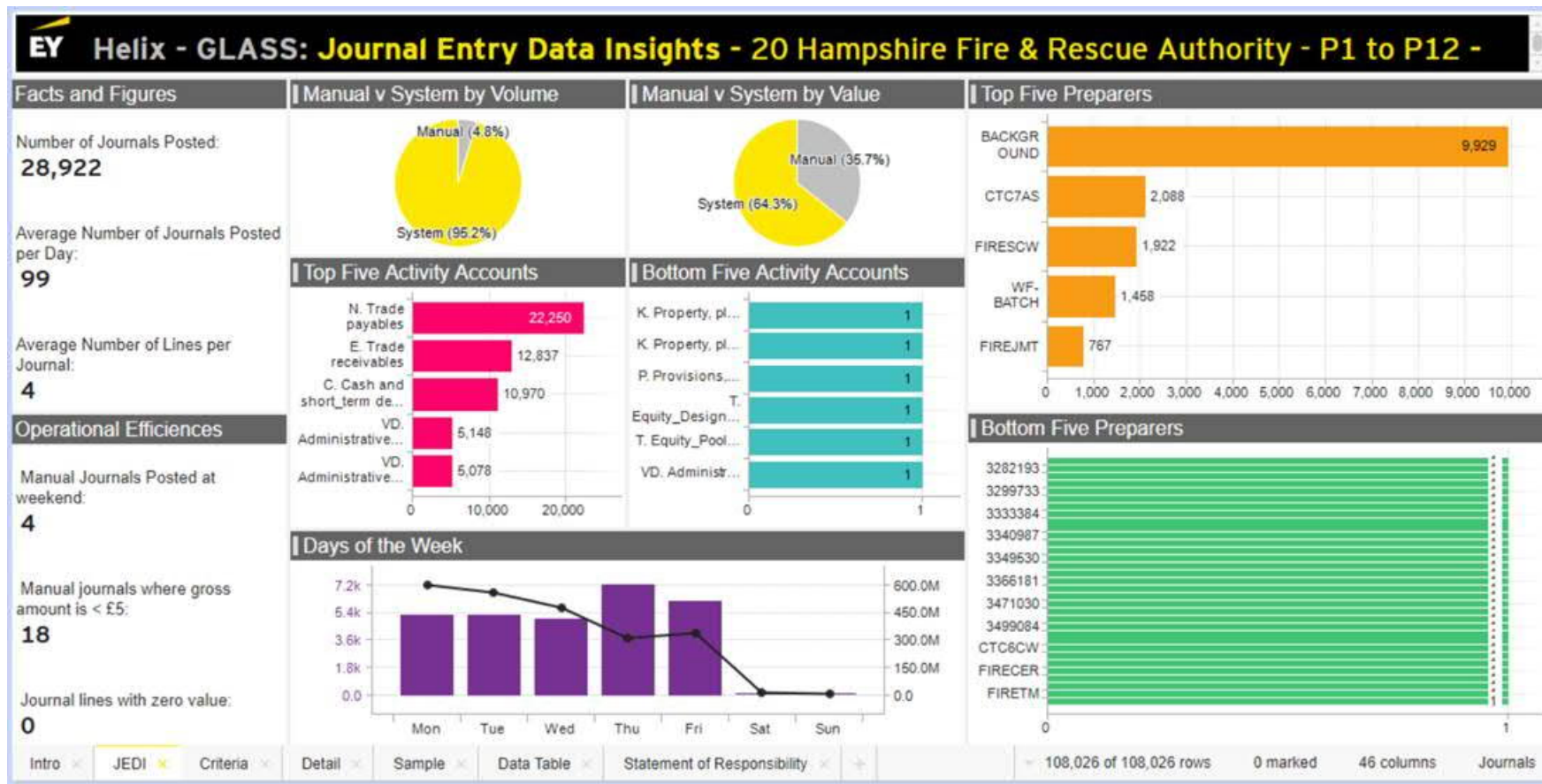


Journal Entry Data Insights

The graphic outlined below summarises the journal population for 2019/20. We review journals by certain risk based criteria to focus on higher risk transactions, such as journals posted manually by management, those posted around the year-end, those with unusual debit and credit relationships, and those posted by individuals we would not expect to be entering transactions.

The purpose of this approach is to provide a more effective, risk focused approach to auditing journal entries, minimising the burden of compliance on management by minimising randomly selected samples.

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Journal Entry Testing

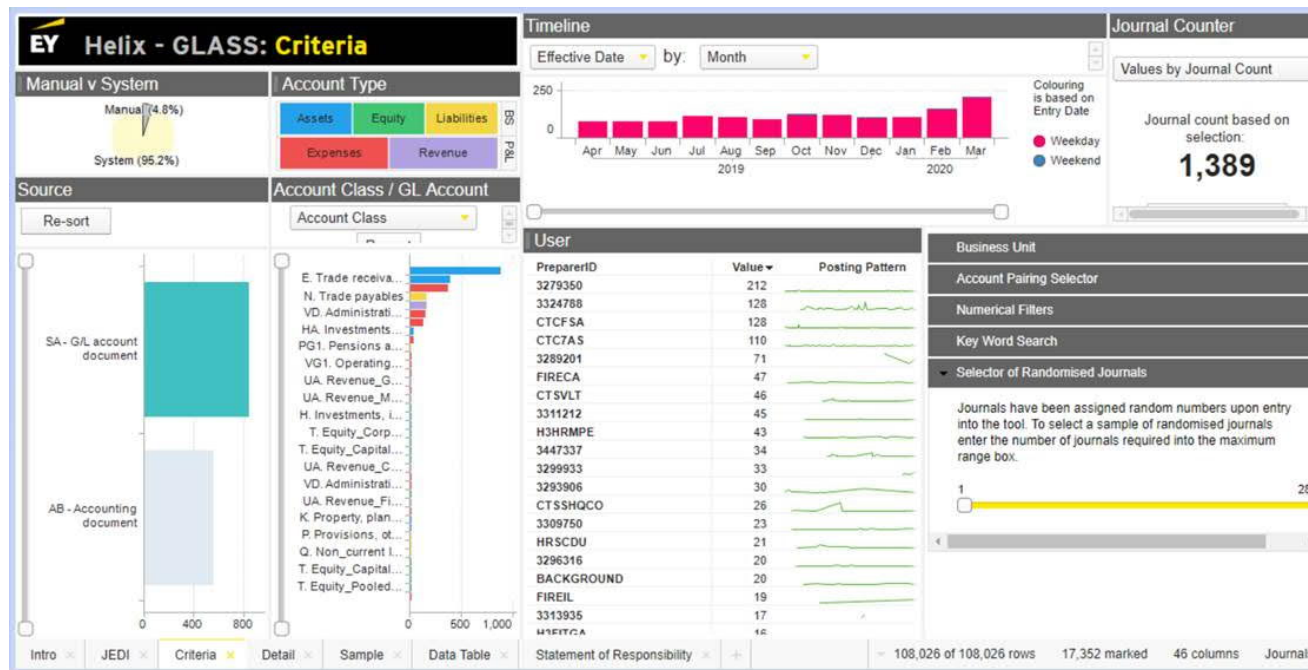
What is the risk?

In line with ISA 240 we are required to test the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements.

What judgements are we focused on?

Using our analysers we are able to take a risk based approach to identify journals with a higher risk of management override, as outlined in our audit planning report.

Journal entry data criteria – 31 March 2020



What did we do?

We obtained general ledger journal data for the period and have used our analysers to identify characteristics typically associated with inappropriate journal entries or adjustments, and journals entries that are subject to a higher risk of management override.

We then performed tests on the journals identified to determine if they were appropriate and reasonable.

What are our conclusions?

We isolated a sub set of journals for further investigation and obtained supporting evidence to verify the posting of these transactions and concluded that they were appropriately stated.



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09

Independence

Confirmation and analysis of Audit fees

We confirm there are no changes in our assessment of independence since our confirmation in our audit planning board report dated 28 January 2020.

We complied with the APB Ethical Standards. In our professional judgement the firm is independent and the objectivity of the audit engagement partner and audit staff has not been compromised within the meaning of regulatory and professional requirements.

We consider that our independence in this context is a matter that should be reviewed by both you and ourselves. It is therefore important that you and your Standards & Governance Committee consider the facts of which you are aware and come to a view. If you wish to discuss any matters concerning our independence, we will be pleased to do so at the forthcoming meeting of the Standards & Governance Committee on 30 September 2020.

As part of our reporting on our independence, we set out below a summary of the fees you have paid us in the year ended 31 March 2020.

Page 45

Description	Final Fee 2018/19 £	Planned Fee 2019/20 £	Final Fee 2019/20 £
Total Audit Fee – Code work	28,692*	27,893	TBC

2019/20 Fees:

We are not yet able to provide a final fee for the 2019/20 audit. This is for two reasons:

- The audit as not fully complete, as noted in the list of outstanding procedures set out on page 7 of this report.
- We have not been able to conclude our fee discussions with PSAA regarding the rebasing of the scale fee, as we have previously with management on 19 May 2020.

The areas in which we have completed additional work and as such we will be proposing a fee variation to the base scale fee are:

- PPE including RICS related material uncertainty related to COVID-19
- Going concern assessment and disclosure
- EY consultation on auditor's report on the statements involving EY professional practice directorate to ensure the auditor's report is appropriate.

Once we have completed the audit will we assess the final fee, discuss with management and provide an update to the Standards & Governance Committee.

* the variation to 18/19 scale fee is still subject to approval by PSAA

Relationships, services and related threats and safeguards



The FRC Ethical Standard requires that we provide details of all relationships between Ernst & Young (EY) and your Authority, senior management and its affiliates, including all services provided by us and our network to your Authority, senior management and its affiliates, and other services provided to other known connected parties that we consider may reasonably be thought to bear on the our integrity or objectivity, including those that could compromise independence and the related safeguards that are in place and why they address the threats.

There are no relationships from insert start of financial year to the date of this report, which we consider may reasonably be thought to bear on our independence and objectivity.

New UK Independence Standards

The Financial Reporting Council (FRC) published the Revised Ethical Standard 2019 in December and it will apply to accounting periods starting on or after 15 March 2020. A key change in the new Ethical Standard will be a general prohibition on the provision of non-audit services by the auditor (and its network) which will apply to UK Public Interest Entities (PIEs). A narrow list of permitted services will continue to be allowed.

Summary of key changes

- Extraterritorial application of the FRC Ethical Standard to UK PIE and its worldwide affiliates
 - A general prohibition on the provision of non-audit services by the auditor (or its network) to a UK PIE, its UK parent and worldwide subsidiaries
 - A narrow list of permitted services where closely related to the audit and/or required by law or regulation
 - Absolute prohibition on the following relationships applicable to UK PIE and its affiliates including material significant investees/investors:
 - Tax advocacy services
 - Remuneration advisory services
 - Internal audit services
 - Secondment/loan staff arrangements
- An absolute prohibition on contingent fees.
- Requirement to meet the higher standard for business relationships i.e. business relationships between the audit firm and the audit client will only be permitted if it is inconsequential.
- Permitted services required by law or regulation will not be subject to the 70% fee cap.
- Grandfathering will apply for otherwise prohibited non-audit services that are open at 15 March 2020 such that the engagement may continue until completed in accordance with the original engagement terms.
- A requirement for the auditor to notify the Audit Committee where the audit fee might compromise perceived independence and the appropriate safeguards.
 - A requirement to report to the audit committee details of any breaches of the Ethical Standard and any actions taken by the firm to address any threats to independence. A requirement for non-network component firm whose work is used in the group audit engagement to comply with the same independence standard as the group auditor. Our current understanding is that the requirement to follow UK independence rules is limited to the component firm issuing the audit report and not to its network. This is subject to clarification with the FRC.

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Next Steps

We will continue to monitor and assess all ongoing and proposed non-audit services and relationships to ensure they are permitted under FRC Revised Ethical Standard 2016 which will continue to apply until 31 March 2020 as well as the recently released FRC Revised Ethical Standard 2019 which will be effective from 1 April 2020. We will work with you to ensure orderly completion of the services or where required, transition to another service provider within mutually agreed timescales. We do not provide any non-audit services which would be prohibited under the new standard.

Other communications

EY Transparency Report 2019

Ernst & Young (EY) has policies and procedures that instil professional values as part of firm culture and ensure that the highest standards of objectivity, independence and integrity are maintained.

Details of the key policies and processes in place within EY for maintaining objectivity and independence can be found in our annual Transparency Report which the firm is required to publish by law. The most recent version of this Report is for the year end 30 June 2019:

https://assets.ey.com/content/dam/ey-sites/ey-com/en_uk/about-us/transparency-report-2019/ey-uk-2019-transparency-report.pdf



10

Appendices

Audit approach update

We summarise below our approach to the audit of the balance sheet and any changes to this approach from the prior year audit.

Our audit procedures are designed to be responsive to our assessed risk of material misstatement at the relevant assertion level. Assertions relevant to the balance sheet include:




- Existence: An asset, liability and equity interest exists at a given date
- Rights and Obligations: An asset, liability and equity interest pertains to the entity at a given date
- Completeness: There are no unrecorded assets, liabilities, and equity interests, transactions or events, or undisclosed items
- Valuation: An asset, liability and equity interest is recorded at an appropriate amount and any resulting valuation or allocation adjustments are appropriately recorded

Page 50 Presentation and Disclosure: Assets, liabilities and equity interests are appropriately aggregated or disaggregated, and classified, described and disclosed in accordance with the applicable financial reporting framework. Disclosures are relevant and understandable in the context of the applicable financial reporting framework

Balance sheet category	Audit Approach in current year	Audit Approach in prior year	Explanation for change
Trade receivables	We relied on the ISAE 3402 report on the IBC to rely on controls with limited substantive testing performed in accordance with auditing standards	We tested controls over all relevant assertions with limited substantive testing performed in accordance with auditing standards	The ISAE 3402 report was commissioned by the IBC for the first time for the year 31 March 2020.
Tangible Fixed Assets	Substantively tested all relevant assertions	Substantively tested all relevant assertions	No change
Trade payables	We relied on the ISAE 3402 report on the IBC to rely on controls with limited substantive testing performed in accordance with auditing standards	We tested controls over all relevant assertions with limited substantive testing performed in accordance with auditing standards	The ISAE 3402 report was commissioned by the IBC for the first time for the year 31 March 2020.
Cash, borrowings and investments	Substantively tested all relevant assertions	Substantively tested all relevant assertions	No change
Pension Liability	Substantively tested all relevant assertions	Substantively tested all relevant assertions	No change

Appendix B

Summary of communications

Date 	Nature 	Summary 
February 2020	Report	The audit planning report, including confirmation of independence, was issued to the S&G Committee.
March 2020	Meeting	The Associate Partner and Senior Manager met with the S&G Committee and senior members of the management team to discuss the audit planning report.
May 2020	Report	An audit progress report was issued to the S&G Committee
June 2020	Report	The Associate Partner and Senior Manager have met with senior members of the management team to discuss audit progress and the revised timetable for completion.
September 2020	Report	The audit results report, including confirmation of independence, was issued to the S&G Committee.
September 2020	Meeting	The partner in charge of the engagement, accompanied by other senior members of the audit team, met with the S&G committee and senior members of the management team to discuss the audit results report.





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In addition to the above specific meetings and letters the audit team met with the management team multiple times throughout the audit to discuss audit findings.

Appendix C

Required communications with the Standards & Governance Committee

There are certain communications that we must provide to the Audit Committees of UK clients. We have detailed these here together with a reference of when and where they were covered:

			 Our Reporting to you
Required communications	 What is reported?	  When and where	
Terms of engagement	Confirmation by the standards & governance committee of acceptance of terms of engagement as written in the engagement letter signed by both parties.		The statement of responsibilities serves as the formal terms of engagement between the PSAA's appointed auditors and audited bodies
Our responsibilities	Reminder of our responsibilities as set out in the engagement letter.		Audit planning report dated 10 February 2020
Planning and audit approach	Communication of the planned scope and timing of the audit, any limitations and the significant risks identified.		Audit planning report dated 10 February 2020
Significant findings from the audit	<ul style="list-style-type: none"> • Our view about the significant qualitative aspects of accounting practices including accounting policies, accounting estimates and financial statement disclosures • Significant difficulties, if any, encountered during the audit • Significant matters, if any, arising from the audit that were discussed with management • Written representations that we are seeking • Expected modifications to the audit report • Other matters if any, significant to the oversight of the financial reporting process 		This Audit results report

Appendix C

		Our Reporting to you
Required communications	What is reported?	When and where
Going concern	<p>Events or conditions identified that may cast significant doubt on the entity’s ability to continue as a going concern, including:</p> <ul style="list-style-type: none"> • Whether the events or conditions constitute a material uncertainty • Whether the use of the going concern assumption is appropriate in the preparation and presentation of the financial statements • The adequacy of related disclosures in the financial statements 	<p>This Audit results report</p> <p>No conditions or events were identified, either individually or together to raise any doubt about the HFRA’s ability to continue for the 12 months from the date of our report</p>
Misstatements	<ul style="list-style-type: none"> • Uncorrected misstatements and their effect on our audit opinion • The effect of uncorrected misstatements related to prior periods • A request that any uncorrected misstatement be corrected • Material misstatements corrected by management 	<p>This Audit results report</p>
Subsequent events	<ul style="list-style-type: none"> • Enquiry of the S&G committee where appropriate regarding whether any subsequent events have occurred that might affect the financial statements. 	<p>Attending S&GCommittee – 22 September 2020</p>
Fraud	<ul style="list-style-type: none"> • Enquiries of the S&G committee to determine whether they have knowledge of any actual, suspected or alleged fraud affecting the Authority • Any fraud that we have identified or information we have obtained that indicates that a fraud may exist • Unless all of those charged with governance are involved in managing the Authority, any identified or suspected fraud involving: <ol style="list-style-type: none"> a. Management; b. Employees who have significant roles in internal control; or c. Others where the fraud results in a material misstatement in the financial statements. • The nature, timing and extent of audit procedures necessary to complete the audit when fraud involving management is suspected • Any other matters related to fraud, relevant to S&G Committee responsibility. 	<p>Formal enquiry letter sent and response received from Chair of S&G Committee. and This Audit results report</p>

Appendix C

		Our Reporting to you
Required communications	What is reported?	When and where
Related parties	<p>Significant matters arising during the audit in connection with the Authority's related parties including, when applicable:</p> <ul style="list-style-type: none"> • Non-disclosure by management • Inappropriate authorisation and approval of transactions • Disagreement over disclosures • Non-compliance with laws and regulations • Difficulty in identifying the party that ultimately controls the Authority 	This Audit results report
Independence	<p>Communication of all significant facts and matters that bear on EY's, and all individuals involved in the audit, objectivity and independence.</p> <p>Communication of key elements of the audit engagement partner's consideration of independence and objectivity such as:</p> <ul style="list-style-type: none"> • The principal threats • Safeguards adopted and their effectiveness • An overall assessment of threats and safeguards • Information about the general policies and process within the firm to maintain objectivity and independence <p>Communications whenever significant judgments are made about threats to objectivity and independence and the appropriateness of safeguards put in place.</p>	<p>Audit planning report dated 10 February 2020 and</p> <p>This Audit results report</p>
External confirmations	<ul style="list-style-type: none"> • Management's refusal for us to request confirmations • Inability to obtain relevant and reliable audit evidence from other procedures. 	We have received all requested confirmations
Consideration of laws and regulations	<ul style="list-style-type: none"> • Subject to compliance with applicable regulations, matters involving identified or suspected non-compliance with laws and regulations, other than those which are clearly inconsequential and the implications thereof. Instances of suspected non-compliance may also include those that are brought to our attention that are expected to occur imminently or for which there is reason to believe that they may occur • Enquiry of the audit committee into possible instances of non-compliance with laws and regulations that may have a material effect on the financial statements and that the audit committee may be aware of 	We have asked management and those charged with governance. We have not identified any material instances or non-compliance with laws and regulations

Appendix C

		Our Reporting to you
Required communications	What is reported?	When and where
Significant deficiencies in internal controls identified during the audit	<ul style="list-style-type: none"> Significant deficiencies in internal controls identified during the audit. 	This Audit results report
Written representations we are requesting from management and/or those charged with governance	<ul style="list-style-type: none"> Written representations we are requesting from management and/or those charged with governance 	This Audit results report
Material inconsistencies or misstatements of fact identified in other information which management has refused to revise	<ul style="list-style-type: none"> Material inconsistencies or misstatements of fact identified in other information which management has refused to revise 	This Audit results report
Auditors report	<ul style="list-style-type: none"> Any circumstances identified that affect the form and content of our auditor's report 	This Audit results report
Fee Reporting	<ul style="list-style-type: none"> Breakdown of fee information when the audit planning report is agreed Breakdown of fee information at the completion of the audit Any non-audit work 	Audit Planning Report dated 10 February 2020 and This Audit results report
Certification work	<ul style="list-style-type: none"> Summary of certification work 	Certification Report

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Management representation letter

Management Representation Letter – to be finalised on completion of all outstanding audit procedures

Ernst & Young LLP
Grosvenor House,
Grosvenor Square,
Southampton SO15 2BE,
United Kingdom

This letter of representations is provided in connection with your audit of the financial statements of the Fire and Rescue Authority for the year ended 31 March 2020. We recognise that obtaining representations from us concerning the information contained in this letter is a significant procedure in enabling you to form an opinion as to whether the financial statements give a true and fair view of the Authority financial position of Hampshire Fire and Rescue Authority as of 31 March 2020 and of its income and expenditure for the year then ended in accordance with CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20.

We understand that the purpose of your audit of our financial statements is to express an opinion thereon and that your audit was conducted in accordance with International Standards on Auditing (UK and Ireland), which involves an examination of the accounting system, internal control and related data to the extent you considered necessary in the circumstances, and is not designed to identify - nor necessarily be expected to disclose - all fraud, shortages, errors and other irregularities, should any exist.

Accordingly, we make the following representations, which are true to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

A. Financial Statements and Financial Records

1. We have fulfilled our responsibilities, under the relevant statutory authorities, for the preparation of the financial statements in accordance with the Accounts and Audit Regulations 2015 and CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20.

2. We acknowledge, as members of management of the Authority, our responsibility for the fair presentation of the financial statements. We believe the financial statements referred to above give a true and fair view of the financial position, financial performance (or results of operations) and cash flows of the Authority in accordance with [the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20. We have approved the financial statements.
 3. The significant accounting policies adopted in the preparation of the financial statements are appropriately described in the financial statements.
 4. As members of management of the authority, we believe that the Authority has a system of internal controls adequate to enable the preparation of accurate financial statements in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20, that are free from material misstatement, whether due to fraud or error.
 5. There are no un-adjusted audit differences.
- ### B. Non-compliance with law and regulations, including fraud
1. We acknowledge that we are responsible to determine that the Authority's activities are conducted in accordance with laws and regulations and that we are responsible to identify and address any non-compliance with applicable laws and regulations, including fraud.
 2. We acknowledge that we are responsible for the design, implementation and maintenance of internal controls to prevent and detect fraud.
 3. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
 4. We have disclosed to you, and provided you full access to information and any internal investigations relating to, all instances of identified or suspected non-compliance with law and regulations, including fraud, known to us that may have affected the Authority (regardless of the source or form and including, without limitation, allegations by "whistleblowers") including non-compliance

Management representation letter

Management Rep Letter

matters:

- involving financial statements;
- related to laws and regulations that have a direct effect on the determination of material amounts and disclosures in the Authority's financial statements;
- related to laws and regulations that have an indirect effect on amounts and disclosures in the financial statements, but compliance with which may be fundamental to the operations of the Authority's activities, its ability to continue to operate, or to avoid material penalties;
- involving management, or employees who have significant roles in internal controls, or others; or
- in relation to any allegations of fraud, suspected fraud or other non-compliance with laws and regulations communicated by employees, former employees, analysts, regulators or others.

C. Information Provided and Completeness of Information and Transactions

1. We have provided you with:
 - Access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
 - Additional information that you have requested from us for the purpose of the audit; and
 - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
2. All material transactions have been recorded in the accounting records and all material transactions, events and conditions are reflected in the financial statements, including those related to the COVID-19 pandemic
3. have made available to you all minutes of the meetings of the Hampshire Fire and Rescue Service and Standards & Governance Committee held through the period to the most recent meeting on the following date: [list date].
4. We confirm the completeness of information provided regarding the identification of related parties. We have disclosed to you the identity of the Authority's related parties and all related party relationships and transactions of which we are aware, including sales, purchases, loans, transfers of assets, liabilities and services

leasing arrangements, guarantees, non-monetary transactions and transactions for no consideration for the period ended, as well as related balances due to or from such parties at the year end. These transactions have been appropriately accounted for and disclosed in the financial statements.

5. We believe that the significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
6. We have disclosed to you, and the Authority has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.
7. From the date of our last management representation letter through the date of this letter we have disclosed to you any unauthorized access to our information technology systems that either occurred or to the best of our knowledge is reasonably likely to have occurred based on our investigation, including of reports submitted to us by third parties (including regulatory agencies, law enforcement agencies and security consultants) , to the extent that such unauthorized access to our information technology systems is reasonably likely to have a material impact to the financial statements, in each case or in the aggregate

D. Liabilities and Contingencies

1. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
2. We have informed you of all outstanding and possible litigation and claims, whether or not they have been discussed with legal counsel.
3. We have recorded and/or disclosed, as appropriate, all liabilities related litigation and claims, both actual and contingent, and have disclosed in Note 20 to the financial statements all guarantees that we have given to third parties.

E. Subsequent Events

1. There have been no events subsequent to period end, including events related to the COVID-19 pandemic, which require adjustment of or disclosure in the financial statements or notes thereto.

Management representation letter

Management Rep Letter

F. Other information

1. We acknowledge our responsibility for the preparation of the other information. The other information comprises the Narrative Report.
2. We confirm that the content contained within the other information is consistent with the financial statements.

G. Use of the Work of a Specialist

1. We agree with the findings of the specialists that we engaged to evaluate the valuation of land and buildings and in generating the IAS19 pension disclosures and have adequately considered the qualifications of the specialists in determining the amounts and disclosures included in the financial statements and the underlying accounting records. We did not give or cause any instructions to be given to the specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an effect on the independence or objectivity of the specialists.

H. Estimates

1. We believe that the measurement processes, including related assumptions and models, used to determine the accounting estimates have been consistently applied and are appropriate in the context of CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20.
2. We confirm that the significant assumptions used in making valuation of assets and IAS19 disclosure estimates appropriately reflect our intent and ability to carry out specific courses of action on behalf of the entity.
3. We confirm that the disclosures made in the financial statements with respect to the accounting estimates are complete, including the effects of the COVID-19 pandemic on the valuation of assets and IAS19 disclosure and made in accordance with CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20

4. We confirm that no adjustments are required to the accounting estimates and disclosures in the financial statements due to subsequent events, including due to the COVID-19 pandemic

I. Retirement benefits

1. On the basis of the process established by us and having made appropriate enquiries, we are satisfied that the actuarial assumptions underlying the scheme liabilities are consistent with our knowledge of the business. All significant retirement benefits and all settlements and curtailments have been identified and properly accounted for.

Signed on behalf of Hampshire Fire and Rescue Authority

I confirm that this letter has been discussed and agreed by the Standards and Governance Committee

Signed:

Position: Chief Finance Officer

Date:

Signed:



Position: Chairman of the Standards & Governance Committee

Date:

Accounting and regulatory update

Accounting update



Since the date of our last report to the Standards & Governance Committee, a number of new accounting standards and interpretations have been issued. The following table provides a high level summary of those that have the potential to have the most significant impact on you:

Name	Summary of key measures 	Impact on HFRA 
IFRS 7/IFRS 9 – Financial Instruments [hedge accounting]	<ul style="list-style-type: none"> Amendments regarding pre-replacement issues in the context of the Interest Rate Benchmark (IBOR) reform 	<ul style="list-style-type: none"> Effective for periods beginning on or after 1 January 2020

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Future accounting developments



Since the date of our last report to the Standards & Governance Committee, there have been a number of exposure drafts, discussion papers and other projects issues. The following table provides a high level summary of those that have the potential to have the most significant impact on you:

Name	Summary of key measures 	Impact on HFRA 
IFRS 16	<ul style="list-style-type: none"> The adoption of IFRS 16 by CIPFA/LASAAC as the basis for preparation of Local Authority Financial Statements has been deferred until 1 April 2021. The Authority will therefore no longer be required to undertake an impact assessment, and disclosure of the impact of the standard in the financial statements does not now need to be financially quantified in 2019/20. 	<ul style="list-style-type: none"> Management should resume impact assessment for year ended 31 March 2021 ahead of adoption on 01 April 2021.

Appendix H

Regulatory update

Since the date of our last report to the Standards & Governance Committee, there have been a number of regulatory developments. The following table provides a high level summary of those that have the potential to have the most significant impact on you:

Name	Summary of key measures 	Impact on XYZ plc 
Code of Audit Practice 2020	<ul style="list-style-type: none"> The updated Code of Audit Practice issued by the National Audit Office has introduced some significant changes to the requirements regarding auditors' work on the value for money conclusion, which will be applicable from 2020/21. 	<ul style="list-style-type: none"> The NAO are currently updating the Auditor Guidance Notes which will set out how the new Code of Audit Practice should be applied when carrying out value for money work. As such, the impact remains to be confirmed. Further updates will be provided when possible.
Going Concern - ISA (UK) 570 (revised September 2019)	<ul style="list-style-type: none"> The standard is effective for audits of financial statements for periods commencing on or after 15 December 2019, however EY expects to early-adopt the revised standard for all of our audits of periods ending on or after 30 June 2020. This auditing standard has been revised in response to enforcement cases and well-publicised corporate failures where the auditor's report failed to highlight concerns about the prospects of entities which collapsed shortly after. 	<ul style="list-style-type: none"> Practice Note 10, which sets out how the auditing standards are applied in a public sector context, is currently being revised, including in light of the updated standard for Going Concern. As such, the impact is not clear at this stage. Further updates will be provided when possible.

About EY

EY is a global leader in assurance, tax, transaction and advisory services. The insights and quality services we deliver help build trust and confidence in the capital markets and in economies the world over. We develop outstanding leaders who team to deliver on our promises to all of our stakeholders. In so doing, we play a critical role in building a better working world for our people, for our clients and for our communities.

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ED None

This material has been prepared for general informational purposes only and is not intended to be relied upon as accounting, tax, or other professional advice. Please refer to your advisors for specific advice.

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**HAMPSHIRE
FIRE AND
RESCUE
AUTHORITY**

Standards and Governance Committee

Purpose: Approval

Date: 30 September 2020

Title: **ANNUAL ACCOUNTS 2019/20**

Report of Treasurer

Author: Rob Carr, Chief Finance Officer, Rob.Carr@hants.gov.uk

SUMMARY

1. The Accounts and Audit Regulations require the Authority's Statement of Accounts to be approved each year following the year end. The Authority has delegated responsibility for the approval of the statement of accounts to the Standards and Governance Committee.
2. Due to the impact of Covid-19, the deadline for approval was extended to the 30 November, but it was agreed with the External Auditors, Ernst and Young, that we would attempt to get them signed off by the end of September. Covid-19 has also had an impact on the preparation and auditing of the accounts due to issues around property, pension and investment valuations and the going concern assessment, due to the financial uncertainty created by the global spread of the virus.
3. Despite the challenges created at the year end, the Authority's draft Statement of Accounts was still published by mid-June and has been audited by Ernst and Young (EY). The conclusions of the audit are contained within the audit results report which is also on this agenda.
4. A report on the final accounts for 2019/20 was submitted to the Authority on 22 July and the Statement of Accounts is consistent with that report. The Annual Governance Statement, which forms part of the Statement of Accounts was approved by Standards and Governance Committee in July.
5. This report presents for the Committee's approval of the Statement of Accounts 2019/20 and recommends that the Treasurer be given delegated authority to make any amendments if required prior to the issue of the audit opinion.

CODE OF PRACTICE ON LOCAL AUTHORITY ACCOUNTING

6. The Statement of Accounts have been drawn up in the form prescribed by the Code of Practice on Local Authority Accounting in the United Kingdom, which constitutes 'proper accounting practice' under the terms of section 21(2) of the Local Government Act 2003.
7. The 2019/20 Code of Practice on Local Authority Accounting did not introduce any new requirements for the accounts, but auditors were originally going to be looking at our arrangements for dealing with the treatment of leases under IFRS 16 which is due to come into force in future years. However, this requirement was later removed.

McCLOUD JUDGEMENT

8. Members will recall that adjustments were made to the accounts last year to reflect the judgement around McCloud which deemed the transitional protection arrangements for the 2015 pension scheme unlawful.
9. Since that time, the Government have issued a consultation on a proposed remedy for all public sector schemes, but our actuaries have confirmed that this is consistent with the valuation assumptions that have already been included within the accounts.
10. Similarly, a further case in respect of the extent to which part time service counts towards pension benefits was found in favour of the judges that brought it against the Government and the impact of this on retained firefighter's in particular has also been included within the pension valuations provided by the actuary.

NARRATIVE STATEMENT

11. The narrative statement provides information about the key issues affecting the Authority, and reports on the Authority's financial and non-financial performance.
12. The narrative statement is designed to help readers understand the Authority, its operating environment, and to assist in the understanding and interpretation of the Statement of Accounts.

STATEMENT OF ACCOUNTS

13. The Statement of Accounts is attached at Appendix 1 and comprises a number of separate statements, the key features of which are summarised in the

following paragraphs.

Statement of Responsibilities for the Statement of Accounts

14. This statement records the responsibility:
- of the local authority to appoint an officer with responsibility for the proper administration of its financial affairs, the Treasurer within this Authority
 - of the Treasurer to prepare the accounts in accordance with proper practices as set out in the Code of Practice, and to certify that the accounts present a true and fair view of the Authority
 - of the Chairman of this Committee to confirm that the accounts have been considered and approved by the Committee.

Movement in Reserves Statement

15. This sets out the movement in the year on the different reserves held by the Authority, analysed into 'useable reserves' (those which can be applied to fund expenditure or reduce council tax) and 'unusable reserves' which are mainly used for accounting adjustments.

Balance Sheet

16. This shows the value of the assets and liabilities recognised by the Authority. The net assets of the Authority are matched by reserves; either useable or unusable.

Cash Flow Statement

17. The Cash Flow Statement is designed to demonstrate the changes that have taken place in the Authority's cash position over the year and to highlight the causes of that change.

Comprehensive Income and Expenditure Statement

18. This statement shows the accounting cost of providing services rather than the amount funded from taxation, and is presented using financial reporting headings. The taxation position is shown in the Movement of Reserves Statement.

Notes to the Accounts

19. These comprehensive notes incorporate information to give the reader information to support the accounts. The accounting policies are incorporated within the notes.

Pension Fund Account

20. All Fire Authorities are required by legislation to operate a Pension Fund Account and the amounts paid into and out of it are specified by regulation. Members will be aware that the Authority pays an employer's pension contribution based on a percentage of pay into the pension fund account.
21. The Account is balanced each year to nil by receiving cash in the form of a pension top-up grant from the Government equal to a percentage of the amount by which the amount payable from the Account exceeded the amount receivable. This percentage is agreed on an annual basis and for 2019/20 was 100%.

Annual Governance Statement

22. In accordance with legislation, the Annual Governance Statement must accompany the Statement of Accounts. The Authority's Annual Governance Statement was approved by Standards and Governance Committee in July.

LETTER OF REPRESENTATIONS

23. As part of the production and audit of the final accounts, the external auditors also require the Chief Financial Officer and Chairman of Standards and Governance Committee to provide a Letter of Representations.
24. The letter provides additional assurance that all matters have been disclosed to the auditors and that no undue influence has been applied in producing the accounts that would prevent them giving a true and fair view of the Authority's financial position.
25. The detailed letter will be provided in advance of the Committee meeting for consideration and approval at the meeting.

SUPPORTING OUR SERVICE PLAN AND PRIORITIES

26. Ensuring that funding is appropriately accounted for is vital for all public sector organisations and the annual accounts also provide information to gauge the financial health of the organisation, which underpins the achievement of the

Safety Plan.

RESOURCE IMPLICATIONS

27. There are no direct resource implications contained within this report as it is based on historic information and is purely a factual document.

ENVIRONMENTAL AND SUSTAINABILITY IMPACT ASSESSMENT

28. It is not believed that this report has any impacts to the environment or sustainability.

LEGAL IMPLICATIONS

29. It is a legal requirement that the Statement of Accounts is approved by those charged with governance and is signed off by external audit.

EQUALITY IMPACT ASSESSMENT

30. This report is considered compatible with the provisions of equality and human rights legislation.

OPTIONS

31. This report deals with the approval of the annual accounts that have been prepared in line with Code of Practice for Local Authority Accounting, there are therefore no options for consideration in this report.

RISK ANALYSIS

32. The statement of accounts is an important element of the Authority's corporate governance arrangements. It has been prepared in accordance with the appropriate statutory code. Together with the Budget Book and the report on the final accounts for 2019/20, it provides evidence to the public that the Authority's financial affairs are being properly managed and in accordance with proper accounting practice.

CONCLUSION

33. The presentation and approval of the annual accounts is an important part of the overall governance framework for the Authority and this Committee is

therefore requested to consider and approve the accounts alongside the report of the external auditors.

RECOMMENDATION

34. That the Statement of Accounts for 2019/20 attached at Appendix 1 be approved subject to any final amendments reported at the meeting.
35. That the Treasurer be given delegated authority to approve any minor amendments to the Statement of Accounts if required.
36. That the Letter of Representations be considered and signed by the Chairman on behalf of the Committee

APPENDICES ATTACHED

37. Appendix 1 – Statement of Accounts and Annual Governance Statement 2019/20

BACKGROUND PAPERS

Section 100 D - Local Government Act 1972 – background documents.

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report.

Final Accounts Report – Hampshire Fire and Rescue Authority 22 July 2020

NB: the list excludes Published works

Documents which disclose exempt or confidential information as defined in the Act:

None



**HAMPSHIRE
FIRE AND
RESCUE
AUTHORITY**

Hampshire Fire and Rescue Authority

Statement of Accounts

2019/20

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Introduction

The Statement of Accounts has been prepared in accordance with the requirements of the Chartered Institute of Public Finance and Accountancy (CIPFA). It therefore aims to provide information so that members of the public, including electors and residents of Hampshire, Fire and Rescue Authority Members, partners, stakeholders and other interested parties can:

- Understand the overall financial position of the Authority and the outturn position for 2019/20;
- Have confidence that the public money with which the Authority has been entrusted has been used and accounted for in an appropriate manner; and
- Be assured that the financial position of the Authority is sound and secure.

The style and format of the accounts, complies with CIPFA standards and is similar to that of previous years. The information contained within these accounts is presented as simply and clearly as possible. However, the accounts of an organisation such as Hampshire Fire and Rescue Authority are, by their nature, both technical and complex.

This Narrative Statement has been structured to help enable readers to understand the Authority, its operating environment, and to assist in the understanding and interpretation of the Statement of Accounts. The statement provides information about Hampshire, including the key issues affecting the Authority and its accounts. It also provides a summary of the financial position at 31 March 2020 and is structured as below:

- Statement from the Chairman of Hampshire Fire and Rescue Authority
- Introduction from the Chief Financial Officer
- An Introduction to Hampshire
- The Fire and Rescue Authority's Performance
- Financial Performance of the Authority 2019/20
- Corporate Risks
- Summary Position
- Where you can get further information

This is followed by an explanation of the Financial Statements, including information on any changes during 2019/20.

Statement from the Chairman of Hampshire Fire and Rescue Authority

“As Chairman of the Fire and Rescue Authority, I am delighted to be able to present to you the Statement of Accounts for 2019/20. Following a period of changes arising from the need to make savings in response to Government grant reductions, 2019/20 was a fairly stable year in financial terms.”

“The Service had its first inspection from Her Majesty’s Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) which was positive overall but did highlight some areas for improvement in respect of the people side of the Service.

A comprehensive action plan was put in place to address issues raised within the inspection report and I am pleased to say that very strong progress has been made on completing those actions throughout the year.”

“I reported last year that there had been significant activity in developing a case for a new Combined Fire Authority (CFA) that would include Hampshire, Southampton, Portsmouth and the Isle of Wight. A business case was submitted to Government and was approved, but the start date for the new CFA was pushed back until April 2021 in order to allow the Government sufficient time to put the necessary changes in place.”

“The end of the financial year saw the beginnings of the Covid-19 crisis and I am immensely proud of the role that Hampshire Fire and Rescue Service, supported by Members of the Authority have carried out in responding to this global emergency. It was not until near the end of 2019/20 that Covid-19 began to cause severe disruption, so most of the financial impact will be shown in next year’s accounts for 2020/21 rather than in these for 2019/20. The financial impact of Covid-19 will be a significant challenge for most organisations in 2020/21 but the financial information contained in this narrative statement and the accounts themselves serve to highlight the strength and success of Hampshire Fire and Rescue Authority in being able to respond to those challenges.”



Councillor Chris Carter – Chairman of Hampshire Fire and Rescue Authority

Introduction from the Chief Financial Officer

This Narrative Statement is designed to help readers better understand the Authority, its operating environment, and to assist in the understanding and interpretation of the Statement of Accounts themselves. It contains background information about the Fire and Rescue Authority and outlines some of the key financial issues in areas such as revenue and capital spending, reserves and treasury management. It also provides information about the Fire Authority’s performance during the year.

The accounts themselves are very complex and technical in nature, but I hope you will take the time to look through them and in particular, read the Narrative Statement which provides an excellent summary of what has happened during the financial year and outlines the financial standing of the Fire and Rescue Authority as at 31 March 2020. If you would like more information on the accounts or have any questions on the content then contact information is contained within this Narrative Statement.

Rob Carr – Head of Finance

An Introduction to Hampshire

Hampshire is notable for housing the birthplaces of the Royal Navy, British Army and the Royal Air Force. It is bordered by Dorset to the west, Wiltshire to the north-west, Berkshire to the north, Surrey to the north-east, and West Sussex to the east. The southern boundary is the coastline of the English Channel and the Solent, facing the Isle of Wight. Hampshire is in the top ten of the largest counties by land area (covering approximately 1,400 square miles).

Hampshire Fire and Rescue Authority is a combined Fire Authority covering the whole of the geographic area of Hampshire including the two unitary authorities of Portsmouth and Southampton. The Fire Authority itself is made up of Councillors from Hampshire County Council and Southampton and Portsmouth Unitary Councils.

The County also contains two national parks; the first covering the New Forest, and therefore governance of this area is carried out by a national park authority as well as the New Forest District Council, the second is the newer national park for the South Downs which covers the chalk downlands from Winchester eastwards which embraces a large number of local Authority areas across three counties, Hampshire, West and East Sussex.

Key Facts about Hampshire

There are a number of factors which affect the Authority's services and its finances. Detailed below are some of the key facts and figures having a major impact on the Authority's financial position in both the short and medium term. Further background information about the Authority can be found at:

<http://www.hantsfire.gov.uk/about-us/>

1,849,967 people live in the Fire Authority's area (Office for National Statistics Mid Year Estimates 2019)

728,980 households, of which 68% are owner-occupied (2011 Census)

85% of Hampshire is defined as rural and over a third of the County's area is within National Parks or Areas of Outstanding Natural Beauty

Hampshire has 80,000 businesses and Gross Value per head is 5% higher than the UK average

The Hampshire economy is worth approximately £48.0 billion (ONS) making it the largest 'County area' economy in the UK

Tourism is worth almost £3 billion annually to the Hampshire economy and each year Hampshire is visited by 4.6 million staying visitors and a further 48 million day visitors

There are 51 Fire Stations across Hampshire of which 13 are whole time and 38 are retained

Hampshire has 5,300 miles (8,600 kilometres) of road and 193 miles (310 kilometres) of railway track, incorporating 49 stations

The population aged 65 and over in Hampshire increased by 21% between 2001 and 2011, nearly double the national increase (11%)

Hampshire Fire and Rescue Authority provides a wide range of services which make a difference to residents' lives on a daily basis, including responding to fire incidents,

attending road traffic collisions, Safe and Well Visits, working with vulnerable or high risk groups to improve community safety and providing a co-responding service in partnership with South Central Ambulance Service.

Our Service Plan sets out our ambition to Make Life **Safer**, which we aim to achieve by:

- **Responding to Incidents** – We aim to continue to improve the way we respond to incidents and have effective strategies and appropriate resources and equipment in place to achieve this.
- **Creating Safer Communities** – We aim to reduce all risks across Hampshire by creating pioneering partnerships that target the most vulnerable people and places. This approach helps us to reach the wide range of societal and demographic changes that affect daily life, ensuring people are safer at home, travelling and socialising.
- **Building Community Resilience** – We will aim to enhance our communities' ability to prepare for, deal with and recover from incidents. We will work closely with partner agencies in targeted areas to assist communities and local businesses with pre-planning and education, enabling them to become more resilient to emergencies.

Our service plan for 2015-20

Our Service Plan sets out our Pathway to 2020 and how we aim to make Hampshire Fire and Rescue Authority, smarter, more efficient and relevant over the medium term, whilst at the same time responding to the Government grant reductions that have been applied across the public sector. A Plan for the next five years from 2020-25 has also now been published.

The Plan can be found at the link below and sets out how we intend to make the Service **Stronger** and make life **Safer** for the residents of Hampshire.

<https://www.hantsfire.gov.uk/about-us/safety-plan/>

We feel that we will be a stronger organisation that makes life safer if...

Our communities...

- Feel safe and secure living and working in Hampshire
- See a professional and highly effective public service
- Trust the service to be there when they need it
- Feel public money is used effectively to make their lives safer

We aim to make ourselves Stronger by concentrating on 6 key areas:

- **Knowledge** – Using knowledge to plan and deliver better services for the public.
- **Technology** - Improving the technology we deploy to increase quality, agility and reduce cost across our business, establishing it as a driver for innovation and improvement.
- **People and Leadership** – Ensuring our people understand expectations on goals, standards and behaviour, and feel motivated and equipped to perform highly.
- **Assets and Money** - Improving the return on our physical assets and use medium-term financial planning to ensure we effectively prioritise our resources.
- **Communications and Engagement** - Developing targeted communications and engagement opportunities with our key stakeholders to improve our services.
- **Working with Partners** - Placing partnerships at the heart of all our work to deliver services across the county and over its borders

Looking towards 2021/22

2019/20 was the last year of the 4 year Spending Review period and following issues around the Exit from the EU a 1 year Spending Round was announced for 2020/21. This included a small increase in the Revenue Support Grant for the Authority when we had been forecasting a 10% decrease.

This allowed the Authority to set a balanced budget for 2020/21 following the achievement of the final phase of its savings programmes and increases in council tax. However, the lack of a full 4 year Spending Review meant that the Authority was still blind on what would happen to grant levels beyond 2020/21.

As part of the budget setting process for 2020/21 the Authority therefore approved an 'interim financial plan' that looked forward to the end of 2021/22. Given the relative financial strength of the Authority it was concluded that even in a worse case scenario that there was sufficient financial mitigation in place to meet any potential shortfalls during 2021/22.

Following the Covid-19 outbreak we now have a further years delay to the Spending Review and the national and global economic situation will have a major impact on public finances going forward, which are impossible to predict at this stage. In the short term HFRA has received around £1.6m in Government funding to deal with the crisis and this is helping to meet additional costs in the current financial year.

However, the long term impact on council tax and business rate income is more of a concern and will be an issue for budget setting for 2021/22. Whilst sufficient reserves exist to balance the budget for 2021/22, it is almost certain that savings and efficiencies will be required to balance the budget in future years.

In overall terms however, HFRA remains in a strong financial position with reserves standing at £31.3m at the end of 2019/20 and is well placed to tackle the future financial challenges that will inevitably arise.

Key Facts about Hampshire Fire and Rescue Authority

All of the factors in the section above help to shape the Fire and Rescue Authority's priorities and provide a challenging environment for the organisation to operate in. Providing adequate fire risk cover across the County must be balanced with the efficient and effective use of resources and the utilisation of the capacity that we have available to improve all aspects of public safety. Charged with directing the outcomes, priorities and policies of the Authority are the members of the Fire Authority who are nominated to serve on the Authority by Hampshire County Council and Southampton and Portsmouth City Councils.

The Authority decides the budgets and policies for the vital services provided by the Hampshire Fire and Rescue Service. The composition of the Authority is as follows:

Nominating Authority	Number of Members	Composition
Hampshire County Council	8	6 Conservative, 2 Liberal Democrat
Southampton City Council	1	1 Labour
Portsmouth City Council	1	1 Liberal Democrat
	<hr/> 10 <hr/>	

Under Hampshire Fire and Rescue Authority's Constitution, the Authority currently has only two further Committees, which are required to undertake specific functions. The Standards and Governance Committee undertakes an overview role in respect of internal and external audit issues as part of its remit. The Firefighters Pension Board, as the name suggests, has an overview role of how pension matters are dealt with both within the Authority itself and from a pension administration point of view. The Chairman is appointed by the Fire and Rescue Authority and appointments to the Committees are carried out at the Annual General Meeting each year.

Supporting the work of the Fire Authority Members are the Directors which comprise 7 Principal Officers and is led by the Chief Fire Officer. Directors work with, and for, the Authority to maximise the capacity and effectiveness of the organisation in order to protect and build strong, sustainable public services that improve the safety of people across Hampshire.

In addition, there is a partnership arrangement with the Isle of Wight Council whereby Hampshire provides senior leadership to the Fire Service albeit that it remains part of the Isle of Wight Council democratic and financial set up. This provided a firm basis to take forward the formation of a new Combined Fire Authority (CFA) covering Hampshire, Southampton, Portsmouth and the Isle of Wight, which has now been agreed by Government and will come into force on 1 April 2021.

Narrative Statement

The senior leadership team that has been put in place during the year following changes to the organisational structure is set out below:

- Chief Fire Officer – Neil Odin
- Director of Policy and Planning and Deputy Chief Fire Officer – Steve Apter
- Director of Operations – Stewart Adamson
- Director of Performance and Assurance – Shantha Dickinson
- Director of Corporate Services – Matt Robertson
- Director of People and Organisational Development – Molly Rowland
- Director of Finance – Rob Carr

The above named people are collectively known as the Executive Group and are the key officer based decision making group within the Service.

At the end of 2019/20, the Fire and Rescue Authority employed a Full Time Equivalent (FTE) total of 1,462 staff, which takes account of those staff that work part-time. The breakdown between staff groups is shown in the following table:

March 2019	Full-time equivalent employees	March 2020
650	Whole Time Fire Fighters / ICU	666
569	Retained Duty System Fire Fighters	507
33	Control Room	33
226	Support Staff (non-uniformed staff)	256
1,478		1,462

The table shows a reduction in Retained Duty System Firefighters as a result of the final elements of the Service Delivery Redesign savings programme. The increase in support staff reflects additional resource provided in higher pressure or risk areas such as IT which were approved during the year.

The Fire and Rescue Authority's Non-Financial Performance

In Hampshire, we are proud of our strong record of delivering excellent services that provide value for money. Over the last few years we have risen to the challenge of national spending cuts with an ambitious programme of savings and modernisation, while protecting frontline services and ensuring that we continue to keep people safe across the County.

A summary of 'core' performance measures at the end of 2019/20 is shown in the following table, together with the comparable figures for 2018/19:

	2018/19	2019/20
Fire related fatalities	6	5
Fire related casualties	67	94
Primary fires	2,064	1,931
Critical response time	64.70%	62.40%
Retained Availability	71.90%	72.60%

Narrative Statement

Fire related fatalities and casualties have changed slightly over the year but are obviously heavily influenced by the types of incidents in the year. Critical response times have remained fairly constant but are below the target set for the Service. This is partly due to a shift in the balance of incidents away from urban to more rural areas which obviously has a significant impact on average response times. A review of response times and importantly outcome measures in respect of incidents will be undertaken in due course.

The decrease in primary fires continues the general trend for this area but is also influenced by the fact that there was an increase in wild fires during 2018/19 following the prolonged period of hot weather over the summer of 2018 which was not repeated in 2019/20.

Further information on the performance of the Fire Authority can be found at the following link:

[Our Performance](#)

The Fire and Rescue Authority's Financial Performance

Revenue Position

The Service implemented the final elements of its agreed savings programme in this year and this coupled with favourable changes in the budget and year on year increases in council tax meant that once again Hampshire was able to set a balanced budget in 2019/20 which included making significant revenue contributions to help fund the capital programme and other cyclical costs such as equipment refresh.

Most of the Fire and Rescue Authority's income comes from Government grants, Council tax and business rates. Small amounts of fees and charges contribute to the cost of some services and interest is earned on day-to-day cash balances. Government capital grants and external contributions applied to finance capital expenditure have been excluded from the following table. The proportion of the Authority's income obtained from these sources is as follows:

	2018/19	2019/20
	%	%
Council tax	61	58
Business rates	10	9
General Government grants	25	29
Fees, charges and interest	3	3
Specific Government grants	1	1
	100	100

Revenue expenses relate to spending on the day to day operations of the Fire and Rescue Authority. Due to the nature of the services that the Fire and Rescue Authority provides, much of the cost of services relate to staffing. Other running expenses relate mainly to the cost of vehicles and property and the cost of borrowing money for financing capital expenditure. The breakdown of these costs is shown in the following table:

	2018/19	2019/20
	%	%
Employee benefit expenses	79	69
Other service expenses	21	31
	100	100

The Fire and Rescue Authority has continued to demonstrate strong financial stewardship over this extremely challenging period, but the outturn position for 2019/20 highlighted the fact that staying within reduced budgets is harder when there are not savings programmes being delivered that contribute early part year savings which help the bottom line. This was apparent at the end of 2019/20 where overall net operating expenditure was only £912,000 lower than budgeted despite general savings in Fire Fighter's staff costs and lower pay awards, mainly as a result of pressures in some operational areas. Of this sum over £763,000 has been carried forward to meet expenditure rolled over into the next financial year.

Narrative Statement

The net underspend will be transferred to reserves to provide investment funding for future service improvement and transformation. The main components of the 2019/20 budget and actual income and expenditure are set out below:

	Budget	Actual	Variance over / (under) spend
	£'000	£'000	£'000
Combined Fire Authority	262	262	0
People and Organisational Development	3,951	3,799	(152)
Risk and Strategy	984	891	(93)
Operations	43,727	45,663	1,936
Performance and Assurance	1,696	1,740	44
Corporate Services	16,025	14,632	(1,393)
Finance	2,959	1,761	(1,198)
Net cost of Fire and Rescue Services	69,604	68,748	(856)
Net contribution to reserves	2,532	2,532	0
Funding	(68,906)	(68,906)	0
Non specific grants	(3,230)	(3,286)	(56)
Funding	(69,604)	(69,660)	(56)
Net position	0	(912)	(912)

Capital

In 2019/20 the Fire and Rescue Authority spent £2.628 million on capital projects, which was significantly lower than forecast. This was mainly as a result of a delayed contribution in respect of the live fire training facility at Warsash together with delays in the purchase of some new vehicles during the year. Virtually all of the expenditure related to vehicle purchases, plus around £72,000 for thermal imaging cameras.

The total capital expenditure of £2.628 million was financed in the following way:

Scheme	£'000
Equipment	72
Other Capital Works	(120)
Vehicles	2,676
Total	2,628

Source of funding:	£'000
Capital payments reserve	2,504
Capital receipts	124
Total	2,628

The Authority may borrow on a day-to-day basis from internal resources, such as the revenue account and earmarked reserve balances to finance capital expenditure. Total external debt at 31 March 2020 decreased marginally by £0.1m to £8.25m and investments increased marginally by £0.1m to £24.4m. Investment levels can fluctuate during the year as a result of changing cashflows, but do tend to track the total value of reserves held by the Authority.

Further information will be provided in the outturn report presented to the Fire Authority in July:

[Outturn Report](#)

Treasury Management and Prudential Indicators

Treasury Management is concerned with managing the Authority's long term borrowing and lending activity and managing cash flows on a day to day basis to ensure that sufficient funding exists to pay staff and suppliers throughout the year.

The Fire and Rescue Authority's treasury management policy requires an annual report to the Authority on the exercise of the treasury management function and the Prudential Code for Capital Finance in Local Authorities requires that the Fire and Rescue Authority reports its actual performance against the Prudential Indicators that were set in its Treasury Management Strategy.

The Treasury Management Strategy is reviewed annually and provides the framework within which authority is delegated to the Chief Financial Officer to make decisions on the management of the Authority's debt and investment of surplus funds.

All treasury activity has complied with the Fire and Rescue Authority's Treasury Management Strategy and Investment Strategy for 2019/20, and all relevant statute, guidance and accounting standards. In addition the Fire and Rescue Authority has complied with all of the prudential indicators set in its Treasury Management Strategy.

Further information is provided in the Treasury Management Appendix to the outturn report for 2019/20 linked above.

Pension Fund Liability

The estimated future pension liability of the Authority has decreased by £51.4m. This is due to changes in the assumptions used by the actuary to calculate the present value of liabilities, reflecting a lower rate of future inflation and reduced longevity.

Narrative Statement

The change in actuarial value for accounting purposes are not a cause of concern for the Authority due to the Local Government Pension Scheme actuary adjusting contributions gradually in order to fully fund the scheme within 19 years and the Fire Fighters and new Fire Fighters pension schemes being fully funded by central government, albeit that future changes could increase employer costs in the longer term.

Reserves and Balances

The Fire and Rescue Authority maintains a number of useable reserves, as detailed in the Balance Sheet.

At the end of the 2019/20 financial year the Fire and Rescue Authority's earmarked reserves together with the general fund balance stand at just over £31.3 million - a small increase of £0.9m. This net movement includes the overall surplus for the year offset by planned draws from the transformation reserve and capital payments reserve to cover expenditure in the year.

The table below summarises the total level of reserves and balances that the Fire and Rescue Authority holds and compares this to the position reported at the end of 2019/20:

:

	Balance 31/03/2019	Balance 31/03/2020
	£'000	£'000
Transformation Reserve	3,601	2,243
Capital Payments Reserve	23,090	22,981
Earmarked Underspends Reserve	44	770
IT Services Reserve	75	75
Equipment Replacement Reserve	0	345
HQ Maintenance Reserve	373	551
Princes Trust	82	99
Revenue Grants Reserve	614	1,756
Capital Grants Reserve	0	0
Capital Receipts	0	0
General Balance	2,500	2,500
Total Reserves and Balances	30,379	31,320

The General Fund Balance is not earmarked for any specific purpose, but represents a minimum level of balances recommended by the Chief Finance Officer to provide a buffer against any significant unexpected expenditure during the year.

Corporate Risks

The Authority has an embedded process to manage risks and assist the achievement of its objectives, alongside national and local performance targets. The Corporate Risk Register plays an integral role to support production of the Service Plan and is subject to annual review by the Standards and Governance Committee. Directors and the Service Management Team oversee the management of risk in the Authority and continually assess risks as part of their day to day activities.

Risk management arrangements are detailed in the Annual Governance Statement and these are being updated as part of the production of the new Integrated Risk Management Plan and Service Plan. These plans assess the risks our communities face and how we will put resources in place to protect them. The Service continues to have a number of projects working in partnership with others, many of which require some elements levels of one-off and recurrent funding from the Fire and Rescue Authority. Specific risks relating to partnerships and projects have been incorporated into the Annual Governance Statement where appropriate.

The impact of the current economic climate on the Fire and Rescue Authority is taken into account when the Fire and Rescue Authority sets its budget, although in general terms, there is not a significant link between the two items. Of more importance is the impact of Covid-19 on the national and global economy and the knock on impact this may have on council tax, business rate and grant levels in the future. Any significant movements and events in the year were reported to the Full Authority. Monitoring of spend against the budget takes place throughout the year and is reported to the Executive Group and to the Authority on a quarterly basis.

Summary Position

It is clear that the Fire and Rescue Authority's financial and non-financial performance in 2019/20 continues to be good, although the revenue outturn of £912,000 under spend is less than anticipated as a result of a number of operational pressures that arose in the year. Capital spend was below expectations mainly as a result of a delayed contribution to one specific scheme. The Authority has sufficient reserves and balances to provide financial resilience for 2020/21 and future years as outlined in the interim financial plan, albeit that this is now more uncertain due to Covid-19.

There are potential risks as highlighted above, but there are well established and robust risk management processes in place and, together with robust financial management and reporting, the Authority is in a very strong position as it moves towards the creation of a new Combined Fire Authority.

Changes to the Accounts

Due to the disruption caused by coronavirus, the statutory dates for publishing the accounts were changed this year. The deadline for publishing the draft accounts was moved to 31 August, although the Authority's draft accounts were published in June. The deadline for publishing the audited accounts has been moved to 30 November. It was not until near the end of 2019/20 that coronavirus began to cause severe disruption, so most of the financial impact will be shown in accounts for 2020/21 rather than 2019/20.

The 2019/20 Code of Practice on Local Authority Accounting made changes to some accounting standards but none of them have had a material effect upon the accounts.

Explanation of the Statement of Accounts

The Financial Statements bring together all the financial activities of the Authority for the year and its financial position as at the 31 March 2020. They detail both revenue and capital elements for the General Fund and separately provide detail for the Pension Fund.

The public sector is governed by a rigorous structure of controls to provide stakeholders with the confidence that public money has been properly accounted for. As part of this process of accountability, the Authority is required to produce a set of accounts in order to

Narrative Statement

inform stakeholders of the Fire Authority that we have properly accounted for all the public money we have received and spent and that the financial standing of the Authority is on a secure basis.

The accounts for 2019/20 are set out on pages 16 to 82. They consist of:

- **Statement of Responsibilities for the Statement of Accounts** – Outlines the key responsibilities in respect of the accounts, together with statements from the Chief Financial Officer and Chairman of the Audit Committee.
- **Movement in Reserves Statement** – Analyses the change in net worth between the general fund, other useable reserves and unusable reserves.
- **Balance Sheet** – This sets out assets and liabilities at 31 March 2020 compared with 31 March 2019.
- **Cash Flow Statement** – This summarises the movement in cash and cash equivalents during the course of the year.
- **Comprehensive Income and Expenditure Statement** – Shows the accounting cost in the year of providing services measured in accordance with international accounting standards rather than on the basis of the costs that are required to be financed from taxation.
- **Notes to the Accounts** – Which explain some of the key items and disclosures in the accounts.
- **Pension Fund Accounting Statement** – shows the contributions receivable and payable and the Government funding in respect of firefighter pension schemes.

Relationship between Accounting Statements

The Movement in Reserves Statement shows the movement in the year on the different reserves held by the Fire Authority, analysed into 'usable' reserves (i.e. those that can be applied to fund expenditure or reduce local taxation) and other reserves.

The Cash Flow statement reconciles to the balance on the Comprehensive Income and Expenditure account for the year and the movement in Balance Sheet liquid assets and liabilities.

The Total Comprehensive Income and Expenditure represents the change for the year in total net worth as shown on the Balance Sheet.

Where you can get further information

You can get more information about the accounts from the Head of Finance, Hampshire Fire and Rescue Authority, Fire and Police Headquarters, Eastleigh, SO50 9SJ, Telephone: 0370 779 7883, e-mail: budget@hants.gov.uk.

1 The Authority's responsibilities

The Authority is required to:

- make arrangements for the proper administration of its financial affairs and to ensure that one of its officers has the responsibility for the administration of those affairs. In this Authority, that officer is the Chief Financial Officer
- manage its affairs so as to secure economic, efficient and effective use of resources and safeguard its assets
- approve the Statement of Accounts.

2 The Chairman's Statement

- 2.1 I certify that the Statement of Accounts for 2019/20 were considered and approved at the Standards and Governance Committee Meeting.

Chairman
Standards and Governance Committee
30 September 2020

3 The Chief Financial Officer's responsibilities

- 3.1 The Chief Financial Officer is responsible for the preparation of the Authority's Statement of Accounts in accordance with proper practices as set out in the Chartered Institute of Public Finance and Accountancy Code of Practice on Local Authority Accounting in the United Kingdom ('the code of practice').

In preparing this statement of accounts, the Chief Financial Officer has sought to:

- select suitable accounting policies and apply them consistently
- make judgements and estimates that were reasonable and prudent
- comply with the Code of Practice on Local Authority Accounting in the United Kingdom.

The Chief Financial Officer has also:

- kept proper records which are up to date
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

4 The Chief Financial Officer's statement

- 4.1 I certify that the Statement of Accounts gives a true and fair view of the position of the Hampshire Fire and Rescue Authority as at 31 March 2020 and its income and expenditure for the year ended 31 March 2020.

Rob Carr

Chief Financial Officer / Section 151 Officer

XX XXXX 2020

Movement in Reserves Statement

This statement shows the movement in the year on the different reserves held by the Authority, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce taxation) and other reserves. The 'Total Comprehensive Income and Expenditure' line shows the true economic cost of providing the Authority's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund Balance for Council tax setting purposes. The General Fund Balance includes earmarked revenue reserves held for specific purposes.

	General Fund Balance*	Capital receipts reserve	Capital grants unapplied reserve	Total Usable Reserves 8 £'000	Total Unusable Reserves 18 £'000	Total Reserves £'000	Note
Balance as at 31 March 2018	(30,332)	0	0	(30,332)	614,922	584,590	
Movements During 2018/19:							
Total Comprehensive Income and Expenditure	57,030	0	0	57,030	(18,343)	38,687	
Adjustments between accounting basis and funding basis under regulations	(57,077)	0	0	(57,077)	57,077	0	2
Net (Increase)/Decrease in year	(47)	0	0	(47)	38,734	38,687	
Balance as at 31 March 2019	(30,379)	0	0	(30,379)	653,656	623,277	
Movements During 2019/20:							
Total Comprehensive Income and Expenditure	30,091	0	0	30,091	(80,966)	(50,875)	
Adjustments between accounting basis and funding basis under regulations	(31,032)	0	0	(31,032)	31,032	0	2
Net (Increase)/Decrease in year	(941)	0	0	(941)	(49,934)	(50,875)	
Balance as at 31 March 2020	(31,320)	0	0	(31,320)	603,722	572,402	

* includes earmarked reserves

Balance sheet

The balance sheet shows the value of assets and liabilities recognised by the Authority as at 31 March. The assets less liabilities are matched by reserves. Usable reserves can be used to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use (for example the capital receipts reserve can only be used to fund capital expenditure). Unusable reserves include those that hold unrealised gains and losses (for example the revaluation reserve, where amounts would only become available to provide services if the assets are sold) and reserves that hold timing differences shown in the Movement in Reserves Statement line “Adjustments between accounting basis and funding basis under regulations”.

Balance sheet

31 March 2019		31 March 2020	Note
£'000		£'000	
150,280	Property, plant and equipment	149,518	15
765	Investment property	826	
6,823	Long term investments	8,222	17f
6	Long term debtors	6	17h
157,874	Long term assets	158,572	
0	Assets held for sale	0	
975	Inventories	1,354	
9,599	Short term debtors	8,317	17i
10,042	Short term investments	4,046	17e
7,402	Cash and cash equivalents	12,162	17j
28,018	Current assets	25,879	
(5,086)	Short term creditors	(4,220)	17d
(165)	Short term borrowing	(1,214)	17b
(5,251)	Current liabilities	(5,434)	
22,767	Net current assets	20,445	
(794,350)	Net liabilities relating to defined benefit pension schemes	(742,982)	23/24
0	Long term creditors	0	
(1,318)	Provisions	(1,337)	20
(8,250)	Long term borrowing	(7,100)	17a
(803,918)	Long Term Liabilities	(751,419)	
(623,277)	Net Liabilities	(572,402)	
	Financed by:		
	Usable reserves		
(2,500)	Revenue account	(2,500)	4
(27,265)	Earmarked reserves	(27,064)	4
0	Usable capital receipts reserve	0	4
0	Capital grants unapplied reserve	0	4
(614)	Revenue grants unapplied reserve	(1,756)	4
(30,379)	Total usable reserves	(31,320)	
653,656	Unusable reserves	603,722	3
623,277	Total reserves	572,402	

Signed:

Rob Carr

Chief Financial Officer

XX XXXX 2020

Cash Flow Statement

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

2018/19 £'000		2019/20 £'000	Note
57,030	Net (surplus) or deficit on provision of services	30,091	CIES
(60,624)	Adjustments to net surplus or deficit on the provision of services for non cash movements	(34,083)	31.1
(500)	Adjustment for items included in the net surplus or deficit on the provision of services that are investing and financing activities	0	31.2
(4,094)	Net cash (inflow)/outflow from Operating Activities	(3,992)	
(204)	Investing Activities	(868)	31.3
0	Financing Activities	100	31.4
(4,298)	Net (increase)/decrease in cash and cash equivalents	(4,760)	
(3,104)	Cash and cash equivalents at the beginning of the reporting period	(7,402)	
(7,402)	Cash and cash equivalents at the end of the reporting period	(12,162)	

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1 Expenditure and Funding Analysis

The Expenditure and Funding Analysis (EFA) shows how annual expenditure is used and funded from resources (government grants, Council tax precept and business rates) in comparison with those resources consumed or earned by authorities in accordance with generally accepted accounting practices as presented in the Comprehensive Income and Expenditure Statement. The EFA also shows how this expenditure is allocated for decision making purposes between the authority's services.

Net Expenditure chargeable to the General Fund Balance	2018/19 Adjustments between accounting and funding basis (see note 2)	Net expenditure in the CIES		Net Expenditure chargeable to the General Fund Balance	2019/20 Adjustments between accounting and funding basis (see note 2)	Net expenditure in the CIES
£'000	£'000	£'000		£'000	£'000	£'000
167	0	167	Combined Fire Authority Preparation	262	7	269
3,126	276	3,402	People & Organisational development	3,799	763	4,562
215	0	215	Risk & Strategy	891	152	1,043
44,545	11,570	56,115	Operations Performance & Assurance	45,663	12,234	57,897
1,706	585	2,291	Corporate Services	1,740	222	1,962
11,064	1,165	12,229	Finance	14,632	1,632	16,264
2,100	(1,017)	1,083	Past service pension costs	1,761	(1,259)	502
0	29,580	29,580		0	0	0
62,923	42,159	105,082	Net cost of Fire and Rescue Services	68,748	13,751	82,499
(62,970)	14,918	(48,052)	Other income and expenditure	(69,689)	17,281	(52,408)
(47)	57,077	57,030	(Surplus) or deficit on the provision of services	(941)	31,032	30,091
(30,332)			Opening General Fund (including earmarked reserves) balance at 1 April	(30,379)		
(47)			Plus (surplus)/deficit on provision of services	(941)		
(30,379)			Closing General Fund (including earmarked reserves) balance at 31 March	(31,320)		

2 Adjustments between funding and accounting basis

2019/20				
Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement Accounts	Adjustments for Capital Purposes (Note a)	Net change for the Pensions Adjustments (Note b)	Other Adjustments (Note c)	Total Adjustments
	£'000	£'000	£'000	£'000
Combined Fire Authority Preparation	0	7		7
People & Organisational development	183	580		763
Risk & Strategy	0	152		152
Operations	4,639	7,595		12,234
Performance & Assurance	0	222		222
Corporate Services	838	794		1,632
Finance	(446)	(934)	121	(1,259)
Past service pension costs				0
Net cost of services	5,214	8,416	121	13,751
Other income and expenditure from the funding analysis	(2,609)	18,832	1,058	17,281
Difference between the General Fund surplus or deficit and the Comprehensive Income and Expenditure surplus or deficit	2,605	27,248	1,179	31,032

Note a) Adjustments for capital purposes:

Charges to services for depreciation and impairment	5,660			5,660
Current value of assets disposed	80			80
Statutory minimum revenue provision for capital financing	(446)			(446)
Revenue contributions to capital	(2,504)			(2,504)
Capital grants and contributions applied (note i)	0			0
Movement in the market value of investment properties	(61)			(61)
Total transferred to capital adjustment account (including note i)	2,729			2,729
Transfer asset sale proceeds to capital receipts reserve	(124)			(124)
Note a) Total	2,605			2,605

Notes to the core financial statements

2019/20

Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement Accounts	Adjustments for Capital Purposes (Note a) £'000	Net change for the Pensions Adjustments (Note b) £'000	Other Adjustments (Note c) £'000	Total Adjustments £'000
Combined Fire Authority Preparation	0	7		7
People & Organisational development	183	580		763
Risk & Strategy	0	152		152
Operations	4,639	7,595		12,234
Performance & Assurance	0	222		222
Corporate Services	838	794		1,632
Finance	(446)	(934)	121	(1,259)
Past service pension costs				0
Net cost of services	5,214	8,416	121	13,751
Other income and expenditure from the funding analysis	(2,609)	18,832	1,058	17,281
Difference between the General Fund surplus or deficit and the Comprehensive Income and Expenditure surplus or deficit	2,605	27,248	1,179	31,032
Note a) Adjustments for capital purposes:				
Charges to services for depreciation and impairment	5,660			5,660
Current value of assets disposed	80			80
Statutory minimum revenue provision for capital financing	(446)			(446)
Revenue contributions to capital	(2,504)			(2,504)
Capital grants and contributions applied (note i)	0			0
Movement in the market value of investment properties	(61)			(61)
Total transferred to capital adjustment account (including note i)	2,729			2,729
Transfer asset sale proceeds to capital receipts reserve	(124)			(124)
Note a) Total	2,605			2,605

Continued on next page

Notes to the core financial statements

Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement Accounts	Adjustments £'000	Net change £'000	Other £'000	Total £'000
Note b) Adjustments for pensions:				
Current service cost of funded local government pensions		19,090		19,090
Past service pension costs		133		133
Interest on net pension liability		18,832		18,832
Total transferred to Pension Reserve		38,055		38,055
Employer's contributions payable to the pension fund transferred from the Pension Reserve		(10,807)		(10,807)
Note b) Total		27,248		27,248
Note c) Other adjustments:				
Movement in fair value of financial instruments transferred to the Financial instrument adjustment account			1,099	1,099
Difference between accrued income from council tax and business rates and that required by statute to be paid over by Billing Authorities, transferred to the Collection Fund Adjustment Account			80	80
Note c) Total			1,179	1,179
Total adjustments				31,032
(note i) transfer from capital grants unapplied reserve				0
Use of capital receipts reserve to fund capital expenditure				0
Total adjustments between accounting and funding basis under statute				31,032

Notes to the core financial statements

2018/19

Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement Accounts	Adjustments for Capital Purposes (Note a)	Net change for the Pensions Adjustments (Note b)	Other Adjustments (Note c)	Total Adjustments
	£'000	£'000	£'000	£'000
Combined Fire Authority Preparation	0	0	0	0
People & Organisational development	188	88	0	276
Risk & Strategy	0	0	0	0
Operations	4,269	7,301	0	11,570
Performance & Assurance	0	585	0	585
Corporate Services	654	511	0	1,165
Finance	(362)	(672)	17	(1,017)
Past service pension costs	0	29,580	0	29,580
Net cost of services	4,749	37,393	17	42,159
Other income and expenditure from the funding analysis	(3,971)	18,900	(11)	14,918
Difference between the General Fund surplus or deficit and the Comprehensive Income and Expenditure surplus or deficit	778	56,293	6	57,077

Note a) Adjustments for capital purposes:

Charges to services for depreciation and impairment	5,214	5,214
Current value of assets disposed	1,264	1,264
Statutory minimum revenue provision for capital financing	(465)	(465)
Revenue contributions to capital	(3,200)	(3,200)
Capital grants and contributions applied (note i)	(500)	(500)
Movement in the market value of investment properties	(35)	(35)
Total transferred to capital adjustment account (including note i)	2,278	2,278
Transfer asset sale proceeds to capital receipts reserve	(1,500)	(1,500)
Note a) Total	778	778

Continued on next page

Notes to the core financial statements

Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement Accounts	Adjustments for Capital Purposes (Note a)	Net change for the Pensions Adjustments (Note b)	Other Adjustments (Note c)	Total Adjustments
	£'000	£'000	£'000	£'000
Note b) Adjustments for pensions:				
Current service cost of funded local government pensions		14,500		14,500
Past service cost of funded local government pensions		29,580		29,580
Interest on net pension liability		18,900		18,900
Total transferred to Pension Reserve		62,980		62,980
Employer's contributions payable to the pension fund transferred from the Pension Reserve		(6,687)		(6,687)
Note b) Total		56,293		56,293
Note c) Other adjustments:				
Movement in fair value of financial instruments transferred to the Financial instrument adjustment account			(76)	(76)
Difference between accrued income from council tax and business rates and that required by statute to be paid over by Billing Authorities, transferred to the Collection Fund Adjustment Account			82	82
Note c) Total			6	6
Total adjustments				57,077
(note i) transfer from capital grants unapplied reserve				0
Use of capital receipts reserve to fund capital expenditure				0
Total adjustments between accounting and funding basis under statute				57,077

3 Unusable reserves

The following table is a summary of the unusable reserves. Details of each are set out in the following paragraphs.

	2018/19 £'000	Movement £'000	2019/20 £'000	Note
Revaluation reserve	(65,259)	(948)	(66,207)	3a
Capital adjustment account	(74,552)	1,203	(73,349)	3b
Pensions reserve	794,350	(51,368)	742,982	3c
Collection fund adjustment account	(565)	80	(485)	3d
Financial Instrument adjustment account	(318)	1,099	781	3e
Total unusable reserves	653,656	(49,934)	603,722	

3a Revaluation reserve

The Revaluation Reserve contains the gains made by the Authority since 1 April 2007, arising from increases in the value of its Property, Plant and Equipment. The balance is reduced when assets with accumulated gains are

- revalued downwards or impaired and the gains are lost
- used in the provision of services and the gains are consumed through depreciation, or
- disposed of and the gains are realised.

2018/19 £'000		2019/20 £'000
(46,799)	Balance as at 1 April	(65,259)
(20,178)	Upward revaluation of assets	(17,623)
428	Downward revaluation of assets and impairment losses not charged to the (surplus) / deficit on the cost of services	15,273
(66,549)	Surplus or deficit on revaluation of non-current assets not posted to the (surplus) / deficit on the cost of services	(67,609)
1,290	Difference between fair value depreciation and historic cost depreciation	1,372
0	Write down of revaluation reserve on assets sold	30
0	Accumulated gains on assets sold or scrapped	0
1,290	Sub total written off to the capital adjustment account	1,402
(65,259)	Balance at 31 March	(66,207)

3b Capital adjustment account

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

The Account contains accumulated gains and losses on Investment Properties and gains recognised on donated assets that have yet to be consumed by the Authority.

The movement in the reserve is analysed below:

2018/19	2019/20	2019/20
£'000	£'000	£'000
(74,040) Balance as at 1st April		(74,552)
Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:		
5,214 Charges for depreciation and impairment of non-current assets	5,660	
(35) Revaluation (gain)/loss on investment property	(61)	
1,264 Amounts of non-current assets written off on disposal or sale as part of the (gain)/loss on disposal to the Comprehensive Income and Expenditure Statement	80	
6,443		5,679
(1,290) Adjusting amounts written out of the revaluation reserve		(1,402)
5,153 Net written out amount of the cost of non-current assets consumed in the year		4,277
Capital financing applied in the year:		
(1,500) Use of the Capital receipts Reserve to finance new capital expenditure	(124)	
(500) Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	0	
(465) Statutory provision for the financing of capital investment charged against the general fund	(446)	
(3,200) Capital expenditure charged against the general fund	(2,504)	
(5,665)		(3,074)
0 Movement in the donated assets account credited to the Comprehensive Income and Expenditure Statement		0
(74,552) Balance as at 31 March		(73,349)

3c Pensions reserve

The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post employment benefits and for funding benefits in accordance with statutory provisions. The Authority accounts for post employment benefits in the Comprehensive Income and Expenditure Statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs.

However, statutory arrangements require benefits earned to be financed as the Authority makes employer's contributions to pension funds, or eventually pays any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a shortfall in the resources the Authority has set aside to meet the benefits earned by past and current employees. Statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

2018/19 £'000		2019/20 £'000
736,650	Balance 1 April	794,350
1,407	Actuarial (gains) or losses on pensions assets and liabilities	(78,616)
62,980	Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit in the Comprehensive I&E Statement	38,055
(6,687)	Employer's pension contributions and direct payments to pensioners in the year	(10,807)
794,350	Balance 31 March	742,982

3d Collection fund adjustment account

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

3e Financial instrument adjustment account

The Authority uses this account to manage changes in fair value of pooled investment funds. Fair value changes debited or credited to the provision of services are reversed out of the General Fund balance to the Financial Instruments Adjustment Account in the Movement in Reserves Statement.

4 Usable Reserves

The Authority sets aside specific amounts as reserves for future policy purposes or to cover contingencies. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate heading within the Comprehensive Income and Expenditure Statement in that year and is included in the Surplus or Deficit on the Comprehensive Income and Expenditure Statement. The reserve is then appropriated back into the General Fund Balance in the Movement in Reserves Statement so that there is no net charge against Council tax for the expenditure.

	Balance 31 March 2018 £'000	Movement in 2018/19 £'000	Balance 31 March 2019 £'000	Movement in 2019/20 £'000	Balance 31 March 2020 £'000	note
Revenue Reserves						
A. General Fund Balance	(2,500)	0	(2,500)	0	(2,500)	
B. Earmarked Revenue Reserves						
Fully Committed to Existing Spend Programmes						
Designated Underspending Reserve	(196)	152	(44)	(726)	(770)	a
General Capital Reserve	(23,266)	176	(23,090)	109	(22,981)	b
Revenue Grants Unapplied	(616)	2	(614)	(1,142)	(1,756)	c
IT Services Reserve	0	(75)	(75)	0	(75)	d
Equipment Replacement Reserve	0	0	0	(345)	(345)	e
HQ Maintenance Reserve	0	(373)	(373)	(178)	(551)	f
Prince's Trust	0	(82)	(82)	(17)	(99)	g
	(24,078)	(200)	(24,278)	(2,299)	(26,577)	
Corporate Reserves						
Transformation Reserve	(3,754)	153	(3,601)	1,358	(2,243)	h
	(3,754)	153	(3,601)	1,358	(2,243)	
Total Earmarked Revenue Reserves Available	(27,832)	(47)	(27,879)	(941)	(28,820)	
Total Revenue Reserves and Balances	(30,332)	(47)	(30,379)	(941)	(31,320)	
Capital Reserves						
Capital Grants Unapplied	0	0	0	0	0	i
Capital Receipts Reserve	0	0	0	0	0	j
Total Capital Reserves and Balances	0	0	0	0	0	
Total Usable Reserves	(30,332)	(47)	(30,379)	(941)	(31,320)	

- The designated underspends reserve enables departments to carry forward specific underspends into the next financial year
- The general capital reserve is used to match the timing of available resources with capital payments. The Authority has had the aim for a number of years to increase this reserve given the withdrawal of Government funding for capital.
- The revenue grants unapplied reserve is required as grants have to be accounted for in the year they are received. This reserve contains the value of grants unspent during the

year, where there is no repayment conditions attached, in order for them to be applied when the expenditure is incurred.

- d. The IT Services reserve holds funds set aside for IT refresh programmes.
- e. The equipment replacement reserve holds funds available to offset the impact of large-scale equipment replacement.
- f. The HQ maintenance reserve is to fund large repairs and maintenance projects at HQ .
- g. The Prince’s Trust reserve holds any surplus from Prince’s Trust activities and is ring-fenced for future Prince’s Trust activities .
- h. The Transformation Reserve was established in 2014/15 to fund all transformational projects that will support the re-design of the service over the next few years in order to achieve the financial savings that are required to balance the budget.
- i. The capital grants unapplied reserve is the equivalent of the revenue grants unapplied reserve but for capital grants.
- j. The capital receipts reserve is the proceeds from the sale of capital assets (buildings and vehicles) which is available to finance future capital expenditure

5 Financing and investment income and expenditure

The financing and investment income is made up of the following elements:

2018/19 £'000	2019/20 £'000
393 Interest payable	391
(379) Interest and dividends from short-term investments	(513)
(111) Pooled Investment Funds & Investment property (gains) & losses	1,038
19,980 Pensions interest cost	19,952
(1,080) Pensions interest on assets	(1,120)
3 Expected credit losses	1
18,806 Total	19,749

6 Government grants and contributions

Government grants and third party contributions are recognised as income at the date that the Authority satisfies the conditions of entitlement to the grant or contribution.

Grants and contributions which have outstanding conditions are carried in the Balance Sheet as creditors (receipts in advance). When conditions are satisfied, or where there are no conditions attached to the grant or contribution and there is reasonable assurance that the monies will be received and that the expenditure for which the grant has been given has been or will be incurred, the income is credited to the Comprehensive Income and Expenditure Statement as follows:

- To the relevant service for revenue grants and contributions and capital grants used to fund revenue expenditure funded by capital under statute
- To the Taxation and Non-Specific Grant Income section for non-ring-fenced revenue

grants and contributions and all other capital grants and contributions.

Capital grants credited to the Comprehensive Income and Expenditure Statement are reversed out of the General Fund in the Movement in Reserves Statement. Capital grants applied in the year are posted to the Capital Adjustment Account. Where the grant has yet to be used to finance capital expenditure, it is transferred to the Capital Grants and Contributions Unapplied Reserve. Amounts in the Capital Grants and Contributions Unapplied Reserve that are subsequently applied in future years will be transferred to the Capital Adjustment Account once they have been applied to fund capital expenditure.

Where revenue grants have been credited to the Comprehensive Income and Expenditure Statement but are yet to be used, they are transferred to an earmarked reserve in the Movement in Reserves Statement. Once used in subsequent years, they are transferred to the General Fund to fund the revenue expenditure.

2018/19 £'000		2019/20 £'000
	Credited to taxation non specific grant income:	
(15,424)	General Government grants (RSG, locally retained business rates & top up grant)	(18,378)
(1,016)	S31 Grant funding	(2,336)
(816)	New Dimension	(951)
(297)	Radio System	0
(61)	New Risks	0
	Specific capital grants:	
(500)	Capital contributions	0
(18,114)	Total	(21,665)
	Credited to services:	
	0 Marauding Terrorist Firearm Attacks (MTFA)	(78)
	0 Firesetter Intervention Scheme	(3)
(17)	Emergency Services Mobile Communication Programme	
(129)	LAA - Reward Grant SCC	
(146)	Total	(81)

7 Officers' remuneration

Employee benefits

Benefits Payable During Employment

Short-term employee benefits, such as salaries, paid annual leave, paid sick leave and non-monetary benefits for current employees, are recognised as an expense in the year in which employees render service to the Authority.

Termination benefits

Termination benefits are amounts payable as a result of a decision by the Authority to terminate an employee's employment before the normal retirement date, or an employee's decision to accept voluntary redundancy. These costs are charged on an accruals basis to the Comprehensive Income and Expenditure Statement (as part of the cost of services) when a termination notice has been issued to an employee. A provision for termination costs is included in the Comprehensive Income and Expenditure Statement (as part of the cost of services) where there is an agreed business case setting out the estimated termination costs resulting from a proposed restructuring.

Where termination benefits involve the enhancement of pensions by way of added years, legislation requires the General Fund Balance to be charged with the amount payable by the Authority to the pension fund or pensioner in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, appropriations are required to and from the Pensions Reserve to remove the notional charges for termination benefits and replace them with a charge for the actual amounts payable to the former employee and the pension fund.

7a The remuneration paid to the Authority's senior employees is as follows:

2019/20	Salary	Benefits in kind (e.g. car allowance)	Compensation for loss of office	Employers pension contributions	Total remuneration	note
	£	£		£	£	
Chief Officer - Neil Odin	162,231	0	0	46,620	208,851	i
Director of Policy and Planning (1 April 2019 to 14 June 2019)	27,192	0	0	10,044	37,236	
Director of Policy and Planning (15 April 2019 to 31 March 2020)	124,192	0	0	46,324	170,516	
Director of Operations	121,723	172	0	34,970	156,865	
Director of Performance and Assurance	121,723	1,843	0	19,597	143,163	
Chief of Staff	90,471	494	0	14,566	105,531	

note i The Chief Fire Officer's pay increased in line with terms agreed as part of his contract of employment.

Notes to the core financial statements

2018/19	Salary	Benefits in kind (e.g. car allowance)	Compensation for loss of office	Employers pension contributions	Total remuneration
	£	£		£	£
Chief Officer - Neil Odin	147,000	0	0	20,305	167,305
Director of Service Delivery	126,671	0	0	27,488	154,159
Director of Operations	117,682	172	0	16,940	134,794
Director of Performance and Assurance	118,981	1,131	0	17,931	138,043
Chief of Staff (23 July 2018 to 31 March 2019)	48,360	255	0	7,313	55,928
Chief of Staff (1 April 2018 to 31 July 2018)	67,500	129	0	3,523	71,152

The Chief Officer leads on services provided to the Isle of Wight Fire Authority for which the Hampshire Fire and Rescue Authority receives income as part of the partnership agreement.

The Clerk to the Authority is the Chief Executive of Hampshire County Council. The Chief Financial Officer role (S151 Officer) and Director of Human Resources & Workforce Development are provided by senior officers at Hampshire County Council as part of a joint working agreement for a range of corporate services. These officers are included in disclosures by Hampshire County Council.

7b The number of employees whose remuneration during the year was £50,000 or more, in bands of £5,000, is shown below, excluding those that are senior employees (see table above). Remuneration includes all amounts paid to an employee, including the taxable value of expenses.

Including termination payments	Number of Employees	
	2018/19	2019/20
£50,000 - £54,999	49	39
£55,000 - £59,999	20	24
£60,000 - £64,999	22	26
£65,000 - £69,999	4	3
£70,000 - £74,999	1	1
£75,000 - £79,999	1	3
£80,000 - £84,999	1	1
£85,000 - £89,999	1	0
£95,000 - £99,999	0	0
£110,000 - £114,999	0	0
£115,000 - £119,999	0	0
£125,000 - £129,999	1	0
£165,000 - £169,999	0	1
Total	100	98

Excluding termination payments	Number of Employees	
	2018/19	2019/20
£50,000 - £54,999	49	39
£55,000 - £59,999	20	24
£60,000 - £64,999	22	26
£65,000 - £69,999	3	3
£70,000 - £74,999	1	1
£75,000 - £79,999	2	3
£80,000 - £84,999	0	1
£85,000 - £89,999	1	0
£90,000 - £94,999	0	1
£115,000 - £119,999	1	0
Total	99	98

7c Exit Packages

2019/20	Number of compulsory redundancies	Number of other departures agreed	Total number of exit packages by cost band	Total cost of exit packages in each band
Exit package cost band				
£0 to £20,000	1	0	1	£1,296
£20,001 - £80,000	0	2	2	£104,000
	1	2	3	£105,296

2018/19	Number of compulsory redundancies	Number of other departures agreed	Total number of exit packages by cost band	Total cost of exit packages in each band
Exit package cost band				
£0 to £20,000	4	5	9	£34,365
£20,001 - £50,000	0	2	2	£72,500
	4	7	11	£106,865

8 Members' allowances

The Authority paid the following amounts to members of the Authority during the year:

2018/19 £'000	2019/20 £'000
82 Allowances	84
0 Expenses	0
82	84

9 External audit costs

Fees charged by the Authority's external auditor can be analysed as follows:

2018/19 £'000		2019/20 £'000
28	External audit services	28
0	Other services	0
28	Total	28

10 Nature of expenses

The Cost of Services includes the following items of income and expenditure:

2018/19 Expenditure in the CIES £'000		Note	2019/20 Expenditure in the CIES £'000
87,215	Employee Benefit Expenses	a	63,137
17,411	Other Service Expenses	b	18,447
5,214	Depreciation and Impairment	c	5,660
109,840	Total Expenditure		87,244
(3,167)	Grants, contributions and reimbursements		(3,204)
(1,591)	Fees, charges and other service income		(1,541)
(4,758)	Total Income		(4,745)
105,082	Net Cost of Services		82,499

- a. Employee benefit expenses include pay, employer national insurance contributions, employer pension contributions and other employee benefits. Accounting adjustments are then made under IAS19 so that the expenditure in the CIES reflects the current service cost of the benefit granted in the period, rather than the payments made.
- b. Other service expenses includes costs relating to premises, transport, supplies and services. An accounting adjustment is made so that the charge to the CIES also includes revenue expenditure charged to capital under statute (REFCUS).
- c. Depreciation and impairment charges are made to the CIES to reflect the use of fixed assets during the period. These are not chargeable to the general fund.

11 Income received from external customers is analysed by service in the table below:

2018/19 restated £'000		2019/20 £'000
0	Combined Fire Authority Preparation	(21)
(14)	People & Organisational development	(15)
(33)	Risk & Strategy	(18)
(789)	Operations	(738)
(9)	Performance & Assurance	(13)
(733)	Corporate Services	(733)
(13)	Finance	(3)
(1,591)	Total income from external customers analysed on a segmental basis	(1,541)

12 Related parties

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

Central Government

Central government has effective control over the general operations of the Authority – it is responsible for providing the statutory framework within which the Authority operates and provides a proportion of its funding in the form of grants.

Members

Members of the Authority have direct control over the Authority’s financial and operating policies. The total of Members’ allowances is shown in Note 8. During 2019/20 there were no potential conflicts of interest involving Members of the Authority.

Officers

The Chief Finance Officer (CFO) to the Fire Authority is also the Head of Finance for Hampshire County Council. The Fire Authority’s governance arrangements together with the independence and professional status of the Head of Finance, ensure that this relationship is not compromised. The Director of Human Resources & Workforce Development and the Clerk to the Authority, the Chief Executive of Hampshire County Council, are also provided by the County Council and similar assurances as with the CFO would apply.

3SFire Ltd

The Authority (HFRA) has sole control over a company – 3SFire Ltd. It is a company limited by shares held by the Authority and was formed on 20 February 2013. Until 6th June 2019, the Board consisted of the Deputy Chief Fire Officer, two HFRA members and one non-Exec Director who had previously been an HFRA member. At that point, all existing members resigned and were replaced by Hampshire Fire and Rescue Service (HFRS) Directors, who subsequently appointed a new Chief Executive and Chief Operating Officer to 3SFire who also became Board members. This ensures that there is no conflict of interest around payment of any dividend to HFRA.

Hampshire Fire and Rescue Service (HFRS) act as a preferred supplier to 3SFire, for which 3SFire pay the standard charges for the services received. The most significant service provided is running fire and rescue related training courses, but other fire safety work is also provided by HFRS. Other suppliers are used whenever HFRS are unable to provide the service, for whatever reason. Customers of 3SFire Ltd. include a range of private sector companies, other fire and rescue services and local authorities.

During the financial year 2019/20, 3SFire paid £107k to HFRS for the services they provided, including lease of office space. This is in the context of Turnover of £389,786.

13 Capital financing

The Authority's borrowing for capital purposes is controlled under the CIPFA Prudential Code for Capital Finance in Local Authorities. The total borrowing is expressed as the Capital Financing Requirement and is derived from the opening Balance Sheet.

Capital Financing Requirement

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

Revenue expenditure funded from capital under statute

Legislation allows some expenditure (for example smoke detectors which are fitted into individual's homes and therefore do not add to the value of the Authority's assets) to be funded from capital resources. Such expenditure is not carried on the Balance Sheet and is charged to the Income and Expenditure Statement in the year it is incurred. However, so that it does not impact on the year's Council tax, an adjustment is made in the Movement in Reserves Statement.

2018/19 £'000	2019/20 £'000
11,675 Opening capital financing requirement	11,210
<i>Capital investment:</i>	
5,200 Property, plant and equipment	2,628
<i>Sources of finance:</i>	
(1,500) Capital receipts	(124)
(500) Government grants and contributions	0
<i>Sums set aside from revenue:</i>	
(3,200) Direct revenue contributions (budgeted)	(2,504)
(465) Minimum revenue provision	(446)
11,210 Closing capital financing requirement	10,764
Explanation of movements in year:	
(465) Minimum revenue provision	(446)
(465) Increase/(decrease) in capital financing requirement	(446)

Redemption of debt

The Authority's borrowing for capital purposes is determined by the Authority each year in accordance with the CIPFA Prudential Code for Capital Finance in Local Authorities. The total borrowing is known as the Capital Financing Requirement which is derived from the opening balance sheet. The Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008 which came into force on 31 March 2008 require the Authority to make provision for the redemption of debt. The Authority has approved the policy that in accordance with requirement a minimum revenue provision is put aside from revenue which will be equal to 4% of the capital financing requirement for capital purposes at the start of the financial year. For unsupported borrowing incurred after 1 April 2008, minimum revenue provision is made on a basis to reflect the life of the assets financed.

14 Leases

Leases are classified as finance leases where the terms of the lease transfer substantially all the risks and rewards incidental to ownership of the property, plant or equipment from the lessor to the lessee. All other leases are classified as operating leases. Where a lease covers both land and buildings, the land and buildings elements are considered separately for classification. The Authority does not have any material finance leases.

The Authority as a lessee:

Where the Authority leases an asset under an operating lease the asset is not recognised in the balance sheet. Rentals payable under operating leases are charged to the Comprehensive Income and Expenditure Statement as an expense on a straight-line basis.

Notes to the core financial statements

The Authority as a lessor:

Where the Authority grants an operating lease on an asset it is retained in the Balance Sheet. Rentals receivable are credited to the relevant service area in the Comprehensive Income and Expenditure Statement. Credits are made on a straight-line basis over the life of the lease.

Assets used under operational lease

Some of the Authority's premises and operational vehicles are leased. The expenditure charged to the cost of services within the Comprehensive Income and Expenditure Statement and the future minimum lease payments due under non-cancellable leases are:

31 March 2019		31 March 2020
£'000		£'000
32	In year payments	16
	Future minimum payments:	
32	Not later than one year	16
102	Later than one year and not later than five years	60
582	Later than five years	566
716	Total future payments	642

The Authority as lessor

The Authority grants operating leases to third parties for example for parking and or storage by other emergency services. The rental income received by services within the Comprehensive Income and Expenditure Statement and the future minimum lease payments receivable in future years are:

31 March 2019	31 March 2019		31 March 2020
£'000	£'000		£'000
	restated to exclude service costs		
916	242	in year receipts	283
		Future minimum receipts:	
944	247	Not later than one year	286
2,786	481	Later than one year and not later than five years	452
8,866	726	Later than five years	666
12,596	1,454	Total future receipts	1,404

15 Property, Plant and Equipment

Property, plant and equipment

Assets that have physical substance and are held for use in the provision of services or for administrative purposes and that are expected to be used during more than one financial year are classified as Property, Plant and Equipment (PPE).

Recognition

Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment assets is capitalised on an accruals basis. Expenditure that maintains, but does not extend, the previously assessed standards of performance of the asset (e.g. repairs and maintenance) is charged to the relevant service area within the Comprehensive Income and Expenditure Statement as it is incurred.

Measurement

PPE assets are initially measured at cost, comprising all expenditure that is directly attributable to bringing the asset into working condition for its intended use. Assets are then carried in the Balance Sheet using the following measurement bases:

- Operational Land and Buildings - current value, determined as the amount that would be paid for the asset in its existing use. Where there is no market-based evidence of fair value because of the specialist nature of an asset, depreciated replacement cost (DRC) is used as an estimate of fair value. Assets valued at under £10,000 are not recognised as they do not add to the future economic benefits or service potential of the Authority.
- Surplus Land and Buildings – at fair value in highest and best use, the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date
- Vehicles, Plant and Equipment are measured at depreciated historical cost (as this is not materially different from the fair value).
- Assets under construction are measured by historic cost

Assets included in the Balance Sheet at fair value are revalued sufficiently regularly to ensure that their carrying amount is not materially different from their fair value at the year-end, but as a minimum every five years. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Exceptionally, gains might be credited to the Comprehensive Income and Expenditure Statement where they arise from the reversal of a revaluation loss previously charged to a service. Where decreases in value are identified, they are accounted for by:

- where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains)

- where there is no balance in the Revaluation Reserve or an insufficient balance, the carrying amount of the asset is written down against the relevant service line(s) in the Comprehensive Income and Expenditure Statement.

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

Impairment

Decreases in value (due to either physical impairment or market prices) are either charged to the Asset Revaluation Reserve (to the extent that it has any balance relating to the specific asset) or to the relevant service area within the Comprehensive Income and Expenditure Statement.

Where an impairment loss is reversed subsequently, the reversal is credited to the relevant service line(s) in the Comprehensive Income and Expenditure Statement, up to the amount of the original loss, adjusted for depreciation that would have been charged if the loss had not been recognised.

However, revaluation losses and subsequent reversals are not permitted by statutory arrangements to have an impact on the General Fund Balance and therefore any gains or losses are reversed out of the General Fund Balance (in the Movement in Reserves Statement) and are transferred to the Capital Adjustment Account.

Depreciation

Depreciation is provided for on all PPE assets with a determinable and finite life by allocating the value of the asset in the Balance Sheet over their useful lives. An exception is made for assets without finite lives (e.g. land) assets that are not yet available for use (e.g. assets under construction) and assets held for sale.

The accounting standard IAS16 requires each part of an item of property, plant and equipment with a cost that is significant in relation to the total cost of the item to be depreciated separately. However, where parts of the item are individually not significant and there are varying expectations for these parts, approximation techniques may be necessary to depreciate them in a manner that faithfully represents the consumption pattern and/or useful life of its parts. For building assets, the Authority uses a weighted average of all components rather than depreciating components separately. The difference in the depreciation calculated is not material.

Depreciation commences in the year after the year of acquisition and a full year's depreciation is charged in the year of disposal, except for vehicles disposed of in the first six months of a financial year when no depreciation is charged in the final period.

Depreciation is calculated on the following bases:

- Dwellings and other buildings – straight-line allocation over the useful life of the property as estimated by the valuer. The useful life of a building is the weighted average of all its components. Where material replaced components are derecognised by disposing of their gross book value and accumulated depreciation
- Furniture and equipment - 10 years
- Vehicles - between five and 10 years.

Depreciation is charged to the relevant revenue service area within the Comprehensive Income and Expenditure Statement. However, depreciation charges are not permitted by statutory arrangements to have an impact on the General Fund Balance and therefore any gains or losses are reversed out of the General Fund Balance (in the Movement in Reserves Statement) and are transferred to the Capital Adjustment Account.

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

Disposals and assets held for sale

When a material PPE asset is to be disposed of and meets all of the criteria of an asset held for sale, it is reclassified as Assets Held for Sale. If the carrying amount at the time of reclassification is higher than the fair value less the costs of selling the asset, then the asset held for sale will be impaired. This impairment is charged to other costs. Assets that are being abandoned or scrapped are written out without being reclassified.

When the asset is disposed of, or decommissioned, the carrying value of the asset is written out to the Other Operating Income and Expenditure line within the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. The written-off value of disposals is not a charge against Council tax, as the cost of fixed assets is fully provided for under separate arrangements for capital financing. Amounts are appropriated to the Capital Adjustment Account from the General Fund Balance in the Movement in Reserves Statement. Any revaluation gains accumulated for the asset in the Asset Revaluation Reserve are written out to the Capital Adjustment Account by way of a transfer between the accounts.

Amounts received in excess of £10,000 are categorised as capital receipts and are credited to the other operating expenditure line within the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. They are then appropriated to the Capital Receipts Reserve from the General Fund Balance within the Movement in Reserves Statement and then can only be used for new capital investment or set aside to reduce the Authority's underlying need to borrow (the capital financing requirement).

Heritage Assets

A heritage asset is one with historical, artistic, scientific, technological, geophysical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture. They are intended to be preserved for future generations.

The heritage assets held by the Authority are two vintage vehicles and a small collection of equipment such as helmets.

The collection is not recognised in the financial statements as no information is available on the value of these assets. Obtaining specialist valuations for these assets would be disproportionate in comparison to the benefits to the users of the financial statements.

15a Movements

The movements in property, plant and equipment are shown in the following tables.

2019/20	Other land and build's £'000	Vehicles and equip't £'000	Surplus assets £'000	Assets under const'n £'000	Total £'000
Cost or Valuation:					
At 31 March 2019	144,788	41,673	0	18	186,479
Additions in year	(120)	1,059	0	1,689	2,628
Donations	0	0	0	0	0
Revaluation increases/(decreases) recognised in the Revaluation Reserve	114	0	0	0	114
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	(293)	0	0	0	(293)
Derecognition - Disposals	(50)	(870)	0	0	(920)
Derecognition - Other	0	0	0	0	0
Assets reclassified (to)/from held for sale	0	0	0	0	0
Other movements in cost or valuation	0	0	0	0	0
Gross book value as at 31 March 2020	144,439	41,862	0	1,707	188,008
Accumulated depreciation:					
At 31 March 2019	(7,367)	(28,832)	0	0	(36,199)
Depreciation Charge	(2,849)	(2,518)	0	0	(5,367)
Depreciation written out on revaluation	2,236	0	0	0	2,236
Depreciation written out on the Surplus/Deficit on the Provision of Services	0	0	0	0	0
Impairment (losses)/reversals recognised in the Revaluation Reserve	0	0	0	0	0
Impairment (losses)/reversals recognised in the Surplus/Deficit on the Provision of Services	0	0	0	0	0
Derecognition - Disposals	13	827	0	0	840
Derecognition - Other	0	0	0	0	0
Assets reclassified (to)/from held for sale	0	0	0	0	0
Other movements in cost or valuation	0	0	0	0	0
Accumulated depreciation as at 31 March 2020	(7,967)	(30,523)	0	0	(38,490)
Net book value 31 March 2020	136,472	11,339	0	1,707	149,518
Net book value 31 March 2019	137,421	12,841	0	18	150,280

Notes to the core financial statements

2018/19	Other land and build's £'000	Vehicles and equip't £'000	Surplus assets £'000	Assets under const'n £'000	Total £'000
Cost or Valuation:					
At 31 March 2018	125,202	40,842	0	1,063	167,107
Additions in year	58	677	0	4,465	5,200
Donations	0	0	0	0	0
Revaluation increases/(decreases) recognised in the Revaluation Reserve	15,551	0	0	0	15,551
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	(700)	0	0	0	(700)
Derecognition - Disposals	(5)	(674)	0	0	(679)
Derecognition - Other	0	0	0	0	0
Assets reclassified (to)/from held for sale	0	0	0	0	0
Other movements in cost or valuation	4,682	828	0	(5,510)	0
At 31 March 2019	144,788	41,673	0	18	186,479
Accumulated depreciation:					
At 31 March 2018	(9,607)	(26,893)	0	0	(36,500)
Depreciation Charge	(2,662)	(2,551)	0	0	(5,213)
Depreciation written out on revaluation	4,199	0	0	0	4,199
Depreciation written out on the Surplus/Deficit on the Provision of Services	700	0	0	0	700
Impairment (losses)/reversals recognised in the Revaluation Reserve	0	0	0	0	0
Impairment (losses)/reversals recognised in the Surplus/Deficit on the Provision of Services	0	0	0	0	0
Derecognition - Disposals	3	612	0	0	615
Derecognition - Other	0	0	0	0	0
Assets reclassified (to)/from held for sale	0	0	0	0	0
Other movements in cost or valuation	0	0	0	0	0
Accumulated depreciation as at 31 March 2019	(7,367)	(28,832)	0	0	(36,199)
Net book value 31 March 2019	137,421	12,841	0	18	150,280
Net book value 31 March 2018	115,595	13,949	0	1,063	130,607

16 Revaluations

The freehold and leasehold properties of the Authority's property portfolio have been valued under a rolling programme by qualified property services staff from Hampshire County Authority. Valuations were carried out in accordance with the methodologies and bases of estimation set out in the professional standards of the Royal Institute of Chartered Surveyors.

The following statement shows the progress of the Authority's rolling programme for the revaluation of property. Land and buildings are required to be valued within five years. For assets not included in the current year's valuation programme, the change in value is estimated using Building Cost Information Services (BCIS) indices

Vehicles, plant and equipment are held at historic cost.

	Land and buildings £'000	Vehicles, plant and equipment £'000	Total property, plant and equipment £'000
Valued at historic cost		11,339	11,339
Valued at current value in:			
2015/16	2,887		2,887
2016/17	61,560		61,560
2017/18	17,621		17,621
2018/19	19,902		19,902
BCIS index estimate	8,788		8,788
2019/20	25,714		25,714
Total	136,472	11,339	147,811

17 Financial instruments

A financial instrument is a contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity. Non-exchange transactions, such as those relating to taxes and government grants do not give rise to financial instruments. Financial instruments are recognised in the Balance Sheet when the authority becomes a party to the contractual provisions of the instrument.

Financial assets

Financial assets are classified into one of three categories dependent on both:

Notes to the core financial statements

- the reason the authority is holding the asset (e.g. to collect the contractual cash flows until maturity and / or to sell before maturity); and
- the nature of the asset's contractual cash flows (e.g. just principal and interest or something more complicated).

Reason for holding the asset	Nature of the contractual cash flows	Classification category
Holding assets in order to collect contractual cashflows	Solely payments of principal and interest	Amortised Cost
Holding assets in order to collect contractual cashflows as well as selling the assets	Solely payments of principal and interest	Fair value through other comprehensive income
Holding assets that do not fall into either of the above categories	Not solely payments of principal and interest	Fair value through profit and loss

As an exception to the above, at initial recognition an authority may make an irrevocable election to present changes in the fair value of investments in equity instruments through other comprehensive income rather than through profit and loss. This is dependant on these investments being held for strategic rather than trading purposes. Such investments are then classified as Fair value through other comprehensive income.

All financial assets are initially measured at fair value and recognised on the balance sheet. How the financial assets are subsequently measured, and how unrealised gains or losses are shown in the accounts is dependent on what category the asset has been classified as.

Classification category	Subsequent measurement basis	Presentation of unrealised gains & losses
Amortised Cost	Amortised Cost	A disclosure note
Fair Value through Other Comprehensive Income (FVOCI)	Fair Value	The 'Other comprehensive income' section of the Comprehensive Income & Expenditure Statement (CIES)

Fair Value through Profit & Loss (FVPL)	Fair Value	The 'Financing and investment income & expenditure' section of the CIES.
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A financial asset is derecognised from the Balance Sheet when the contractual rights to the cash flows expire, or the financial asset is transferred.

Interest or dividends are credited to the Financing and Investment Income and Expenditure line in the CIES. Dividends are credited when they become receivable by the authority. Interest income is credited based on the amortised cost of the asset multiplied by its effective interest rate.

Financial liabilities

All financial liabilities are classified as subsequently measured at amortised cost. This means they are initially measured at fair value before subsequently being measured at amortised cost. The amount presented in the Balance Sheet is therefore the outstanding principal repayable (plus accrued interest).

Annual charges to the Financing and Investment Income and Expenditure line in the CIES for interest payable are based on the carrying amount of the liability, multiplied by the effective interest rate for the instrument. The amount payable each year therefore matches to the loan agreement.

Impairment of Financial Instruments – Expected Credit Loss (ECL) model

At each reporting date, using reasonable and supportable forward looking information that is available without undue cost or effort, an authority shall assess whether the risk of default occurring over the life of the financial instrument has increased significantly since it was initially recognised.

The basis of this assessment determines the amount of the ECL that is then charged to the 'Financing and investment income & expenditure' section of the CIES:

Risk of default has increased significantly	ECL equal to the anticipated loss over the lifetime of the financial instrument
Risk of default has not increased significantly	ECL equal to the anticipated loss over the next 12 month period

A simplified approach for calculating the ECL can be used for trade receivables, contract assets and lease receivables that do not contain a significant financing component.

Notes to the core financial statements

The fair value of long term loans and receivables and borrowings are included in disclosure note 18.

17a Financial Instruments – liabilities

The financial liabilities disclosed in the Balance Sheet are analysed across the following categories:

Financial Liabilities	Long Term		Short Term	
	31/03/2019 £'000	31/03/2020 £'000	31/03/2019 £'000	31/03/2020 £'000
Loans at amortised cost:				
-Principal sum borrowed	(8,250)	(7,100)	(100)	(1,150)
-Accrued interest	0		(65)	(64)
Total borrowing	(8,250)	(7,100)	(165)	(1,214)
Liabilities at amortised cost:				
-Finance leases	0		0	0
-Trade creditors	0		(4,124)	(3,329)
Total other liabilities	0	0	(4,124)	(3,329)
Total	(8,250)	(7,100)	(4,289)	(4,543)

17b Long- term borrowing

Hampshire Fire & Rescue Authority's long-term borrowing consists of loans from the Public Works Loan Board which are measured at amortised cost.

17c Short term borrowing

This balance represents the interest payable to the PWLB within one year.

17d Creditors

The short term creditors balance on the balance sheet includes non-exchange creditors that do not meet the definition of a financial instrument. Total creditors can be analysed into financial instruments and non-financial instruments as follows:

2018/19 £'000		2019/20 £'000
(4,124)	Financial instrument creditors	(3,329)
(962)	Non-financial instrument creditors	(891)
(5,086)	Total creditors	(4,220)

Receipts in advance are also included within creditors. The balance is in the main relating to next year's expenditure and as such the amortised cost in the balance sheet is a reasonable assessment of fair value.

17e Financial Instruments - Assets

The financial assets disclosed in the balance sheet are analysed across the following categories:

Financial Assets	Long Term		Short Term	
	31/03/2019	31/03/2020	31/03/2019	31/03/2020
	£'000	£'000	£'000	£'000
Investments:				
At amortised cost				
- Principal	3,006	2,003	10,013	4,012
- Accrued interest	0	0	31	34
- Loss Allowance	(1)	0	(2)	0
At Fair Value through Other Comprehensive Income (FVOCI)				
- Principal at amortised cost	0	0	0	0
- Accrued interest	0	0	0	0
- Loss allowance	0	0	0	0
- Fair value adjustment	0	0	0	0
- Equity investments	0	0	0	0
At Fair Value through profit & loss				
- Fair value (FVPL)	3,818	6,219	0	0
Total investments	6,823	8,222	10,042	4,046
Cash & cash equivalents:				
- Cash (including bank accounts)			(479)	(336)
- At amortised cost			1,071	2,958
- At FVOCI			0	0
- At Fair Value through Profit & Loss			6,810	9,540
Total cash and cash equivalents	0	0	7,402	12,162
Loans and receivables:				
- trade debtors	0	0	4,487	4,167
- loans made for service purposes	6	6	0	0
Total financial assets	6,829	8,228	21,931	20,375

17f Long-term investments

Surplus cash balances are lent to borrowers on the Authority's approved list. Long term investments are not due to be repaid until after a year from the balance sheet date for periods of up to two years.

17g Short term investments

Surplus cash balances are lent to borrowers on the Authority's approved list. Short term investments are due to be repaid within a year and so their amortised cost in the balance sheet date is a reasonable assessment of their fair value.

17h Long term debtors

These represent staff car loans which attract a market rate of interest for a period of less than five years and the value in the balance sheet is a reasonable assessment of fair value. All loans are expected to be repaid in full and so a reduction for impairment is not considered necessary.

17i Debtors

Receipts are due within one year without interest and as such the fair value of receivables equals the original invoice amount. The total amount has not been reduced to take account of debts that are unlikely to be collectable as it is believed all debts will be repaid in full. Consideration was given as to the need to impair these debts, but no impairment was required for either 2018/19 or 2019/20.

The debtors balance incorporates payments in advance. These represent the proportion of leasing payments made that relate to 2020/21 as payments are made annually in advance. As the balance relates to less than a financial year the fair value is equivalent to the proportion of the original invoice that relates to 2019/20.

The short term debtors balance on the balance sheet includes non-exchange debtors that do not meet the definition of a financial instrument. Total debtors can be analysed into financial instruments and non-financial instruments as follows:

2018/19		2019/20
£'000		£'000
4,487	Financial instrument debtors	4,167
5,112	Non-financial instrument debtors	4,150
9,599	Total debtors	8,317

17j Cash and cash equivalents

Cash comprises cash in hand and on demand deposits.

Balances classified as ‘cash equivalents’ fit the definition of being short-term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. These are carried at amortised cost.

The balance of cash and cash equivalents is made up of the following elements at the balance sheet date;

2018/19 £'000	2019/20 £'000
18 Cash in hand	14
1,071 Cash equivalents measured at amortised cost	2,958
6,810 Cash equivalents measured at fair value through profit & loss	9,540
(497) Uncleared BACS payments	(350)
7,402 Total	12,162

18 Financial Instruments – Fair Values

Fair Value Measurement

The Fire & Rescue Authority measures some of its assets and liabilities at fair value at each reporting date. Fair value is the price that would be received to sell an asset or paid to transfer a liability at the measurement date. The fair value measurement assumes that the transaction to sell the asset or transfer the liability takes place either:

- In the principal market for the asset or liability, or
- In the absence of a principal market, in the most advantageous market for the asset or liability.

The Fire & Rescue Authority measures the fair value of an asset or liability using the assumptions that market participants would use when pricing the asset or liability, assuming that market participants act in their best economic interest.

When measuring the fair value of a non-financial asset, the Fire & Rescue Authority takes into account a market participant's ability to generate economic benefits by using the asset in its highest and best use or by selling it to another market participant that would use the asset in its highest and best use.

All financial instruments excluding those classified at amortised cost are carried in the Balance Sheet at fair value. For money market funds and pooled funds the fair value is taken from the market price.

Financial instruments classified at amortised cost are carried in the Balance Sheet at amortised cost. Their fair values have been estimated by calculating the net present value of the remaining contractual cash flows at 31st March 2020, using the following methods and assumptions:

- Loans borrowed by the Fire & Rescue Authority have been valued by discounting the contractual cash flows over the whole life of the instrument at the appropriate market rate for local authority loans.
- No early repayment or impairment is recognised for any financial instrument.
- The fair value of short-term instruments, including trade payables and receivables, is assumed to approximate to the carrying amount given the low and stable interest rate environment.

Notes to the core financial statements

Fair values are shown in the tables below, split by their level in the fair value hierarchy:

Level 1 - fair value is only derived from quoted prices in active markets for identical assets or liabilities e.g. bond prices

Level 2 - fair value is calculated from inputs other than quoted prices that are observable for the asset or liability, e.g. interest rates or yields for similar instruments

Level 3 - fair value is determined using unobservable inputs, e.g. non-market data such as cash flow forecasts or estimated creditworthiness

The fair value of long term liabilities held at amortised cost is higher than the balance sheet carrying amount because the Authority's portfolio of loans includes a number of loans, where the interest rate payable is higher than the current rates available for similar loans as at the Balance Sheet date.

Notes to the core financial statements

	Fair Value level	Balance Sheet		Fair Value		Note
		31/03/2019 £'000	31/03/2020 £'000	31/03/2019 £'000	31/03/2020 £'000	
Financial Liabilities						
Long term loans from PWLB	2	(8,350)	(8,250)	(10,439)	(10,257)	
Accrued interest		(65)	(64)	0		
Total loans borrowed		(8,415)	(8,314)	(10,439)	(10,257)	
Liabilities for which fair value is not disclosed - note i		(4,124)	(3,329)			
Total financial liabilities		(12,539)	(11,643)	(10,439)	(10,257)	
Recorded on balance sheet as:						
Short term creditors		(4,124)	(3,329)			17d
Short term borrowing		(165)	(1,214)			17a
Long term creditors		0	0			
Long term borrowing		(8,250)	(7,100)			17a
Total financial liabilities		(12,539)	(11,643)			
Financial Assets						
Held at fair value:						
Money market funds	1	6,810	9,540	6,810	9,540	
Bond, equity & multi asset funds	1	1,641	3,009	1,641	3,009	
Property funds - note ii	2	2,177	3,210	2,177	3,210	
Certificates of deposit		0	0	0	0	
Corporate & government bonds		0	0	0	0	
Held at amortised cost:						
Corporate & government bonds	1	2,005	1,003	2,000	983	
Long-term loans to local authorities and housing	2	1,010	1,000	1,013	1,014	
Total		13,643	17,762	13,641	17,756	
Assets for which fair value is not disclosed - note i		15,116	10,841			
Total financial assets		28,759	28,603			
Recorded on balance sheet as:						
Long term investments		6,823	8,222			17e
Long term debtors		6	6			17e
Short term investments		10,042	4,046			17e
Cash and cash equivalents		7,402	12,162			17j
Short term debtors		4,487	4,167			17i
Short term service loans		0	0			
Total financial assets		28,760	28,603			

note i - the fair value of short term liabilities and assets including trade payables and receivables is assumed to approximate to the carrying amount.

note ii - Property funds totalling £3.2m have been moved from level 1 to level 2 of the hierarchy for 2019/20 reflecting that there is no longer an active market in these instruments. Fund managers have suspended redemptions reflecting market conditions for underlying properties caused by the economic consequences of the coronavirus pandemic.

19 Financial Instruments – Risks

Hampshire Fire & Rescue Authority complies with CIPFA's Code of Practice on Treasury Management and Prudential Code for Capital Finance in Local Authorities, both revised in December 2017.

In line with the Treasury Management Code, HFRA approves a Treasury Management Strategy before the commencement of each financial year.

The Strategy sets out the parameters for the management of risks associated with financial instruments. HFRA also produces Treasury Management Practices specifying the practical arrangements to be followed to manage these risks.

The Treasury Management Strategy includes an Investment Strategy in compliance with the Ministry for Housing, Communities and Local Government Guidance on Local Government Investments. This Guidance emphasises that priority is to be given to security and liquidity, rather than yield. HFRA's Treasury Management Strategy and its Treasury Management Practices seek to achieve a suitable balance between risk and return or cost.

The main risks covered are:

- Credit risk: The possibility that the counterparty to a financial asset will fail to meet its contractual obligations, causing a loss to HFRA
- Liquidity risk: The possibility that HFRA might not have the cash available to make contracted payments on time
- Market risk: The possibility that an unplanned financial loss will materialise because of changes in market variables such as interest rates or equity prices.

Credit Risk: Investments

HFRA manages credit risk by ensuring that investments are only placed with organisations of high credit quality as set out in the Treasury Management Strategy. These include commercial entities with a minimum long-term credit rating of A-, the UK government, other local authorities, and organisations without credit ratings upon which HFRA has received independent investment advice. Recognising that credit ratings are imperfect predictors of default, HFRA has regard to other measures including credit default swaps and equity prices when selecting commercial entities for investment.

A limit of £4m of the total portfolio is placed on the amount of money that can be invested with a single counterparty (other than the UK government). For unsecured investments in banks, building societies and companies, a smaller limit of £2m applies. HFRA also sets limits on investments in certain sectors. No more than £10m in total can be invested for a period longer than one year.

The credit quality of £2m of HFRA's investments is enhanced by collateral held in the form of covered bonds collateralised by UK residential mortgages. The collateral significantly reduces the likelihood of HFRA suffering a loss on these investments. The table below summarises the credit risk exposures of HFRA's investment portfolio by credit rating:

Credit rating	Long term		Short term	
	2018/19	2019/20	2018/19	2019/20
	£'000	£'000	£'000	£'000
AAA	2,005	1,003	4,009	1,002
AA+	0	0	0	0
AA	0	0	0	0
AA-	0	0	1,070	1,439
A+	0	0	1,003	11
A	0	0	1,001	1,518
A-	0	0	0	0
AAA Money Market Funds	0	0	6,810	9,540
Unrated local authorities	1,010	1,000	4,019	3,034
Unrated pooled funds	3,818	6,219	0	0
Total Investments	6,833	8,222	17,912	16,544

Liquidity Risk

HFRA has ready access to borrowing at favourable rates from the Public Works Loan Board and other local authorities, and at higher rates from banks and building societies. There is no perceived risk that HFRA will be unable to raise finance to meet its commitments. It is however exposed to the risk that it will need to refinance a significant proportion of its borrowing at a time of unfavourably high interest rates. This risk is managed by maintaining a spread of fixed rate loans, limiting the amount of HFRA's borrowing that matures in any one financial year. The maturity analysis of the principal sums borrowed is as follows:

Time to maturity (years)	31/03/2019 £'000	31/03/2020 £'000
Not over 1	(100)	(1,150)
Over 1 but not over 2	(1,150)	(450)
Over 2 but not over 5	(1,550)	(1,450)
Over 5 but not over 10	(450)	(100)
Over 10 but not over 20	(5,100)	(5,100)
Over 20 but not over 30	0	
Total	(8,350)	(8,250)

Market Risks: Interest Rate Risk

HFRA is exposed to risk in terms of its exposure to interest rate movements on its borrowings and investments. Movements in interest rates have a complex impact on the authority.

For instance, a rise in interest rates would have the following effects:

- borrowings at variable rates – the interest expense will rise
- borrowings at fixed rates – the fair value of the liabilities borrowings will fall

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- investments at variable rates – the interest income credited will rise
- investments at fixed rates – the fair value of the assets will fall.

Investments measured at amortised cost and loans borrowed are not carried at fair value, so changes in their fair value will have no impact on the Comprehensive Income and Expenditure Statement. However, changes in interest payable and receivable on variable rate borrowings and investments will be posted to the Surplus or Deficit on the Provision of Services. Movements in the fair value of fixed rate investments measured at fair value will be reflected in Other Comprehensive Income or the Surplus or Deficit on the Provision of Services as appropriate.

The Treasury Management Strategy aims to mitigate these risks through the interest rate risk indicator. At 31 March 2020, the entire net principal borrowed (i.e. debt net of investments) was exposed to fixed rates. £17.5m of HFRA's investment balance at 31 March 2020 was exposed to variable interest rates, including £2m of floating rate notes.

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

	£'000
Increase in interest payable on variable rate borrowings	0
Increase in interest receivable on variable rate investments	(261)
Decrease in fair value of investments held at FVPL	27
Impact on (Surplus) or Deficit on the Provision of Services	(234)
Decrease in fair value of investments held at FVOCI	0
Impact on Comprehensive Income and Expenditure	(234)
Decrease in fair value of loans and investments at amortised cost	30
Decrease in fair value of fixed rate borrowing	(782)

The approximate impact of a 1% fall in interest rates would be as above, but with the movements being reversed.

Market Risks: Price Risk

The market prices of HFRA's fixed rate bond investments and its units in pooled bond funds are governed by prevailing interest rates and the market risk associated with these instruments is managed alongside interest rate risk.

HFRA's investment in a pooled property fund and pooled equity funds are subject to the risk of falling commercial property and share prices. This risk is limited by HFRA's investment strategy, which limits the amount invested in pooled funds. A fall in commercial property or share prices would result in a charge to the surplus or deficit on the provision of services – this would have no impact on the General Fund until the investment was sold.

20 Provisions

Provisions are liabilities of uncertain timing or amount.

Provisions are charged to the Comprehensive Income and Expenditure Statement in the year that the Authority has a present obligation (legal or constructive) and are measured at the best estimate at the balance sheet date of the expenditure required to settle the obligation, taking into account relevant risks and uncertainties.

When payments are eventually made, they are charged to the provision carried in the Balance Sheet. Estimated settlements are reviewed at the end of each financial year – where it becomes less than probable that payments will now be required (or a lower settlement than anticipated is made), the provision is reversed and credited back to the Comprehensive Income and Expenditure Statement.

The Authority holds the following provisions.

- Uninsurable and other claims. This covers costs which may arise as a result of the Authority being uninsured for a period (the Authority's insurers went into liquidation some years ago), possible employment tribunals (together with their associated costs) and other claims made against the Authority. These cases may take a number of years to settle
- Pension liabilities relating to temporary promotions that will be funded by the Authority.
- Business rate appeals relating to valuations, which may impact on future business rates collected by the Authority.

The movement on these provisions can be summarised as follows:

	Uninsurable and other claims	Pension liabilities	Provision charged to net cost of services	Business Rate appeals	Total provision made
	£'000	£'000	£'000	£'000	£'000
Balance as at 1 April 2019	(116)	(205)	(321)	(997)	(1,318)
Payments made in the year (Increase) /decrease	117 (87)	2	119 (87)	172 (223)	291 (310)
Balance as at 31 March 2020	(86)	(203)	(289)	(1,048)	(1,337)

21 Defined benefit pension schemes

21a Participation in pension schemes

As part of the terms and conditions of employment of its employees, the Authority makes contributions towards the cost of post employment benefits. Although these benefits will not actually become payable until the employees retire, the Authority has a commitment to make the payments that need to be disclosed at the time that employees earn their future entitlement.

The Authority participates in a number of pension schemes:

- the Local Government Pension Scheme (LGPS) for support staff which is administered by Hampshire County Council. This is a funded defined benefit scheme meaning that the Authority and employees pay contributions into a fund, calculated at a level intended to balance the pension liabilities with investment assets. Benefits earned up to 31 March 2014 are linked to final salary and benefits after 31 March 2014 are based on a Career Average Revalued Earnings (CARE) scheme. Discretionary arrangements for the award of post retirement benefits upon early retirement can be made. These are an unfunded defined benefit arrangement, under which liabilities are recognised when awards are made. However, there are no investment assets built up to meet these pensions liabilities, and cash has to be generated to meet actual pension payments as they eventually fall due;
- the 1992 Firefighters' Pension Scheme (FPS);
- the 2006 New Firefighters' Pension Scheme (FPS). This scheme was opened to new members from 1 April 2006;
- the 2015 Firefighters' Pension Scheme (FPS); and
- the Modified 2015 Firefighters' Pension Scheme (FPS) for retained firefighters.

All of the Firefighters pension schemes are unfunded schemes, meaning that there are no investment assets built up to meet the pensions liabilities, and cash has to be generated to meet the actual pension payments as they eventually fall due. All costs in connection with the scheme except those relating to injury pensions and any ill-health early retirement costs are funded by the Government. All costs in relation to injury pensions, ill-health early retirement costs and pensions relating to temporary promotions are met by the employer.

The 2015 scheme is a career average scheme (CARE), and is available to operational firefighters appointed on or after 1 April 2015. Serving firefighters will also have been transferred into the scheme, unless they have protected status under one of the existing schemes.

22 Transactions relating to post-employment benefits

The cost of post-employment benefits is recognised in the Net Cost of Services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge required to be made against the Council tax is based on the cash payable in the year, so the real cost of retirement benefits is reversed out of the General Fund via the Movement in Reserves Statement. The following transactions have been

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made in the Comprehensive Income and Expenditure Account and the General Fund Balance via the Movement in Reserves Statement during the year:

	Firefighters' Pension Schemes		Injury Pensions (firefighters)	
	2018/19 £'000	2019/20 £'000	2018/19 £'000	2019/20 £'000
Comprehensive Income and Expenditure Statement				
<i>Cost of Services</i>				
Current service				
- cost	11,340	15,370	720	590
Past service				
- costs	28,510	0	0	0
- (Gain)/loss from settlements	0	0	0	0
<i>Financing and Investment Income and Expenditure</i>				
Net interest expense	17,570	17,560	760	740
Total Charge to the Surplus or Deficit on the Provision of Services	57,420	32,930	1,480	1,330
<i>Other post-employment benefit charged to the Comprehensive Income and Expenditure Statement</i>				
<i>Remeasurement of the net defined benefit liability comprising:</i>				
- Actuarial (Gains)/Losses arising	2,607	(75,350)	570	(3,720)
Total post-employment benefit charged to the Comprehensive Income and Expenditure Statement	60,027	(42,420)	2,050	(2,390)
<i>Movement in Reserves Statement</i>				
Reverse charge to Provision of Services	(57,420)	(32,930)	(1,480)	(1,330)
<i>Actual amount charged against the General Fund Balance for pensions in the year</i>				
Employer's contributions to the scheme	4,107	7,680	0	0
Benefits paid direct to beneficiaries	0	0	690	900
Charge on General Fund	4,107	7,680	690	900

	LGPS (Staff)		All schemes - Summary	
	2018/19 £'000	2019/20 £'000	2018/19 £'000	2019/20 £'000
Comprehensive Income and Expenditure Statement				
<i>Cost of Services</i>				
- Current service cost	2,440	3,130	14,500	19,090
- Past service cost	1,070	133	29,580	133
<i>Financing and Investment Income and Expenditure</i>	0		0	0
Net interest expense	570	532	18,900	18,832
<i>Total Charge to the Surplus or Deficit on the Provision of</i>	4,080	3,795	62,980	38,055
<i>Other post-employment benefit charged to the Comprehensive Income and Expenditure Statement</i>				
<i>Remeasurement of the net defined benefit liability comprising:</i>				
- Return on plan assets	(2,970)	3,084	(2,970)	3,084
- Actuarial (Gains)/Losses arising:-	1,200	(2,629)	4,377	(81,699)
<i>Total post-employment benefit charged to the Comprehensive Income and Expenditure Statement</i>	2,310	4,250	64,387	(40,560)
<i>Movement in Reserves Statement</i>				
Reverse charge to Provision of Services	(4,080)	(3,795)	(62,980)	(38,055)
<i>Actual Amount charged against the General Fund Balance for pensions in the year</i>				
Employer's contributions to the scheme	1,890	2,227	5,997	9,907
Benefits paid direct to beneficiaries	0	0	690	900
<i>Charge on General Fund</i>	1,890	2,227	6,687	10,807

23 Liabilities in relation to post-employment benefits

The following tables set out the reconciliation of the various schemes' liabilities, discounted to their present value using a calculated discount rate based on a series of calculations for high quality corporate bonds over a range of periods.:

2018/19	LGPS	Firefighters' Pension Schemes	Injury	Total
	£'000	£'000	£'000	£'000
1 April	64,010	684,010	29,740	777,760
Current service cost	2,440	11,340	720	14,500
Interest cost	1,650	17,570	760	19,980
Contributions by scheme participants	520	3,340	0	3,860
Actuarial (gains) and losses	1,200	14,900	570	16,670
Net benefits paid out	(1,610)	(19,740)	(690)	(22,040)
Past service costs	1,070	28,510	0	29,580
31 March	69,280	739,930	31,100	840,310

2019/20	LGPS	Firefighters' Pension Schemes	Injury	Total
	£'000	£'000	£'000	£'000
1 April	69,280	739,930	31,100	840,310
Current service cost	3,130	15,370	590	19,090
Interest cost	1,652	17,560	740	19,952
Contributions by scheme participants	556	3,390	0	3,946
Actuarial (gains) and losses	(2,629)	(65,860)	(3,720)	(72,209)
Net benefits paid out	(1,400)	(20,560)	(900)	(22,860)
Past service costs	133	0	0	133
31 March	70,722	689,830	27,810	788,362

24 Assets in relation to post-employment benefits

The following table set out the reconciliation of the fair value of the Local Government Pension Scheme:

2018/19 £'000	2019/20 £'000
41,110 1 April	45,960
1,080 Expected return on assets	1,120
2,970 Actuarial gains and (losses)	(3,084)
1,890 Employer contributions	2,227
520 Contributions by scheme participants	556
(1,610) Net benefits paid out	(1,399)
45,960 31 March	45,380

Fair value means:

- for quoted securities - the current bid price;
- for unquoted securities - this is based on a professional estimate;
- for unitised securities - the current bid price;
- for property - an estimate of the market value.

The expected return on scheme assets is determined by considering the expected returns available on the assets underlying the current investment policy. Expected yields on fixed interest investments are based on gross redemption yields as at the Balance Sheet date. Expected returns on equity investments reflect long-term real rates of return experienced in the respective markets.

The actual return on assets in the year was a loss of £1.96m (£4.05m gain in 2018/19).

25 Pension Scheme Assets

The Local Government Pension Scheme assets consist of the following categories, by proportion of the total assets held by the Fund:

31 March 2019 %	31 March 2020 Quoted %	31 March 2020 Unquoted %	31 March 2020 Total %
60.4 Equities	44.1	8.6	52.7
22.7 Government bonds	21.8	-	21.8
7.6 Property	0.8	6.5	7.3
5.2 Corporate bonds	0.0	-	0.0
2.3 Cash	2.0	-	2.0
1.8 Other (hedge funds, currency holdings, futures, private equities)	14.1	2.1	16.2
100.0	82.8	17.2	100.0

The firefighters' schemes have no assets to cover their liabilities.

26 Impact on the Authority's cash flows

The liabilities show the underlying commitments that the Authority has in the long run to pay retirement benefits. The liability has a substantial impact on the net worth of the Authority recorded in the balance sheet. However, statutory arrangements for funding the deficit mean that the financial position of the Authority remains healthy.

Finance is only required to be raised to cover firefighters' pensions when the pension payments relate to injury pensions and the cost of ill-health early retirement. All other firefighter pensions are paid by the Government.

The deficit on the LGPS will be made good by increased contributions over the remaining life of employees, as assessed by the actuary. The objectives of the LGPS are to keep the employer's contribution rate as constant as possible. The aim is to achieve a 100% funding level over a period of 19 years from 1 April 2017. Funding levels are monitored on an annual basis. The next triennial valuation is due to be completed as at 31 March 2022.

The employer's regular contributions to the LGPS fund for the accounting period 31 March 2021 are estimated to be £1.4m. In addition pension strain contributions may be required.

27 Basis for estimating Assets and Liabilities

Liabilities have been assessed on an actuarial basis using the projected unit credit method, an estimate of pensions that will be payable in future years dependent on key assumptions covering:

- Financial assumptions
- Post Retirement Mortality
- Commutation.

All schemes have been assessed by an independent actuary, AON Hewitt Limited, against a formal actuarial valuation as at the following dates:

Scheme	Date
Local Government Pension Scheme – funded	31 March 2019
Local Government Pension Scheme – unfunded	31 March 2019
1992 Firefighters' Pension Scheme	31 March 2019
2006 Firefighters' Pension Scheme	31 March 2019
2015 Firefighters' Pension Scheme	31 March 2019
Firefighters' Injury and Ill-Health Pensions	31 March 2019

The post retirement mortality assumptions and key financial assumptions used by the independent actuary are set out in the following table.

31 March 2019		31 March 2020
2.2%	Rate of Inflation (CPI) (LGPS)	1.9%
2.2%	Rate of Inflation (CPI) Firefighter Schemes)	2.0%
3.7%	Rate of increase in salaries (LGPS)	2.9%
3.7%	Rate of increase in salaries (Firefighter Schemes)	3.0%
2.2%	Rate of increase in pensions (LGPS)	1.9%
2.2%	Rate of increase in pensions (Firefighter Schemes)	2.0%
2.4%	Rate for discounting scheme liabilities (LGPS)	2.3%
2.4%	Rate for discounting scheme liabilities (Firefighter Schemes)	2.3%
	Longevity at 65 for current Pensioners (years):	
23.3	Men (LGPS)	23.0
26.1	Women (LGPS)	25.5
21.4	Men (Firefighter Schemes)	21.5
23.7	Women (Firefighter Schemes)	23.6
	Longevity at 65 for future Pensioners (years):	
24.9	Men (LGPS)	24.7
27.8	Women (LGPS)	27.2
23.1	Men (Firefighter Schemes)	23.2
25.6	Women (Firefighter Schemes)	25.4

The mortality assumptions are based on the recent actual mortality experience of members within the fund and allow for expected future mortality improvements.

The commutation assumptions used by the independent actuary are:

	31 March 2019	31 March 2020
LGPS	Each member was assumed to surrender pension on retirement, such that the total cash received (including any accrued lump sum from pre 2008 service) is 70% of the permitted maximum.	Each member was assumed to surrender pension on retirement, such that the total cash received (including any accrued lump sum from pre 2008 service) is 70% of the permitted maximum.
Firefighter schemes	Assumed that 90% of members of the 1992 Scheme commute 25% of their pension. Assumed that 75% of members of the 2006 and 2015 schemes commute 25% of their pension.	Assumed that 90% of members of the 1992 Scheme commute 25% of their pension. Assumed that 75% of members of the 2006 and 2015 schemes commute 25% of their pension.

28 Sensitivity analysis of financial assumptions

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the preceding tables. The sensitivity analysis' below have been determined based on reasonably possible changes of the assumptions occurring at the end of the reporting period and assumes for each change that the assumption analysed changes whilst all other assumptions remain constant. For example, the assumptions in longevity assume that life expectancy increases for men and women. In practice, this is unlikely to occur and changes in some of the assumptions may be interrelated. The assumptions used in the analysis have followed accounting policies for the scheme i.e. on an actuarial basis using the projected unit credit method. The method and types of assumptions used in preparing the sensitivity analysis below did not change from those used in the previous method. A sensitivity analysis has not been undertaken on unfunded benefits as it is immaterial.

Baseline:-

Fire Schemes

Present Value of total obligation (excluding injury benefits) @ 31 March 2020= £689.93m
Projected Service cost 2020/21 = £13.84m

Local Government Superannuation Scheme

Present Value of total obligation (funded scheme only) @ 31 March 2020 = £70.68m
Projected Service cost 2020/21 = £2.92m

	LGPS		Fire Schemes	
	+ 0.1% p.a.	- 0.1% p.a.	+ 0.1% p.a.	- 0.1% p.a.
Adjustment to discount rate				
* Present value of total obligations (£M)	69.07	72.32	675.74	704.04
* % change in present value of total obligations	-2.3%	2.3%	-2.0%	2.1%
* Projected service cost (£M)	2.80	3.04	13.34	14.36
* % change in projected service cost	-4.0%	4.1%	-3.6%	3.8%
Rate of general increase in salaries				
* Present value of total obligations (£M)	70.84	70.52	692.34	687.39
* % change in present value of total obligations	0.2%	-0.2%	0.4%	-0.4%
* Projected service cost (£M)	2.92	2.92	14.11	13.58
* % change in projected service cost	0.0%	0.0%	2.0%	-1.9%
Rate of increase to pensions in payment and deferred pensions				
* Present value of total obligations (£M)	72.15	69.24	701.52	678.14
* % change in present value of total obligations	2.1%	-2.0%	1.7%	-1.7%
* Projected service cost (£M)	3.04	2.80	14.08	13.60
* % change in projected service cost	4.1%	-4.0%	1.7%	-1.7%
Adjustment to mortality age rating assumption				
	-1 year	+1 year	-1 year	+1 year
* Present value of total obligations (£M)	72.88	68.50	712.60	667.06
* % change in present value of total obligations	3.1%	-3.1%	3.3%	-3.3%
* Projected service cost (£M)	3.03	2.81	14.42	13.27
* % change in projected service cost	3.7%	-3.7%	4.2%	-4.1%

29 Contingent liabilities and assets

Contingent liabilities

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

Contingent liabilities are not recognised in the Balance Sheet but disclosed in a note to the accounts.

There are two contingent liabilities to report. Firstly, the transitional protections provided as part of the introduction of the 2015 Fire Fighter's Pension scheme have been ruled as unlawful and the estimated impact of this has already been included in the pension valuations reported in these accounts. Further claims are being submitted by Firefighters in respect of the transitional protections, which we believe may be to protect the claimants'

position in respect of future compensation for injury to feeling awards. Secondly, in the case O'Brien vs Ministry of Justice it was found in favour of the claimant that part time periods of service should also count in calculating future pension benefits. This may have implications for the Firefighter's pension schemes particularly in relation to the Modified scheme covering RDS staff who by their very nature are part time. It is not possible at this stage to estimate the financial impact of these cases.

Contingent assets

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

Contingent assets are not recognised in the Balance Sheet but disclosed in a note to the accounts where it is probable that there will be an inflow of economic benefits or service potential.

30 Events after the reporting period

The Statement of Accounts was authorised for issue by the Chief Finance Officer on XX September 2020. Events taking place after this date are not reflected in the financial statements or notes. Where events taking place before this date provided information about conditions existing at 31 March 2020, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.

On 20 July 2020, the chief secretary to the Treasury announced in a [written ministerial statement](#) that he believed changes would be required to public service pension schemes to avoid discrimination on grounds of sexual orientation. This followed a recent Employment Tribunal ruling relating to the Teachers' Pension Scheme that concluded that provisions for survivor's benefits of a female member in an opposite sex marriage are less favourable than for a female in a same sex marriage or civil partnership. The government has concluded that changes are required to the Teachers' Pension Scheme to address the discrimination. The government believes that this difference in treatment will also need to be remedied in those other public service pension schemes, where the husband or male civil partner of a female scheme member is in similar circumstances. Based on actuarial advice, the estimated impact on the pension liability is not material (c. 0.2%) and will be incorporated in the balance sheet as at 31 March 2021.

31 Cash Flow Statement

The adjustment to the surplus or deficit for non-cash items comprises the following items:

31.1 The adjustment for non-cash items

2018/19 £'000	2019/20 £'000
(5,213) Depreciation	(5,367)
(1) Impairments & downward revaluations	(293)
0 Amortisations	0
0 (Increase)/Decrease in expected loss allowance for receivables	0
871 (Increase)/Decrease in creditors	866
1,190 Increase/(Decrease) in debtors	(1,282)
33 Increase/(Decrease) in inventories	379
(461) (Increase)/Decrease in provisions	(310)
406 Actual cash payments made from provisions	291
(56,293) Movement in pension liability	(27,248)
111 Movement in the value of investment properties & financial instruments	(1,038)
(1,264) Carrying amount of non current assets and non current assets held for sale, sold or derecognised	(80)
(3) Other non-cash items charged to the net surplus or deficit on the provision of services	(1)
(60,624) Adjustment for non-cash items	(34,083)

31.2 The adjustment for items that are financing or investing cash flows comprises the following items:

2018/19 £'000	2019/20 £'000
0 Proceeds from the sale of fixed assets	0
(500) Capital grants and contributions received	0
(500) Adjustment for activities that are investing or financing cash flows	0

The cash flow from operating activities includes the following items:

2018/19 £'000	2019/20 £'000
(183) Interest received	(171)
(182) Dividends received	(206)
400 Interest paid	401
35 Net cash outflow from operating activities	24

31.3 The cash flow from investing activities comprises the following items:

2018/19 £'000		2019/20 £'000
	Cash outflows	
4,922	Purchase of property, plant and equipment	2,628
18,558	Purchase of short-term and long-term investments	33,506
	Cash inflows	
0	Proceeds from the sale of property, plant and equipment	0
(24,184)	Proceeds of sale of short-term and long-term investments	(37,002)
500	Capital grants received	0
0	Other income	0
(204)	Net cash inflow from investing activities	(868)

31.4 The cash flow from financing activities comprises the following items:

2018/19 £'000		2019/20 £'000
	Cash outflows	
0	Cash payments for the reduction of the outstanding liabilities relating to finance leases	0
0	Repayments of long and short term borrowing	100
0	Other payments for financing activities	0
	Cash inflows	
0	Cash receipts of long and short term borrowing	0
0	Other receipts from financing activities	0
0	Net cash outflow from financing activities	100

32 Accounting policies

General principles

The Statement of Accounts summarises the Authority's transactions for the relevant financial year and its position at the relevant year end of 31 March. It has been prepared in accordance with the Accounts and Audit Regulations 2015 and the Code of Practice on Local Authority Accounting in the United Kingdom (the Code) which is based on International Financial Reporting Standards (IFRS).

The Statement of Accounts are prepared on a going concern basis and adopt the accounting convention of historical cost, modified by the revaluation of certain categories of non-current assets and financial instruments.

Accruals of income and expenditure

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

- Revenue from the provision of services is recognised when the Authority can measure reliably the percentage of completion of the transaction and it is probable that economic benefits or service potential associated with the transaction will flow to the Authority.
- Supplies are recorded as expenditure when they are consumed – where there is a gap between the date supplies are received and their consumption; they are carried as inventories on the Balance Sheet.
- Expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made.
- Employee benefits, including pension benefits are accounted for as they are earned.
- Interest receivable on investments and payable on borrowings is accounted for respectively as income and expenditure on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.

Where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

Prior period adjustments, changes in accounting policies and estimates and errors

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

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

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

Intangible assets

Intangible assets do not have physical substance but are identifiable and controlled by the Authority and bring benefits to the Authority for more than one year. Typical examples include software licences and internally developed websites developed to deliver services rather than information about services. The Authority does not have any material intangible assets. Capital expenditure on immaterial intangible assets is classified as furniture and equipment.

Inventories and long term contracts

Inventories are included in the Balance Sheet at latest procured cost as this is not materially different from the recommended practice of carrying them at the lower of cost or net realisable value. Long term contracts are accounted for on the basis of charging services with the value of works and services received under the contract during the financial year. The cost of capital schemes that are in progress at the date of the balance sheet are included as Assets Under Construction within Property, Plant and Equipment.

VAT

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

Interests in Companies and Other Entities

The Authority reviews their collaborative arrangements on an annual basis and will account for these accordingly or disclose their material interests in other entities where they exist.

Disclosures of material involvement with other entities are provided under note 12.

Under IFRS10 the Authority is required to produce consolidated group accounts as it has sole ownership and therefore control over a company '3SFire Ltd'. However, as permitted the Authority will not produce group accounts until the financial impact of their interest in the Company becomes material.

33 Critical judgements in applying accounting policies

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

Going concern assessment - As local authorities cannot be created or dissolved without statutory prescription, the going concern assumption in the Accounting Code of Practice assumes that a local authority's services will continue to operate for the foreseeable future. Whilst there is no statutory change to this position, the financial impact of Covid-19 is potentially significant. The Chief Fire Officer chairs the Local Resilience Forum, as such, HFRS has taken a lead role in co-ordinating the pan public-sector response in Hampshire. That has included HFRS expanding on its existing arrangements to assist the health service. HFRS has been able to scale back non-urgent work in areas such as visits to premises due to the reduced demand and use of those premises. That has enabled the existing resources available to cope with the demands on HFRS. There is an expectation that central Government will provide additional financial support to assist public sector organisations with the cost of dealing with COVID-19.

The major concern is the impact on council tax and business rate income going forward, but even under a worst case scenario for budget setting for 2021/22 (assuming no further Government support) there is sufficient financial mitigation through the use of reserves to ensure that a balanced budget can be set and that the new CFA is sustainable at least until the end of March 2022.

- There is a high degree of uncertainty about future levels of funding for local government. The Authority has made decisions as to how much it should be adding to both the capital payments and transformation reserves in order to help minimise the impact of reduced funding.
- The Authority has made judgements on whether its vehicle lease arrangements are operating leases or finance leases. These judgements are based on an assessment as to whether the risks and rewards of ownership have been transferred from the lessor to the lessee. The results of the tests are that front line appliances are finance leases and support vehicles remain as operational leases. The accounting treatment for operating and finance leases is significantly different but would have a significant effect on the accounts if any new lease entered into were of an extremely high value.
- Judgements have been made on whether any contracts for services include embedded leases. None have been identified.
- Judgements about the likelihood of pending and potential liabilities have been made and whether a provision should be made or whether there is a contingent liability. This includes appeals against the rateable value of business properties and legal claims that could eventually result in the payment of compensation or other settlement. The judgements are based on the degree of certainty around the results of pending cases based on experience in previous years or in other local authorities.

The Authority has made certain judgements about how to classify their partnership working. Not all partnership working has been deemed to meet the definition of a collaborative arrangement.

The following arrangements have been deemed outside the scope of group accounts, but due to the Authority having contractual rights and obligations and rights to assets and liabilities arising from their partnership agreements the transactions associated with the collaborative arrangement are included in the authority's accounts.

- Network Fire Control Services Partnership
- South Central Ambulance Service (SCAS) Co-responder scheme.
- Joint working with Hampshire County Council and Hampshire Constabulary

In the case of 3SFire Ltd they have been judged to be a subsidiary of the Authority and therefore group accounts will be required when their turnover becomes material. However, for 2019/20 this has been judged immaterial as their turnover is less than 1% of the Authority's total income.

34 Assumptions made about the future and other major sources of estimation uncertainty

The Authority commissions a 5 year rolling programme of PPE valuations, unless events indicate that a valuation is required ahead of the next planned valuations. Valuations are undertaken by qualified valuers within Hampshire County Council's Property department in accordance with the Royal Institute of Chartered Surveyors (RICS) professional standards using recognised measurement techniques. These take account of current trends in building costs, local planning policies and other relevant factors. For assets not included in the current year's valuation programme, the change in value is estimated using Building Cost Information Services (BCIS) indices. This is shown in note 16. However, because valuations cannot be determined with complete certainty, actual results could be different from the assumptions and estimates. A 1% change in valuations equates to £1.4m. COVID-19 was declared by the World Health Organisation as a "Global Pandemic" on 11 March 2020. Whilst market activity has been reduced in many real estate sectors, it is too early to quantify the effect on asset values as at 31 March 2020. Consequently, less certainty and a higher degree of caution should be attached to the valuation than would normally be the case.

35 Accounting Standards Issued, Not Yet Adopted

The Code of Practice on Local Authority Accounting in the United Kingdom (the Code) requires the disclosure of information relating to the expected impact of an accounting change that will be required by a new standard that has been issued but not yet adopted.

The additional disclosures that will be required in the 2020/21 financial statements in respect of accounting changes introduced in the 2020/21 Code are:

- Amendments to IAS 28 Investments in Associates and Joint Ventures: Long-term Interests in Associates and Joint Ventures
 - The amendments clarify that an organisation applies IFRS 9 Financial Instruments to long-term interests in an associate or joint venture that form part of the net investment in the associate or joint venture. The impact is not

expected to be material, as the authority's main role is to provide public services rather than involvement in joint ventures.

- The Annual Improvements to IFRS Standards 2015–2017 Cycle introduces four changes. None of them are expected to be material, as the authority's main role is to provide public services rather than involvement in joint operations, we do not pay dividends, and we already fully report borrowing costs.
 - IFRS 3 Business Combinations - An organisation should remeasure its previously held interest in a joint operation when it obtains control of it.
 - IFRS 11 Joint Arrangements – An organisation should not remeasure its previously held interest in a joint operation when it obtains joint control of it.
 - IAS 12 Income Taxes – An organisation should account for all income tax consequences of dividend payments in the same way.
 - IAS 23 Borrowing Costs – An organisation should treat as part of general borrowings any borrowing originally made to develop an asset when the asset is ready for its intended use or sale.

- Amendments to IAS 19 Employee Benefits: Plan Amendment, Curtailment or Settlement
 - This specifies how organisations determine pension expenses when changes to a defined benefit pension scheme occur. If any relevant changes occur to the pension schemes we are involved with, we will ensure that the appropriate accounting standards are used.

The adoption of IFRS 16, which makes some changes to how leases are accounted for, has been delayed until 2021/22.

Pension Fund Accounting Statement

36 Pension Fund Account

2018/19 £'000	2019/20 £'000	
	£'000	£'000
	Contributions receivable:	
(3,976) Normal contributions from employer	(7,594)	
(142) Early retirement contributions from employer	(111)	
(3,343) Contributions from members	(3,383)	(11,088)
(7,461)		
(52) Transfers in		(138)
	Benefits payable:	
16,118 Pensions	16,913	
3,502 Commutations and lump sum retirement benefits	3,929	
26 Lump sum death benefits	0	20,842
19,646		
	Payments to and on account of leavers:	
4 Refunds of contributions	0	
0 Individual transfers out to other schemes	0	0
4		
12,138 Net amount payable for the year before top-up grant receivable from the Government		9,616
(12,138) Top up grant receivable from the Government		(9,616)
0 Net amount receivable/payable for the year		0

37 Notes to the Pension Fund Accounting Statement

The accounting policies for the Pension Fund Account are the same as those of the main Authority and can be found in note 32 of the main Authority's financial statements.

Funding arrangements

The funding arrangements changed for the Firefighters' Pension scheme on 1 April 2006 at the same time as the New Firefighters' Pension Scheme was introduced. Before, the Authority was responsible for the cost of paying the pensions of its own former employees on a pay-as-you-go basis. Under the new arrangements the schemes remain unfunded and as before do not have any investment assets. The Authority no longer meets the outgoing pensions directly, instead it pays an employer's pension contribution based on a percentage of pay into the pension fund account. All Fire Authorities are required by legislation to operate a Pension Fund Account and the amounts paid into and out of it are specified by regulation.

The Account is balanced to nil each year by receiving cash in the form of a pension top-up grant from the Government equal to the amount by which the amount payable from the Account exceeded the amount receivable. Should the position arise where the amounts receivable ever exceed those payable then the surplus would be paid over to the Government.

Accounting for future liabilities

These accounts do not take into account the liabilities to pay pensions and other benefits after the end of the financial year. As this liability rests with the Authority it is included in the Authority's own Income and Expenditure Account and Balance Sheet. Further details can be found in notes 21 - 28 to the main Authority accounts.

Temporary borrowing or lending

This represents the balance held in or owed to Hampshire Fire & Rescue Authority's bank account.

Annual Governance Statement for Hampshire Fire and Rescue Authority

1. Scope of responsibility

- 1.1. Hampshire Fire and Rescue Authority (the Authority) is responsible for ensuring that:
- its business is conducted in accordance with the law and to proper standards;
 - public money is safeguarded and properly accounted for, and used economically, efficiently and effectively;
 - pursuant to the Local Government Act 1999, it secures continuous improvements in the way in which its functions are exercised, having regard to a combination of efficiency, effectiveness and economy; and
 - pursuant to the The Accounts and Audit Regulations 2015, there is a sound system of internal control which facilitates the effective exercise of the Authority's functions and which include arrangements for the management of risk.
- 1.2. The Authority has delegated to the Standards and Governance Committee (S&GC), as per its terms of reference, to consider and approve the Annual Governance Statement, and once approved the AGS will be signed by the HFRA Chairman and the Chief Fire Officer.
- 1.3. This AGS explains how the Authority meets the requirements of The Accounts and Audit (England) Regulations 2015, and complies with the principles contained in the The Chartered Institute of Public Finance and Accountancy (CIPFA) Delivering Good Governance in Local Government Framework 2016 edition.
- 1.4. The process of preparing the governance statement should itself add value to the effectiveness of the governance and internal control framework.

2. The purpose of corporate governance

- 2.1. Governance comprises the arrangements put in place to ensure the intended outcome of stakeholders are defined and achieved. Good governance will enable fire and rescue authorities (FRAs) to set strategic policy agenda that meets the needs of communities and discharges its statutory responsibilities efficiently and effectively. To ensure that the policy agenda and defined outcomes are delivered on time, on budget, and to the required standard.
- 2.2. Hampshire Fire and Rescue Service's (HFRS) corporate governance framework comprises the systems and processes, and cultures and values, by which HFRS is directed and controlled. It enables the Authority to monitor the achievement of its priorities and to consider whether they have led to the delivery of appropriate, cost effective and efficient services.
- 2.3. The system of internal control is a significant part of the framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of

failure to achieve its aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risk to the achievement of the Authority's priorities. It evaluates the likelihood of those risks being realised and the impact should they be realised, to manage them efficiently, effectively and economically.

- 2.4. The Authority set strategic direction, monitors, scrutinises and ensures delivery of services, whilst accountability for the achievement of the Authority's priorities sit with HFRS. HFRS corporate governance framework demonstrates and enables the ability to deliver its core purpose of making life safer, through cohesive working and clear routes of governance.
- 2.5. HFRS corporate governance framework is designed to provide a robust governance process, streamlines decision making and supports efficient and effective operations for the Service. The effectiveness of the framework is evaluated throughout the year.
- 2.6. HFRS Executive Group is chaired by the Chief Fire Officer and its purpose and responsibilities are clearly defined within its terms of reference, to make officer decisions to ensure the successful delivery of strategic objectives. The Executive Group considers reports identified on the organisation's Forward Plan (a tool that supports the effective operation of the corporate governance framework identifying agenda, report topics and the responsible directors) that establishes robust planning and control cycles for strategic and operational plans, and ensuring informed decision making and transparency of decisions being recorded.

3. Core principles of good governance

3.1 Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law

- 3.1.1 The role of scrutiny in good governance is reflective of the decisions about the values and associated behaviours that will guide the organisation.
- 3.1.2 The Authority continues to operate with 10 Members, since the review of governance arrangements during 2015/2016. The Police and Crime Commissioner (PCC) can attend Authority meetings and has the ability to speak on items on the agenda. The new structure and arrangements have resulted in a strategic and business focus from the Authority with improved member engagement and scrutiny. The Authority is in the best position to continue to lead HFRS in delivering excellent quality services to the residents of Hampshire whilst remaining resilient and responsive to challenges in the future.
- 3.1.3 The key policies that set out the scope of responsibilities for Members and explains the delegation to officers is detailed within the Constitution's scheme of delegation, contracts standing orders and

financial regulations. Members and officers are aware of their responsibilities within these policies.

- 3.1.4 The Authority review and approve minor amendments to the Constitution at their annual Authority meeting and as needed throughout the year.
- 3.1.5 The organisation's values are embedded in our ways of working. These values are underpinned by a range of policies and procedures including HFRA Members' codes of conduct, the registers of interests, gifts and hospitality and protocol for member and officer relations which is included within the Constitution.
- 3.1.6 The Authority is committed to the highest ethical standards. A code of corporate governance is included within the Constitution, which demonstrates a comprehensive commitment on the part of the Authority to accountability, integrity, ethical values and the rule of law.
- 3.1.7 Senior Management have the relevant professional external networks and expertise to identify the impacts of new legislation, and legal advice is also provided to ensure the Authority continues to comply with legislation and regulation.
- 3.1.8 Within the Corporate Governance Framework to underpin the Executive Group, there are five Directorate Boards to oversee key areas; such as the Policy and Planning Board, Operations Management Board, Integrated Performance and Assurance Board, People and Organisational Development Board, and the Corporate Services Management Board. These boards provide cohesive working, clear routes of governance and extra scrutiny on behalf of the Executive Group.
- 3.1.9 A policy, procedure and guidance (PPG) framework has been developed and approved and is currently being implemented across the organisation. The PPG are documents that capture and define the way the organisation operates and how it delivers its services and functions. The framework establishes how to manage those documents in a robust and sustainable way.

3.2 Ensuring openness and comprehensive stakeholder engagement.

- 3.2.1 The role of scrutiny in good governance is reflective of the decisions on how the organisation will demonstrate openness and engage stakeholders.
- 3.2.2 The Authority approved the Hampshire and Isle of Wight safety plan 2020-2025. HFRA and Isle of Wight Council (IWC) agreed that due to the imminent Combined Fire Authority (CFA) that this would be a fully aligned Safety Plan for both HFRA and the IWC.

- 3.2.3 The Safety Plan incorporates the Integrated Risk Management Plan (IRMP) requirement and the annual Service Plan into a single document. The Safety Plan is a live document which is updated annually. This approach to managing risk in our communities will ensure the organisation is able to report on how effective its risk reduction activities are. The Safety Plan is on the website and available to stakeholders electronically and in paper format (upon request).
- 3.2.4 HFRA and Isle of Wight Council (IWC) undertook joint formal consultation for the IRMP which ran for eight weeks from 30 September to 24 November 2019. The findings from the consultation process have been considered and have influenced the content of the safety plan.
- 3.2.5 The Authority operates in an open and transparent way. It complies with The Openness of Local Government Bodies Regulations 2014. The Authority's meetings are open to the public, and its papers and decisions are available through the website (save for individual items of a sensitive nature properly considered in confidential session). In addition, Authority meetings are filmed to enable staff and the public better access to view decision making.
- 3.2.6 Clear guidance and protocols on decision making, templates for reports and effective arrangements for the approval of exempt reports, ensures that the Authority takes decisions in public when appropriate and after full consideration of relevant information.
- 3.2.7 The Authority, through HFRS, enjoys a constructive relationship with the trade unions and associations representing staff groups across the organisation, through which meaningful consultation and negotiation on service issues takes place.
- 3.2.8 Public consultation to listen to stakeholders and inform decision making is undertaken where required and expected. Extensive consultation was undertaken during the Authority's risk review, which was the most comprehensive integrated risk review carried out in recent years. The consultation process for the proposals enabled our staff, the public and other stakeholders to have their say on how their fire and rescue service should operate in the future.
- 3.2.9 Extensive consultation was also undertaken for the proposed creation of a Combined Fire Authority (CFA) with the Isle of Wight Fire and Rescue Service (IWFRS), enabling our staff, the public and other stakeholders to have their say on how their fire authority should operate in the future. These processes were quality assessed by the Consultation Institute and found to have conformed to best practice.
- 3.2.10 HFRA has a long history of collaborative working with partner agencies. In particular, blue light collaboration is governed by an Executive Board consisting of the Chief Officers and other senior leaders of Hampshire Constabulary, South Central Ambulance Service and Hampshire Fire

and Rescue Service. The Board sets the strategic direction and oversees collaboration projects. Reporting progress and awareness of blue light collaboration is presented to the Authority on a periodic basis at the Authority Policy Advisory Group (APAG).

3.3 Defining outcomes in terms of sustainable economic, social and environmental benefits.

3.3.1 The role of scrutiny in good governance is reflective of the decisions on outcomes to be achieved.

3.3.2 Delivery of fire and rescue services and the associated community safety activity remains the Authority's core activity.

3.3.3 This year the Authority approved the Hampshire and Isle of Wight Safety Plan 2020-2025. It sets out our five-year strategy that establishes a long-term approach to achieving our purpose of 'Together We Make Life Safer' and to ensure we constantly provide a service to our communities that makes life safer and that our staff are proud to deliver.

3.3.4 The safety plan sets out our approach, and that we are keen to consider how we make life safer and have therefore taken a wider view of risk and safety in our approach. We have considered how we are:

- Keeping communities safer
- Keeping our staff safer
- Keeping the organisation safer

3.3.5 Our strategic assessment of risk provides the understanding for us to set out our services and priorities in order to manage, control and mitigate that risk. We also consider the learning from significant events locally, nationally and internationally to inform our planning, while gaining information about best practice from inspections by Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS).

3.3.6 Our safety plan is underpinned by our strategic assessment of risk, which is a detailed and constantly updated analysis, which has been developed by:

- Identifying risk
- Assessing the risk
- Prioritising the risk
- Mitigating the risk
- Reviewing the risk

3.3.7 To achieve our purpose, we must fully understand the risks that our communities face. By engaging with those most affected by the risks

identified we are able to create the most effective services to protect them. On this basis we have developed five priorities that we are committed to for the life of the safety plan:

- Our communities
- Our people
- Public value
- High performance
- Learning and improving

3.3.8 These focus our resources to the relevant community risks, and our organisational improvements to support our service delivery to ensure that we are efficient and effective. We must constantly reassess our communities to make sure our assessment of risk is still accurate.

3.3.9 This is underpinned by detailed plans and our corporate portfolio of projects which is monitored through the Integrated Performance and Assurance Board. Progress against these plans are monitored through regular performance updates to assess the deliverables to HFRS Executive Group and the Authority.

3.3.10 People Impact Assessments (PIAs) are used to identify any significant impact on people, and in particular, those who share a characteristic which is protected under equality law. PIAs are carried out prior to implementing a policy, procedure, change or decision with a view to ascertaining its potential impact.

3.3.11 Further impact assessments may be required prior to implementing a policy, procedure, change or decision, these include assessments of health and safety, environmental, data protection and financial impacts.

3.4 Determining the interventions necessary to optimise the achievement of the intended outcomes.

3.4.1 The role of scrutiny in good governance is reflective of the decisions on interventions/services necessary to achieve the outcomes.

3.4.2 There are clear guidance and protocols for decision making. The involvement of legal and finance officers in all significant decisions of the Authority, ensures that decisions are only made after relevant options have been weighed and associated risks assessed.

3.4.3 The budget setting process is well established and prioritises budgets and spending to achieve intended outcomes. In recent years, the budget setting process has focussed on the achievement of savings to meet reductions in government grant funding. However, it is clear that financial resources are focussed to deliver the Authority's aims and priorities which underpinned continuous improvement.

- 3.4.4 Risks associated with the delivery of plans are detailed in risk registers held at strategic, directorate and project level. These evaluate the effectiveness of existing control measures as well as identifying proposed mitigation.
- 3.4.5 The strategic risk register was reviewed during the year. The review was carried out to ensure the risks on the register accurately reflect the current operational and organisation environment. The Authority approved the strategic risk register and monitor it regularly through formal reporting.
- 3.4.6 The Authority approved the Risk Management Policy on 19 February 2020. The Authority is due to receive a future report on the closure of the current HFRA Strategic Risk Register and be presented for approval the new Organisational Risk Register that delivers the risk management approach as set out within the Risk Management Policy agreed by HFRA on 19 February 2020.
- 3.4.7 As a category 1 responder, the Service has played a key role in responding to the Covid-19 pandemic, both as an emergency service and as part of the Local Resilience Forum command structure. This has included supporting other agencies to achieve their own outcomes during the crisis.

3.5 Developing the entity's capacity including the capability of its leadership and the individuals within it.

- 3.5.1 The role of scrutiny in good governance is reflective of the decisions to ensure that the organisation has the human and financial resources it needs.
- 3.5.2 The relationship between Members and officers is established on a professional culture of mutual respect, trust and co-operation. Within the Constitution, the member officer protocol is included providing clarification around the two roles.
- 3.5.3 The role of scrutiny by Members as a means to holding officers to account is central to exercising effective governance. Members provide constructive challenge to officers, it is this 'critical friendships' that tests the veracity of advice, information and quality decision making.
- 3.5.4 The Authority holds pre-authority meetings which supports the awareness and preparations. Effective questioning is a crucial component of constructive challenge offered by 'critical friends' and achieved through combination of good preparation, knowing which questions to ask and when to ask them, and pre-meetings are helpful to determine how the meetings will be conducted.
- 3.5.5 A member's champions scheme is operated in support of an effective and professional relationship between Members and officers in which

both understand each other's role. Officers engage proactively to provide information and in support of scrutiny activity, using their professional expertise to help Members better understand the context within which the organisation is operating and make robust judgements about performance.

- 3.5.6 Members also receive copies of key internal staff communications.
- 3.5.7 The Authority has a Risk Champion who supports and oversees the management of risk in a number of ways, such as providing scrutiny and community insight.
- 3.5.8 HFRS delivers thorough induction and periodic training to Members. Both Members and officers enjoy Local Government Association (LGA) membership that entitles them to attendance at training and conferences, targeted at raising awareness of national themes and in development of their leadership and scrutiny roles.
- 3.5.9 Members attend the Authority Policy Advisory Group (APAG) meetings which are delivered during the year. The meetings are chaired by the Chief Fire Officer and facilitates the two-way exchange and update of information between Members and officers. It is a forum providing the opportunity for Members and officers to informally discuss and shape policy. The group receives updates on matters of interest and consider the future strategic direction of the Authority and service business.
- 3.5.10 To ensure capability of leadership, the Executive Group have been enrolled onto the Institute of Directors (IOD) Certificate in Company Direction, with professional membership to the IOD included. The leadership training will ensure professionalism of the Executive Group, governance and leadership, imparting wider benefits of resilience and skills to the service.
- 3.5.11 The Authority, its committees and the Chief Fire Officer have access to a full range of professional advisers to enable them to carry out their functions effectively and in compliance with statutory requirements. Some legal and democratic services are provided through service level agreements with Hampshire County Council (HCC). The shared service partnership with HCC and Hampshire Constabulary provides a wide pool of professional advice for areas such as human resources (HR), finance and procurement.
- 3.5.12 The development of our People and Organisational Development Directorate (POD) has placed Workforce Development (WFD) and Academy under the same leadership, enabling a joined-up approach to leadership, management and technical development.
- 3.5.13 Our POD framework identifies leadership and management development as a strategic priority, which is supported by our current HMICFRS action plan. The leadership framework has been developed

in conjunction with multiple stakeholders, and is a critical element of the POD delivery plan.

- 3.5.14 Based on the insights we gained from our cultural survey and HMICFRS inspections, we have developed a people and development strategy. This will help make our organisation a great place to work for everyone whilst delivering excellent services to our communities through a professional, well equipped and agile workforce.
- 3.5.15 Our priorities are captured within the Safety Plan and include the importance that our staff at all levels are skilled and feel equipped to undertake their responsibilities. We align the skills and capabilities of our teams to ensure they can perform at the highest levels, based on our priorities. Our leadership development framework supports the growth of our staff in their capacities as both leaders and managers.
- 3.5.16 It is vital that we have the right people in the right roles to be effective. We must focus on our recruitment to find and retain talented people who embody the values we feel are central to representing our organisation. Embedding our values throughout our recruitment processes will help us to build a great working environment of which our workforce will be proud.
- 3.5.17 HFRS regularly reviews the shape of its workforce against the context of its capacity and capability requirements to meet the needs of communities. This then informs a range of strategies such as recruitment, retention and people development in order to provide effective leadership and deploy appropriate resources to meet the needs of the service.
- 3.5.18 HFRS is developing a culture of on-going coaching style conversations which focus upon high performance in all aspects of our work. Staff take personal responsibility for their own performance and how this contributes to the overall performance of their team. They are encouraged to use the range of learning opportunities that are available across the organisation.
- 3.5.19 The Service is committed to driving high performance by unlocking the potential of all employees. HFRS will be rolling out revised personal development reviews (PDR), with personal goals and objectives to link back to the objectives within directorate plans, priorities within the safety plan and behaviours linked to the organisational values. This focus on performance will ensure we deliver the best possible service to the communities we serve.
- 3.6 Managing risks and performance through robust internal control and strong public financial management.**

- 3.6.1 The role of scrutiny in good governance is reflective of the decisions regarding the adequacy of progress and associated risk management arrangements.
- 3.6.2 The Authority operates a risk management methodology, with oversight of the arrangements provided by the Policy and Planning Board, which reports to the Executive Group.
- 3.6.3 Performance management is in place to measure progress against aims and priorities to prompt remedial action where appropriate. The Integrated Performance and Assurance Board adds improved scrutiny of the performance management process.
- 3.6.4 The Executive Group review key performance indicators on a regular basis and the Chief Fire Officer holds directors to account for performance of their areas across the organisation.
- 3.6.5 The Authority has a framework for regularly monitoring its performance with timely and relevant information. The Authority holds the Chief Fire Officer to account and receives regular performance reports at its public meetings.
- 3.6.6 The internal management structure operates under a structure that promotes improved efficiency, effectiveness and improvement of its ability to make communities safer.
- 3.6.7 We compare our performance to that of other fire and rescue services; for example, we make use of national benchmark information. This continues to show that we are performing well when compared with other similar fire and rescue services.
- 3.6.8 The internal audit plan was developed to operate at a strategic level providing a value-adding, and proportionate level of assurance aligned to the Authority's key risks and objectives. This includes a regular review of the organisation's risk management processes.
- 3.6.9 The internal audit plan incorporates provision for both proactive and reactive counter fraud and corruption work, which is underpinned by an anti-fraud and corruption strategy and policy. HFRS approach is to identify areas that could present greatest risk or where managers have identified indicators that improvement is needed.
- 3.6.10 The delivery of the resulting internal audit plan enables the Chief Internal Auditor to provide an annual report providing an opinion on the overall adequacy and effectiveness of the framework of governance, risk management and control which is reported to the Authority, and later published within the Annual Statement of Accounts in compliance with statute.

- 3.6.11 The Authority's Standards and Governance Committee (S&GC) has a clear terms of reference, to provide an effective source of scrutiny, challenge and assurance regarding the arrangements for managing risk and maintaining an effective control environment. The S&GC consider the delivery and outcomes of the internal audit plan, along with scrutinising the service performance in delivering against agreed actions.
- 3.6.12 The Authority has strong financial management arrangements at both the strategic and operational level and consistently obtains unqualified opinions for its annual accounts and value for money assessments. The Section 151 Officer is the Chief Finance Officer and all formal significant financial decision making has the benefit of advice and review from this officer or the wider finance team.
- 3.6.13 Financial management in key risk areas across the organisation, focusses on activity and performance management alongside the budget management processes. The financial management framework throughout the organisation is appropriately advised and supported by the finance team.
- 3.6.14 The Authority has an interim financial plan to inform its corporate planning given the absence of grant figures beyond the current financial year. This concentrates on the period up to the end of 2021/22 and it is expected that a balanced budget can be set during this period. Whilst there are risks within this approach these are mitigated by the level of our reserves and the contributions to reserves contained in the base budget.
- 3.6.15 Once a multi-year spending review has been announced, a full update of the Medium-Term Financial Plan (MTFP) will be produced. The MTFP is overseen and monitored by our Executive Group and is regularly formally reported to the Authority at its public meetings.
- 3.6.16 Plans for a new Combined Fire Authority (CFA) are progressing, with a planned implementation date of 1 April 2021, and any future financial decisions will also need to be made in this context.
- 3.6.17 Financial planning and management are fully integrated with, and driven by, the corporate planning and monitoring processes set out above. This includes processes for the forward planning of expenditure, consultation on budget proposals, setting and monitoring income and budgets, and the completion of final accounts. The Treasury Management Strategy is reviewed regularly and approved by the Authority annually with the budget.
- 3.6.18 The Service has been responding to the Covid-19 pandemic, but in most cases this has been using existing capacity within the workforce. Some additional costs around RDS call outs, overtime and PPE

purchase have been incurred, but these are more than covered by the grant that has been received from central government.

3.7 Implementing good practices in transparency reporting and audit to deliver effective accountability.

- 3.7.1 The role of scrutiny in good governance is reflective of the decisions on what will be reported to the public in order to ensure transparency and practice accountability.
- 3.7.2 The Authority meetings are open to the public and reports are written in an understandable style appropriate to the audience and published on the website ensuring that they are easy to access and interrogate.
- 3.7.3 Members involved in performance oversight bring a mixture of experience and expertise from their professional backgrounds as well as their time in politics. It is also important to have access to requisite knowledge regarding the subject matter, and are supported by officers for any knowledge needs. It is also necessary to co-opt independent expertise to support scrutiny so that constructive challenges are taking place from well-informed positions.
- 3.7.4 The 'Internal Audit Charter' is presented annually for approval by the S&GC. The purpose of the Internal Audit Charter is to formally define its purpose, authority, and responsibility. The Chief Internal Auditor has direct access to elected Members of the Authority and those who serve on the S&GC.
- 3.7.5 The on-going work of internal audit is presented routinely through the progress reports to the S&GC, providing an overview of service performance. It considers delivery against the plan and the progress made by the service in the implementation of management actions that have been agreed to mitigate risks identified through internal audit work.
- 3.7.6 Where appropriate, internal audit will gain assurances from third parties to contribute to their overall assurance opinion.
- 3.7.7 Representatives of External Audit routinely attend S&GC meetings and present external audit reports. Any recommendations for corrective action detailed within internal or external audit reports are highlighted to Members.
- 3.7.8 Financial reporting complies with relevant statute, codes and good practice guidance. Financial and performance information are reported consistently throughout the year. Where relevant and appropriate, performance comparisons are made to other organisations.
- 3.7.9 In 2019 the Authority considered a report informing of the best practice guidance contained within the Grant Thornton Report entitled "*creating and operating a successful fire trading company*" which was published

in September 2018. The Grant Thornton guidance highlights areas of risk associated with trading companies and income generation, addressing considerations regarding competition law, state aid, the use of branding, use of uniformed firefighters, and potential for board member conflict of interest.

- 3.7.10 The Grant Thornton research identified several fire trading companies were set up more than 10 years ago and have not regularly evaluated their governance arrangements to ensure these remain effective and fit for purpose. It is recommended that the governance arrangements as well as the performance of the fire trading company should be regularly reviewed by the board and/or shareholders.
- 3.7.11 The Grant Thornton guidance recommends that the shareholder of fire and rescue authorities (FRA) should not be involved in the day to day running of the trading company, in order to allow it the necessary freedoms to operate at arm's length. It is important to be clear of the role of the FRA, to provide sufficient strategic control to exert influence, but enable the company to run operationally.
- 3.7.12 The guidance states that one way to facilitate this separation is to have a shareholder committee as part of the governance structure, to ensure adequate safeguards that the company is carrying out work in line FRA's strategy.
- 3.7.13 The Authority approved the recommendation to amend the Constitution and establish the 3SFire Stakeholder Committee. The HFRA trading company governance remains under on-going review to ensure the appropriate controls and scrutiny are in place. HFRA is the sole shareholder of 3SFire Ltd being a local authority trading company limited by shares. HFRA has delegated functions of the shareholder to the committee. To ensure and maintain separation of HFRS and 3SFire Ltd, which are separate legal entities, the internal governance of reports and performance is monitored by the Company Board and is reported to the Authority at its public committee meetings twice yearly, or as needed.
- 3.7.14 Governance of our internal safeguarding arrangements are provided through various safeguarding audit activity work which is generated from both the local Adults Safeguarding Boards and the Local Childrens Safeguarding Partnership.

4. Obtain assurances on the effectiveness of key controls.

- 4.1 Key controls relating to risks, internal control (including financial management) and governance processes are identified by senior managers as part of the governance framework.

- 4.2 Senior managers complete the annual certificate of assurance which is a self-assessment and declaration that they and their teams are familiar and operate within policy and internal control mechanisms.
- 4.3 The Authority receives an Annual Assurance Statement which is published on the website to provide an accessible way in which communities, local authorities and other partners may make a valid assessment of their local fire and rescue authority's management of performance and key controls on financial, governance and operational matters and show how they have due regard to the expectations set out in the IRMP.
- 4.4 Risks are managed as determined by the risk management policy and progress monitored through risk registers.
- 4.5 Internal Audit, as part of its planned review of internal controls, regularly evaluates the key controls to determine their adequacy and carries out tests to confirm the level of compliance. An audit opinion on effectiveness is provided to management and any actions for improvement to be agreed.
- 4.6 HFRS in compliance with the General Data Protection Regulations (GDPR) which came into effect in May 2018 has developed and continues to deliver training to staff and raise awareness to Members. This will remain an ongoing and evolving commitment and progress reported to the Authority through the annual and mid-year performance reports.
- 4.7 The Authority prides itself on being a professional learning organisation that actively seeks challenge and review.
- 4.8 HMICFRS concluded HFRS are 'Good' at effectively understanding risks within its community and 'Good' at efficiently managing its resources. HFRS was graded as 'Requires Improvement' at looking after its people. The Authority's S&GC approved the action plan for HFRS, which ensures measurable actions are identified to deliver improvement. Progress against the action plan is routinely monitored by the Executive Group, and regularly reported to the Authority as an integral part of governance and performance assurance/improvement arrangements.
- 4.9 From a governance perspective it is important for Members to secure assurance that the organisation is well-prepared for HMICFRS inspections, which will significantly increase the chances of a positive inspection result. As appropriate Members have received reports on HMICFRS inspection readiness.
- 4.10 Other external reviews include the following:
- ISO27001 Information Security Audit accreditation meaning that HFRS are compliant to the internationally recognised information security standard;
 - Complete annual Code of Connection (CoCo) review and Home Office submission for our Public Sector Network (PSN) / Emergency Services Network (ESN) connectivity;

- Complete annual audit and Code of Connection (CoCo) statement return for Airwave;
- Annual penetration tests by authorised third-party companies to conform to ISO27001, Public Sector Network and Emergency Services Network accreditation requirements;
- The National Fire Chiefs Council (NFCC) have published a Fire and Rescue Service (FRS) Safeguarding Guidance document which includes a requirement to provide a self-assessment return.
- Peer review of the Combined Fire Authority (CFA) project management activities and method.

5. Evaluate assurances and identify gaps in control/assurance.

5.1 One of the key elements of the corporate governance framework and the production of the AGS is the methodology applied to obtain the necessary assurance. This has included:

- a self-assessment assurance statement (certificate of assurance) being sent every year to members of senior management;
- consultation with other relevant officers throughout the organisation.

5.2 The certificate of assurance covers a range of corporate governance and performance issues and they refer to the existence, knowledge and application within departments of governance policies generally.

5.3 HFRS corporate governance framework illustrates how decisions are made and by whom. This framework works alongside the HFRA Constitution to ensure clarity around all governance arrangements. To provide a greater understanding around this an HFRS corporate governance handbook will be created which will contain an Officer Scheme of Authorisation. This will provide further assurances to all stakeholders on governance arrangements.

6. Action Plan ensuring continuous improvement of the system of governance.

6.1 There is a requirement for the AGS to include an agreed action plan showing actions taken or proposed to deal with significant governance issues.

6.2 HFRS corporate governance framework provides a robust mechanism to ensure significant governance issues are identified, and an appropriate action plan is agreed to continue improvement of the system of governance.

6.3 The following identifies the actions to ensure continuous improvement of key governance issues that will be carried out over the next year:

- 6.3.1 To establish the Constitution and governance arrangements for the shadow period prior to the combined fire authority, Hampshire and Isle of Wight Fire and Rescue Authority, go-live date of April 2021.

- 6.3.2 Delivering on the aims and objectives outlined within the Hampshire and Isle of Wight Safety Plan.
 - 6.3.3 To establish directorate plans that align department activities to the aims and objectives outlined within the Hampshire and Isle of Wight Safety Plan.
 - 6.3.4 To establish the governance arrangements for local authority public meetings being held as virtual meetings, establishing resilience and continuing to operate local government as an open and transparent process, further to the impact of the Coronavirus Covid-19 pandemic.
 - 6.3.5 To review all fraud, corruption, money laundering and whistle blowing policies and procedures to ensure they are fit for purpose.
 - 6.3.6 To ensure the roll out and delivery of a new Personal Development Review (PDR) system for all staff.
 - 6.3.7 To present to the Authority for approval an improved Organisational Risk Register and to establish a process for scrutiny and review of risk by the Service and Authority.
- 7. In response to the Action Plan outlined in the 2019/20 Annual Governance Statement:**
- 7.1 There is a requirement for the AGS to include reference to how issues raised in the previous year's AGS been resolved.
 - 7.2 The following identifies the actions resolved in 2019/2020:
 - 7.2.1 HFRS implemented a new, approved Safety Plan (incorporating both the Service Plan and Integrated Risk Management Plan) for the period 2020-2025, being the mechanism to deliver the Authority's aims and objectives in a manner supportive of the communities in which we serve.
 - 7.2.2 HFRS has continued to implement the approved service policy framework, reviewing policies to ensure up to date and published on appropriate platforms and continues to embed the process throughout the organisation. The governance process for procedures has been established at Directorate Board level and all policy change will be reported to the Executive Group for approval.
 - 7.2.3 We have reviewed the framework and arrangements that govern our impact assessments. This has been published on appropriate platforms and the process continues to be embedded throughout the organisation.

- 7.2.4 HFRS is delivering on the areas of improvement outlined within the HMICFRS inspection action plan, and progress is routinely monitored by the Executive Group and regularly reported to the Authority.

Declaration

We have been advised on the implications of the result of the review of the effectiveness of the governance framework and that the arrangements continue to be regarded as fit for purpose in accordance with the governance framework. The areas already addressed and those to be specifically addressed with new actions planned are set out in this statement.

We propose over the coming year to take steps to further enhance our governance arrangements. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operation as part of our next annual review.

Signed:

Chief Fire Officer

Date:

Signed:

HFRA Chairman

Date:

Glossary

Accruals basis

Accounting for income and expenditure during the financial year in which they are earned or incurred, not when money is received or paid.

Actuary

A person or firm who analyses the assets and future liabilities of a pension fund and calculates the level of contributions needed to keep it solvent.

Actuarial gains and losses

These are changes in the net pension liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions.

Amortisation

The process of writing down the cost of an asset or liability through depreciation or repayment of principle over a suitable period of time.

Assets held for sale

Assets that the Authority intends to sell within the next year and are actively marketed as such.

Budget requirement

Planned spending to be met from council tax, general Government grants and business rates.

Capital adjustment account

An account that reflects the difference between the cost of fixed assets consumed and the capital financing set aside to pay for them.

Capital expenditure

Expenditure on the acquisition or creation of a fixed asset or expenditure that adds to and does not merely maintain the value of an existing fixed asset.

Capital receipt

Proceeds from the sale of capital assets (e.g. land, buildings and equipment).

Chartered Institute of Public Finance and Accountancy (CIPFA)

The professional accountancy body for public services which recommends accounting practice for the preparation of local authority accounts.

Comprehensive Income and Expenditure Statement (CIES)

Statement that shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices.

Contingent asset

A potential asset that is uncertain because it depends on the outcome of a future event.

Contingent liability

A potential liability that is uncertain because it depends on the outcome of a future event.

Glossary

Council tax

A domestic property tax based on capital values with a personal element (a 25% discount for single-adult households). Each property is allocated to one of eight tax bands according to its capital value.

Creditor

An individual or body to which the Authority owes money at the Balance Sheet date.

Current asset

An asset that is realisable or disposable within less than one year without disruption to services.

Current liability

A liability that is due to be settled within one year.

Current service costs

The increase in the present value of pension liabilities expected to arise from employee service in the current period.

Debtor

An individual or body that owes money to the Authority at the Balance Sheet date.

Deferred liability

An amount owed by the Authority that will be repaid over a significant period of time.

Defined benefit pension scheme

A pension scheme in which a pensioner's benefits are specified, usually relating to their length of service and either final salary or average earnings.

Deposit

Receipt held that is repayable in prescribed circumstances.

Depreciated historical cost

The valuation of fixed assets at their original cost less depreciation charged to date.

Depreciated replacement cost

Relating to fixed assets, the current replacement costs adjusted for depreciation. This method of valuation is used when it is not practical to estimate the open market value for the existing use of a specialised property.

Depreciation

The measure of the wearing out, consumption, or other reduction in the useful economic life of a fixed asset, whether arising from use, the passage of time or obsolescence through technological or other changes.

Discretionary increase in pension payments

This increase arises when an employer agrees to the early retirement of an employee other than for reasons of ill health and agrees to pay pension benefits based on more years than he or she actually worked.

Earmarked reserve

See Reserve.

Exceptional item

An item identified separately in the accounts because of its exceptional nature to make sure the presentation of the accounts is fair.

Expected credit loss

An estimate of the losses an Authority expects it will incur from financial instruments.

Expected loss allowance

The Authority is unlikely to recover some debts because something has happened since the debt was raised. An assessment of the reduction in recoverable debt is made both individually (for individually significant debts) and collectively.

Fair value

The amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's-length transaction.

Finance lease

Under this type of lease, the risks and rewards of ownership of the leased goods transfer to the lessee.

Financial instruments

Any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another.

Fixed asset

An asset that yields benefits to the Authority and the services it provides for a period of more than one year.

General Fund

The accumulated credit balance on the General Fund. It is the excess of income over expenditure in the Income and Expenditure Account after adjusting for movements to and from reserves and other non-cash items. This balance is needed as a cushion against unforeseen expenditure.

Gross book value (GBV)

The original or revalued cost of an asset before the deduction of depreciation.

Gross expenditure

The total cost of providing the Authority's services before deducting income from Government grants, or fees and charges for services.

Historical cost

The amount originally paid for a fixed asset.

Impairment loss

A loss arising from an event that significantly reduces an asset's value, such as physical damage or a fall in market value.

Internal trading account

A service within the Authority that operates on a trading basis with other parts of the Authority.

International Financial Reporting Standards (IFRS)

International accounting standards that govern the treatment and reporting of income and expenditure in an organisation's accounts.

Inventories

Goods that are acquired in advance of their use in the provision of services or their resale. At the year-end inventories are a current asset in the balance sheet and they will be charged to the CIES in the year they are consumed or sold.

Investment property

Property (land or buildings) that are held (by the owner or by the lessee under a finance lease) to earn rental income or for capital appreciation or both.

Lessee

The party that leases an asset that is owned by another party.

Lessor

The owner of an asset which is leased to another party.

Local Government Pension Scheme (LGPS)

The LGPS is a nationwide scheme for employees working in local government or working for other employers participating in the Scheme.

Long-term asset

An asset that may be held indefinitely for the provision of services or is realisable over a longer period than one year.

Long-term borrowing

A loan repayable in more than one year from the Balance Sheet date.

Long-term debtor

An individual or body that owes money to the Authority that is not due for payment within one year from the Balance Sheet date.

Minimum revenue provision (MRP)

The minimum amount (as specified in statute) which must be charged to the CIES each year and set aside as a provision for repaying external loans and meeting other credit liabilities.

Net assets

The amount by which assets exceed liabilities (same as net worth).

Net book value (NBV)

The value of an asset as recorded in the accounts. This usually equates to the net current replacement or original cost less any depreciation charged against the asset over its life to date.

Net current liabilities

The amount by which current liabilities exceed current assets.

Glossary

Net worth

The amount by which assets exceed liabilities (same as net assets).

Non-ringfenced government grants

Amounts received from central Government towards funding the Authority's activities that are not required to be spent on a particular service.

Operating lease

Under this type of lease, the risks and rewards of ownership of the leased goods remain with the lessor.

Operational asset

A fixed asset held and occupied, used or consumed by the Authority in the direct delivery of services.

Past service cost

For a defined benefit pension scheme, the increase in the present value of the scheme's liabilities related to employee service from prior periods arising in the current period as a result of the introduction of, or improvement to, retirement benefits.

Payment in advance

A payment for a service due to be received in a future financial year.

Precept

The demand made by the Fire Authority on the collection funds maintained by the district councils for council taxpayers' contribution to its services.

Provisions

An estimated figure within the accounts for liabilities that are known to exist but cannot be measured accurately.

Public Works Loan Board (PWLB)

A central government agency that provides loans to local authorities at a slightly higher rate than the Government is able to borrow. In most cases, the interest rates offered are lower than local authorities can achieve in the open market.

Receipt in advance

A receipt that is attributable to a future financial year.

Related party

An organisation, body or individual that has the potential to control or significantly influence the Authority, or to be controlled or influenced by the Authority.

Reserve

The Authority's reserves fall into two categories. The 'unearmarked' reserve is the balance on the General Fund. An 'earmarked' reserve is an amount set aside in the Authority's accounts for specific purposes.

Revaluation reserve

Records unrealised net gains from asset revaluations made after 1 April 2007.

Glossary

Revenue contributions to capital

The use of revenue funds to finance capital expenditure.

Revenue expenditure

The operating costs incurred by the Authority during the financial year in providing its day-to-day services. It is distinct from capital expenditure on projects that benefit the Authority over a period of more than one financial year.

Revenue expenditure funded from capital under statute (REFCUS)

Expenditure that is classified as capital expenditure under statutory provisions but does not result in the creation or enhancement of fixed assets owned by the Authority. Such expenditure incurred during the year is treated as revenue expenditure and charged to the relevant service in the CIES.

Short-term investments

An investment that is readily realisable within one year.

Specific grants

Central Government grants to finance a particular service.

Straight-line basis

Dividing a sum equally between several years.

Surplus assets

Fixed assets held by the Authority but not directly occupied, used or consumed in the delivery of services. These are assets that do not meet the criteria to be classified as either investment property or assets held for sale.

Transfer value

The value of an employee's pension rights, which can be transferred from one pension scheme to another.

Useful life

The period over which the Authority will benefit from the use of a fixed asset.

Write-off

Elimination of an asset or liability over a defined period, usually by means of charging or crediting the CIES.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HAMPSHIRE FIRE AND RESCUE AUTHORITY

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