



# Audit and Governance Committee

Members are invited to a **Meeting of the Audit and Governance Committee** to be held in the Deben Conference Room, East Suffolk House, Melton on **Monday, 11 September 2023 at 6.30pm**

This meeting will be broadcast to the public via the East Suffolk YouTube Channel at <https://youtube.com/live/4nywCrJfGdI?feature=share>

## Members:

Councillor Owen Grey (Chair), Councillor Stephen Molyneux (Vice-Chair), Councillor Edward Back, Councillor Tess Gandy, Councillor George King, Councillor Geoff Lynch, Councillor Anthony Specca, Councillor Ed Thompson, Councillor Sarah Whitelock.

An Agenda is set out below.

<b>Part One – Open to the Public</b>		<b>Pages</b>
<b>1</b>	<b>Apologies for Absence and Substitutions</b>	
<b>2</b>	<b>Declarations of Interest</b> Members and Officers are invited to make any declarations of interests, and the nature of that interest, that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the Meeting if it becomes apparent that this may be required when a particular item or issue is considered.	
<b>3</b>	<b>Minutes</b> To confirm as a correct record the minutes of the meeting of 10 July 2023.	<b>1 - 8</b>
<b>4</b>	<b>Updated Audit Results Report 2020/21 and updated Statement of Accounts 2020/21 ES/1643</b> Report of the Cabinet Member with responsibility for Resources and Value for Money	<b>9 - 207</b>
<b>5</b>	<b>Treasury Management 2023/24 Quarter 2 Report (Mid Year) ES/1638</b> Report of the Cabinet Member with responsibility for Resources and Value for Money	<b>208 - 216</b>
<b>6</b>	<b>Code of Corporate Governance ES/1639</b> Report of the Cabinet Member with responsibility for Resources and Value for Money and Assistant Cabinet Member for Resources and Value for Money	<b>217 - 236</b>

<b>Part One – Open to the Public</b>		<b>Pages</b>
<b>7</b>	<b>Standards Matters, Declarations of Gifts and Hospitality and Review of Complaints ES/1654</b> Report of the Leader of the Council	<b>237 - 244</b>
<b>8</b>	<b>Forward Work Programme</b> To discuss the Audit and Governance Committee's forward work programme.	<b>245 - 246</b>
<b>9</b>	<b>Exempt/Confidential Items</b> It is recommended that under Section 100A(4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act.	
<b>Part Two – Exempt/Confidential</b>		<b>Pages</b>
<b>10</b>	<b>Exempt Minutes</b> <ul style="list-style-type: none"> <li>• Information relating to the financial or business affairs of any particular person (including the authority holding that information).</li> </ul>	
<b>11</b>	<b>Planning Performance Agreements for Nationally Significant Infrastructure Projects in East Suffolk</b> <ul style="list-style-type: none"> <li>• Information relating to the financial or business affairs of any particular person (including the authority holding that information).</li> </ul>	
<b>12</b>	<b>Internal Audit: Status of Actions</b> <ul style="list-style-type: none"> <li>• Information relating to the financial or business affairs of any particular person (including the authority holding that information).</li> </ul>	
<b>13</b>	<b>Internal Audit Reports Recently Issued (Exempt)</b> <ul style="list-style-type: none"> <li>• Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.</li> </ul>	

**Close**



Chris Bally, Chief Executive

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<b>Unconfirmed</b>
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Minutes of a Meeting of the **Audit and Governance Committee** held in the Deben Conference Room, East Suffolk House, on **Monday, 10 July 2023 at 6.30pm**

**Members of the Committee present:**

Councillor Edward Back, Councillor Tess Gandy, Councillor Owen Grey, Councillor George King, Councillor Geoff Lynch, Councillor Stephen Molyneux, Councillor Anthony Specca, Councillor Ed Thompson

**Other Members present:**

Councillor Paul Ashton, Councillor David Beavan, Councillor Vince Langdon-Morris

**Officers present:**

Chris Bing (Head of Legal and Democratic Services and Monitoring Officer), Heather Fisk (Head of Housing), Laura Fuller (Audit Manager), Martin Hone (Interim Deputy Chief Finance Officer) Andy Jarvis (Strategic Director), Siobhan Martin (Head of Internal Audit Services), Matt Makin (Democratic Services Officer (Regulatory)), Lily Maton (Assistant Auditor), Sheila Mills-James (Corporate Fraud Manager), Alli Stone (Democratic Services Officer (Governance)), Julian Sturman (Specialist Accountant – Capital and Treasury Management), Sarah Thacker (Information Governance Officer)

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**1 Minutes**

On the proposition of Councillor Gandy, seconded by Councillor Back, it was

**RESOLVED**

That the minutes of the meeting of 13 March 2023 be agreed as a correct record and signed by the Chair.

**2 Apologies for Absence and Substitutions**

Apologies were received from Councillor Whitelock.

**3 Declarations of Interest**

There were no Declarations of Interest.

#### **4 Draft Statement of Accounts 2022/23**

The Committee received report **ES/1581** of Councillor Vince Langdon-Morris, Cabinet Member with Responsibility for Resources and Value for Money.

Councillor Langdon-Morris introduced the report which summarised the Draft Statement of Accounts for 2022/23. The draft Statement of Accounts had been published on the Council's website ahead of the statutory deadline of the 31 May and would be available for public inspection until 12 July. It was noted that the audit of the Statement of Accounts would be delayed due to the volume of audits outstanding at East Suffolk Council and other authorities.

On the proposal of Councillor Thompson, seconded by Councillor Lynch it was by a unanimous vote

#### **RESOLVED**

That having reviewed the contents, the Audit and Governance Committee note the Draft Statement of Accounts for 2022/23

#### **5 Annual Governance Statement 2022/23**

The Committee received report **ES/1578** of Councillor Vince Langdon-Morris, Cabinet Member with Responsibility for Resources and Value for Money.

Councillor Langdon-Morris introduced the report, the purpose of which was for the Committee to review and approve the draft Annual Governance Statement for 2022/23. It was noted that the draft Annual Governance Statement was subject to external audit review and could change. Any changes would be reported back to the Committee.

On the proposal of Councillor Thompson, seconded by Councillor Gandy it was

#### **RESOLVED**

That have reviewed the contents, the Committee approve the draft Annual Governance Statement for 2022/23 (1 April 2022 to 31 March 2023) prior to final sign-off with the audited Statement of Accounts.

#### **6 Treasury Management 2022/23 Outturn & 2023/24 Quarter 1 Report**

The Committee received report **ES/1583** of Councillor Vince Langdon-Morris, Cabinet Member with Responsibility for Resources and Value for Money.

Councillor Langdon-Morris stated that it was a requirement of the Treasury Management Policy statement that an annual outturn report and quarterly reports were produced and noted by Audit & Governance Committee. The purpose of these

reports was to review performance of the treasury management function of East Suffolk Council for the financial year 2022/23 and to look at the first quarter of 2023/24.

The Specialist Accountant highlighted the investments and loans for the 2022/23 year, and investments and interest received for the year to date.

Councillor Lynch asked how investments were expected to do going forward with changing rates. The Specialist Accountant confirmed that the Council would not be placing any investments for longer than six months due to the instability in rates.

Regarding the rates on loans made to East Suffolk Services Ltd, the charges were largely dictated by government and that the Council had been advised on the rates charged.

The Chair asked where and how income from investment was spent. Officers confirmed that anything above the planned strategy would be allocated to the general fund. Members were consulted as opportunities came up for reviewing where money from the general fund was best spent.

On the proposal of Councillor Gandy, seconded by Councillor Thompson, it was

**RESOLVED**

1. That having commented on the 2022/23 Outturn Report incorporating the 2023/24 Quarter 1 Report on the Council's Treasury Management activity, the Audit and Governance Committee note its contents.
2. That the revised Treasury Management Investment Strategy in Appendix B be approved

**7 Annual Internal Audit Opinion 2022/23**

The Committee received report **ES/1584** of Councillor Vince Langdon-Morris, Cabinet Member with Responsibility for Resources and Value for Money, the purpose of which was to provide the Committee with the annual internal audit opinion of the overall adequacy and effectiveness of the Council's framework of governance, risk management and control during 2022/23.

The Head of Internal Audit stated that the overall opinion for the year was 'reasonable' and drew the Committee's attention to the variety of reports which had been issued and the results for each report. Although the opinions were generally reasonable, there were still areas for improvement.

Councillors commented on the reports for Commercial Rents where a 'limited' opinion had been given. The Head of Internal Audit stated that this would be further covered in the exempt report on the Internal Audit Status of Actions, but that there was a timeline and action plan in place to cover weaknesses. The Committee asked that details of these actions be received at the next Committee meeting.

Councillor Lynch referred to the report on Council Tax Billing and Overpayment, where there were a number of outstanding actions. The Head of Internal Audit stated that this area was covered by arrangements with Anglia Revenues Partnership (ARP) actions sometimes took longer to clear as they had to be received at the ARP Board. The Head of Internal Audit confirmed these issues had been raised with the ARP Board and that she would keep the Committee updated.

On the proposal of Councillor Lynch, seconded by Councillor King, it was

**RESOLVED**

That having considered the Head of Internal Audit's Annual Opinion Report for 2022/23, the Committee notes its contents.

**8 Corporate Fraud Annual Report 2022/23**

The Committee received report **ES/1585** of Councillor Vince Langdon-Morris, Cabinet Member with Responsibility for Resources and Value for Money, the purpose of which was to provide a summary of the work of the Corporate Fraud Service for the period 1 April 2022 to 31 March 2023.

The Head of Internal Audit highlighted the areas the team had covered in the last year, and noted that that their work had saved the Council £3,855,337. The Corporate Fraud Service was connected to all other areas of the Council and was also connected to other services such as the Police and central government. The Head of Internal Audit stated that housing was the area where the service had the most impact and this included issues around right to buy.

Councillor Speca asked if more context could be provided as a background to the money saved, for example what did these represent as a percentage of income and how did this compare to previous years. The Head of Internal Audit confirmed this could be provided to the Committee.

Councillor Lynch thanked the Corporate Fraud Service for their work and asked what the main causes of fraud in the finance area were. The Head of Internal Audit confirmed she would report back to the Committee with this information.

Councillor Back asked if the work of the team was publicised as a way of deterring people from defrauding the Council. The Chair seconded this statement as people often believed Councils were easy to defraud and that this information could have a deterrent effect.

On the proposal of Councillor Gandy, seconded by Councillor Back, it was

**RESOLVED**

That having commented on the activity of the Corporate Fraud Service for the year 2022/23, the Audit and Governance Committee notes the contents of the Corporate Fraud Annual Report.

## 9 Data Protection Status Update

The Committee received report **ES/1586** of Councillor Paul Ashton, Cabinet Member with Responsibility for Corporate Services - Digital, Customer Services, HR and Assets, the purpose of which was to provide the Committee with an overview of the work undertaken from April 2022 to March 2023 by the Data Protection team on all Data Protection activities.

There being no questions, on the proposal of Councillor Thompson, seconded by Councillor Back it was

### **RESOLVED**

That having considered the information in the report, the Audit and Governance Committee notes its contents.

## 10 Internal Audit Reports Recently Issued

The Committee received report **ES/1587** of Councillor Vince Langdon-Morris, Cabinet Member with Responsibility for Resources and Value for Money.

The Head of Internal Audit summarised the reports that had been issued. Each report had received an overall assurance opinion of 'Effective'.

On the proposal of Councillor Gandy, seconded by Councillor King, it was

### **RESOLVED**

That having commented upon their contents, the Audit and Governance Committee notes the internal audit reports:

- Biodiversity Net Gain Grant Certification 2022-23
- Budgetary Control 2022-23
- Home Improvement Agency Governance 2022-23
- Key Financial Controls 2022-23

## 11 Housing Governance Review

The Committee received report **ES/1593** of Councillor David Beavan, Deputy Leader and Cabinet Member with Responsibility for Housing.

Councillor Beavan stated that in February 2022 East Suffolk Council had referred itself to the Regulator of Social Housing (RSH) because it had acted, or may have acted, in breach of two relevant standards set by the Regulator; the "Rent Standard" and the "Home Consumer Standard". Having investigated, the Regulator confirmed the reported breaches of Housing Regulations and published a Regulatory Notice in May 2022. Following this notice, East Suffolk Council had completed an independent governance review. The review concluded that human error had contributed to the issues, but no malice had been found. Officers had accepted all 10 recommendations in the review and a series of actions had been agreed and reported to Full Council. A



further report would also be received by Cabinet setting out progress that had been made since the first issue had been raised.

Councillor Lynch stated that a lot of the issues in this area were historic and asked if any of the recommendations were already underway or if there would now be a large amount of change. The Head of Housing confirmed that some changes had already been made or were underway, including changes in the management team and corporate governance to provide further oversight. A number of groups had been set up to oversee parts of the housing service and additional staff had been employed.

Councillor Gandy asked how affordable rents being managed in light of issues in housing market. The Head of Housing confirmed a formula was set in terms of social housing and the amount that could be charged. In relation to affordable rents, these were capped at the local housing allowance to ensure that housing was affordable across the district. By capping rents at a lower amount it was hoped people could put more money towards other cost of living increases and would not have to make up rent elsewhere.

The Chair referred to rents in the private sector, and asked if the Council had any powers over this. The Head of Housing confirmed that the Council did speak with private landlords and would intervene on tenants behalf or help them access additional benefits or different housing. A paper would be received by Cabinet on how access to the private rented sector could be improved.

The Chair referred to overcharging in relation to heating servicing and asked whether refunds had been completed or were still in progress. The Head of Housing confirmed that the data on who was due refunds was being uploaded. This was a more complicated process than had been expected and would take six to nine months to process.

Councillor Gandy asked what the response had been from individuals who were due a refund, and what was the uptake for refunds. The Head of Housing confirmed that at present only standard letters had been sent out informing people of the process. The next step was contacting people individually and this would include home visits in certain situations. Corporate fraud were being engaged on this to ensure that the proper processes were followed. The Head of Housing also confirmed that refunds would be credit against any outstanding debts on accounts.

The Chair noted that a new team had been created to determine the status of housing assets, and asked why was this work programme going to take until 2024 to completed. The Head of Housing commented that there was around four thousand houses to check and this would take time. The Chair commented that he would like to see this prioritised due to health risks associated with some of the issues in housing.

On the proposal of Councillor Thompson, seconded by Councillor Back, it was

**RESOLVED**

That the Audit and Governance Committee:

1. Note and accept the findings of the independent governance review report.
2. Endorse the ten recommendations, and the linked officer actions in response, as set out in this report

## **12 Forward Work Programme**

The Committee considered the Forward Work Programme.

The Chair asked that Ernst & Young were present at the next meeting to provide an update on the status of audits.

Councillor Specca noted that there was a review of the Constitution underway, and that reports would be received by the Committee in due course.

Councillor Specca referred to the increase in large infrastructure projects in the area, and asked if it would be possible for a review of the governance arrangements for the receipt of large amounts of money for these applications and whether there were any concerns with conflict of interests in this area as these funds were used to increase capacity in the Planning Department, and that all due diligence was being carried out. The Chair agreed that although there were processes in place for the receipt of money for planning applications, it was appropriate to review these regularly to ensure they were fit for purpose. The Chair asked that a briefing note be brought to the Committee inform discussion on this matter.

## **13 Exempt/Confidential Items**

On the proposal of Councillor Lynch, seconded by Councillor Gandy, it was

### **RESOLVED**

That under Section 100A(4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act.

## **14 Exempt Minutes**

- Information relating to any individual.
- Information that is likely to reveal the identity of an individual.
- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

## **15 Internal Audit Status of Actions**

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

## **16 Internal Audit Reports Recently Issued**

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

The meeting concluded at 8.34pm.

.....  
Chair



## AUDIT & GOVERNANCE COMMITTEE

Monday, 11 September 2023

<b>Subject</b>	Updated Audit Results Report 2020/21 and updated Statement of Accounts 2020/21
<b>Report by</b>	Councillor Vince Langdon-Morris Cabinet Member with responsibility for Resources and Value for Money
<b>Supporting Officer</b>	Lorraine Rogers Acting Chief Finance Officer and Section 151 Officer <a href="mailto:lorraine.rogers@eastsoffolk.gov.uk">lorraine.rogers@eastsoffolk.gov.uk</a>
<b>Director</b>	Chris Bally Chief Executive <a href="mailto:chris.bally@eastsoffolk.gov.uk">chris.bally@eastsoffolk.gov.uk</a>

Is the report Open or Exempt?	OPEN
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Category of Exempt Information and reason why it is <b>NOT</b> in the public interest to disclose the exempt information.	This report is to be considered during the OPEN part of the Agenda.
<b>Wards Affected:</b>	All Wards

## Purpose and high-level overview

### **Purpose of Report:**

The Comptroller and Auditor General's Code of Audit Practice requires Ernst and Young LLP (EY) to report to this Committee on the work they have carried out in respect of East Suffolk Council to discharge their statutory audit responsibilities together with any governance issues identified. This is done via an Audit Results Report and relates to the 2020/21 Statement of Accounts. A provisional Audit Results Report was presented to this committee in March 2022, however since then a material adjustment has been made to the 2020/21 Accounts in the form of a HRA Provision for Rents and Service charges. Therefore the updated Audit Results Report and 2020/21 Statement of accounts are being re-presented.

### **Options:**

None to consider.

### **Recommendation/s:**

That the Committee:

1. Notes the external auditors' findings within the updated Audit Results Report 2020/21 (Appendix A).
2. Notes the updated Statement of Accounts for 2020/21 (Appendix B).
3. Subject to no further material errors being found, approves delegation for final sign-off and publication of the 2020/21 audited statement of accounts to the Chairman of the Audit & Governance Committee, Councillor Owen Grey, and the Chief Finance Officer and S151 Officer, Lorraine Rogers.
4. Allows for the Auditor's Annual Report including the Value for Money commentary to be circulated to the Committee via email between formal meetings to enable EY to issue the audit certificate to conclude the audit.

## Corporate Impact Assessment

### **Governance:**

The Audit Results Report is a statutory requirement by the Local Audit and Accountability Act 2014.

### **ESC policies and strategies that directly apply to the proposal:**

The Audit Results Report does not link directly to the Strategic Plan, but through securing external assurance over the Council's governance, financial statements and value for money, this will help to achieve the priorities set out in the Strategic Plan.

### **Environmental:**

No impact

### **Equalities and Diversity:**

No impact

### **Financial:**

External Audit ensures the Council is providing accurate and reliable financial information, which in turn informs future budgets and service provision. It also ensures value for money is achieved and increases transparency to local taxpayers.

**Human Resources:**

No impact

**ICT:**

No impact

**Legal:**

No impact

**Risk:**

If audits are not completed, there is a risk errors and misstatements are not identified and may impact future budgets and expenditure, and there is risk value for money may not be achieved.

<b>External Consultees:</b>	Ernst & Young LLP (EY)
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## Strategic Plan Priorities

Select the priorities of the <a href="#">Strategic Plan</a> which are supported by this proposal: <i>(Select only one primary and as many secondary as appropriate)</i>		Primary priority	Secondary priorities
<b>T01</b>	<b>Growing our Economy</b>		
P01	Build the right environment for East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P02	Attract and stimulate inward investment	<input type="checkbox"/>	<input type="checkbox"/>
P03	Maximise and grow the unique selling points of East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P04	Business partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P05	Support and deliver infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
<b>T02</b>	<b>Enabling our Communities</b>		
P06	Community Partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P07	Taking positive action on what matters most	<input type="checkbox"/>	<input type="checkbox"/>
P08	Maximising health, well-being and safety in our District	<input type="checkbox"/>	<input type="checkbox"/>
P09	Community Pride	<input type="checkbox"/>	<input type="checkbox"/>
<b>T03</b>	<b>Maintaining Financial Sustainability</b>		
P10	Organisational design and streamlining services	<input type="checkbox"/>	<input type="checkbox"/>
P11	Making best use of and investing in our assets	<input type="checkbox"/>	<input type="checkbox"/>
P12	Being commercially astute	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P13	Optimising our financial investments and grant opportunities	<input type="checkbox"/>	<input type="checkbox"/>
P14	Review service delivery with partners	<input type="checkbox"/>	<input type="checkbox"/>
<b>T04</b>	<b>Delivering Digital Transformation</b>		
P15	Digital by default	<input type="checkbox"/>	<input type="checkbox"/>
P16	Lean and efficient streamlined services	<input type="checkbox"/>	<input type="checkbox"/>

P17	Effective use of data	<input type="checkbox"/>	<input type="checkbox"/>
P18	Skills and training	<input type="checkbox"/>	<input type="checkbox"/>
P19	District-wide digital infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
<b>T05</b>	<b>Caring for our Environment</b>		
P20	Lead by example	<input type="checkbox"/>	<input type="checkbox"/>
P21	Minimise waste, reuse materials, increase recycling	<input type="checkbox"/>	<input type="checkbox"/>
P22	Renewable energy	<input type="checkbox"/>	<input type="checkbox"/>
P23	Protection, education and influence	<input type="checkbox"/>	<input type="checkbox"/>
<b>XXX</b>	<b>Governance</b>		
XXX	How ESC governs itself as an authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>How does this proposal support the priorities selected?</b>			
The Audit Results Report does not link directly to the Strategic Plan, but through securing external assurance over the Council's governance, financial statements and value for money, this will help to achieve the priorities set out in the Strategic Plan.			

## Background and Justification for Recommendation

<b>1 Background facts</b>	
1.1	The Comptroller and Auditor General's Code of Audit Practice requires Ernst and Young LLP (EY) to report to this Committee on the work they have carried out in respect of East Suffolk Council to discharge their statutory audit responsibilities together with any governance issues identified. This report focuses on the Audit Results Report (ARR) for East Suffolk Council's Statement of Accounts 2020/21 which is included as Appendix A. The most up to date Statement of Accounts are also included in Appendix B.
1.2	In March 2022 a preliminary Audit Results Report was presented to this Committee recommending delegated final sign-off and publication of the 2020/21 audited statement of accounts to the Chairman of the Audit & Governance Committee, Councillor Geoff Lynch, and the Chief Finance Officer and S151 Officer, providing no material errors were identified.
1.3	Since this date the Council has identified an issue with rent and service charges being incorrectly charged to HRA tenants and has had to reflect this in its 2020/21 Statement of Accounts. The Council commissioned an external, independent review of the governance of the housing service, to ensure that the right governance arrangements are in place, which will prevent any such breaches of the social housing regulatory standards from occurring in the future. This report was completed in early 2023 and a final report issued in June 2023. This report was discussed at Audit and Governance Committee on 10th July 2023.

## 2 Current position

2.1	As previously reported to this committee, a forensic audit has been conducted on every tenancy since 2010 by external consultants, and this has provided details of amounts due to be refunded. The Council has updated the 2020/21 (and subsequent) Statement of Accounts to include a provision for repayment of the incorrect amounts charged to tenants. This includes a provision of £3.757m at the end of March 2021. As the first year of accounts for East Suffolk Council was 2019/20, no third balance sheet could be completed so the opening balances have been amended to reflect the refunds due relating to years prior to 2019/20. A break down of the years this relates to can be seen in the table below:															
2.2	<table border="1" data-bbox="300 566 1353 887"> <thead> <tr> <th data-bbox="300 566 571 685">Year £'000</th> <th data-bbox="579 566 874 685">Provision for Service Charge £'000</th> <th data-bbox="882 566 1353 685">Treatment in the accounts</th> </tr> </thead> <tbody> <tr> <td data-bbox="300 685 571 763">Prior to 2019/20</td> <td data-bbox="579 685 874 763">2,944</td> <td data-bbox="882 685 1353 763">Adjusted opening balance for 2019-20</td> </tr> <tr> <td data-bbox="300 763 571 801">2019/20</td> <td data-bbox="579 763 874 801">413</td> <td data-bbox="882 763 1353 801">Prior period adjustment</td> </tr> <tr> <td data-bbox="300 801 571 840">2020/21</td> <td data-bbox="579 801 874 840">400</td> <td data-bbox="882 801 1353 840">In year adjustment</td> </tr> <tr> <td data-bbox="300 840 571 887"><b>Total</b></td> <td data-bbox="579 840 874 887"><b>3,757</b></td> <td data-bbox="882 840 1353 887"></td> </tr> </tbody> </table> <p data-bbox="300 927 1383 999">Appendix B shows the amended accounts for 2020/21 with these adjustments, see Note 20 Provisions.</p>	Year £'000	Provision for Service Charge £'000	Treatment in the accounts	Prior to 2019/20	2,944	Adjusted opening balance for 2019-20	2019/20	413	Prior period adjustment	2020/21	400	In year adjustment	<b>Total</b>	<b>3,757</b>	
Year £'000	Provision for Service Charge £'000	Treatment in the accounts														
Prior to 2019/20	2,944	Adjusted opening balance for 2019-20														
2019/20	413	Prior period adjustment														
2020/21	400	In year adjustment														
<b>Total</b>	<b>3,757</b>															
2.3	EY have audited a sample of tenancies and have reviewed the accounting treatment of the prior year adjustment and in year amendments and are satisfied with the provision made. Appendix A includes the updated Audit Results Report from EY.															

### 3 How to address current situation

3.1	EY are aiming to finalise their work on the 2020/21 accounts by the end of September 2023. It is proposed that, subject to no other material errors being found, this committee approves delegation for final sign-off and publication of the 2020/21 audited Statement of Accounts to the Chair of the Audit & Governance Committee, Councillor Owen Grey, and the Chief Finance Officer and S151 Officer, Lorraine Rogers. Once the Auditor's Annual Report including the Value for Money commentary is received in respect of these accounts, it will be circulated to Audit & Governance Committee Members via email. This will enable EY to issue the audit certificate to conclude the audit promptly once complete.
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### 4 Reason/s for recommendation

4.1	The Audit & Governance Committee is recommended to note the external auditors' findings within the Updated Audit Results Report 2020/21.
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## Appendices

### Appendices:

<b>Appendix A</b>	Updated Audit Results Report 2020/21
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<b>Appendix B</b>	Updated Statement of Accounts 2020/21
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### Background Papers:

None
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# East Suffolk Council Audit Results Report Update

Year ended 31 March 2021

27 June 2023



27 June 2023



Audit and Governance Committee  
Members  
East Suffolk Council  
East Suffolk House  
Station Road, Melton  
IP12 1RT

Dear Audit and Governance Committee Members

We are pleased to attach our update to our Provisional Audit Results Report for the forthcoming meeting of the Audit and Governance Committee on 14 March 2022. This report summarises our preliminary audit conclusion in relation to the audit of East Suffolk Council for 2020/21.

We have substantially completed our audit of East Suffolk Council for the year ended 31 March 2021. Please refer to the "Executive Summary" for further details on status of the work. Subject to satisfactorily concluding the outstanding matters listed in our report and review from Associate Partner, we expect to issue an unqualified audit opinion on the financial statements in the form at Section 3. Whilst we have significantly completed our audit procedures on the financial statements, our work is still in progress at the date of drafting this report. We are currently considering the potential impact of information provided by the Council related to its non compliance with the rent standard on our reporting in relation to the Council's value for money arrangements and audit report. If we conclude that this non compliance represents a significant weakness in governance arrangements in 2020/21, we will need to report by exception details of the significant weakness in our auditor's report. We aim to finalise our audit by April 2022. We will circulate a further update on our audit results if anything significant arises during finalisation of our audit procedures and the conclusion of our value for money work.

This report is intended solely for the use of the Audit and Governance Committee, other members of the Council, 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 Audit and Governance Committee meeting on 14 March 2022.

Yours sincerely

Debbie Hanson  
For and on behalf of Ernst & Young LLP

# Contents



Public Sector Audit Appointments Ltd (PSAA) issued the “Statement of responsibilities of auditors and audited bodies”. It is available from the PSAA website (<https://www.psaa.co.uk/audit-quality/statement-of-responsibilities/>). The 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 and further guidance (updated April 2018)” issued by the PSAA sets out additional requirements that auditors must comply with, over and above those set out in the National Audit Office Code of Audit Practice (the Code) and in legislation, and covers matters of practice and procedure which are of a recurring nature.

This report is made solely to the **Audit Committee and management of East Suffolk Council** in accordance with the statement of responsibilities. Our work has been undertaken so that we might state to the **Committee and management of East Suffolk Council** those matters we are required to state to them in this report and for no other purpose. To the fullest extent permitted by law we do not accept or assume responsibility to anyone other than the **Audit Committee and the management of East Suffolk Council** for this report or for the opinions we have formed. It should not be provided to any third-party without our prior written consent.





# 01 Executive Summary



## Executive Summary

### Scope update

In our Indicative Audit Planning Report presented in September 2021 to the Audit and Governance Committee, 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 highlights.

*Update on our materiality:* In our Indicative Audit Planning Report, we communicated that our audit procedures would be performed using a planning materiality calculated at 2% of the Council's gross expenditure on provision of services as per the 2020/21 draft financial statements. We have not made any changes in the basis for calculation of our materiality and have not made any revision to our materiality levels throughout the audit.

*Information Produced by the Entity (IPE):* As a result of the continuing impact of Covid and increased remote working, this is 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. 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;
- Agree IPE to scanned documents or other system screenshots; and
- gained our own access to the accounting software to enable us re-run reports ourselves.

### Status of audit

We have substantially completed our audit of East Suffolk Council's financial statements for the year ended 31 March 2021 and have performed the procedures outlined in our Indicative Audit Planning Report. The main issue which has resulted in the delay to the completion of the audit has been the need to consider the impact of the Council's non compliance with the rent standard in terms of both our value for money assessment and the impact on the financial statements. A full list of outstanding items can be seen at Appendix D.

Subject to satisfactory completion of the outstanding items, we expect to issue an unqualified opinion on the Council's financial statements. As the audit is ongoing and some areas are subject to Partner review, further amendments and issues may arise.

We expect to issue the audit certificate after we issue the audit opinion, once the NAO has clarified whether they require any additional procedures to be undertaken in relation to the Whole of Government Accounts (WGA) submission and if so, this work has been completed.

### Audit differences

#### Corrected and uncorrected differences

*Corrected differences:* At the date of this report, we have identified a small number of audit differences. The main difference which has been corrected by management relates to the need to include a provision in both the 2019/20 and 2020/21 accounts in relation to the non compliance with the rent standard and the resulting overcharges to tenants over a number of years. The additional provision included in the accounts was £3.757 million in 2020/21 and £3.357 million in the prior year.

*Uncorrected differences:* The Pension fund auditor also reported a difference of £0.6 million in the valuation of investment assets. This was due to the actuary basing the figures in their IAS19 report on estimated year end values. The Council has not amended the accounts for this difference.

We have identified a small number of minor disclosure differences in notes to the financial statements (casting, referencing, classification etc) which management have agreed to amend in the final set of accounts.

Until we complete all of our audit procedures, as noted in the status of audit above and on subsequent slides, along with our final Manager and Engagement Partner review, further differences may be identified.

### Auditor responsibilities under the new Code of Audit Practice 2020

Under the Code of Audit Practice 2020 we are still required to consider whether the Council has put in place 'proper arrangements' to secure economy, efficiency and effectiveness on its use of resources. The 2020 Code requires the auditor to design their work to provide them with sufficient assurance to enable them to report to East Suffolk Council a commentary against specified reporting criteria (see below) on the arrangements the East Suffolk Council has in place to secure value for money through economic, efficient and effective use of its resources for the relevant period.

The specified reporting criteria are:

- Financial sustainability:  
How the East Suffolk Council plans and manages its resources to ensure it can continue to deliver its services;
- Governance:  
How the East Suffolk Council ensures that it makes informed decisions and properly manages its risks; and
- Improving economy, efficiency and effectiveness:  
How the East Suffolk Council uses information about its costs and performance to improve the way it manages and delivers its services.

### Value for money – progress update

At the time of our Indicative Audit Plan, we were yet to commence with our value for money (VFM) risk assessment. We have now substantially completed this work and have identified a risk of significant weakness in relation to the Council's non compliance with the rent standard, based on information provided by the Council. We have substantially completed our work in relation to this risk and have considered the impact of this against the three reporting criteria we are required to consider under the NAO's 2020 Code. This work is subject to Partner review.

We have concluded that this non compliance represents a significant weakness in governance arrangements in 2020/21, and will therefore need to report by exception details of the significant weakness in our auditor's report. We will include detailed commentary on this matter and the remainder of our value for money work in the Auditor's Annual Report which will be issued to the Council within three months of the date of the final 2020/21 audit opinion. We will need to consult internally on the modification to the audit report.

### Independence

Please refer to Section 09 for our update on Independence.

### Control observations

During the audit, and to date, 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. We would note that the Council has identified weaknesses in controls related to rent setting, as noted above.

### Other reporting issues

We have reviewed the information presented in the Annual Governance Statement (AGS) for consistency with our knowledge of the Council. We have no matters to report as a result of this work. We note that the Council has updated the AGS following identification of the issues related to non compliance with the rent standard and how this matter has been dealt with since it was initially identified, and has reflected this as a significant governance issue. We will review the updated AGS once our consideration of this issue has been completed.

We have not yet been able to perform the procedures required by the National Audit Office (NAO) on the Whole of Government Accounts (WGA) submission. Although, as in previous years we expect the Council to be below the threshold that required us to undertake any detailed procedures, we are not able to issue our certificate until the NAO has confirmed whether they want any additional procedure undertaken for the Council.

We have no other matters to report.



## Areas of audit focus

In our Indicative Audit Planning Report, we identified a number of key areas of focus for our audit of the financial statements of East Suffolk Council. This report sets out our observations and the status of our work in relation to these areas, including our views on areas which might be conservative and areas where there is potential risk and exposure. Our consideration of these matters and others identified during the period is summarised within the "Areas of Audit Focus" section of this report.

Significant/Fraud Risk	Findings & Conclusions
Misstatements due to fraud or error (fraud risk)	We have not identified any evidence that management has overridden controls in order to prepare fraudulent financial statement balances or postings within the financial statements from the work completed.
Incorrect capitalisation of revenue expenditure (fraud risk)	We have not identified any evidence of manipulation of expenditure through incorrect capitalisation of revenue expenditure.
Provision for non compliance with rent standard (significant risk)	Since the issue of our Provisional Audit Results Report we identified an additional significant risk related to the potential need for a provision relating to rents that have been overcharged to tenants for a number of years due to the Council's non compliance with the rent standard. The Council has taken advice in relation to this issue and calculated a provision of £3.757 million for 2020/21 and £3.357 million for 2019/20 and had amended the accounts to reflect these changes. We have now completed our assessment of the calculations and, subject to Partner review, are satisfied that they are materially accurate. As the 2019/20 accounts will be amended for this issue we will also need to consult internally on the prior period restatement.

## Areas of audit focus

Area of audit focus	Findings & Conclusions
Accounting for infrastructure assets	Since the issue of our Provisional Audit Results Report we identified an additional risk related to a national issue identified relating to accounting for subsequent expenditure on infrastructure assets. We have completed our audit work on infrastructure assets and have no matters to report.
Valuation of land & buildings and investment properties	We sample tested a number of assets to gain assurance that the key assumptions and inputs into valuations were supportable and that the resulting valuations were materially accurate. We also engaged our EY Real Estate (EYRE) specialists to review a sample of asset valuations to verify the reasonableness of the valuation methodology applied and key assumptions used, including the potential impact of Covid-19 on valuation uncertainties. EYRE have completed their work and concluded that the valuations are supportable and within the ranges calculated.
Pension liability valuation and disclosures	<p>We have reviewed the accounting entries and disclosures in the draft financial statements and assessed the work of the actuary. We have substantially completed our planned procedures, including the receipt and consideration of the report from EY Pensions specialist to provide a parallel actuarial model to confirm the material accuracy of the actuary's IAS19 estimation procedures. We note that the Pension fund auditor reported a difference of £0.6 million in the valuation of investment assets. This was due to the actuary basing the figures in their IAS19 report on estimated year end values. The Council has not amended the accounts for this difference.</p> <p>We will need to update our procedures in this area to consider whether the information included in the 2022 triennial valuation for the Suffolk Pension Fund which was issued in March 2023 provides any indication of material error in the March 2021 IAS19 figures included in the Council's accounts.</p>
Going concern disclosures	Our going concern work will be completed close to the expected date of our audit report.
Recognition of grant income associated with Covid-19	We have completed our procedures in this area and have not identified any issues.



## 02 Areas of Audit Focus



## Significant risk

Misstatements due to fraud or error

(Fraud risk)

### 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) 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?

We focused our testing on accounting estimates which include pension liability, property valuation, and bad debts provision including NNDR appeals provision. Also performing mandatory procedures including testing of journal entries.

### What did we do?

This is a risk that we recognise on all engagements. Our overall response to this for East Suffolk Council was:

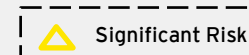
- Assessment to identify fraud risks during the planning stages.
- Inquired management about risks of fraud and the controls put in place to address those risks.
- Understood the oversight given by those charged with governance of management's processes over fraud.
- Considered the effectiveness of management's controls designed to address the risk of fraud.
- Determined an appropriate strategy to address those identified risks of fraud.
- Performed mandatory procedures regardless of specifically identified fraud risks, including testing of journal entries and other adjustments in the preparation of the financial statements, assessing accounting estimates for evidence of management bias and evaluating the business rationale for significant and unusual transactions.
- We have utilised our data analytics capabilities to assist with our work.

### 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.

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





## Significant risk

**Incorrect capitalisation of revenue expenditure (fraud risk)**

### What is the risk?

Linking to our risk of misstatements due to fraud and error above, we have considered the capitalisation of revenue expenditure on property, plant and equipment as a specific area of risk given the extent of the Council's capital programme.

### What judgements are we focused on?

Whether management have appropriately classified expenditure as capital in nature

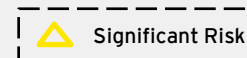
### What did we do?

We have undertaken additional procedures to address the specific risk we have identified, which included:

- For significant additions to property, plant and equipment, we have examined invoices, capital expenditure authorisations, leases and other data that support these additions. We have ensure that they have been correctly classified as capital in line with accounting standards and included at the correct value in order to identify any revenue items that have been inappropriately capitalised.
- Reviewed Revenue Expenditure Funded from Capital Under Statute (REFCUS), to verify that revenue costs have not been inappropriately funded from capital.
- We have extended our testing of items capitalised in the year by lowering our testing threshold. We have also review a random sample of capital additions below our testing threshold.
- Journal testing - we have used our testing of journals to identify high risk transactions, such as items originally recorded as revenue expenditure and subsequently capitalised.

### What are our conclusions?

We have not identified any revenue items that have been inappropriately capitalised from our substantive testing.





# Significant risk

### Provision for non compliance with rent standard (significant risk)

#### What is the risk?

The Code defines a provision as a liability of uncertain timing or amount. A provision should be recognised when: the Council has a present obligation as a result of a past event; it is probable that an outflow of resources will be required to settle the obligation; and a reliable estimate can be made.

There is a risk that the Council may not appropriately calculate the provision required in relation to the historic overcharging of rents due to non compliance with the rent standard

#### What judgements are we focused on?

Whether management have appropriately considered whether a provision is required in relation to the non compliance with the rent standard and whether any resulting provision has been calculated on a reasonable basis.

#### What did we do?

We have undertaken additional procedures to address the specific risk we have identified, which included:

- Review of the legal opinions obtained by the Council dated February 2020 and March 2022;
- Review of the Council's letter to the Regulator of Social Housing dated February 2022 and the related appendices, in particular the report provided on the matter by external consultants;
- Review of the regulatory notice and covering letter from the Regulator of Social Housing dated May 2022;
- Review and testing of the provision calculations provided by management.

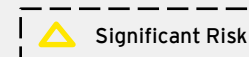
#### What are our conclusions?

Based on the work completed to date we are satisfied that a provision is required in relation to the rents that have been overcharged as the Council has a present obligation as a result of a past event and a reliable estimate of the liability can be calculated

We are satisfied that the resulting provisions of £3.757 million in 2020/21 and £3.357 million in 2019/20 are materially accurate.

This work has only recently been finalised and is therefore subject to Partner review.

The resulting amendment to the prior year accounts will also be subject to internal EY consultation.





# Inherent risks and other areas of audit focus

### What is the risk/area of focus?

#### Accounting for Infrastructure assets

In March 2022, an issue was raised with the National Audit Office's Local Government technical network in relation to the accounting for infrastructure assets. Under the CIPFA Code, these assets are held at depreciated historic cost. It has been identified that, whilst local authorities add expenditure incurred on replacing or enhancing such assets, most do not appear to be reviewing the Code requirement to establish whether this spend is a replacement of an asset, or a recognised component, and therefore, are not derecognising the old component. As a consequence gross cost/gross accumulated depreciation are therefore continually increasing, and the balance sheet may be misstated where the expenditure is a replacement for an asset/component not fully depreciated.

East Suffolk Council has material infrastructure assets of £57.9 million (gross book value) and £29.9 million (net book value) held on its balance sheet at 31 March 2021.

There is therefore a risk that the gross book value and accumulated depreciation may be materially misstated.

### What have we done and our conclusions?

We have:

- Obtained a breakdown of the Council's infrastructure assets and considered the nature of the assets and the information held by the Council related to these
- We noted that assets held within the Coast Protection and Harbour sub-categories were the only categories that were material and therefore the only categories that could contain a material overstatement.
- We also considered the other categories with a total carrying value of £3,911k and gross book value of £6,074k, and reviewed the detailed listings for each of them looking to identify any individual assets which might be a concern. We did not identify any assets in those other categories that warranted further investigation.
- In relation to Coast Protection assets, we confirmed that the Council undertook a detailed review of this category in 2017/18 and were able to use that information to make an informed judgement whether replaced components of assets had been properly derecognised.
- In relation to the Harbour assets, we confirmed that this sub-category only contains three assets all of which relate to repairs/reconstruction work on Southwold Harbour. We are satisfied these have been correctly accounted for.

We have completed our work on above procedures and, based on the work carried out, we have obtained reasonable assurance that infrastructure assets are from material misstatement due to components not being derecognised as and when they are replaced.





# Inherent risks and other areas of audit focus

### What is the risk/area of focus?

#### Valuation of land and buildings and investment properties

The valuation of land and buildings represent significant balances in the Council's accounts and is subject to valuation changes. Management is required to make material judgements and apply estimation techniques to calculate the year-end balances recorded in the balance sheet. There is therefore a risk fixed assets may be under/overstated or the associated accounting entries incorrectly posted.

Property, plant and equipment (PPE) (of which land and buildings and dwellings represent the vast majority) and investment property are significant balances in the Council's accounts. As at 31 March 2021, PPE totals £376.4 million (2019/20: £362.3 million) and investment properties £5 million (2019/20: £2.9 million).

### What have we done and our conclusions?

#### We have:

- Considered the work performed by the Council's valuers, including the adequacy of the scope of the work performed, their professional capabilities and the results of their work;
- Engaged our valuations specialist (EY Real Estates) to review a sample of asset valuations to verify the reasonableness of the valuation methodology applied and key assumptions used, including the potential impact of Covid-19 on valuation uncertainties. Our sample included total 8 properties - 3 investment properties and 5 from the other land and buildings category;
- Sample tested key asset information used by the valuers in performing their valuation;
- Considered the annual cycle of valuations to ensure that assets have been valued within an appropriate timescale.
- Considered any specific changes to assets that have occurred and whether these have been communicated to the valuer;
- Reviewed assets not subject to valuation in 2020/21 to confirm that the remaining asset base is not materially misstated;
- Considered changes to useful economic lives as a result of the most recent valuation; and
- Tested accounting entries have been correctly processed in the financial statements.

We have completed our work on above procedures and have not identified any issues.

EYRE have completed their work and concluded that the valuations are supportable and within the ranges calculated.





# Inherent risks and other areas of audit focus

### What is the risk/area of focus?

#### Pension liability valuation and disclosures

The Council's pension fund deficit is a material estimated balance and the Code requires that this liability be disclosed on the Council's balance sheet. As per the draft accounts, this liability amounts to £84.3 million as at 31 March 2021, (2019/20: £52.9 million).

The information disclosed is based on the IAS 19 report issued to the Council by the actuary to the County Council.

Accounting for this scheme 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.

### What have we done and our conclusions?

To address this risk, we have carried out a range of procedures including:

- liaised with the auditors of Suffolk Pension Fund to obtain assurances over the information supplied to the actuary in relation to the Council;
- assessed the work of the Pension Fund actuary including the assumptions they have used by relying on the work of PwC, being the Consulting Actuaries commissioned by the National Audit Office for all local government sector auditors, and considering the review of this work by the EY Pensions actuarial team;
- Considered the nature and value of level 3 investments held by the Pension Fund and the proportion of the overall Fund relating to East Suffolk Council in order to identify any additional procedures required to support the estimates of the valuation of these asset as at 31 March 2021;
- Considered the movement in fund asset values between the actuary's estimate and year end; and
- Reviewed and tested the accounting entries and disclosures made within the Council's financial statements in relation to IAS19.

ISA540 (revised) requires auditors to test the method of measurement of accounting estimates to determine whether the model is appropriately designed, consistently applied and mathematically accurate, and that the integrity of the assumptions and the data has been maintained in applying the model. Neither we, nor PwC as consulting actuaries, are able to access the detailed models of the actuaries in order to evidence these requirements. Therefore, we modified our planned approach and undertook alternate procedures to create an auditor's estimate, to gain the necessary assurance. We employed the services of an EY Pensions specialist to review the Council's IAS19 reports and run a parallel actuarial model which was compared to that produced by the Council's actuary. Our specialists have completed their procedures and have not reported any significant difference.

We note that the Pension fund auditor reported a difference of £0.6 million in the valuation of investment assets. This was due to the actuary basing the figures in their IAS19 report on estimated year end values. The Council has not amended the accounts for this difference.



# Inherent risks and other areas of audit focus

### What is the risk/area of focus?

#### Going concern disclosures

Covid has created a number of financial pressures throughout Local Government. It is creating financial stress through a combination of increasing service demand leading to increased expenditure in specific services, and reductions in income sources. There is currently not a clear statement of financial support from MHCLG that covers all financial consequences of Covid-19.

In addition, the auditing standard, International Auditing Standard 570 Going Concern, 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.

The revised standard is effective for audits of financial statements for periods commencing on or after 15 December 2019, which for the Council will be the audit of the 2020/21 financial statements.

CIPFA's Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 states that an Council's financial statements shall be prepared on a going concern basis; the accounts should be prepared on the assumption that the functions of the Council will continue in operational existence for the foreseeable future and can only be discontinued under statutory prescription.

However, ISA 570, as applied by Practice Note 10: Audit of financial statements of public sector bodies in the United Kingdom, still requires auditors to undertake sufficient and appropriate audit procedures to consider whether there is a material uncertainty on going concern that requires reporting by management within the financial statements, and within the auditor's report.

To do this, the auditor must review management's assessment of the going concern basis applying IAS1 Presentation of Financial Statements.

### What have we done and our conclusions?

The revised standard requires:

- ▶ auditor's challenge of management's identification of events or conditions impacting going concern, more specific requirements to test management's resulting assessment of going concern, an evaluation of the supporting evidence obtained which includes consideration of the risk of management bias;
- ▶ greater work for us to challenge management's assessment of going concern, thoroughly test the adequacy of the supporting evidence we obtained and evaluate the risk of management bias. Our challenge will be made based on our knowledge of the Council obtained through our audit, which will include additional specific risk assessment considerations which go beyond the current requirements;
- ▶ ensuring compliance with any updated reporting requirements;
- ▶ a stand back requirement to consider all of the evidence obtained, whether corroborative or contradictory, when we draw our conclusions on going concern; and
- ▶ necessary consideration regarding the appropriateness of financial statement disclosures around going concern.

We have requested a documented and detailed consideration to support management's assertion regarding the going concern basis, particularly with a view whether there are any material uncertainties for disclosure and the impact of the ongoing impact of Covid on future financial planning.

We will review the going concern disclosures within the financial statements under IAS1, and associated financial viability disclosures within the Narrative Statement. We will consider whether you have included necessary disclosures regarding any material uncertainties that do exist.

Should the need arises we may need to consult on the Council's disclosures in line with our internal consultation requirements.

Our work on going concern is yet to be concluded, as set out in Appendix D of this report.



# Inherent risks and other areas of audit focus

### What is the risk/area of focus?

#### Recognition of grant income associated with Covid

Central Government has provided a number of new and different Covid related grants to local authorities during the year. There are also funds that have been provided for the Council to distribute to other bodies.

The Council needs to review each of these grants to establish how they should be accounted for. The Council needs to assess whether it is acting as a principal or agent, with the accounting to follow that decision. Where the decision is that the Council is a principal, it must also assess whether there are any initial conditions that may also affect the recognition of the grants as revenue during 2020/21.

### What have we done and our conclusions?

We have:

- Considered the revenue and capital grants received by the Council;
- Responsive to the risk, carried out testing to ensure the accounting treatment and recognition applied to grant income is appropriate.
- For a sample of the grants we have:
  - Reviewed the Council's assessment of whether it is acting as principal or agent;
  - Reviewed whether any initial conditions are attached to grants which would impact on their recognition;
  - Assessed whether the accounting appropriately follows those judgements.

We have also checked that the Council has adequately disclosed grant income received in the year, under both principal and agent arrangements.

We have completed our work on above procedures and have not identified any issue as of the date of this report.



# 03 Audit Report



## Draft audit report

### Our draft opinion on the financial statements

#### INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF EAST SUFFOLK COUNCIL

##### Opinion

We have audited the financial statements of East Suffolk Council for the year ended 31 March 2021 under the Local Audit and Accountability Act 2014. The financial statements comprise the:

- Authority and Group Comprehensive Income and Expenditure Statement,
- Authority and Group Balance Sheet,
- Authority and Group Movement in Reserves Statement,
- Authority and Group Cash Flow Statement,
- the related notes 1 to xxx,
- Collection Fund and the related notes 1 to xxx

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 2020/21.

In our opinion the financial statements:

- give a true and fair view of the financial position of East Suffolk Council as at 31 March 2021 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 2020/21.

##### 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 are independent of the Authority/group in accordance with the ethical requirements 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.

##### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Chief Finance Officer's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Authority's ability to continue as a going concern for a period of 12 months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Chief Finance Officer with respect to going concern are described in the relevant sections of this report. However, because not all future events or conditions can be predicted, this statement is not a guarantee as to the authority's ability to continue as a going concern.

##### Other information

The other information comprises the information included in the Statement of Accounts 2020/2021, other than the financial statements and our auditor's report thereon. The Chief Finance Officer is responsible for the other information contained within the Annual Financial Report 2020/2021.

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.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of 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 themselves. 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.



# Audit Report

## Our opinion on the financial statements

### 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 Council;
- 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;
- 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.

In respect of the following we have matters to report by exception:

- We report to you, if we are not satisfied that the Authority has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2021. **TO BE UPDATED ON COMPLETION OF OUR WORK**

### Responsibility of the Chief Finance Officer

As explained more fully in the Statement of the Chief Finance Officer's Responsibilities set out on page xxx, the Chief Finance Officer is responsible for the preparation of the Annual Financial Report 2020/2021, 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 2020/21, and for being satisfied that they give a true and fair view and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect irregularities, including fraud. The risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below. However, the primary responsibility for the prevention and detection of fraud rests with both those charged with governance of the entity and management.

We obtained an understanding of the legal and regulatory frameworks that are applicable to the Authority and determined that the most significant are:

- Local Government Act 1972,
- Local Government Finance Act 1988 (as amended by the Local Government Finance Act 1992,
- Local Government Act 2003,
- The Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 as amended in 2018 and 2020,
- The Local Government Finance Act 2012,
- The Local Audit and Accountability Act 2014, and
- The Accounts and Audit Regulations 2015.

In addition, the Authority has to comply with laws and regulations in the areas of anti-bribery and corruption, data protection, employment Legislation, tax Legislation, general power of competence, procurement and health & safety.





# Audit Report

## Our opinion on the financial statements

- We understood how East Suffolk Council is complying with those frameworks by understanding the incentive, opportunities and motives for non-compliance, including inquiring of management, head of internal audit and those charged with governance and obtaining and reading documentation relating to the procedures in place to identify, evaluate and comply with laws and regulations, and whether they are aware of instances of non-compliance. We corroborated this through our reading of the Authority's committee minutes, through enquiry of employees to confirm Authority policies, and through the inspection of other information. Based on this understanding we designed our audit procedures to identify non-compliance with such laws and regulations. Our procedures had a focus on compliance with the accounting framework through obtaining sufficient audit evidence in line with the level of risk identified and with relevant legislation.
- We assessed the susceptibility of the Authority's financial statements to material misstatement, including how fraud might occur by understanding the potential incentives and pressures for management to manipulate the financial statements, and performed procedures to understand the areas in which this would most likely arise. Based on our risk assessment procedures, we identified inappropriate capitalisation of revenue expenditure and management override of controls to be our fraud risks.
- To address our fraud risk of inappropriate capitalisation of revenue expenditure we tested the Authority's capitalised expenditure to ensure the capitalisation criteria were properly met and the expenditure was genuine.
- To address our fraud risk of management override of controls, we tested specific journal entries identified by applying risk criteria to the entire population of journals. For each journal selected, we tested specific transactions back to source documentation to confirm that the journals were authorised and accounted for appropriately.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council'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 reporting criteria issued by the Comptroller and Auditor General (C&AG) in April 2021, as to whether East Suffolk Council had proper arrangements for financial sustainability, governance and improving economy, efficiency and effectiveness. The Comptroller and Auditor General determined these criteria as those necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether the East Suffolk Council put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2021.

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, East Suffolk Council 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.

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

### Delay in certification of completion of the audit

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 our work on value for money arrangements.



# Audit Report

## Our opinion on the financial statements

We cannot formally conclude the audit and issue an audit certificate until we have completed our procedures on the Authority's value for money arrangements for the year ended 31 March 2021. We are satisfied that this work does not have a material effect on the financial statements.

We will report the outcome of our work on the Authority's arrangements in our commentary on those arrangements within the Auditor's Annual Report. Our audit completion certificate will set out any matters which we are required to report by exception.

Until we have completed these procedures, we are unable to certify that we have completed the audit of the accounts in accordance with the requirements of the Local Audit and Accountability Act 2014 and the Code of Audit Practice issued by the National Audit Office.

### Use of our report

This report is made solely to the members of East Suffolk Council, 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.

Debbie Hanson  
Ernst & Young LLP (Local Auditor)  
Luton:  
Date: xxxxxxxxxx





# 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 Audit differences as at the date of this report

The draft statement of accounts prepared by management was again of a good quality with only minor disclosure amendments required.

*Corrected differences:* At the date of this report, we have identified a small number of audit differences. The main difference which has been corrected by management relates to the need to include a provision in both the 2019/20 and 2020/21 accounts in relation to the non compliance with the rent standard and the resulting overcharges to tenants over a number of years. The additional provision included in the accounts was £3.757 million in 2020/21 and £3.357 million in the prior year.

*Uncorrected differences:* The Pension fund auditor also reported a difference of £0.6 million in the valuation of investment assets. This was due to the actuary basing the figures in their IAS19 report on estimated year end values. The Council has not amended the accounts for this difference.

We have identified a small number of minor disclosure differences in notes to the financial statements (casting, referencing, classification etc) which management have agreed to amend in the final set of accounts.

Until we complete all of our audit procedures, as noted in the status of opinion audit section of this report and in previous slides, along with our final Manager and Engagement Partner review, further adjustments may be identified.



# 05 Value for Money

01





# Value for Money

## The Council's responsibilities for value for money

The Council is required to maintain an effective system of internal control that supports the achievement of its policies, aims and objectives while safeguarding and securing value for money from the public funds and other resources at its disposal.

As part of the material published with its financial statements, the Council is required to bring together commentary on its governance framework and how this has operated during the period in a governance statement. In preparing its governance statement, the Council tailors the content to reflect its own individual circumstances, consistent with the requirements of the relevant accounting and reporting framework and having regard to any guidance issued in support of that framework. This includes a requirement to provide commentary on its arrangements for securing value for money from their use of resources.

## Risk assessment

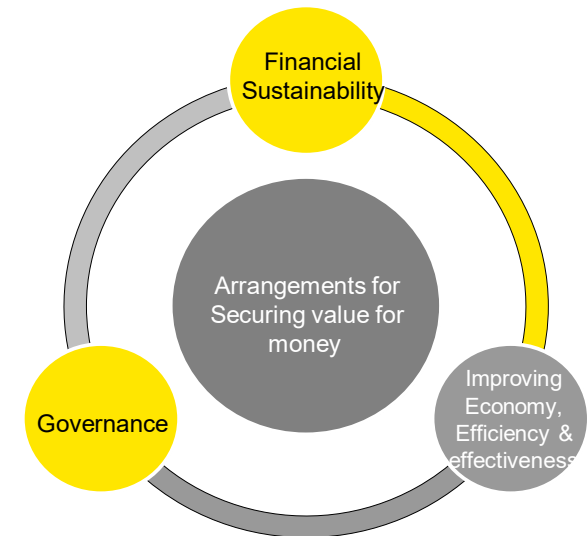
Throughout our audit we have performed a risk assessment in relation to the arrangements in place. This risk assessment looked at whether there was any risk of significant weaknesses in the VFM arrangements.

We have identified a significant risk in relation to the Council's non compliance with the rent standard and how this issue has been dealt with since it was initially identified.

## The Council's responsibilities for value for money

We have identified a risk of significant weakness in relation to the Council's non compliance with the rent standard, based on information provided by the Council. We have substantially completed our work in relation to this risk and have considered the impact of this against the three reporting criteria we are required to consider under the NAO's 2020 Code. This work is subject to Partner review.

We have concluded that this non compliance represents a significant weakness in governance arrangements in 2020/21, and will therefore need to report by exception details of the significant weakness in our auditor's report. We will include detailed commentary on this matter and the remainder of our value for money work in the Auditor's Annual Report which will be issued to the Council within three months of the date of the final 2020/21 audit opinion. We will need to consult internally on the modification to the audit report.



## Reporting on VFM

In addition to the commentary on arrangements, where we are not satisfied that the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources the 2020 Code has the same requirement as the 2015 Code in that we should refer to this by exception in the audit report on the financial statements.

However, a new requirement under the 2020 Code is for us to include the commentary on arrangements in a new Auditor's Annual Report. The 2020 Code states that the commentary should be clear, readily understandable and highlight any issues we wish to draw to the Council's attention or the wider public. This should include details of any recommendations arising from the audit and follow-up of recommendations issued previously, along with our view as to whether they have been implemented satisfactorily. We will issue our Auditor's Annual Report following the issue of our audit opinion.



# 06 Other reporting issues

01

## 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 for the year ended 2020/21 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 for the year ended 2020/21 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. We note that the Council has updated the AGS following identification of the issues related to non compliance with the rent standard and how this matter has been dealt with since it was initially identified, and has reflected this as a significant governance issue. We will review the updated AGS once our consideration of this issue has been completed.

### Whole of Government Accounts

Alongside our work on the financial statements, we also review and report to the National Audit Office (NAO) on your Whole of Government Accounts (WGA) return. The extent of our review, and the nature of our report, is specified by the NAO.

We have not yet been able to perform the procedures required by the National Audit Office (NAO) on the Whole of Government Accounts (WGA) submission. Although, as in previous years we expect the Council to be below the threshold that required us to undertake any detailed procedures, we are not able to issue our certificate until the NAO has confirmed whether they want any additional procedure undertaken for the Council.

## Other reporting issues

### 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 Council, 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 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;
- Expected modifications to the audit report;
- Any other matters significant to overseeing the financial reporting process;
- Findings and issues around the opening balance on initial audits (if applicable);
- Related parties;
- External confirmations;
- Going concern;
- Consideration of laws and regulations; and
- Group audits

We have noted, based on information provided by the Council, non compliance with the rent standard. We are currently considering the impact of this on our opinion and reporting in relation to the Council's value for money arrangements as well as in relation to our statutory responsibilities where we identify or become aware of non compliance with laws or regulations.

We have no other matters to report as of the date of this report.





07

## Assessment of Control Environment





## Assessment of Control Environment

### Financial controls

It is the responsibility of the Council 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 fully substantive approach, we have therefore not tested the operation of 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, as of the date of this report, that might result in a material misstatement in your financial statements of which you are not aware. We would note however that the Council has identified weaknesses in controls related to rent setting, as noted elsewhere in this report.





# 08 Data Analytics





## ► 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 2020/21, our use of these analysers in the audit included testing journal entries and payroll, 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 performed 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.

#### Payroll Analysis

We also use our analysers in our payroll testing. We obtain all payroll transactions posted in the year from the general ledger. We then analyse the data against a number of specifically designed procedures. These include analysis of payroll costs by month to identify any variances from established expectations, as well as more detailed transactional interrogation.



## 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.

### 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 have completed our work on journal entries and have found no exceptions to report as of the date of this report.



# 09 Independence

## Relationships, services and related threats and safeguards

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The FRC Ethical Standard requires that we provide details of all relationships between Ernst & Young (EY) and the Council, and its members and senior management and its affiliates, including all services provided by us and our network to the Council, its members and 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 1<sup>st</sup> April 2020 to the date of this report, which we consider may reasonably be thought to bear on our independence and objectivity.

### Services provided by Ernst & Young

The next page includes a summary of the fees that are due to us in relation to the year ended 31 March 2021 in line with the disclosures set out in FRC Ethical Standard and in statute. Full details of the services that we have provided are in the next page. Further detail of all fees has been provided to the Audit and Governance Committee.

As at the date of this report, there are no future services which have been contracted and no written proposal to provide non-audit services has been submitted.

We confirm that we have not undertaken non-audit work, other than the certification of the Council's housing benefit subsidy claim.

## Other communications

### EY Transparency Report 2021

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 2022:

[EY UK 2021 Transparency Report | EY UK](#)

## Confirmation of independence and analysis of audit fees

The duty to prescribe fees is a statutory function delegated to Public Sector Audit Appointments Ltd (PSAA) by the Secretary of State for Communities and Local Government. PSAA has published a scale fee for all relevant bodies. This is defined as the fee required by auditors to meet statutory responsibilities under the Local Audit and Accountability Act 2014 in accordance with the requirements of the Code of Audit Practice and supporting guidance published by the National Audit Office, the financial reporting requirements set out in the Code of Practice on Local Authority Accounting published by CIPFA/LASAAC, and the professional standards applicable to auditors' work.

Description	Planned Fee (£) 2020/21	Proposed Fee (£) 2019/20
Scale fee - Code work	69,964	69,964
Changes in work required to address professional and regulatory requirements & scope changes associated with risk - Note 1	39,360	
Additional fee agreed in 2019/20 - Note 1	-	33,136
Additional work required in 2020/21 - Note 2	TBC	-
Additional work required due to changes in auditing standards for estimates - Note 3	2,500	-
Additional work required due to change in scope of VFM work - Note 3	6,000 to 11,000	-
Non-audit Fee - Housing subsidy claim	TBC	25,935
<b>Total audit fees</b>	<b>TBC</b>	<b>129,035</b>

***All above fees are excluding VAT***

Note 1: For 2019/20 and 2020/21, we have proposed an increase to the scale fee to reflect the increased level of audit work required which has been impacted by a range of factors including changes in risk profile of the audit and increases in regulatory standards. Further detail on this proposed increase was included in our previous reports to the Committee. We have proposed an increase of £39,360 to the scale fee to reflect these additional requirements and have shared details of the breakdown with management. Management have agreed to £22,320 of this increase. For 2019/20, we also proposed an additional fee of £24,036, as detailed in our 2019/20 Annual Audit Letter. This reflected the increased audit work required in regard to: valuations of land and buildings and investment properties; the group accounts as well as the fact that 2019/20 was the first year of existence of East Suffolk Council; the impact of Covid-19 on a number of areas included the bad debt provision, going concern disclosures, and the material uncertainty in the property valuer's report. We have shared a detailed breakdown and details of this fee with management, who have agreed to part of this figure. PSAA have determined an overall additional fee of £33,136 for 2019/20.

Note 2: For 2020/21, the additional fee will be quantified after completion of audit and will be discussed with the management before submission to PSAA. PSAA will determine the final fee.

Note 3: PSAA published additional information for 2020/21 audit fees in August 2021, whereby PSAA provided guidance about the range of minimum additional fee in certain areas of audit. The figures above are the ranges or minimum fee set by PSAA. PSAA also revised its hourly rates for calculating the additional fee variations.





# 10 Appendices



## Appendix A

### 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
- **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	Substantively tested all relevant assertions	Substantively tested all relevant Assertions	No change
Property, plant and equipment	Fully substantive approach. Engaged with EY Real Estate	Fully substantive approach. Engaged with EY Real Estate	No change
Trade payables	Fully substantive approach	Fully substantive approach	No change
Cash, investments and borrowings	Substantively tested all relevant assertions	Substantively tested all relevant assertions	No change
Grants	Fully substantive approach	Fully substantive approach	No change
Pensions	Substantively tested all relevant assertions. We engaged EY Pensions to assist with reviewing actuary model.	Substantively tested all relevant assertions	We engaged our pensions specialists due to the requirements of ISA540 (revised)





## Appendix B

### Summary of communications

Date	Nature	Summary
6 September 2021	Meeting	The partner in charge and manager met with the finance team and s151 officer for a regular liaison/planning meeting.
7 September 2021	Audit Plan	The EY audit team submitted the Indicative Audit Planning Report for 2020/21
20 September 2021	Audit Committee	The partner in charge and manager of the engagement attended the Audit and Governance Committee meeting
20 September 2021	Report	The Indicative Audit Planning Report, including confirmation of independence, was presented to the Audit and Governance Committee.
2 March 2022	Audit Results Report	The Provisional Audit Results Report, including confirmation of independence is issued to the Audit and Governance Committee.
14 March 2022	Audit Committee	The partner in charge and manager of the engagement will attend the Audit and Governance Committee meeting.
Weekly meetings throughout October 2021 to February 2022	Meeting	The EY audit team met regularly to discuss the progress of the audit with Council's Finance team

## Required communications with the Audit and Governance Committee

There are certain communications that we must provide to the Audit and Governance 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 Audit and 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.	Indicative Audit Planning Report - 7 September 2021
Planning and audit approach	Communication of the planned scope and timing of the audit, any limitations and the significant risks identified.	Indicative Audit Planning Report - 7 September 2021
Significant findings from the audit	<ul style="list-style-type: none"> <li>• Our view about the significant qualitative aspects of accounting practices including accounting policies, accounting estimates and financial statement disclosures</li> <li>• Significant difficulties, if any, encountered during the audit</li> <li>• Significant matters, if any, arising from the audit that were discussed with management</li> <li>• Written representations that we are seeking</li> <li>• Expected modifications to the audit report</li> <li>• Other matters if any, significant to the oversight of the financial reporting process</li> </ul>	Provisional Audit Results Report - 2 March 2022  Updated Audit Results Report - June 2023

## 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"> <li>• Whether the events or conditions constitute a material uncertainty</li> <li>• Whether the use of the going concern assumption is appropriate in the preparation and presentation of the financial statements</li> <li>• The adequacy of related disclosures in the financial statements</li> </ul>	<p>Provisional Audit Results Report - 2 March 2022 Updated Audit Results Report - June 2023</p>
Misstatements	<ul style="list-style-type: none"> <li>• Uncorrected misstatements and their effect on our audit opinion</li> <li>• The effect of uncorrected misstatements related to prior periods</li> <li>• A request that any uncorrected misstatement be corrected</li> <li>• Material misstatements corrected by management</li> </ul>	<p>Provisional Audit Results Report - 2 March 2022 Updated Audit Results Report - June 2023</p>
Subsequent events	<ul style="list-style-type: none"> <li>• Enquiry of the Audit and Governance Committee where appropriate regarding whether any subsequent events have occurred that might affect the financial statements.</li> </ul>	<p>Provisional Audit Results Report - 2 March 2022 Updated Audit Results Report - June 2023</p>
Fraud	<ul style="list-style-type: none"> <li>• Enquiries of the Audit and Governance Committee to determine whether they have knowledge of any actual, suspected or alleged fraud affecting the Authority</li> <li>• Any fraud that we have identified or information we have obtained that indicates that a fraud may exist</li> <li>• Unless all of those charged with governance are involved in managing the Authority, any identified or suspected fraud involving: <ul style="list-style-type: none"> <li>a. Management;</li> <li>b. Employees who have significant roles in internal control; or</li> <li>c. Others where the fraud results in a material misstatement in the financial statements.</li> </ul> </li> <li>• The nature, timing and extent of audit procedures necessary to complete the audit when fraud involving management is suspected</li> <li>• Any other matters related to fraud, relevant to Audit and Governance Committee responsibility.</li> </ul>	<p>Provisional Audit Results Report - 2 March 2022 Updated Audit Results Report - June 2023</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"> <li>• Non-disclosure by management</li> <li>• Inappropriate authorisation and approval of transactions</li> <li>• Disagreement over disclosures</li> <li>• Non-compliance with laws and regulations</li> <li>• Difficulty in identifying the party that ultimately controls the Authority</li> </ul>	<p>Provisional Audit Results Report - 2 March 2022 Updated Audit Results Report - June 2023</p>
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"> <li>• The principal threats</li> <li>• Safeguards adopted and their effectiveness</li> <li>• An overall assessment of threats and safeguards</li> <li>• Information about the general policies and process within the firm to maintain objectivity and independence</li> </ul> <p>Communications whenever significant judgments are made about threats to objectivity and independence and the appropriateness of safeguards put in place.</p>	<p>Indicative Audit Planning Report - 7 September 2021</p> <p>Provisional Audit Results Report - 2 March 2022 Updated Audit Results Report - June 2023</p>
External confirmations	<ul style="list-style-type: none"> <li>• Management's refusal for us to request confirmations</li> <li>• Inability to obtain relevant and reliable audit evidence from other procedures.</li> </ul>	<p>Indicative Audit Planning Report - 7 September 2021 Provisional Audit Results Report - 2 March 2022 Updated Audit Results Report - June 2023</p>
Significant deficiencies in internal controls identified during the audit	<ul style="list-style-type: none"> <li>• Significant deficiencies in internal controls identified during the audit.</li> </ul>	<p>Provisional Audit Results Report - 2 March 2022 Updated Audit Results Report - June 2023</p>

## Appendix C

		Our Reporting to you
Required communications	What is reported?	When and where
Written representations we are requesting from management and/or those charged with governance	<ul style="list-style-type: none"> <li>Written representations we are requesting from management and/or those charged with governance</li> </ul>	Provisional Audit Results Report - 2 March 2022 Updated Audit Results Report - June 2023
Material inconsistencies or misstatements of fact identified in other information which management has refused to revise	<ul style="list-style-type: none"> <li>Material inconsistencies or misstatements of fact identified in other information which management has refused to revise</li> </ul>	Provisional Audit Results Report - 2 March 2022 Updated Audit Results Report - June 2023
Auditors report	<ul style="list-style-type: none"> <li>Any circumstances identified that affect the form and content of our auditor's report</li> </ul>	Provisional Audit Results Report - 2 March 2022 Updated Audit Results Report - June 2023
Fee Reporting	<ul style="list-style-type: none"> <li>Breakdown of fee information when the audit planning report is agreed</li> <li>Breakdown of fee information at the completion of the audit</li> <li>Any non-audit work</li> </ul>	Indicative Audit Planning Report - 7 September 2021 Provisional Audit Results Report - 2 March 2022 Updated Audit Results Report - June 2023
Value for money commentary	A commentary on the arrangements in place during 2020/21 to achieve value for money, and any recommendations we may make to improve those arrangements.	Auditor's Annual Report - TBC
Consideration of laws and regulations	<ul style="list-style-type: none"> <li>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</li> <li>Enquiry of the Audit and Governance 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 and Governance Committee may be aware of</li> </ul>	We have asked management and those charged with governance. We have not identified any material instances or non-compliance with laws and regulations.

## Outstanding matters

The following items relating to the completion of our audit procedures are outstanding at the date of the release of this report:

Item 	Actions to resolve 	Responsibility 
Going concern disclosures	Review and documentation of our work on the updated going concern disclosures and cashflow forecasts once received (this will need to be updated to cover a period of at least 12 months from the date the accounts are authorized for issue)	EY and management
Value for money work	Completion of our internal consultation procedures related to the modification of the audit report to refer to weaknesses in the Council's arrangements to respond to the non compliance with the rent standard.	EY and management
Completion procedures	Our finalisation procedures, including receipt of final version of financial statements and signed representation from management (refer Appendix E for draft representation letter), subsequent events review, final checks on financial statements and other sign off procedures.	EY and Management
Final review from Engagement manager and Partner	Ongoing review process	EY
Completion of procedures required for whole of government accounts	Submission of assurance statement to be undertaken upon completion of the audit.	EY

# DRAFT Management representation letter

## Management Representation Letter - DRAFT

[To be prepared on the entity's letterhead]  
[Date]

Ernst & Young  
400 Capability Green  
Luton  
Bedfordshire  
LU1 3LU

This letter of representations is provided in connection with your audit of the consolidated and council financial statements of East Suffolk Council ("the Group and "the Council") for the year ended 31 March 2021. 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 consolidated and Council financial statements give a true and fair view of the Group and Council financial position of East Suffolk Council as of 31 March 2021 and of its financial performance (or operations) and its cash flows for the year then ended in accordance with, for the Group and Council, CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21.

We understand that the purpose of your audit of our consolidated and council financial statements is to express an opinion thereon and that your audit was conducted in accordance with International Standards on Auditing, 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, for the Group and the Council the Accounts and Audit Regulations 2015 and CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21.
2. We acknowledge, as members of management of the Group and Council, our responsibility for the fair presentation of the consolidated and council financial statements. We believe the consolidated and Council 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 Group and Council in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 and are free of material misstatements, including omissions. We have approved the consolidated and council financial statements.
3. The significant accounting policies adopted in the preparation of the Group and Council financial statements are appropriately described in the Group and Council financial statements.
4. As members of management of the Group and Council, we believe that the Group and Council have 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 2020/21 for the Group and for the Council that are free from material misstatement, whether due to fraud or error. We have disclosed to you any significant changes in our processes, controls, policies and procedures that we have made to address the effects of the COVID-19 pandemic on our system of internal controls.
5. There are no unadjusted audit differences identified during the current audit and pertaining to the latest period presented.
6. We confirm the Group and [Council] does not have securities (debt or equity) listed on a recognized exchange.



# DRAFT Management representation letter

## Management Representation Letter - DRAFT

### B. Non-compliance with law and regulations, including fraud

1. We acknowledge that we are responsible for determining that the Group and Council's activities are conducted in accordance with laws and regulations and that we are responsible for identifying and addressing 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 consolidated and Council financial statements may be materially misstated as a result of fraud.
4. We have no knowledge of any identified or suspected non-compliance with laws or regulations, including fraud that may have affected the Group or Council (regardless of the source or form and including without limitation, any allegations by "whistleblowers"), including non-compliance matters:
  - ▶ involving financial statements;
  - ▶ related to laws and regulations that have a direct effect on the determination of material amounts and disclosures in the consolidated or Council'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 Group or Council'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 consolidated and council financial statements, including those related to the COVID-19 pandemic.
3. We have made available to you all minutes of the meetings of the Group and Council, and committees (the Executive, Audit Committee and Review Committee)(or summaries of actions of recent meetings for which minutes have not yet been prepared)held through the year 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 Group and Council'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 year 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 consolidated and council financial statements.
5. We believe that the methods, significant assumptions and the data we used in making accounting estimates and related disclosures are appropriate and consistently applied to achieve recognition, measurement and disclosure that is in accordance with applicable financial reporting framework.

# DRAFT Management representation letter

## Management Representation Letter - DRAFT

6. We have disclosed to you, and the Group and Council has complied with, all aspects of contractual agreements that could have a material effect on the consolidated and Council 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 (17 November 2020) 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 consolidated and Council 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 to litigation and claims, both actual and contingent, and have disclosed in Note xxxx to the consolidated and council financial statements all guarantees that we have given to third parties.

### E. Going Concern

1. Note [xxxxxxx] to the consolidated and parent entity financial statements discloses all the matters of which we are aware that are relevant to the Group and Council's ability to continue as a going concern, including significant conditions and events, our plans for future action, and the feasibility of those plans.

### F. Subsequent Events

1. Other than xxxxxxx described in Note xxxxxxx] to the consolidated and Council financial statements, there have been no events, including events related to the COVID-19 pandemic, subsequent to year end which require adjustment of or disclosure in the consolidated and council financial statements or notes thereto.

### G. Group audits

1. Necessary adjustments have been made to eliminate all material intra-group unrealised profits on transactions amongst Council, subsidiary undertakings and associated undertakings.

### H. Other information

1. We acknowledge our responsibility for the preparation of the other information. The other information comprises the Annual Financial Report 2020/2021, including the Narrative Report and the Annual Governance Statement.
2. We confirm that the content contained within the other information is consistent with the financial statements.

### I. Ownership of Assets

1. The Group and Council has satisfactory title to all assets appearing in the balance sheet(s), and there are no liens or encumbrances on the Group and Council's assets, nor has any asset been pledged as collateral. All assets to which the Group and [Council] has satisfactory title appear in the balance sheet(s).
2. There are no formal or informal compensating balance arrangements with any of our cash and investment accounts.

### J. Reserves

1. We have properly recorded or disclosed in the consolidated and Council financial statements the useable and unusable reserves.

# DRAFT Management representation letter

## Management Representation Letter - DRAFT

### K. Use of the Work of a Specialist

1. We agree with the findings of the specialists that we engaged to evaluate the valuation of property and the defined benefit pension scheme liability and have adequately considered the qualifications of the specialists in determining the amounts and disclosures included in the consolidated and Council 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.

### L. Estimates

1. We confirm that the significant judgments made in making the valuation of property and defined benefit pension liability have taken into account all relevant information and the effects of the COVID-19 pandemic of which we are aware.
2. We believe that the selection or application of the methods, assumptions and data used by us have been consistently and appropriately applied or used in making the valuation of property and defined benefit pension liability.
3. We confirm that the significant assumptions used in making the valuation of property and defined benefit pension liability estimates appropriately reflect our intent and ability to carry out on behalf of the entity.
4. We confirm that the disclosures made in the consolidated and parent entity financial statements with respect to the accounting estimate(s), including those describing estimation uncertainty and the effects of the COVID-19 pandemic, are complete and are reasonable in the context of the applicable financial reporting framework.
5. We confirm that appropriate specialized skills or expertise has been applied in making the valuation of property and defined benefit pension liability.
6. We confirm that no adjustments are required to the accounting estimate(s) and disclosures in the consolidated and parent entity financial statements, including due to the COVID-19 pandemic.

### M. 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.

Yours faithfully,

\_\_\_\_\_  
(Chief Financial Officer)

\_\_\_\_\_  
(Chairman of the Finance, Audit and Risk Committee)

## Implementation of IFRS 16 Leases

In previous reports to the Audit and Governance Committee, we have highlighted the issue of new accounting standards and regulatory developments. IFRS 16 introduces a number of significant changes which go beyond accounting technicalities. For example, the changes have the potential to impact on procurement processes as more information becomes available on the real cost of leases. The key accounting impact is that assets and liabilities in relation to significant lease arrangements previously accounted for as operating leases will need to be recognised on the balance sheet. IFRS 16 requires all substantial leases to be accounted for using the acquisition approach, recognising the rights acquired to use an asset.

Currently, the adoption of IFRS 16 by CIPFA/LASAAC as the basis for preparation of Local Authority Financial Statements has been deferred until 1 April 2022. However, CIPFA is currently consulting on deferring the implementation of IFRS 16 for a further year and reversing the planned changes to the 2022-23 Code. In either case, officers should be acting now to assess the Council's leasing positions and secure the required information to ensure the Council will be fully compliant with the CIPFA Code. The following table summarises some key areas officers should be progressing.

IFRS 16 theme	Summary of key measures
Data collection	<p>Management should:</p> <ul style="list-style-type: none"> <li>Put in place a robust process to identify all arrangements that convey the right to control the use of an identified asset for a period of time. The adequacy of this process should be discussed with auditors.</li> <li>Classify all such leases into low value; short-term; peppercorn; portfolio and individual leases</li> <li>Identify, collect, log and check all significant data points that affect lease accounting including: the term of the lease; reasonably certain judgements on extension or termination; dates of rent reviews; variable payments; grandfathered decisions; non-lease components; and discount rate to be applied.</li> </ul>
Policy choices	<p>The Council needs to agree on certain policy choices. In particular:</p> <ul style="list-style-type: none"> <li>Whether to adopt a portfolio approach</li> <li>What low value threshold to set and agree with auditors</li> <li>Which asset classes, if any, are management adopting the practical expedient in relation to non-lease components</li> <li>What is management's policy in relation to discount rates to be used?</li> </ul>
Code adaptations for the public sector	<p>Finance teams should understand the Code adaptations for the public sector. The Code contains general adaptations, (e.g. the definition of a lease); transitional interpretations (e.g. no restatement of prior periods) and adaptations that apply post transition (e.g. use of short-term lease exemption).</p>
Transitional accounting arrangements	<p>Finance teams should understand the accounting required on first implementation of IFRS 16. The main impact is on former operating leases where the authority is lessee. However, there can be implications for some finance leases where the council is lessee; and potentially for sub-leases, where the council is a lessor, that were operating leases under the old standard.</p>
Ongoing accounting arrangements	<p>Finance teams need to develop models to be able to properly account for initial recognition and subsequent measurement of right of use assets and associated liabilities. This is more complex than the previous standard due to more regular remeasurements and possible modifications after certain trigger events.</p>
Remeasurements and modifications	<p>Finance teams need to familiarise themselves with when the 'remeasurement' or 'modification' of a lease is required and what to do under each circumstance. A modification can lead to an additional lease being recognised. It is also important to know when remeasurements require a new discount rate is to be applied to the lease.</p>

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ED None

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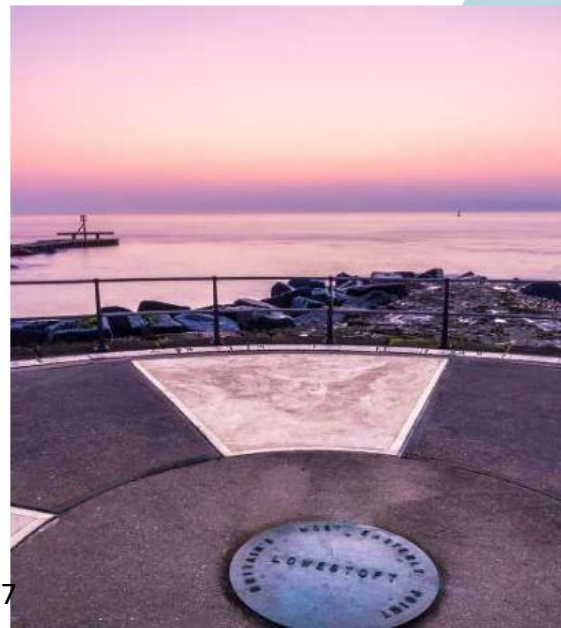
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# EAST SUFFOLK COUNCIL

# STATEMENT OF ACCOUNTS

# 2020/21





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## Introduction to the 2020/21 Statement of Accounts

As Cabinet member for Resources, I am delighted to present the Council's Statement of Accounts for the financial year ended 31 March 2021. These are the second set of Accounts for East Suffolk Council, following the merger on 1 April 2019 of Suffolk Coastal District Council and Waveney District Council.

### Covid-19

With three lockdowns and a year of homeworking, 2020/21 has challenged the way we have delivered services across East Suffolk. Service areas have worked hard to refocus resources to ensure uninterrupted support to residents, businesses, and other organisations in greatest need. A hardship fund was set up to offer community funding to new and existing groups who are working to support vulnerable people during the crisis, and a range of grants were paid out to businesses and individuals because of lockdown restrictions and self-isolation. Business Support Grant funding received, processed, and paid by the Council amounted to over £115m to date.

Although extensive financial support has been forthcoming from the Government, Covid-19 also had a direct financial impact on the Council itself, including reduced income on services such as car parking, and expenditure pressures in areas such as community support and supporting closed leisure

facilities. The Council has continually monitored and reported on these impacts, liaising closely with Central Government and multiple agencies and authorities across Suffolk.

### Strategic Plan

Following approval of the East Suffolk Strategic Plan by Full Council in February 2020, work has continued on the five key themes:

- Growing our Economy
- Enabling our Communities
- Remaining Financially Sustainable
- Delivering Digital Transformation
- Caring for our Environment

Although Covid-19 has delayed the completion of some of these objectives, the Council has continued to ensure that it maintains a robust financial position. A balanced budget was presented and agreed at Full Council on 24 February 2021 for the 2021/22 financial year, which included a freeze on Council Tax for 2021/22. This will be seen as a welcome relief by many residents during these challenging financial times.

Work has continued throughout the year to ensure the Council is compliant with the principles and standards of the Financial Management Code which further demonstrates the financial sustainability of the Council.

### Chief Finance Officer

This year, sadly, saw the passing of Section 151 and Chief Finance Officer, Simon Taylor-Buglione following a prolonged and difficult period of illness. Simon was, in no small part, responsible for the robust financial position of the Council. Myself and many of our colleagues have benefited from his acumen and expertise and Simon will be sorely missed.

I am delighted that Simon's successor as Section 151 and Chief Finance Officer is Mr Brian Mew and that equally robust and prudent financial management will continue.



**Councillor Maurice Cook**

Cabinet Member for Resources



## Foreword by the Chief Finance Officer

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The Council's Statement of Accounts (the Accounts) for the financial year ended 31 March 2020 are the second set of Accounts for East Suffolk Council, following the merger on 1 April 2019 of Suffolk Coastal District Council and Waveney District Council. The Accounts inform readers as to the financial performance of the Council during the financial year and are an important element of demonstrating sound financial stewardship of taxpayers' money.

The deadlines for the preparation of the Accounts have once again been changed for 2020/21 and 2021/22. The Accounts and Audit (Amendment) Regulations 2021 have amended the Accounts and Audit Regulations 2015. The draft Accounts must now be published and

available for inspection on or before 1 August 2021 and the timeline for the conclusion of the audit is now 30 September 2021.

Prior to approval, the draft Accounts are subject to a single period of 30 working days for the exercise of public rights, where any objection, inspection and questioning of the local auditor must be undertaken. The unaudited Accounts were available to the public on the Council's website from 2 July 2021, so the inspection period will commence on 5 July 2021 and finish on 13 August 2021.

The principles adopted in compiling the Accounts are those recommended by The Chartered Institute of Public Finance and Accountancy (CIPFA) namely:

- The Code of Practice on Local Authority Accounting in the United Kingdom (the Code); and
- International Financial Reporting Standards (IFRS).



**Brian Mew**

Chief Finance Officer and Section 151 Officer

# Narrative Report

---

## 1. Introduction

This document presents the statutory financial statements (the “Statement of Accounts”) for East Suffolk Council for the period 1 April 2020 to 31 March 2021 and provides a comprehensive summary of the overall financial position of the Council.

The Statement of Accounts is presented in the format recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA), as set out in the Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 (the Code).

The Narrative Report, which is not formally part of the Statement of Accounts, follows the reporting principles established by the International Integrated Reporting Council (IIRC) and provides information on the Council, its main objectives and strategies and the principal risks that it faces, as well as providing a commentary on how the Council has used its resources to achieve its desired outcomes in line with its objectives and strategies.

## 2. Introducing East Suffolk Council

Suffolk has a two-tier system of local government, comprising Suffolk County Council and five district councils. The County Council administers services such as education, waste disposal and social services across the whole of Suffolk, whereas locally, East Suffolk Council operates a range of services including building regulation, burials/cremations, community safety, the administration of council tax and business rates, environmental health, electoral administration, licensing, sports facilities, housing, street cleaning and refuse collection.

East Suffolk has a population of 249,461 (ONS, 2019) and covers an area of 125,979 hectares (1,260km<sup>2</sup>), has 79km of coastline and comprises a mix of urban and rural areas with Lowestoft and Felixstowe being the largest towns. There are also a number of historic towns and a large number of villages. In total, the district has 175 town and parish councils.

East Suffolk is an attractive place to live and work, attracting tourism and visitors and combining a strong economy with a natural and built environment. However, nine neighbourhoods in Lowestoft are within the 10% most deprived in the country and unemployment levels in two wards are double the regional average.

The district also includes the Port of Felixstowe, which is a major gateway for Britain to Europe and the world and increasingly important post Brexit. The district is also increasingly becoming a major energy supplier to the whole of Britain. The expansion of the long-established Sizewell Nuclear Power Station, which sits within the district boundary, continues and is being joined by major offshore developments (driving onshore infrastructure developments) in the fields of energy generation from wind, wave and gas.

## Political Leadership

The Council was governed by 55 councillors, covering 29 wards. The makeup of the Council for 2020/21 was:

Conservative Party	Labour Party	Green Party	Liberal Democrat Party	Independent
<b>40</b>	<b>7</b>	<b>4</b>	<b>3</b>	<b>1</b>

## Executive Leadership

The senior management team work closely with Councillors to ensure that the Council delivers its corporate priorities, and comprises a Chief Executive, two Strategic Directors and eleven Heads of Service, collectively known as the “Corporate Management Team” (CMT). Separately, the Chief Executive and Strategic Directors make up the Strategic Management Team (SMT). SMT is led by the Chief Executive and takes responsibility for the whole workforce, providing strategic direction and leadership. Heads of Service support SMT in the overall management of both councils and individually they provide direct management of their individual service areas.

## East Suffolk Strategic Plan

In 2020 the Council launched the first East Suffolk Strategic Plan. Our aim is to deliver the highest quality of life possible for everyone who lives in, works in and visits East Suffolk. To help us achieve this, we will use this strategic plan as a compass to guide all our decision making. Within the compass, our five key themes show the direction we will take. All themes are interconnected and complement each other. Our achievements over the last 12 months are presented in the Council’s Annual Report (Section 4).



**GROWING OUR ECONOMY** - Let’s build a strong sustainable economy for our future; we want our district to achieve its maximum potential, for the good of everyone in the area.

**ENABLING OUR COMMUNITIES** - Working together, we will enable our communities to identify opportunities and challenges, we will empower them to make a difference; we will support our communities to enhance the places we live and work for the well-being of all.

**REMAINING FINANCIALLY SUSTAINABLE** - We will grow and prosper as a council; we will ensure we are well-run; provide value for money and strive for excellence.

**DELIVERING DIGITAL TRANSFORMATION** - Digital technology can transform the way we work and live; we will use technology to make services efficient and easily accessible to all and assist our communities to embrace and access new technologies.

**CARING FOR OUR ENVIRONMENT** - We know you are concerned about our environment; we are too, so we will put the environment at the heart of everything we do.

## Service Delivery

A tailored approach is adopted with directly delivered services operating alongside services delivered through third parties and joint arrangements. Examples include:

- **Direct Services** – Community Development, Customer and Support Services, Economic Development, Environmental Services, Housing, Licensing and Planning.
- **Third Party Services** – Car Parks, Facilities Management, Refuse Collection, Grounds Maintenance (all through Suffolk Coastal Norse Limited and Waveney Norse Limited) and Leisure (through Everyone Active and Places Leisure); and
- **Joint Arrangements** – Building Control and Internal Audit (both in partnership with Ipswich Borough Council), Coastal Management (through the Coastal Partnership East), and Revenues and Benefits (through the Anglia Revenues Partnership).

## 3. Operating Model

The way in which the Council operates, deploying and consuming available resources – both human and financial – ultimately determines the outcomes achieved for residents through the services it provides. It is a dynamic model that changes over time, and adapting to changes in the supply of, and demand for, resources is a major challenge in an era of ‘austerity’ and a changing society.

### Human Resources

As at 31 March 2021, there were 784 full-time equivalent staff employed by East Suffolk; a wide range of professional teams, delivering a diverse range of services.

### Corporate Values: ‘how’ the work is done.

Each staff member is expected to demonstrate a set of core behaviours which define ‘how’ – as employees – they should approach their work. The behaviours sit alongside ‘what’ they do and are designed to encourage every member of staff to reach their potential, reflecting our five corporate values below.



## Performance and Development

The Council recognises that developing the capability of its People, its Leaders and its Culture is vital to the achievement of organisational priorities.

To this end, the East Suffolk People Strategy includes a new approach to managing performance and personal development called “My Conversation”. My Conversation allows the Council to constantly gauge progress against Service Plans and the Strategic Plans, ensuring that staff can develop the skills and behaviours required to undertake their roles and successfully meet future challenges. The approach can be distinguished from the traditional annual appraisal system and is about continuous and ongoing performance management, providing regular feedback, recognition and personal development.

The system is supported by real investment in training and development whereby a number of options are offered ranging from on the job coaching (including an in-house apprenticeship scheme) through to external courses.

The breadth of the Council services means that training and development has to be carefully tailored. Professionals from many different fields are employed, for example Accountancy, Legal, Human Resources, Environmental Services and Planning. Professional staff are required to complete continuous professional development, which needs to be factored in alongside personal and organisational development. The workforce also includes large teams of customer facing staff including Customer Service Advisors and with our service delivery partners, Leisure Assistants and Refuse Workers.

## 4. Council’s Performance

The Council’s [Annual Report](#) has been produced on its YouTube channel which reports on outcomes and key achievements in the financial year. This report was presented at the Strategic Plan Delivery Board and Full Council and is also available on the Council’s website. To support this the Council published its Performance Report capturing how the Council performed in 2020/21 against priorities within the East Suffolk Strategic Plan, Key Performance Indicators (KPIs), corporate risks and performance of partners. Achievements in 2020/21 to highlight include:

- **Lowestoft Investment Plan** - In March 2021 the Council's bid to the government's Towns Fund was successful. Lowestoft was offered £24.9 million to invest in the regeneration of the town, driving economic growth and acting as a catalyst for future investment.
- **Town Revitalisation Programme** - ESC worked closely the 12 main town centres to identify challenges/opportunities to enhance high streets and address retail decline. As part of the 'Reopening High Streets Safely Fund' ESC was allocated over £200,000 for a Shop Local Stay Safe Campaign which included producing 12 videos, one for each town, and social media campaign.
- **Smart Towns** - Project was awarded £200,000 by the NALEP Innovative Projects Fund and £250,000 from Getting Building Fund. From November 2020 to March 2021, a taster programme of the Digital Advice Service was piloted, supporting over 100 businesses with expert digital help including web audits, skills workshops and 1-2-1 digital advice. Early installation plans are expected to be in place by May 2021.
- **Felixstowe Development** - Transformation of the South Seafront area of Felixstowe through significant investment in new tourism assets proceeded. Phase 3 of the scheme is up and running with the new beach village and activity park project approved in January 2021. Other planning underway included public realm improvements and the Martello Tower development as a visitor destination. The building of a new cafe on the south seafront is well advanced with completion due 2021/22.
- **Flood barrier** - ESC awarded over £43 million by Government to deliver tidal flood walls and a tidal barrier to protect and safeguard the future of Lowestoft. This was the largest single award to any scheme in the country, as part of a £170 million pot for national flood protection projects. Construction of tidal flood walls is underway as part of the wider project which, when completed will protect 1,500 homes and 800 businesses.
- **East Suffolk Community Partnerships** – ESC allocated funding to Community Partnerships to focus on specific neighbourhood issues. In 2020/21 a range of issues were targeted and addressed including:
  - £75,818 allocated across the eight Community Partnership to tackle local priorities.
  - £100,000 provided for a Bounce Back Fund to help reduce the impact of Covid-19. 60 community projects benefited from the fund.
  - £90,000 allocated to the relaunch of ESC's Hidden Needs Programme.
  - In Kesgrave, Martlesham, Rushmere St Andrew, Carlford and Fynn Valley, allocated £5,000 to deliver two Mental Health First Aid Awareness training sessions.
  - In Felixstowe Peninsula education was identified as a key priority and £5,000 was allocated to a library project at Felixstowe School.
  - Beccles, Bungay, Halesworth and Villages Community Partnership allocated £3,250 to Bungay Town Council for a project to reclaim its old cemetery.
- **Housing**
  - Set up Independent Living East Suffolk and worked closely with Suffolk local authorities to develop outstanding services for those living with a disability.



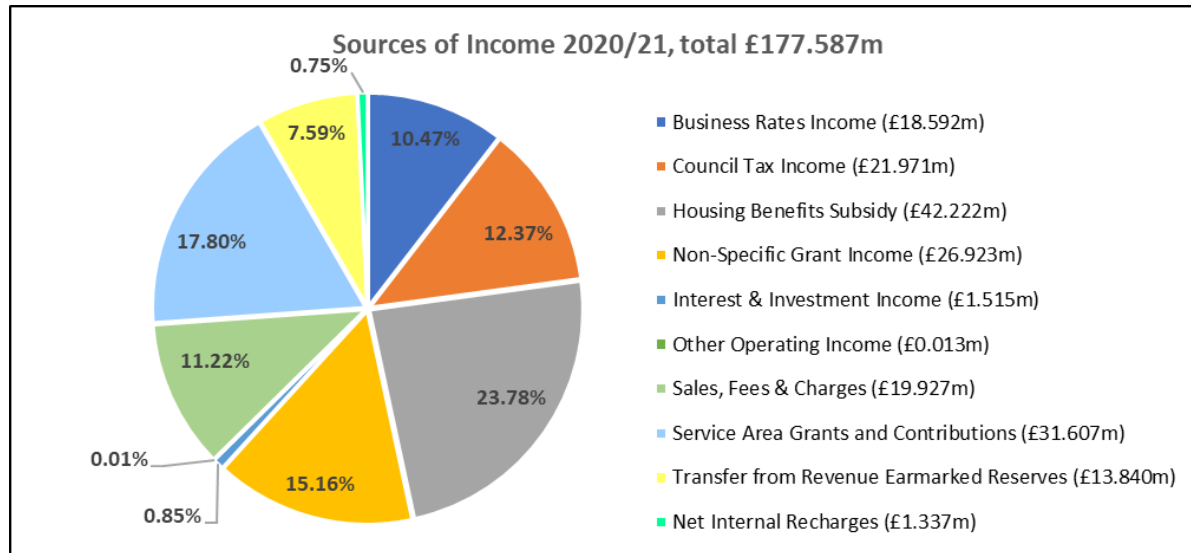
- Rent arrears as a percentage of the debit was 3.45% for 2020/21 exceeding its target of 4.40%. Due to predictive analytics software in place, and work of rents team to support tenants, we continued to reduce rent arrears profile to lowest level for 4 years.
  - 624 net dwellings were completed for the year including 126 affordable homes. Covid-19 restrictions reduced the number of anticipated completions, but 799 dwellings, including 150 affordable units were under construction at the end of Quarter 4.
  - The Council published two new Local Plans running until 2036, one covering the former Waveney area, and the other covering the former Suffolk Coastal area.
  - 286 homeless preventions were achieved under the Preventions Duty for the year. 65 applications were in temporary accommodation at the end of Quarter 4 and 238 were in temporary accommodation during the year.
- **Food Hygiene Rating** - (percentage at 3-5 rating i.e. rated 'generally satisfactory' or 'better') exceeded its target of 95% with performance achieving 99% for the year.
  - **Leisure** - Project to improve Waveney Valley Leisure Centre, costing £3.4 million, was completed in October 2020. The £1 million refurbishment at Waterlane Leisure Centre concluded in February 2021.
  - **Financial** - In 2021/22 committed to spending £129 million on delivering essential services to residents, businesses and communities. ESC froze its element of council tax for 2021/22.
  - **Housing Benefit** new claims and changes continued to exceed targets throughout the year with overall performance at 4.14 days, and the number of local authority overpayments was better than the target of 0.35% at 0.16.%.
  - **Digital** - ESC website had over 3.4 million page views, more than 141,000 automated internet payment transactions and over 116,000 e-forms submitted. Twitter followers hit 10,000 for the first time and increased by around 6%. Facebook followers topped 8,000 with an increase of around 22%. Instagram had over 2,000 followers, increasing by 26% and LinkedIn up to nearly 3,000, 30% increase in followers.
  - **Waste and Recycling Services** - continues to put the environment first with 99% going to energy reproduction and recycling - not landfill. Household waste sent for reuse, recycling and composting was 39.73% for 2020/21, below its target of 44.62%. Residential waste per household performance was 508.93kg also below target.
  - **Economic Development** – engaged with 6,346 businesses, high level of engagements undertaken through Covid related activities. Figure strengthened through Digital Advice Service project and engagement through Ambassador programme. 2,716 businesses received direct support.
  - **Planning** - Performance for all planning applications determined consistency exceeded targets through 2020/21 with overall performance at:
    - Minor planning applications – 80% determined in 8 weeks.
    - Major planning applications – 82% determined in 13 weeks.

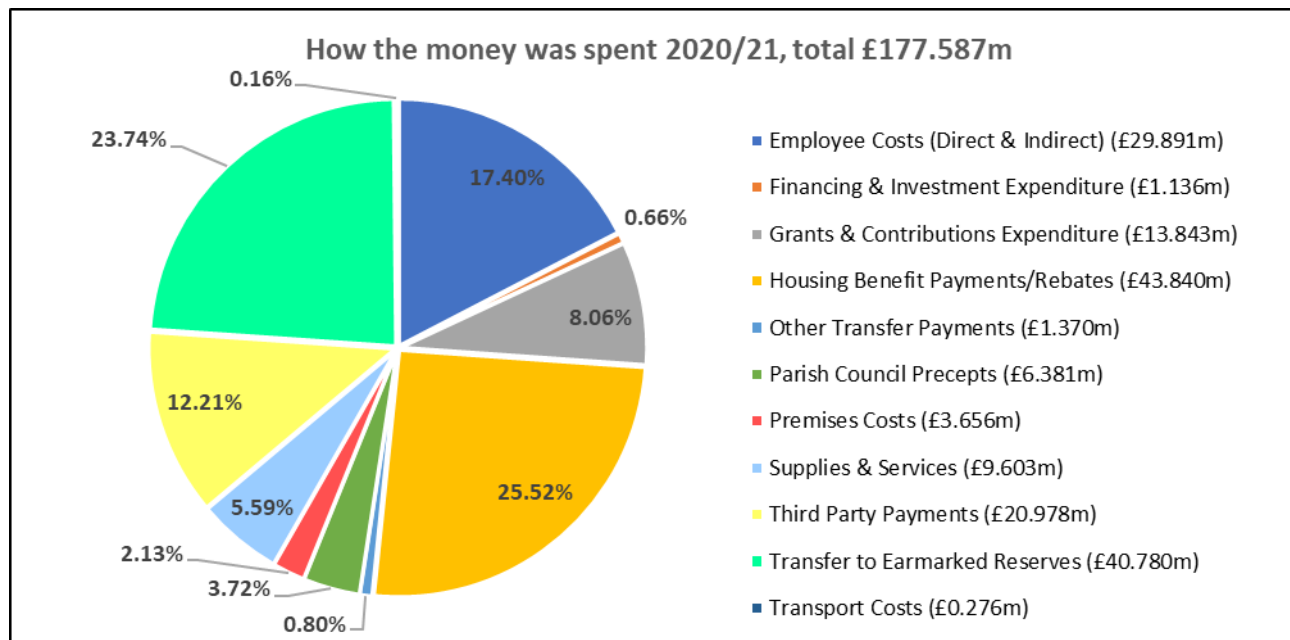
- Other planning applications - 90% determined in year.

## 5. Financial Performance

### 5.1 General Fund Revenue Income and Expenditure

The following two charts show the sources of income to the Council during the year and how the income has been spent (excluding accounting adjustments required by Internal Financial Reporting Standards).





## 5.1 General Fund Revenue Outturn

Within the Net Cost of Service, the total by Service Area will differ to those shown in the EFA in Note 7 of the Financial Statement. This is due to The Code of Practice on Local Authority Accounting in the United Kingdom (the Code) which defines proper accounting practices for local authorities, and some transactions must be analysed differently in the Financial Statement than when they are reported in the budget and for the purpose of internal financial management reporting.

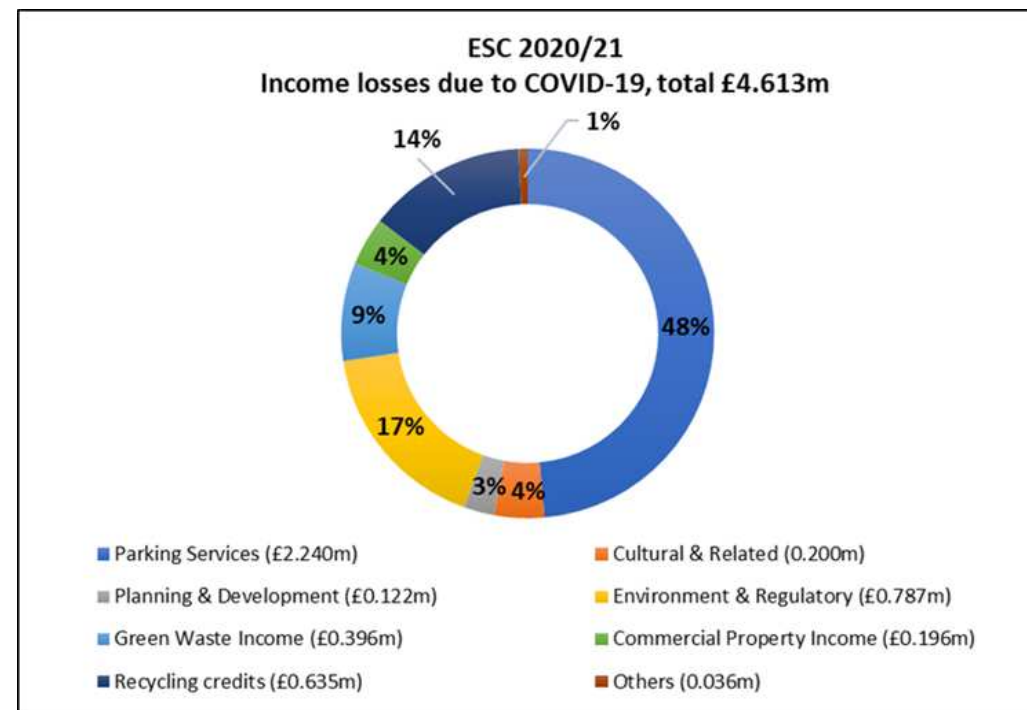
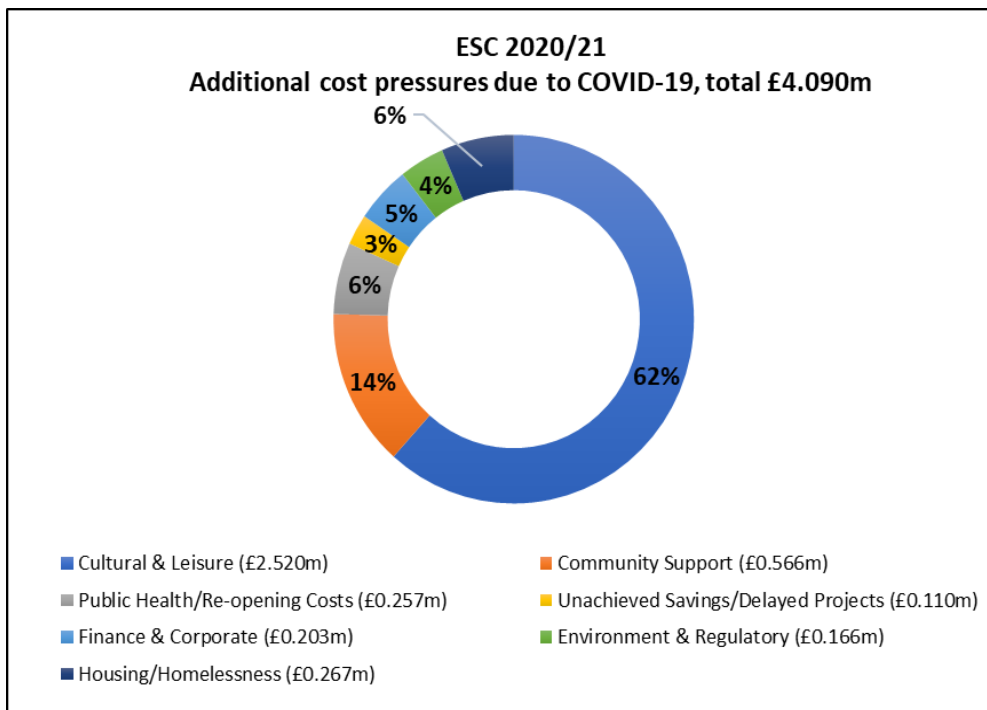
As at the 2020/21 year end, the Council was in a position to increase its Earmarked Reserves by £1.1m due to a favourable outturn position. This has been added to the Transformation Reserve to provide financial support for the delivery of the Strategic Plan. The table below provides the General Fund revenue outturn position for the Council for 2020/21, compared to the revised budget position. There are some significant variances shown in cost of service, which are largely due to Covid. Further analysis of the outturn position will be reported in the Outturn Report to Cabinet in July 2021.

Service Area	Original	Revised	Actual	Variance
	Budget	Budget	Outturn	
	2020/21	2020/21	2020/21	2020/21
	£'000	£'000	£'000	£'000
Senior and Corporate Management	2,582	2,698	2460	(238)
Economic Development and Regeneration	1,777	3,638	728	(2,910)
Financial Services, Corporate Performance and Risk	637	2,191	1,956	(235)
Revenue and Benefits	2,322	2,460	690	(1,770)
ICT	2,596	2,894	2674	(220)
Internal Audit & Corporate Investigations	501	484	430	(54)
Human Resources	655	797	771	(26)
Legal and Democratic Services	2,312	2,259	1988	(271)
Planning and Coastal Management	2,659	2,585	1543	(1,042)
Customer Services, Communications & Marketing	2,016	1,891	1725	(166)
Operations	10,455	18,728	14,417	(4,311)
Communities	1,963	2,145	(1,689)	(3,834)
Environmental Services and Port Health	683	801	29	(772)
Housing Services	2,893	1,662	1,520	(142)
<b>Net Cost of Service</b>	<b>34,051</b>	<b>45,233</b>	<b>29,242</b>	<b>(15,991)</b>
<b>Non-Cost of Service Expenditure Adjustments</b>				
Direct Revenue Financing (DRF)	1,928	5,727	4,760	(967)
Revenue provision for the repayment of debt (MRP)	1,100	821	821	0
Recharges to the Housing Revenue Account (HRA)	(1,377)	(1,337)	(1,337)	0
Bad Debt Provision	0	5	121	116
Other Accounting Adjustments	35	25	27	2
<b>Other Operating Expenditure</b>				
Town & Parish Precepts	6,381	6,381	6,381	0
Levies	240	246	252	6

	Original	Revised	Actual	Variance
	Budget	Budget	Outturn	
	2020/21	2020/21	2020/21	2020/21
	£'000	£'000	£'000	£'000
<b>Financing and Investment Income and Expenditure</b>				
Interest Payable	363	415	428	13
Interest Receivable	(800)	(800)	(1,151)	(351)
HRA Share of Interest Payable & Receivable	(104)	(61)	7	68
Investment Property Income & Expenditure	(139)	(171)	(235)	(64)
Other Financing Charges	450	450	450	0
<b>Non-Specific Grant Income</b>	<b>(7,222)</b>	<b>(31,617)</b>	<b>(25,927)</b>	<b>5,690</b>
<b>Net Budget Expenditure before Reserve Movements</b>	<b>34,906</b>	<b>25,317</b>	<b>13,839</b>	<b>(11,478)</b>
<b>Net Movements on Reserves</b>	<b>4,126</b>	<b>15,139</b>	<b>27,300</b>	<b>12,161</b>
<b>Net Budget Expenditure After Reserve Movements</b>	<b>39,032</b>	<b>40,456</b>	<b>41,139</b>	<b>683</b>
<b>Financed By:</b>				
Council Tax Income (District Council)	(15,053)	(15,053)	(15,053)	0
Council Tax Income (Town & Parish Precepts)	(6,381)	(6,381)	(6,381)	0
Share of (Surplus)/Deficit on Collection Fund - Council Tax	(537)	(537)	(537)	0
Business Rates Income	(11,308)	(12,732)	(12,872)	(140)
Share of (Surplus)/Deficit on Collection Fund - Business Rates	(5,177)	(5,177)	(5,720)	(543)
Revenue Support Grant	(328)	(328)	(328)	0
Rural Services Delivery Grant	(248)	(248)	(248)	0
<b>Total Financing</b>	<b>(39,032)</b>	<b>(40,456)</b>	<b>(41,139)</b>	<b>(683)</b>

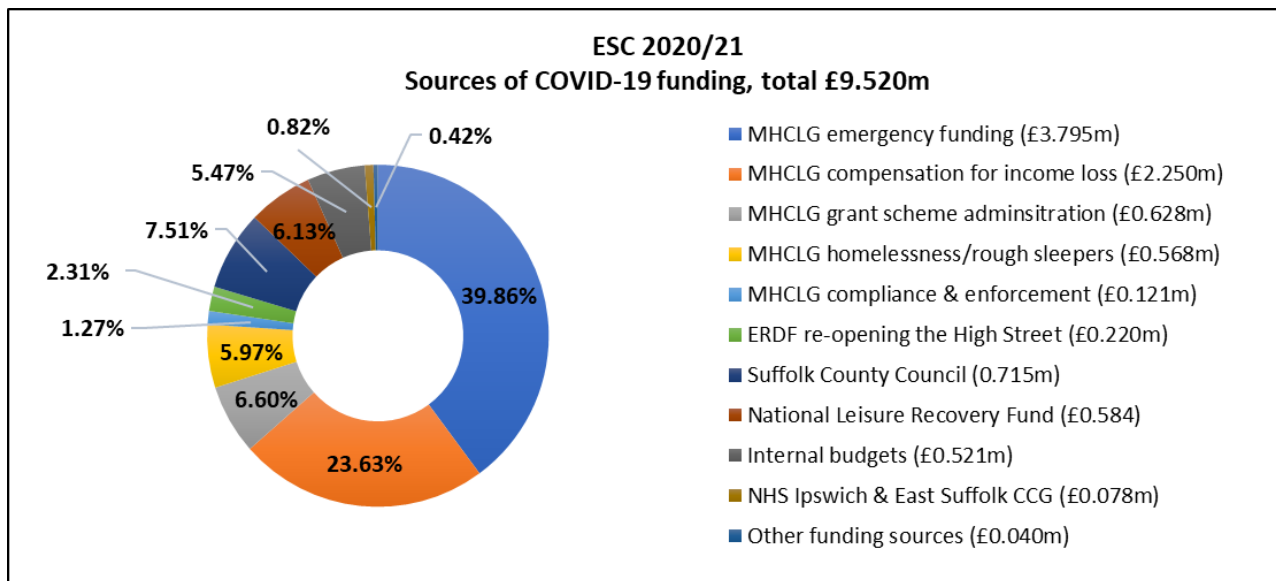
## 5.2 Impact of COVID-19 on financial performance

The following two charts outline the impact of Covid-19 on the Council's income and the additional cost pressures during the financial year. The Council also redeployed staff from business-as-usual work to assist with activities such as supporting communities and the administration and processing of business grant schemes. The value of this redeployed work is estimated to be in the region of £1m for 2020/21.



Over the course of the year, various funding streams have been made available to the Council from Central Government to support the financial pressures of Covid-19. The Council has received a total of £3.917m (£0.121m in March 2020) of Government emergency funding. Of this, £1.5m has been transferred to the Covid-19 Reserve for use in 2021/22. Over £0.620m of Government funding has been received towards the administration of the various grant schemes the Council has administered on behalf of Government. This is covered in further detail in Section 7.

A further £2.250m has been claimed from Government for compensation for the loss of income from Sales, Fees and Charges. This support is to continue for the first quarter of 2021/22. Funding was also received from other bodies, included Suffolk County Council and Ipswich and East Suffolk Clincial Commissioning Group (CCG). In total the Council received over £9.5m of funding which is illustrated in the chart below.



Of the above funding received in the year, £2.6m has been carried forward into 2021/22, by way of transfer to the Covid Earmarked Reserve or as a Receipt in Advance in the Income and Expenditure Statement (dependent on the required accounting treatment).

Savings of over £0.320m have been realised in 2020/21 due to Covid, with £0.293m arising from savings on staff and member mileage and travel costs.

Due to the level of funding that has been received, the financial net impact of the pandemic on the Council has been significantly reduced from original estimates in the first quarter of 2020/21, which was in the region of £8.6m. A summary of the overall impact of Covid-19 on the Council is set out in the table below and shows a net impact for the year of £1.461m.

<b>Covid-19 Impact 2020/21</b>	<b>£'000</b>
Covid funding received for cost and income pressures	(9,520)
Savings realised	(322)
Income loss due to Covid	4,613
Additional expenditure due to Covid	4,090
Covid ring-fenced funding carried forward to 2021/22	2,600
<b>Total net impact on the General Fund</b>	<b>1,461</b>

Details of the grant schemes administered by Council is covered in Section 7.1.



### 5.3 Housing Revenue Account (HRA)

The HRA is a ring-fenced account, containing solely the costs arising from the provision and management of the Council's housing stock, offset by tenant rents, service charges and other income. The Self-Financing regime was introduced in April 2012 and the Council had to take on a significant amount of debt (£68m) in exchange for not paying future Housing Subsidy. The total debt for the Council's HRA is currently at £76m (£68m from the self-financing settlement and £8m pre-Self-Financing).

The Council's housing stock totalled 4,459 dwellings as of 31 March 2021 (4,460 as of 31 March 2020). During 2020/21 the Council added 13 properties to its housing stock and sold 14 properties through the Right to Buy Scheme.

Total Rent arrears as of 31 March 2021 was £1.162m (£0.973m as of 31 March 2020) and represented 5.8% of the HRA's gross collectable income up from 4.9% due in part to the impact of Covid-19. As illustrated in the table to the right, and in the HRA section of the Statement of Accounts, the in-year movement on the HRA working balance was a surplus position of £0.786m. The outturn figure for Service Charges income of £0.842m includes a Service Charge Provision for 2020/21 of £0.400m. Further details in respect of this are provided in Note 20 to the Statement of Accounts.

The HRA working balance as of 31 March 2021 is £4.575m. The HRA also holds Earmarked Reserves which are set out in Note 10 to the Statement of Accounts. As of 31 March 2021, the total balance on the HRA Earmarked Reserves was £17.302m. £10.187m of this relates to the HRA Debt Repayment Reserve which is to provide funding for future liabilities for repaying the self-financing debt. The HRA working balance and Earmarked Reserves as at 31 March 2021 have been restated, due to prior period adjustments in respect of the Service

Charge Provision. Note 33 to the Statement of Accounts provides further information.

The HRA capital programme consists of capital budgets for housing repairs, project development and the housing development programme. In 2020/21 the HRA capital spend totalled £4.151m, which consisted of £2.099m for the new build programme, £0.860m on the Housing Project Development and £1.574m for housing repairs and improvements. The HRA spending plans, including its capital investment programme, are currently fully funded from existing resources, with no requirement for additional borrowing during 2020/21.

Housing Revenue Account Outturn Summary				
	2020/21 Original Budget	2020/21 Revised Budget	2020/21 Outturn	2020/21 Variance
	£'000	£'000	£'000	£'000
<b>Income</b>				
Dwelling rent	(19,157)	(19,237)	(19,284)	(47)
Non-dwelling rents	(175)	(178)	(183)	(5)
Service charges and facilities	(1,239)	(1,265)	(842)	423
Leaseholders charges for services	(10)	(14)	(14)	0
Contributions towards expenditure	(34)	(48)	(48)	0
Reimbursement of costs	(285)	(341)	(341)	0
Interest income	(106)	(133)	(201)	(68)
<b>Total Income</b>	<b>(21,006)</b>	<b>(21,216)</b>	<b>(20,913)</b>	<b>303</b>
<b>Expenditure</b>				
Repairs & maintenance	4,318	4,889	4,966	77
Supervision and management	3,456	3,123	3,039	(84)
Special services	2,109	2,034	1,990	(44)
Rents, rates and other charges	102	141	146	5
Movement in bad debt provision	37	254	189	(65)
Contribution to CDC*	87	95	98	3
Capital charges	3,539	3,495	3,460	(35)
Interest charges	2,265	2,194	2,180	(14)
Revenue contribution to capital	5,410	1,743	1,159	(584)
Transfers to earmarked reserves	0	2,500	2,900	400
<b>Total Expenditure</b>	<b>21,323</b>	<b>20,468</b>	<b>20,127</b>	<b>(341)</b>
<b>Net movement on the HRA for the year</b>	<b>317</b>	<b>(748)</b>	<b>(786)</b>	<b>(38)</b>
* Corporate and Democratic Core (CDC)				

## 5.4 General Fund Capital Programme

The successful delivery of many of the Council services also relies on the acquisition and maintenance of fixed assets such as land, buildings, and equipment. Acquisitions and expenditure which enhance the value of assets is funded through capital expenditure, whereas maintenance (which maintains, rather than adds value) is funded through (General Fund) revenue expenditure.

Capital budgets are approved for the life of the project which can span more than one financial year. Any capital budgets for a project that remain unspent at the end of the financial year are carried forward to the following year. Similarly, with projects that are ahead of the original profile, budgets can be brought forward.

The table in this Section summarises the General Fund Capital Programme outturn for the year. The variance at the end of the year of £5.051m is due to projects being rephased to 2021/22 and the budgets will be carried forward accordingly.

Unlike the revenue expenditure, the impact of the Covid-19 pandemic on capital programme delivery was limited. Delays at the beginning of the pandemic were offset during the year as the project teams were able to accelerate other projects to take advantage of lower footfall that resulted from lockdown. For example, the Lowestoft beach hut programme and other leisure refurbishments were brought forward.

The outturn report to Cabinet will provide further information on the Capital Programme performance in 2020/21.

General Fund Capital Programme Outturn				
Service Area	2020/21 Original Budget £'000	2020/21 Revised Budget £'000	2020/21 Outturn £'000	2020/21 Variance £'000
Economic Development & Regeneration	0	518	468	(50)
Environmental Services & Port Health	11	200	454	254
Financial Services, Corporate Performance & Risk Mgt	5,000	7,400	3,630	(3,770)
Housing Improvements	1,716	1,000	1,101	101
ICT Services	400	785	329	(456)
Operations	19,889	9,166	6,297	(2,869)
Planning & Coastal Management	14,552	8,093	9,832	1,739
<b>Total General Fund Capital Expenditure</b>	<b>41,568</b>	<b>27,162</b>	<b>22,111</b>	<b>(5,051)</b>
<b>Financed By:</b>				
<i>External:</i>				
Grants	16,940	10,191	6,845	(3,346)
Contributions	0	0	0	0
Borrowing	1,000	0	0	0
<i>Internal:</i>				
Capital Receipts	0	785	193	(592)
Borrowing	21,422	11,269	10,313	(956)
Reserves	2,206	4,917	4,760	(157)
<b>Total General Fund Capital Financing</b>	<b>41,568</b>	<b>27,162</b>	<b>22,111</b>	<b>(5,051)</b>

## 5.5 Reserves and Balances

The careful management of reserves and balances sits at the heart of the Council's strategic financial planning process. The Council has a policy of maintaining the level of General Fund balance at around 3% to 5% of its budgeted gross expenditure and has determined in the Medium-Term Financial Strategy to maintain this balance at £6m, taking account of the strategic, operational, and financial risks facing the Council.

The Council holds several Earmarked Revenue Reserves which have been established to meet known or predicted liabilities and to hold balances of grants and external funding which is committed to future year spend. The Council reviews these reserves to ensure the levels continue to be appropriate and if no longer required, are returned to the General Fund. As of 31 March 2021, the total balance on the General Fund Earmarked Reserves stood at £73.8m. This is an increase of £27.3m on the position as of March 2020. 2020/21 was an exceptional year due to Covid-19 and over £15m of the total reserves held is related to Covid funding, the majority of which will be released in 2021/22 and 2022/23. Earmarked Reserves to highlight include:

- **COVID-19 Response Reserve (£15.733m)** – Mainly consisting of Section 31 Grants to fund Covid related Business Rate Reliefs, Covid emergency funding, delivery of grant schemes and various community support funding streams. This reserve will be utilised in 2021/22 to deal with accounting timing differences related to the pandemic, and to fund the ongoing impact of Covid and recovery initiatives.
- **Business Rates Equalisation Reserve (£13.389m)** – This is income from Business Rates which is set aside to equalise the fluctuations in recognising Business Rate income due to timing differences, in relation to Business Rates appeals and for year-end surpluses/deficits. An additional £7.372m was added to the reserve this year. The contribution to the reserve this year has been assisted by the further delay to the reform of the Business Rate system.
- **In-Year Savings Reserve (£4.320m)** – This is in-year savings set-aside to support future year budget pressures. No transfer was made to this reserve in 2020/21.
- **Business Rate Pilot Reserve (£2.194m)** – In 2018/19, Suffolk was successful with its bid to pilot 100% Business Rates Retention Scheme. This income has been transferred to this reserve and is used to provide funding for agreed projects. Use of the reserve is made when the project spend is incurred, and £0.479m was drawn down in 2020/21, mainly for the Felixstowe south beach & Martello Café project.
- **Capital Reserve (£6.012m)** – This reserve provides a source of funding for capital investment projects. £2.543m was used from this reserve in 2020/21.
- **New Homes Bonus Reserve (£6.064m)** – This reserve established from New Homes Bonus (NHB) income is used to support community initiatives, which are detailed in the February 2021 budget report. The Council received £2.303m of NHB income in the year and £1.681m was used to fund projects.
- **Port Health (£5.597m)** – This reserve provides a source of finance to support the future investment and development of the authority's infrastructure at the Port of Felixstowe.
- **Transformation Reserve (£3.217m)** – This reserve has been established to support the delivery of the Council's Strategic Plan, with £1.683m used during the year to fund projects. £3.763m was added to the reserve to provide the financial support for the Strategic Plan going forward. This included the outturn position for the year of over £1m.

Movements on all Earmarked Reserves are set out in Note 10 to the Statement of Accounts.

## 5.6 Interests in Companies and Other Entities

In 2008/09 Waveney District Council entered an arrangement with Norse Commercial Services Limited (NCS) for the provision of a package of services including refuse, cleansing and maintenance. East Suffolk Council holds a 19.9% share of Waveney Norse Limited (Ltd). Payments made to Waveney Norse Ltd in respect of the services provided are included within the Cost of Services in the Comprehensive Income and Expenditure Statement of the Council's Statement of Accounts. Total payments to Waveney Norse Ltd were £8.183m in 2020/21 (£7.477m in 2019/20).

East Suffolk holds a 20% share of Suffolk Coastal Norse Limited (Ltd) held by Suffolk Coastal District Council since 1 April 2009. Suffolk Coastal Norse Ltd provides a package of services including refuse, cleansing and maintenance. Payments made to Suffolk Coastal Norse Ltd in respect of the services provided are included within the Cost of Services in the Comprehensive Income and Expenditure Statement of the Council's Statement of Accounts. Total payments to Suffolk Coastal Norse Ltd were £9.793m in 2020/21 (£8.988m in 2019/20).

East Suffolk Holdings Limited is wholly owned by the Council and was incorporated on 24 October 2019. East Suffolk Holdings is the sole shareholder of East Suffolk Construction Services Limited, East Suffolk Property Developments Limited, and East Suffolk Property Investments Limited, all of which were incorporated on 26 November 2019. All these companies were dormant in 2020/21 and are intended to commence trading in future years.

## 5.7 Pension Liabilities

The Council participates in the Local Government Pension Scheme, administered locally by Suffolk County Council - this is a funded defined benefit scheme, meaning that the Council and employees pay contributions into a fund, calculated at a level intended to balance the pensions liabilities with investment assets.

The Pensions Liability in the Balance Sheet reflects the underlying commitments that the Council has in the long term to pay retirement benefits. The impact of the net pension liability on overall reserves amounts to £84.267m in 2020/21 (£52.899m for 2019/20). Statutory arrangements for funding the deficit mean the financial position of the Council is not affected by this movement.

The latest triennial actuarial valuation of the assets and liabilities of the Suffolk County Pension Fund was completed on 31 March 2019. The Council has been advised that its share of the pension fund was 98% fully funded at this date. The employers pension contribution rate for 2020/21 is 34% and proposed at 33% and 32% for 2021/22 and 2022/23 respectively.

## 5.8 Provisions and Contingencies

### National Non-Domestic Rates

Through the National Non-Domestic Rates (NNDR1) return, the Council has to estimate the business rates income expected to be received in the coming year based on a number of assumptions. The most significant assumption is in relation to the provision for appeals. The Council has reviewed the methodology for appeals in relation to the new check, challenge, appeal process, which has seen a significant reduction in appeals. As a result, the

provision significantly decreased for both predecessor authorities in 2018/19. As a result of the Covid-19 pandemic, the national business rates revaluation planned to take effect in April 2021 has been postponed, and the 2017 valuation list will apply for at least another year. Appeals will consequently continue to be potentially made against this list limiting the scope for further reductions to the provision. However, the Government has introduced legislation to restrict appeals arising from the pandemic itself, and the business rates outturn position for 2020/21 indicated in the NNDR3 return is now significantly better than that estimated in the 2021/22 NNDR1 return. The provision for Business Rates appeals is shown in the Collection Fund Note to the Financial Statements. The economic impact of the Covid-19 pandemic and the potential ability for debts to be recovered has also been reflected in increased provisions for doubtful debts in respect of business rates, council tax, housing benefit overpayments, and sundry debtors.

### **HRA Service Charge Provision**

The Council identified that additional charges were being added to multiple rent accounts in previous years to cover the servicing costs associated with heating. These charges initially formed part of the service charges and then, in or around 2018, were re-defined as "de-pooled rental charges". These "de-pooled rental charges" have been charged in addition to the core rent, however, these additional charges relate to services which the Council, as landlord, should not be re-charging to tenants. The Gas Safety (Installation and Use) Regulations 1998 places a number of statutory duties on a landlord of domestic tenancies granted for a term of less than seven years. The main duties are to:

- Ensure the gas fittings and flues are maintained in a safe condition;
- Ensure an annual safety check is carried out on each gas appliance/flue; and
- Keep records of the gas safety checks.

Under Section 11 of the Landlord and Tenant Act 1985, a landlord of residential tenancies granted for a term of less than seven years has implied repair duties. This includes the statutory duties to keep in repair and proper working order the installations in the dwelling-house for the supply of gas and space heating and heating water. This extends to cover gas pipes and boilers. Therefore, the Council should not have been re-charging its tenants, outside the core rent, for costs associated with it complying with its statutory duties.

Based on the information above, the Council will need to reimburse tenants for the additional service charge costs included within their rent since 2010/11, and therefore a provision has been provided for this. A prior period provision adjustment of £3.357m has been made in the Statement of Accounts (See Note 33 in the Statement of Accounts) and a further £0.400m provision has been made in 2020/21.

## **6. Risks and Opportunities**

The Council's approach to risk management is to embed risk management into the organisation so that it is the responsibility of all managers and teams. A detailed review of corporate risks is undertaken by Corporate Management Team to manage, monitor and consider risks including management of the

risk process. All corporate risks, significant for the Council, are reported to Audit and Governance Committee. The high-level details as at 31 March 2021 are:

Corporate Risk	Current rating	Target rating	Projected Direction to meet target
Covid-19 (impact on Council) (impact on Communities)	Red	Amber	↑
	Red	Amber	↑
Flood risk	Red	Amber	→
Coastal erosion	Red	Amber	→
Loss of properties from coastal erosion and wider blight of communities	Red	Amber	→
Cyber-attacks including failure of ICT (cyber security/resilience)	Amber	Amber	↑
Medium Term Overview	Amber	Green	→
Assets to assist Council meet financial requirements	Green	Green	↑
Escalating cost of waste collection/ services	Amber	Green	→
Digital Transformational Services	Amber	Green	↑
Housing Development Programme	Amber	Green	↑
Safeguarding the vulnerable	Amber	Green	→
General Data Protection Regulation	Amber	Green	↑
Brexit	Amber	Green	→
East Suffolk Commercial Partnerships	Amber	Green	↑
St Peter's Court Tower Block, Lowestoft	Amber	Green	↑
Effective management of Key Contracts/ Partnerships	Amber	Green	→
Service Delivery Contracts / Partnerships (large/significant)	Amber	Green	→
Service Delivery Contracts / Partnerships ('other')	Green	Green	→
Flood /tidal surges (Lowestoft)	Amber	Green	→



Corporate Risk	Current rating	Target rating	Projected Direction to meet target
Programme and Project Delivery	Green	Green	➔
Impact of managed migration of Universal Credit	Green	Green	➔
Ethical Standards (maintain and promote)	Green	Green	⬆
Capital Programme	Green	Green	⬆
Climate Change	Amber	Green	➔
Mental wellbeing/ill health (internally)	Amber	Green	n/a

Action plans are in place to continue to improve mitigation for cyber threats and risks.

### Opportunities

As outlined in the following section, the impact of the Covid-19 pandemic represented an unprecedented challenge to the Council and the area. However, East Suffolk is well placed to take advantage of a range of opportunities and ensure sustainable economic recovery – ensuring value for money for residents and become more financially resilient.

East Suffolk is recognised by many as an economic powerhouse area, with many major sites located in the district such as Felixstowe Port, BT’s global Research and Development Head Quarters, offshore wind sector and nuclear energy (Sizewell Power Plant). Developments likely to bring significant economic and employment opportunities for the district include:

- The Port of Felixstowe, which is now the largest container port in the UK, will form part of Freeport East and further expansion (especially in supporting infrastructure) is planned; and
- Sizewell Power Plant major expansion – development of ‘Sizewell C’, a third Nuclear Power Station on the site.

Lowestoft, along with neighbouring Great Yarmouth Borough Council, is one of only six locations in England that have been designated as a Centre of Offshore Renewable Engineering (CORE) status by the Government. CORE status is awarded through recognising the existing port infrastructure, skills, supply chain and Local Government support to enable rapid growth within the offshore wind sector.

Tourism is an important part of the Council’s economy. Visitors are attracted by the character, culture, festivals, music, art, food, drink, clean beaches and spectacular coastline, with areas of the district designated as Areas of Outstanding Natural Beauty (AONB).

The Council will also be able to increase its ability to extend social housing, with the Housing Revenue Account now being able to operate in the whole East Suffolk district.

## 7. Covid-19 and Forward Look

### 7.1 Covid-19

During 2020/21 significant work was undertaken to ensure the Council continued to deliver essential services to residents, businesses and communities, and those most vulnerable received support. Some functions and services impacted by Covid-19 required resource reallocation. This included the implementation of systems and processes for administering the business grant payments by Corporate Fraud, Economic Development, Finance, Internal Audit and IT Teams, and also the Community Team supporting residents and the most vulnerable in the district. Council meetings were held remotely to continue ordinary council business and homeworking for staff was enabled, supported by packages for flexible working and mental health and wellbeing. The Economic Development programme is currently being refreshed to reflect the economic impact of Covid and the Council will be monitoring the impact of the transition to long term recovery. Below are some of the ways in which the Council has responded to the pandemic;

#### Helping our communities

- Worked with volunteers, businesses and local organisations to support the most vulnerable members of our communities during the pandemic. Supported over 500 residents who were clinically extremely vulnerable.
- Introduced Grandpad Loan Scheme - specially designed tablets for older people to use.
- As part of the Suffolk-wide Home But Not Alone scheme, dealt with 2,172 requests during the first lockdown, including 750 urgent food or medicine needs.
- Created an ESC hardship fund for community funding to new and existing groups of £130,000.
- Grants of between £50 and £1,000 were given to local groups.
- Suffolk Family Focus team supported families experiencing complex and long-standing difficulties, such as domestic violence, drug and alcohol dependency, and financial issues.
- ESC converted a property to house rough sleepers during the first lockdown. ESC also secured extra funding to help support rough sleepers.
- £389,482 received in 2020/21 was in addition to the £93,312 awarded in September 2020 as part of the Government's Next Steps Accommodation Programme to help rough sleepers during the pandemic. The funding helped deliver a scheme offering a "higher level" of support to those who need it before living independently.

## Health & Safety

- Environmental Services teams responded to 100% of referrals from SCC's Contact & Trace Service and 100% of notifications (cases/clusters/outbreaks) from SCC's Public Health Specialist COVID-19 Co-ordination Centre Duty Team.
- Received and responded to over 1,100 Covid-19 enquiries including social distancing issues. Dealt with a 28% increase in noise complaints, mainly under restricted lockdown periods.

## Digital

- Enabled 750 staff and councillors to work from home. Reduced travel by 84% due to working from home and better use of technology. Deployed tablets to staff in Housing and Building Control Teams.
- Boosted capacity resulting in continuous improvement of infrastructure, networks and business systems, including rollout of technology such as Zoom, Teams and SharePoint.
- Enabled council meetings to take place remotely, broadcast on our YouTube channel. Implemented new online services including a streamlined business grants process for administering and delivering covid-related funding.

## Financial

During the year the Council was responsible for the administration of various grants and relief to business and individuals on behalf of Central Government. For some grant schemes the Council was acting as Agent, this means the Council was acting at a distribution point for grants and had no control over the amount allocated to recipients. The transactions for such schemes do not appear in the Comprehensive Income and Expenditure Statement (CIES). For other grant schemes the Council did have control over the distribution of funding. For these schemes the Council was acting as Principal and the related transactions for these schemes do appear in the CEIS. Following the closure of grant schemes where the Council has acted as Agent, any unused funding awarded is returned to Central Government following a reconciliation process. Similarly, if the Council has paid out more than it received the Council will be compensated by Government. The below table provides an overall summary of the schemes and the role of the Council in their administration.

Grant Scheme	Purpose of Grant Scheme	Council Acting as Agent or Principal	2020/21 Grant Awarded £	2020/21 Total Paid Out £
Test and Trace Support Main Scheme*	To support people on low incomes who are unable to work from home if they are told to self-isolate by the NHS Test and Trace system	Agent	(198,500)	116,500
Small Business Grants, Retail Hospitality & Leisure & Discretionary Grants*	To support eligible businesses due to the March 2020 national lockdown	Agent	(97,659,750)	62,475,000
Discretionary Grants*	To support eligible businesses due to the March 2020 national lockdown	Principal	(3,866,250)	3,866,250
Local Restrictions Support Grant (Closed)*	Support to eligible businesses required to close under Tier restrictions	Agent	(26,679,109)	18,499,177
Local Restrictions Support Grant (Open)*	Support to eligible businesses that were still open but severely impacted by Tier restrictions	Agent	(2,166,345)	1,538,612
Local Restrictions Christmas Support Package*	Christmas Support Package for Wet Led Pubs who were severely impacted by local restrictions in December 2020	Agent	(153,600)	78,000
Local Restrictions Support Grant (Sector)*	Support to eligible businesses that were required to close on a national basis since 23 March 2020	Agent	0	533
Closedown Business Lockdown*	One off payments for businesses required to close from 5 January 2021 due to the national lockdown	Agent	(18,009,000)	12,588,000
Additional Restrictions Grant*	To provide additional funding for direct business grants and wider business support	Principal	(7,205,195)	6,749,617
Test and Trace Support Discretionary Scheme	To support people on low incomes who are unable to work from home if they are told to self-isolate by the NHS Test and Trace system	Principal	(208,000)	60,000
Council Tax Hardship Fund Grant	To reduce the council tax liability of working age Local Council Tax Reduction Scheme (LCTRS) claimants	Principal	(1,916,615)	1,487,388
		<b>Total</b>	<b>(158,062,364)</b>	<b>107,459,077</b>

\* Differences between the total funding awarded and the total paid out have/will be returned to Government or paid by Government following the end of the scheme.

During 2020/21 to date the Financial impact of Covid on the Council's costs and income has been monitored and reported regularly – internally to officers and members, to central Government via monthly returns and information sharing with other Suffolk Local Authorities. The financial impact of Covid-19 during 2020/21 was detailed in Section 5.2.

The Housing Revenue Account (HRA) is generally less exposed to the financial impacts of the pandemic than the General Fund, although rent income has been affected to a degree as previously mentioned in Section 5.3.

## 7.2 Forward Look

The financial impact of Covid-19 was taken into consideration for updating the MTFs and the 2021/22 and 2022/23 budgets approved by Full Council in February 2021 and 2022 respectively. The area of expected pressure for 2021/22 is the loss of income from sales, fees and charges, in particular car parking income and also leisure services. The Business Rate Retention and Fair Funding reforms have been delayed further until 2025/26 at the earliest. East Suffolk is in an advantageous position under the current Business Rates Retention system and deferral of the reforms will enable the Council to benefit from another year of the current regime. This is estimated to constitute an annual financial benefit of over £3 million to the Council. The Council finds itself with pressures and uncertainties of the medium term, and the underlying budget gap that needs to be addressed. It is important that the Council's policy towards its reserves and balances seeks to provide some contingency against these future pressures and recovery from the pandemic, whilst continuing valuable community programmes and initiatives - particularly those currently funded from NHB. The table below shows the MTFs project budget gap as at February 2023. However, it should be noted that the Council achieved an improved year end position for 2020/21, enabling the Council to sustain a robust reserve position going forward.

MTFS Projected Budget Gap	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000
As at February 2023	0	0	3,511	6,008	6,405

A summary of the Earmarked Reserves position for the Council over the MTFs period to 2026/27 (February 2023) is set out below, along with the actual position as at 31 March 2022. As referred to previously, Covid-19 related funding held at 31 March 2021, has been earmarked to a separate reserve. This is shown separately and stood at over £15m at year end. The Covid Reserve consists of funding to;

- support the Council's own cost pressures and the Collection Fund deficit spread over the next three years,
- deliver grant schemes the Council administered as Principal, and
- provide support to communities.

	Actual Apr-22 £'000	MTFS Apr-23 £'000	MTFS Apr-24 £'000	MTFS Apr-25 £'000	MTFS Apr-26 £'000	MTFS Apr-27 £'000
<b>General Fund Revenue Reserves</b>						
<b>General Fund</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>
<b>General Earmarked Reserves</b>						
Earmarked Reserves (excluding Covid related)	56,000	41,240	36,417	33,973	32,574	31,589
Earmarked Reserves (Covid related only)	5,882	1,186	32	-	-	-
<b>Total Earmarked</b>	<b>61,882</b>	<b>42,426</b>	<b>36,449</b>	<b>33,973</b>	<b>32,574</b>	<b>31,589</b>

## 8. Capital Programme

The Covid-19 pandemic had limited impact on the delivery of the Council's Capital Programme in 2020/21. Project teams reviewed our commitments, rephased projects bringing some forward and delaying others to reflect circumstances across our communities.

The Capital Programme was compiled taking account of the following main principles, to:

- maintain an affordable four-year rolling capital programme;
- ensure capital resources are aligned with the Council's Strategic Plan;
- maximise available resources by actively seeking external funding and disposal of surplus assets; and
- not to anticipate receipts from disposals until they are realised.

In January 2021, a General Fund capital programme of £162.281m was approved for East Suffolk Council for the period 2021/22 to 2024/25. A further £0.500m was approved in March 2021 following the Council's successful bid of £24.9m from the Towns Fund, bringing the General Fund capital programme value to £162.781m. The key capital projects in 2021/22 are:

- **Public Convenience Programme (£1.050m)** - upgrade and refurbishment of district wide public conveniences.
- **Lowestoft Flood Risk Management, Tidal Gate (£17.359m)** - a vital project to future proof Lowestoft sea front and town centre. The project has also benefited from significant external grant funding.
- **Former Deben High School Felixstowe (£2.600m)** - development of sustainable housing in the old school premises.
- **Lowestoft Beach Hut Replacement (£1.500m)** - replacement of beach huts along with the demolition, reconstruction and enhancement of the adjoining café and amenity block.
- **New Beach Hut Sites, Felixstowe (£0.900m)** - proposed investment in additional beach hut sites.
- **Southwold Harbour Fender (£1.100m)** - Southwold Harbour Fender works following damage to the fender as set out in the Cabinet Report on 3 November 2020.

The HRA capital programme totals £60.417m over the period 2021/22 to 2024/25 and includes £40.210m allocated to the New Build Programme.



# Statement of Responsibilities

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## The Council's Responsibilities

The Council is required to:

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

Councillor Geoff Lynch

Chairman of Audit & Governance Committee, East Suffolk Council

## The Chief Finance Officer's Responsibilities

The Chief Finance Officer is responsible for the preparation of the Council's Statement of Accounts in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 (the Code). In preparing this Statement of Accounts, the Chief Finance Officer has:

- selected suitable accounting policies and then applied them consistently.
- made judgements and estimates that were reasonable and prudent; and
- compiled with the local authority Code. The Chief Finance Officer has also:
  - kept proper accounting records which were up to date; and
  - taken reasonable steps for the prevention and detection of fraud and other irregularities.

Certificate by the Chief Finance Officer

I certify that this Statement of Accounts has been prepared in accordance with proper accounting practices and presents a true and fair view of the financial position of the Council at 31 March 2021 and its income and expenditure for the year ending on that date.

Brian Mew

(CPFA) Chief Finance Officer and S151 Officer, East Suffolk Council – 28<sup>th</sup> June 2021

## Comprehensive Income & Expenditure Statement (CIES)

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation. Councils raise taxation to cover expenditure in accordance with statutory regulations; this may be different from the accounting cost. The taxation position is shown in the Expenditure and Funding Analysis and the Movement in Reserves Statement. The Group includes the Council's share of the Suffolk Coastal Norse Ltd and Waveney Norse Ltd profits and tax expenses.

	Authority						Group	
	2020/21		Net Expenditure £'000	2019/20 (Re-stated*)		Net Expenditure £'000	2020/21 Net Expenditure £'000	2019/20 (Re-stated*) Net Expenditure £'000
	Gross Expenditure	Gross Income £'000		Gross Expenditure £'000	Gross Income £'000			
<b>Cost of Services</b>								
Communities	3,667	(5,413)	(1,746)	3,200	(1,146)	2,054	(1,746)	2,054
Customer Services	1,551	(8)	1,543	1,904	(3)	1,901	1,543	1,901
Economic Development and Regeneration	13,079	(12,293)	786	2,688	(1,274)	1,414	786	1,414
Environmental Services and Port Health	7,173	(6,444)	729	6,582	(6,099)	483	729	483
Financial Services, Corporate Performance and Risk Management	1,051	(783)	268	2,388	(827)	1,561	268	1,561
Housing Operations and Landlord Services	4,838	(4,819)	19	4,235	(4,161)	74	19	74
Housing Revenue Account	12,055	(20,712)	(8,657)	11,110	(20,237)	(9,127)	(8,657)	(9,127)
ICT Services	2,743	(5)	2,738	2,790	(8)	2,782	2,738	2,782
Internal Audit	518	(127)	391	529	(120)	409	391	409
Legal and Democratic Services	2,523	(549)	1,974	3,056	(663)	2,393	1,974	2,393
Operations	35,832	(12,593)	23,239	31,210	(11,507)	19,703	23,239	19,703
Planning and Coastal Management	9,941	(4,517)	5,424	8,934	(3,846)	5,088	5,424	5,088
Revenue and Benefits	49,063	(48,206)	857	50,668	(48,427)	2,241	857	2,241
Senior and Corporate Management	3,680	(664)	3,016	3,688	(579)	3,109	3,016	3,109
<b>Total Cost of Services</b>	<b>147,714</b>	<b>(117,133)</b>	<b>30,581</b>	<b>132,982</b>	<b>(98,897)</b>	<b>34,085</b>	<b>30,581</b>	<b>34,085</b>
<b>Other Operating Expenditure (note 11)</b>			<b>7,866</b>			<b>6,086</b>	<b>7,866</b>	<b>6,086</b>
<b>Financing and Investment Income and Expenditure (note 12)</b>			<b>3,792</b>			<b>4,731</b>	<b>3,792</b>	<b>4,731</b>
<b>Taxation and Non-Specific Grant Income (note 13)</b>			<b>(58,764)</b>			<b>(52,971)</b>	<b>(58,764)</b>	<b>(52,971)</b>
<b>(Surplus) or Deficit on Provision of Services</b>			<b>(16,525)</b>			<b>(8,069)</b>	<b>(16,525)</b>	<b>(8,069)</b>
Share of (Surplus)/Deficit on the Provision of services by Associate (note 31)			-			-	(179)	20
Tax expenses of Associate (note 31)			-			-	29	(10)
<b>(Surplus)/Deficit</b>			<b>(16,525)</b>			<b>(8,069)</b>	<b>(16,675)</b>	<b>(8,059)</b>
Surplus or deficit on revaluation of non-current assets (note 22)			(11,753)			(10,035)	(11,753)	(10,035)
Remeasurement of the net defined benefit liability / (asset) (note 22)			31,529			(27,686)	31,529	(27,686)
<b>Other Comprehensive Income and Expenditure</b>			<b>19,776</b>			<b>(37,721)</b>	<b>19,776</b>	<b>(37,721)</b>
<b>Total Comprehensive Income and Expenditure</b>			<b>3,251</b>			<b>(45,790)</b>	<b>3,101</b>	<b>(45,780)</b>

\*See Note 33 for details of the restatement

## Movement in Reserves Statement (MIRS)

This statement shows the movement in the year on the different reserves held by the Council and the Group (i.e. including Suffolk Coastal Norse Ltd and Waveney Norse Ltd), analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and other reserves. The (Surplus) or Deficit on the Provision of Services line shows the true economic cost of providing the Group's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. This is different from the statutory amounts required to be charged to the General Fund Balance for council tax setting purposes. The Net (Increase) / Decrease before Transfers to Earmarked Reserves line shows the statutory General Fund Balance before any discretionary transfers to or from earmarked reserves undertaken by the council.

	General Fund Balance	Earmarked General Fund Reserves	Earmarked Housing Revenue Account	Earmarked Housing Revenue Reserves	Major Repairs Reserve	Capital Receipts Reserve	Capital Grants Unapplied Account	Total Usable Reserves	Unusable Reserves	Total Authority Reserves	Council's share of Reserves of Associate	Total Group Reserves
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Balance at 1st April 2019 (Restated*)</b>	<b>(8,000)</b>	<b>(44,779)</b>	<b>(3,415)</b>	<b>(10,821)</b>	<b>(19,629)</b>	<b>(4,457)</b>	<b>(18,434)</b>	<b>(109,535)</b>	<b>(169,270)</b>	<b>(278,805)</b>	<b>(40)</b>	<b>(278,845)</b>
<b>Movement in reserves during 2019/20</b>												
(Surplus) or deficit on provision of services*	(434)	-	(7,635)	-	-	-	-	(8,069)	-	<b>(8,069)</b>	-	<b>(8,069)</b>
Other Comprehensive Income and Expenditure	-	-	-	-	-	-	-	-	(37,721)	<b>(37,721)</b>	-	<b>(37,721)</b>
<b>Total Comprehensive Income and Expenditure*</b>	<b>(434)</b>	<b>-</b>	<b>(7,635)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(8,069)</b>	<b>(37,721)</b>	<b>(45,790)</b>	<b>-</b>	<b>(45,790)</b>
Adjustment between Group and Authority Accounts:												
- Purchase of Goods and Services from Associate (note 21)	-	-	-	-	-	-	-	-	-	-	10	10
- Share of Actuarial (Gains)/Losses (note 29)											(299)	(299)
<b>Net (Increase) / Decrease before Transfers*</b>	<b>(434)</b>	<b>-</b>	<b>(7,635)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(8,069)</b>	<b>(37,721)</b>	<b>(45,790)</b>	<b>(289)</b>	<b>(45,780)</b>
Adjustments between accounting basis and funding basis under regulations (note 9)	698	-	3,680	-	(1,173)	(1,826)	(5,476)	(4,097)	4,097	-	-	-
<b>Net (Increase) / Decrease before Transfers to Earmarked Reserves*</b>	<b>264</b>	<b>-</b>	<b>(3,955)</b>	<b>-</b>	<b>(1,173)</b>	<b>(1,826)</b>	<b>(5,476)</b>	<b>(12,166)</b>	<b>(33,624)</b>	<b>(45,790)</b>	<b>(289)</b>	<b>(45,780)</b>
Transfer to / from Earmarked Reserves (note 10)*	1,737	(1,737)	3,581	(3,581)	-	-	-	-	-	-	-	-
<b>(Increase) / Decrease in Year*</b>	<b>2,001</b>	<b>(1,737)</b>	<b>(374)</b>	<b>(3,581)</b>	<b>(1,173)</b>	<b>(1,826)</b>	<b>(5,476)</b>	<b>(12,166)</b>	<b>(33,624)</b>	<b>(45,790)</b>	<b>(289)</b>	<b>(46,079)</b>
<b>Balance at 31 March 2020 carry forward (Restated*)</b>	<b>(5,999)</b>	<b>(46,516)</b>	<b>(3,789)</b>	<b>(14,402)</b>	<b>(20,802)</b>	<b>(6,283)</b>	<b>(23,910)</b>	<b>(121,701)</b>	<b>(202,894)</b>	<b>(324,595)</b>	<b>(329)</b>	<b>(324,924)</b>

\*See Note 33 for details of the restatement

## Movement in Reserves (Continued)

	General Fund Balance £'000	Earmarked General Fund Reserves £'000	Housing Revenue Account £'000	Earmarked Housing Revenue Account Reserves £'000	Major Repairs Reserve £'000	Capital Receipts Reserve £'000	Capital Grants Unapplied Account £'000	Total Usable Reserves £'000	Unusable Reserves £'000	Total Authority Reserves £'000	Council's share of Reserves of Associate £'000	Total Group Reserves £'000
<b>Balance at 1st April 2020</b>	<b>(5,999)</b>	<b>(46,516)</b>	<b>(3,789)</b>	<b>(14,402)</b>	<b>(20,802)</b>	<b>(6,283)</b>	<b>(23,910)</b>	<b>(121,701)</b>	<b>(202,894)</b>	<b>(324,595)</b>	<b>(329)</b>	<b>(324,924)</b>
<b><u>Movement in reserves during 2020/21</u></b>												
(Surplus) or deficit on provision of services	(9,014)	-	(7,511)	-	-	-	-	(16,525)	-	(16,525)	-	(16,525)
Other Comprehensive Income and Expenditure	-	-	-	-	-	-	-	-	19,776	19,776	-	19,776
<b>Total Comprehensive Income and Expenditure</b>	<b>(9,014)</b>	<b>-</b>	<b>(7,511)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(16,525)</b>	<b>19,776</b>	<b>3,251</b>	<b>-</b>	<b>3,251</b>
Adjustment between Group and Authority Accounts:												
31)											(150)	(150)
- Share of Actuarial (Gains)/Losses (note 29)	-	-	-	-	-	-	-	-	-	-	557	557
<b>Net (Increase) / Decrease before Transfers</b>	<b>(9,014)</b>	<b>-</b>	<b>(7,511)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(16,525)</b>	<b>19,776</b>	<b>3,251</b>	<b>407</b>	<b>3,658</b>
Adjustments between accounting basis and funding basis under regulations (note 9)	(18,116)	-	3,825	-	(1,642)	(136)	(5,675)	(21,744)	21,744	-	-	-
<b>Net (Increase) / Decrease before Transfers to Earmarked Reserves</b>	<b>(27,130)</b>	<b>-</b>	<b>(3,686)</b>	<b>-</b>	<b>(1,642)</b>	<b>(136)</b>	<b>(5,675)</b>	<b>(38,269)</b>	<b>41,520</b>	<b>3,251</b>	<b>407</b>	<b>3,658</b>
Transfer to / from Earmarked Reserves (note 10)	27,129	(27,129)	2,900	(2,900)	-	-	-	-	-	-	-	-
<b>(Increase) / Decrease in Year</b>	<b>(1)</b>	<b>(27,129)</b>	<b>(786)</b>	<b>(2,900)</b>	<b>(1,642)</b>	<b>(136)</b>	<b>(5,675)</b>	<b>(38,269)</b>	<b>41,520</b>	<b>3,251</b>	<b>407</b>	<b>3,658</b>
<b>Balance at 31 March 2021 carried forward</b>	<b>(6,000)</b>	<b>(73,645)</b>	<b>(4,575)</b>	<b>(17,302)</b>	<b>(22,444)</b>	<b>(6,419)</b>	<b>(29,585)</b>	<b>(159,970)</b>	<b>(161,374)</b>	<b>(321,344)</b>	<b>78</b>	<b>(321,266)</b>

## Balance Sheet

The Balance Sheet below shows the value of the assets and liabilities recognised by the Council and the Group at the Balance Sheet date, which is 31 March each year. The net assets (assets less liabilities) are matched by the Group's reserves, reported in two categories. Details of the Usable Reserves can be found at the bottom of this Balance Sheet and Unusable Reserves held by the Group are contained within Note 22 to the Council's Core Financial Statements.

	Note	Authority		Group	
		2020/21	2019/20	2020/21	2019/20
		(Re-stated*)		(Re-stated*)	
		£'000	£'000	£'000	£'000
*See Note 33 for details of the restatement					
Property, Plant and Equipment	14	376,400	362,349	376,400	362,349
Investment Property	16	5,000	2,900	5,000	2,900
Heritage Assets		588	588	588	588
Intangible Assets		133	149	133	149
Long Term Investments	17 + 32	34,031	18,676	34,031	18,676
Investment in Associate	31	-	-	(78)	329
Long Term Debtors	18	2,015	1,392	2,015	1,392
<b>Long Term Assets</b>		<b>418,167</b>	<b>386,054</b>	<b>418,089</b>	<b>386,383</b>
Current Intangible Assets	15	-	-	-	-
Short Term Investments	17	71,102	84,388	71,102	84,388
Current Assets held for sale		4	4	4	4
Inventories		111	106	111	106
Short Term Debtors	18	42,257	19,292	42,257	19,292
Cash and Cash Equivalents	Cash Flow	25,453	19,718	25,453	19,718
<b>Current Assets</b>		<b>138,927</b>	<b>123,508</b>	<b>138,927</b>	<b>123,508</b>
Cash and Cash Equivalents	Cash Flow			-	-
Short Term Borrowing	17	(11,286)	-	(11,286)	-
Short Term Creditors	19	(56,831)	(38,294)	(56,831)	(38,294)
Short Term Provisions		-	-	-	-
Short Term Capital Grants Receipts in Advance	21	(66)	(151)	(66)	(151)
<b>Current Liabilities</b>		<b>(68,183)</b>	<b>(38,445)</b>	<b>(68,183)</b>	<b>(38,445)</b>
Long Term Creditors	19	(6,903)	(6,644)	(6,903)	(6,644)
Long Term Provisions	20	(6,425)	(5,960)	(6,425)	(5,960)
Long Term Borrowing	17	(65,967)	(77,413)	(65,967)	(77,413)
Long Term Capital Grants Receipts in Advance	21	(4,004)	(3,606)	(4,004)	(3,606)
Other Long Term Liabilities - Pension Liability	29	(84,267)	(52,899)	(84,267)	(52,899)
Donated Assets Account	22	-	-	-	-
<b>Long Term Liabilities</b>		<b>(167,566)</b>	<b>(146,522)</b>	<b>(167,566)</b>	<b>(146,522)</b>
<b>Net Assets</b>		<b>321,345</b>	<b>324,595</b>	<b>321,267</b>	<b>324,924</b>

## Balance Sheet (Continued)

	Note	Authority		Group	
		2020/21	2019/20	2020/21	2019/20
		(Re-stated*)		(Re-stated*)	
		£'000	£'000	£'000	£'000
<u>Capital Reserves</u>					
Capital Receipts Reserve		(6,419)	(6,283)	(6,419)	(6,283)
Capital Grants Unapplied		(29,585)	(23,910)	(29,585)	(23,910)
Major Repairs Reserve		(22,444)	(20,802)	(22,444)	(20,802)
Share of Reserves of Associate	31	-	-	78	(329)
<u>Revenue Reserves</u>					
General Fund					
- Fund Balance		(6,000)	(6,000)	(6,000)	(6,000)
- Earmarked Reserves		(73,645)	(46,515)	(73,645)	(46,515)
Housing Revenue Account					
- Fund Balance		(4,576)	(3,788)	(4,576)	(3,788)
- Earmarked Reserves		(17,303)	(14,403)	(17,303)	(14,403)
<b>Usable reserves</b>		<b>(159,972)</b>	<b>(121,701)</b>	<b>(159,894)</b>	<b>(122,030)</b>
Unusable reserves	22	(161,374)	(202,894)	(161,374)	(202,894)
<b>Total Reserves</b>		<b>(321,346)</b>	<b>(324,595)</b>	<b>(321,268)</b>	<b>(324,924)</b>

\*See Note 33 for details of the restatement

Brian Mew (CPFA) Chief Finance Officer and Section 151 Officer 28<sup>th</sup> June 2021



## Cash Flow Statement

The Cash Flow Statement shows the changes in cash and cash equivalents of the Council and Group during the reporting period. The statement shows how the Council 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 Council are funded by way of taxation and grant income or from the recipients of services provided by the Council. Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the Council'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.

	2020/21 £'000	2019/20 £'000
Net (surplus) or deficit on the provision of services	(16,926)	(8,482)
Adjust net surplus or deficit on the provision of services for non cash movements:		
- Depreciation and Amortisation of Non Current Assets	(8,622)	(8,791)
- Impairment and Downward valuations	(3,327)	(1,040)
Impairment for Bad Debts	(304)	(323)
- Change in Creditors	(17,942)	(2,663)
- Change in Debtors	902	(2,845)
- Change in Inventory	5	25
- Pension Liability	161	(5,192)
- Other non-cash items charged to Surplus / Deficit on Provision of Services	949	1,191
- Carrying value of Non-Current Assets disposed	(2,564)	(1,581)
- Movement in Investment Property Values	(1,106)	18
	<b>(31,848)</b>	<b>(21,201)</b>
Adjust for items included in the net surplus or deficit on the provision of services that are investing and financing activities	10,328	16,898
<b>Net cash flows from Operating Activities</b>	<b>(38,446)</b>	<b>(12,785)</b>
Investing Activities:		
- Purchase of property, plant and equipment, investment property and intangible assets	20,331	11,679
- Purchase of short-term and long-term investments	208,100	223,200
- Other payments for investing activities	-	288
- Proceeds from the sale of property, plant and equipment, investment property and intangible assets	(1,604)	(2,592)
- Proceeds from short-term and long-term investments	(201,100)	(210,700)
- Other receipts from investing activities	(7,214)	(12,955)
	<b>18,513</b>	<b>8,920</b>

## Cash Flow (Continued)

	2020/21 £'000	2019/20 £'000
Financing Activities:		
- Other receipts from financing activities	(2)	(2)
- Cash payments for the reduction of the outstanding liabilities relating to finance leases	280	263
- Repayments of short- and long-term borrowing	160	10,161
- Other payments for financing activities	14,045	2,468
	<u>14,483</u>	<u>12,890</u>
<b>Net increase or decrease in cash and cash equivalents</b>	<b>(5,450)</b>	<b>9,025</b>
Cash and cash equivalents at the beginning of the reporting period	(19,718)	(28,743)
<b>Cash and cash equivalents at the end of the reporting period</b>	<b>(25,168)</b>	<b>(19,718)</b>
- Cash held by officers	1	1
- Short-term deposits	15,002	7,000
- Bank current account	10,450	12,717
<b>Sub-Total - Cash and Cash Equivalents</b>	<b>25,453</b>	<b>19,718</b>
<b>Cash and cash equivalents at the end of the reporting period</b>	<b>25,453</b>	<b>19,718</b>
The cashflows for operating activities include the following items:		
- Interest received	(2,581)	(938)
- Interest paid	2,965	3,060
- Dividends received	(589)	(267)

# Notes to the Core Financial Statements

## 1. Accounting Policies

### a) General Principles

The Statement of Accounts summarises the Council's transactions for the 2020/21 financial year and its position at the year-end of 31 March 2021. The Council is required to prepare an annual Statement of Accounts, by the Accounts and Audit Regulations 2015, which are required to be prepared in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2020/21, supported by International Financial Reporting Standards (IFRS).

The accounting convention adopted in the Statement of Accounts is principally historical cost, modified by the revaluation of certain categories of non-current assets and financial instruments. Preparer's materiality has been set at £2.650m and only accounting policies and disclosures that exceed this materiality level have been provided, with the exception of politically sensitive areas of the Statement of Accounts, such as Members Allowance (Note 23) and Officers Remuneration (Note 26).

### Going Concern

The accounts are prepared on a going concern basis; that is, on the assumption that the functions of the Council will continue in operational existence for the foreseeable future from the date that the accounts are authorised for issue.

As mentioned in the Narrative report (Section 7.2), the Covid-19 pandemic has had a negative financial impact on East Suffolk Council in 2020/21, and in particular the loss of income from sales, fees and charges. It is also likely to impact in future years as the economy recovers. The Medium-Term Financial Strategy shows that from 2021/22 there is an underlying budget gap in the medium term that needs to be addressed.

As at 31 March 2022, the Council had the following Earmarked Reserves available to largely enable it to absorb any shock to its income streams in the short to medium term:

- In Year Savings Reserve £3.572m
- Business Rates Equalisation Reserve £15.240m

However, a prolonged and sustained recession, combined with the need to close the already forecast budget gap over the MTFS period could put pressure on other earmarked reserves and Council projects and services.

The Housing Revenue Account (HRA) is generally less exposed to the financial impacts of the pandemic than the General Fund, although rent income will be affected to a degree.

The Council has considered the impacts of the Covid-19 pandemic on its financial position, liquidity and performance during 2021/22 and beyond including scenarios of:

- Reductions in income
- Increased expenditure
- Cashflow and liquidity
- General fund balances and reserves

The Council has also considered known and expected government funding and determined that it has sufficient liquidity from its ability to access short-term investments and sufficient general fund balances and reserves to continue to deliver services. As a result, the Council is satisfied that it can prepare its accounts on a going concern basis.

## Note 1 Accounting Policies (Continued)

The Council has also considered the impact as an event after the balance sheet date in Note 6 to the accounts.

### b) 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 sale of goods is recognised when the Council transfers the significant risks and rewards of ownership to the purchaser and it is probable that economic benefits or service potential associated with the transaction will flow to the Council.
- Revenue from the provision of services is recognised when the Council 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 Council.
- 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.
- Interest payable on borrowings and receivable on investments 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. Accrued interest is accounted for in the Balance Sheet as part of the carrying value of the financial instrument.
- 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 on 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.
- Where payments have been received in advance of obligations being performed, they have been recognised as a liability on the Balance Sheet.
- Works are charged as expenditure when they are completed before which they are carried as works in progress with inventories on the Balance Sheet.
- In calculating the accrual for major grant claims including Housing Benefit Subsidy, the sum receivable has been estimated using the latest information available from the Housing Benefit system.
- Where the Council is acting as an agent for another party (e.g., in the collection of non-domestic rates (NDR) and council tax), income and expenditure are recognised only to the extent that commission is receivable by the Council for the agency services rendered or the Council incurs expenses directly on its own behalf in rendering the services.

### c) Cash and Cash Equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in seven days or less from the date of acquisition and that are readily convertible to known amounts of cash without penalty and with insignificant risk of change in value. In the Cash Flow Statement, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the Council's cash management process. Prior Period Adjustments, Changes in Accounting Policies and Estimates and Errors. Prior period adjustments may arise due to a change in accounting policies or to correct a material error.

## Note 1 Accounting Policies (Continued)

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 Council'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.

### d) Charges to Revenue for Non-Current Assets

Services, support services and trading accounts are debited with the following amounts to record the cost of holding non-current assets during the year:

- depreciation attributable to the assets used by the relevant service;

- revaluation and impairment losses on assets used by the service where there are no accumulated gains in the Revaluation Reserve against which the losses can be written off; and
- amortisation of intangible assets attributable to the service.

The Council is not required to raise council tax to fund depreciation, revaluation and impairment losses or amortisation. However, it is required to make an annual contribution from revenue towards the reduction in its overall borrowing requirement equal to an amount calculated on a prudent basis determined by the Council in accordance with statutory guidance. Depreciation, revaluation and impairment losses and amortisation are therefore replaced by the contribution in the General Fund Balance (known as a Minimum Revenue Provision (MRP)), by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two.

### e) Employee Benefits

#### Benefits payable during employment

Short-term employee benefits are those that fall due to be settled wholly within 12 months of the year-end. They include such benefits as

wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits for current employees and are recognised as an expense for services in the year in which employees render service to the Council. An accrual is only made where the cost of untaken holiday entitlements and other leave carried forward into the next financial year is material. The accrual is made at the wage and salary rates applicable in the following accounting year, being the period in which the employee takes the benefit. The material accrual is charged to Surplus or Deficit on the Provision of Services, but then reversed out through the Movement in Reserves Statement so that holiday entitlements are charged to revenue in the financial year in which the holiday absence occurs.

#### Termination benefits

Termination benefits are amounts payable due to a decision by the Council to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy in exchange for those benefits. They are charged on an accruals basis to the appropriate service area or, where applicable to a corporate service area, at the earlier of when the Council can no longer withdraw the offer of those benefits or when the Council recognises costs for a restructuring.

## Note 1 Accounting Policies (Continued)

Where termination benefits involve the enhancement of pensions, statutory provisions require the General Fund Balance to be charged with the amount payable by the Council to the pension fund or pensioner in the year, not the amount calculated according to

the relevant accounting standards. In the Movement in Reserves Statement, appropriations are required to and from the Pensions Reserve to remove the notional debits and credits for pension enhancement termination benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end.

### Post-employment benefits

Employees of the Council are members of the Local Government Pension Scheme, administered by Suffolk County Council, to provide defined benefits to members (retirement lump sums and pensions), earned as employees worked for the Council.

The Local Government Pension Scheme is accounted for as a defined benefits scheme:

- The liabilities of the Suffolk County Council pension fund attributable to the

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

- Liabilities are discounted to their value at current prices. The discount rate employed for the 2020/21 accounts is 2.00% which is derived by reference to market yields on high quality corporate bonds at the reporting date using a corporate bond yield curve constructed based on the constituents of the iBoxx AA corporate bond index. The currency and term of the high-quality corporate bonds used to set the discount rate is consistent with the currency and term of the liabilities.
- The assets of the Suffolk County Council pension fund attributable to the Council are included in the Balance Sheet at their fair value:
  - quoted securities - current bid price;
  - unquoted securities - professional estimate;
  - unitised securities - current bid price; and
  - property - market value.

The change in the net pensions liability is analysed into the following components:

- Service cost comprising:
- current service cost - the increase in liabilities as a result of years of service earned this year - allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked;
- past service cost - the increase in liabilities as a result of a scheme amendment or curtailment whose effect relates to years of service earned in earlier years - debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Financial Services, Corporate Performance and Risk Management; and
- net interest on the net defined benefit liability, i.e. net interest expense for the Council – the change during the period in the net defined benefit liability that arises from the passage of time charged to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement – this is calculated by applying the discount rate used to measure the defined benefit obligation at the beginning of the



## Note 1 Accounting Policies (Continued)

period to the net defined benefit liability at the beginning of the period – taking into account any changes in the net defined benefit liability during the period as a result of contribution and benefit payments.

- Re-measurements comprising:
- the return on plan assets – excluding amounts included in net interest on the net defined benefit liability – charged to the Pensions Reserve as Other Comprehensive Income and Expenditure; and
- actuarial gains and losses - changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions - charged to the Pensions Reserve as Other Comprehensive Income and Expenditure.
- Contributions paid to the Suffolk County Council Pension Fund – cash paid as employer's contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

In relation to retirement benefits, statutory provisions require the General Fund Balance to be charged with the amount payable by the

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

### Discretionary benefits

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

### f) Events After the Reporting Period

Events after the reporting period are those events, both favourable and unfavourable, that

occur between the end of the reporting period and the date when the Statement of Accounts is authorised for issue. Two types of events can be identified:

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

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

### g) Financial Instruments

#### Financial liabilities

Financial liabilities are recognised on the Balance Sheet when the Council becomes party to the contractual provisions of a financial instrument and are initially measured at fair value and carried at their amortised cost.

## Note 1 Accounting Policies (Continued)

Annual charges to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest payable are based on the carrying amount of the liability, multiplied by the effective rate of interest for the instrument. The effective interest rate is the rate that exactly discounts estimated future cash payments over the life of the instrument to the amount at which it was originally recognised.

For most of the borrowings that the Council has, this means that the amount presented in the Balance Sheet is the outstanding principal repayable (plus accrued interest); and interest charged to the Comprehensive Income and Expenditure Statement is the amount payable for the year according to the loan agreement. Gains and losses on the repurchase or early settlement of borrowing are credited and debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement in the year of repurchase/settlement. However, where repurchase has taken place as part of a restructuring of the loan portfolio that involves the modification or exchange of existing instruments, the premium or discount is respectively deducted from or added to the

amortised cost of the new or modified loan and the write-down to the Comprehensive Income and Expenditure Statement is spread over the life of the loan by an adjustment to the effective interest rate.

Where premiums and discounts have been charged to the Comprehensive Income and Expenditure Statement, regulations allow the impact on the General Fund Balance to be spread over future years. The Council has a policy of spreading the gain or loss over the term that was remaining on the loan against which the premium was payable or discount receivable when it was repaid. The reconciliation of amounts charged to the Comprehensive Income and Expenditure Statement to the net charge required against the General Fund Balance is managed by a transfer to or from the Financial Instruments Adjustment Account in the Movement in Reserves Statement

### Financial assets

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

- amortised cost;
- fair value through profit or loss; and

- fair value through other comprehensive income.

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

### Financial Assets Measured at Amortised Cost

Financial assets measured at amortised cost are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value. They are subsequently measured at their amortised cost. Annual credits to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument. For most of the financial assets held by the Council, this means that the amount presented in the Balance Sheet is the outstanding principal receivable (plus accrued interest) and interest credited to the Comprehensive Income and Expenditure

## Note 1 Accounting Policies (Continued)

Statement is the amount receivable for the year in the loan agreement.

Any gains and losses that arise on the derecognition of an asset are credited or debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

### Expected Credit Loss Model

The Council recognises expected credit losses on all of its financial assets held at amortised cost, either on a 12-month or lifetime basis.

The expected credit loss model also applies to lease receivables and contract assets. Only lifetime losses are recognised for trade receivables (debtors) held by the authority. Impairment losses are calculated to reflect the expectation that the future cash flows might not take place because the borrower could default on their obligations. Credit risk plays a crucial part in assessing losses. Where risk has increased significantly since an instrument was initially recognised, losses are assessed on a lifetime basis. Where risk has not increased significantly or remains low, losses are assessed on the basis of 12-month expected losses.

### Financial Assets Measured at Fair Value through Profit or Loss

Financial assets that are measured at Fair Value through Profit or Loss are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured and carried at fair value. Fair value gains and losses are recognised as they arrive in the Surplus or Deficit on the Provision of Services.

The fair value measurements of the financial assets are based on the following techniques:

- instruments with quoted market prices – the market price
- other instruments with fixed and determinable payments – discounted cash flow analysis.

The inputs to the measurement techniques are categorised in accordance with the following three levels:

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

- Level 3 inputs – unobservable inputs for the asset.

Any gains and losses that arise on the derecognition of the asset are credited or debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

### h) Government Grants and Contributions

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

- the Council will comply with the conditions attached to the payments; and
- the grants or contributions will be received.

Amounts recognised as due to the Council are not credited to the Comprehensive Income and Expenditure Statement until conditions attached to the grant or contribution have been satisfied. Conditions are stipulations that specify that the future economic benefits or service potential embodied in the asset in the form of the grant or contribution are required to be consumed by the recipient as specified,

## Note 1 Accounting Policies (Continued)

or future economic benefit or service potential must be returned to the transferor.

Monies advanced as grants and contributions for which any conditions have not been satisfied are carried in the Balance Sheet as creditors. When conditions are satisfied, the grant or contribution is credited to the relevant service line (attributable revenue grants and contributions) or Taxation and Non-Specific Grant Income and Expenditure (non-ringfenced revenue grants and all capital grants) in the Comprehensive Income and Expenditure Statement. Where capital grants are credited to the Comprehensive Income and Expenditure Statement, they are reversed out of the General Fund Balance in the Movement in Reserves Statement. Where the grant has yet

to be used to finance capital expenditure, it is posted to the Capital Grants Unapplied Account. Where it has been applied, it is posted to the Capital Adjustment Account. Amounts in the Capital Grants Unapplied Account are transferred to the Capital Adjustment Account once they have been applied to fund capital expenditure.

### Community Infrastructure Levy

The Council has elected to charge a Community Infrastructure Levy (CIL). The levy will be charged on new builds (chargeable developments for the Council) with appropriate planning consent. The Council charges for and collects the levy, which is a planning charge. The income from the levy will be used to fund a number of infrastructure projects (these include transport, flood defences and schools) to support the development of the area. CIL is received without outstanding conditions; it is therefore recognised at the commencement date of the chargeable development in the Comprehensive Income and Expenditure Statement in accordance with the accounting policy for government grants and contributions set out above. CIL charges will be largely used to fund capital expenditure. However, a small proportion of the charges may be used to fund revenue expenditure.

### i) Interests in Companies and Other Entities

In May 2008, Waveney District Council signed an agreement with Norse Commercial Services Limited (NCS). A new company, Waveney Norse Limited was incorporated on 23 May 2008 and began trading on 1 July 2008. The Council transferred the responsibility for the delivery of the refuse, cleansing and maintenance services to Waveney Norse Limited. East Suffolk Council

has a 19.9% share in the Company. Profits and losses are shared 50%/50% with NCS.

On 1 April 2009, Suffolk Coastal District Council entered into a service contract with Suffolk Coastal Services Limited (now Suffolk Coastal Norse Limited) for the provision of a range of services including waste management and grounds and buildings maintenance. East Suffolk Council has 20% of the shares of Suffolk Coastal Norse which is a subsidiary of the Norse Group of companies which is itself a wholly owned subsidiary of Norfolk County Council. Profits and losses are shared 50%/50% with Suffolk Coastal Norse.

Following a review of the Group Accounting requirements in the 2018/19 Code of Practice on Local Authority Accounting (the Code), the councils' accounting relationships with both Waveney Norse Limited and Suffolk Coastal Norse Limited companies were determined to be Associates. In the Council's own single-entity accounts, the interests in Waveney Norse Limited and Suffolk Coastal Norse Limited are recorded as a financial asset at cost, less any provision for losses.

The Group Accounting information for Waveney Norse Limited and Suffolk Coastal Norse Limited is based on their financial results at their accounting date of 1 April 2021. Further detailed information regarding the agreement is set out in the Notes to the Core

## Note 1 Accounting Policies (Continued)

Financial Statements (Interests in Companies and Other Entities).

East Suffolk Holdings Limited is wholly owned by the Council and was incorporated on 24 October 2019. East Suffolk Holdings is the sole shareholder of East Suffolk Construction Services Limited, East Suffolk Property Developments Limited, and East Suffolk Property Investments Limited, all of which were incorporated on 26 November 2019. All of these companies have been dormant since this date, and it is intended to commence trading in 2021/22.

### j) Investment Properties

Investment properties are those that are used solely to earn rentals and/or for capital appreciation. The definition is not met if the property is used in any way to facilitate the delivery of services or production of goods or is held for sale.

Investment properties are measured initially at cost and subsequently at fair value, being the price that would be received to sell such an

asset in an orderly transaction between market participants at the measurement date. As a non-financial asset, investment properties are

measured at highest and best use. Properties are not depreciated but are revalued annually according to market conditions at the year-end. Gains and losses on revaluation are posted to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The same treatment is applied to gains and losses on disposal.

Rentals received in relation to investment properties are credited to the Financing and Investment Income line and result in a gain for the General Fund Balance. However, revaluation and disposal gains and losses are not permitted by statutory arrangements to have an impact on the General Fund Balance. The gains and losses are therefore reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account and (for any sale proceeds greater than £10,000) the Capital Receipts Reserve.

### k) 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. Arrangements that do not have the legal status of a lease but convey a right to use an asset in return for payment are accounted for under this policy where fulfilment of the arrangement is dependent on the use of specific assets.

### The Council as Lessee – Finance leases

Property, plant and equipment held under finance leases is recognised on the Balance Sheet at the commencement of the lease at its fair value measured at the lease's inception (or the present value of the minimum lease payments, if lower). The asset recognised is matched by a liability for the obligation to pay the lessor. Initial direct costs of the Council are added to the carrying amount of the asset. Premiums paid on entry into a lease are applied to writing down the lease liability. Contingent rents are charged as expenses in the years in which they are incurred.

Lease payments are apportioned between:

- a charge for the acquisition of the interest in the property, plant or equipment - applied to write down the lease liability; and
- a finance charge (debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement).



## Note 1 Accounting Policies (Continued)

Property, plant and equipment recognised under finance leases is accounted for using the policies applied generally to such assets, subject to depreciation being charged over the lease term if this is shorter than the asset's estimated useful life (where ownership of the asset does not transfer to the Council at the end of the lease period).

The Council is not required to raise council tax to cover depreciation or revaluation and impairment losses arising on leased assets. Instead, a prudent annual contribution is made from revenue funds towards the deemed capital investment in accordance with statutory requirements. Depreciation and revaluation and impairment losses are therefore substituted by a revenue contribution in the General Fund Balance, by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two.

### The Council as Lessor – Operating leases

Where the Council grants an operating lease over a property or an item of plant or equipment, the asset is retained in the Balance Sheet. Rental income is credited to the Other

Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Credits are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (e.g. there is a premium paid at the commencement of the lease). Initial direct costs incurred in negotiating and arranging the lease are added to the carrying amount of the relevant asset and charged as an expense over the lease term on the same basis as rental income.

### l) Overheads and Support Services

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

### m) Fair Value Measurement

The Council measures some of its non-financial assets such as surplus assets and investment properties and some of its financial instruments such as Public Work Loans Board borrowing 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 in an orderly transaction between market participants 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 Council 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 economic best interest.

When measuring the fair value of a non-financial asset, the Council 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. The Council uses valuation techniques that are appropriate in the circumstances and for which sufficient data is available, maximising the use of relevant observable inputs and minimising the use of unobservable inputs. Inputs to the valuation techniques in respect of assets and liabilities for which fair value is measured or disclosed in the Council's financial statements are categorised within the fair value hierarchy, as follows:

- Level 1 – quoted prices (unadjusted) in active markets for identical assets or



## Note 1 Accounting Policies (Continued)

liabilities that the Council can access at the measurement date;

- Level 2 – inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly; or
- Level 3 – unobservable inputs for the asset or liability.

### n) Property, Plant and Equipment

Assets that have physical substance and are held for use in the production or supply of goods or services, for rental to others, or for administrative purposes and that are expected to be used during more than one financial year are classified as property, plant and equipment.

#### Recognition

Expenditure on the acquisition, creation or enhancement of property, plant and equipment is capitalised on an accruals basis, provided that it is probable that the future economic benefits or service potential associated with the item will flow to the Council and the cost of the item can be measured reliably. Expenditure that maintains

but does not add to an asset's potential to deliver future economic benefits or service

potential (i.e. repairs and maintenance), and expenditure below a de-minimis level of

£10,000, is charged as an expense when it is incurred.

#### Measurement

Assets are initially measured at cost, comprising:

- the purchase price;
- any costs attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management; and
- the initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located.

The Council does not capitalise borrowing costs incurred whilst assets are under construction. The cost of assets acquired other than by purchase (for example exchange for non-monetary asset) is deemed to be its fair value, unless the acquisition does not have commercial substance (i.e. it will not lead to a variation in the cash flows of the Council). In the latter case, where an asset is acquired via an exchange, the cost of the acquisition is the carrying amount of the asset given up by the Council.

Assets are then carried in the Balance Sheet using the following measurement bases:

- infrastructure, community assets and assets under construction - depreciated historical cost;
- dwellings – current value, determined using the basis of existing use value for social housing (EUV-SH);
- surplus assets – the current value measurement base is fair value, estimated at highest and best use from a market participant's perspective; or
- all other assets – current value, determined as the amount that would be paid for the asset in its existing use (existing use value - EUV).

Where there is no market-based evidence of current value because of the specialist nature of an asset, depreciated replacement cost (DRC) is used as an estimate of current value. Where non-property assets have short useful lives or low values (or both), depreciated historical cost basis is used as a proxy for current value.

Assets included in the Balance Sheet at current value are revalued sufficiently regularly to ensure that their carrying amount is not materially different from their current value at the year-end, but as a minimum every five

## Note 1 Accounting Policies (Continued)

years. The effective date of revaluation of those assets revalued in 2020/21 is:

- 31 December 2020 for assets measured at current value;
- 31 December 2020 for assets measured at fair value and those assets at risk of material movements in their valuation during the year; and
- 31 March 2021 for assets measured at social housing discount.

Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Exceptionally, gains might be credited to the Surplus or Deficit on the Provision of Services where they arise from the reversal of a revaluation or impairment loss previously charged to a service. Where decreases in value are identified, the revaluation loss is accounted for as follows:

- 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 or insufficient balance in the Revaluation Reserve, the carrying

amount of the asset is written down against the relevant service line(s) in

the Comprehensive Income and Expenditure Statement for the amount not covered by any Revaluation Reserve balance for that asset.

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

### Impairment

Assets are assessed at each year-end as to whether there is any indication that an asset may be impaired. Where indications exist and any possible differences are estimated to be material, the recoverable amount of the asset is estimated and, where this is less than the carrying amount of the asset, an impairment loss is recognised for the shortfall. Where impairment losses are identified they are accounted for as follows:

- 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 or insufficient balance in the Revaluation Reserve, the carrying amount of the asset is written down against the relevant service line(s) in the Comprehensive Income and Expenditure Statement for the amount not covered by any Revaluation Reserve balance for that asset.

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.

### Depreciation

Depreciation is provided for on all property, plant and equipment assets by the systematic allocation of their depreciable amounts over their useful lives. An exception is made for assets without a determinable finite useful life (i.e. freehold land and certain community assets) and assets that are not yet available for use (i.e. assets under construction). Depreciation is calculated on the following bases:

## Note 1 Accounting Policies (Continued)

- dwellings and other buildings - straight-line allocation over the useful life of the property as estimated by the valuer;
- vehicles, plant, furniture and equipment - straight line allocation over the useful life of the asset, as advised by a suitably qualified officer; or
- infrastructure - straight-line allocation over 40 to 60 years.

Where an item of property, plant and equipment asset has major components whose cost is significant in relation to the total cost of the item, and whose life is materially different to that of the main asset, the components are depreciated separately. This will generally apply where the cost of the potential component exceeds 25% of the total cost of the asset, and where the life of that component is less than 50% of the expected life of the main asset. Below those de minimis levels, it is unlikely that a failure to account separately for components would have a material impact on depreciation charges, using the Council's capital expenditure de minimis level of £10,000 as a guide for material impact.

Revaluation gains are also depreciated, with an amount equal to the difference between current value depreciation charged on assets and the depreciation that would have been

chargeable based on their historical cost being transferred each year from the Revaluation Reserve to the Capital Adjustment Account. Disposals and non-current assets held for sale

When it becomes probable that the carrying amount of an asset will be recovered principally through a sale transaction rather than through its continuing use, it is reclassified as an asset held for sale. Irrespective of the timing of any decision an asset is surplus; the accounting treatment will apply from 1 April in that year. The asset is revalued immediately

before reclassification and then carried at the lower of this amount and fair value less costs to sell. Where there is a subsequent decrease to fair value less costs to sell, the loss is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Gains in fair value are recognised only up to the amount of any previously recognised losses in the Surplus or Deficit on Provision of Services. Depreciation is not charged on assets held for sale.

If assets no longer meet the criteria to be classified as assets held for sale, they are reclassified back to non-current assets and valued at the lower of their carrying amount before they were classified as held for sale; adjusted for depreciation, amortisation or revaluations that would have been recognised

had they not been classified as held for sale, and their recoverable amount at the date of the decision to sell.

### **Assets that are to be abandoned or scrapped are not reclassified as assets held for sale**

When an asset is disposed of or decommissioned, the carrying amount of the asset in the Balance Sheet (whether property, plant and equipment or assets held for sale) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. Receipts from disposals (if any) are credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal). Any revaluation gains accumulated for the asset in the Revaluation Reserve are transferred to the Capital Adjustment Account.

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts. A proportion of receipts relating to housing disposals are payable to the Government. The balance of receipts is required to be credited to the Capital Receipts Reserve, and can then only be used for new capital investment or set aside to reduce the Council's underlying need to borrow (the Capital Financing Requirement).

## Note 1 Accounting Policies (Continued)

Receipts are appropriated to the Reserve from the General Fund Balance in the Movement in Reserves Statement.

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

### o) Provisions, Contingent Liabilities and Contingent Assets

#### Provisions

Provisions are made where an event has taken place that gives the Council a legal or constructive obligation that probably requires settlement by transfer of economic benefits or service potential, and a reliable estimate can be made of the amount of the obligation. For instance, the Council may be involved in a court case that could eventually result in the making of a settlement or the payment of compensation.

Provisions are charged as an expense to the appropriate service line in the Comprehensive

Income and Expenditure Statement in the year that the Council becomes aware of the obligation, and are measured at the best estimate at the balance sheet date of the expenditure required to settle the obligation, taking into account relevant risks and uncertainties. Where the obligation is expected to be settled within 12 months of the Balance

Sheet date the provision is recognised as a Current Liability in the Balance Sheet. Other provisions are recognised as Long-Term Liabilities.

When payments are eventually made, they are charged to the provision carried in the Balance Sheet. Estimated settlements are reviewed at the end of each financial year - where it

becomes less than probable that a transfer of economic benefits will now be required (or a lower settlement than anticipated is made), the provision is reversed and credited back to the relevant service.

Where some or all of the payment required to settle a provision is expected to be recovered from another party (e.g. from an insurance claim), this is only recognised as income for the relevant service if it is virtually certain that reimbursement will be received if the Council settles the obligation.

The Council makes specific provision in the Collection Fund for doubtful debts in relation to receipt of council tax and business rates, and in the Comprehensive Income and Expenditure Statement for doubtful debts in relation to other service debtors. These provisions are based on the age profile of the debts outstanding at the end of the financial year, reflecting historical collection patterns, and are included in the Balance Sheet as an adjustment to Debtors.

#### Contingent liabilities

A contingent liability arises where an event has taken place that gives the Council 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 Council. Contingent liabilities also arise in circumstances where a provision would otherwise be made but either it is not probable that an outflow of resources will be required, or the amount of the obligation cannot be measured reliably. Contingent liabilities are not recognised in the Balance Sheet but disclosed in a note to the accounts.

#### Contingent assets

A contingent asset arises where an event has taken place that gives the Council a possible asset whose existence will only be confirmed

## Note 1 Accounting Policies (Continued)

by the occurrence or otherwise of uncertain future events not wholly within the control of the Council. 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.

### p) Reserves

The Council sets aside specific amounts as reserves for future policy purposes or to cover contingencies. Reserves are created by appropriating amounts out of the General Fund Balance or Housing Revenue Account in the Movement in Reserves Statement. When expenditure to be financed from a reserve, it is charged to the appropriate service in that year to score against the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement. The reserve is then appropriated back into the General Fund Balance or Housing Revenue Account in the Movement in Reserves Statement so that there is no net charge against council tax for the expenditure. Certain reserves are kept in relation to non-current assets, financial instruments, retirement and employee benefits and therefore do not represent usable resources

for the Council - these Unusable Reserves are explained elsewhere in the relevant accounting policies.

### q) Council Tax and Non-Domestic Rates

Billing authorities act as agents, collecting council tax and non-domestic rates (NDR) on behalf of the major preceptors (including government for NDR) and, as principals, collecting council tax and NDR for themselves. Billing authorities are required by statute to maintain a separate fund (i.e. the Collection Fund) for the collection and distribution of amounts due in respect of council tax and NDR. Under the legislative framework for the Collection Fund, billing authorities, major preceptors and central government share proportionately the risks and rewards that the amount of council tax and NDR collected could be less or more than predicted.

#### Accounting for council tax and NDR

The council tax and NDR income included in the Comprehensive Income and Expenditure Statement is the authority's share of accrued income for the year. However, regulations determine the amount of council tax and NDR that must be included in the Council's General Fund. Therefore, the difference between the

income included in the Comprehensive Income and Expenditure Statement and the amount required by regulation to be credited to the General Fund is taken to the Collection Fund Adjustment Account and included as a reconciling item in the Movement in Reserves Statement.

The Balance Sheet includes the Council's share of the end of year balances in respect of council tax and NDR relating to arrears, impairment allowances for doubtful debts, overpayments and prepayments and appeals.

Where debtor balances for the above are identified as impaired because of a likelihood arising from a past event that payments due under the statutory arrangements will not be made (fixed or determinable payments), the asset is written down and a charge made to the Collection Fund. The impairment loss is measured as the difference between the carrying amount and the revised future cash flows.

### r) 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.

## 2. Accounting Standards that have been issued but not yet been 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. At the balance sheet date, the following new standards and amendments to existing standards have been published but not yet adopted by the Code:

- IFRS 16 Leases will require local authorities that are lessees to recognise most leases on their balance sheets as right-of-use assets with corresponding lease liabilities (there is recognition for low-value and short-term leases). CIPFA/LASAAC have deferred implementation of IFRS16 for local government to 1 April 2022 in light of Covid-19 pressures.
- Definition of a Business: Amendments to IFRS 3 Business Combinations will clarify the definition of a business, with the aim of helping entities to determine whether a transaction should be accounted for as an asset acquisition or a business combination. This will take effect for asset acquisitions after 1<sup>st</sup> April 2021. This is likely to have minimal or no impact on East Suffolk Council.
- Interest Rate Benchmark Reform: Amendments to IFRS 9, IAS 39 and IFRS 7, and Phase 2: Amendments to IFRS 9, IAS 39, IFRS 7, IFRS 4 and IFRS 16, will provide certain reliefs in connection with interest rate benchmark reform and will be included within the 2021/22 CIPFA Code. The changes are not expected to have a material impact on the Council's single entity statements or group statements.

## 3. Critical judgements in applying accounting policies

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

- The Council has examined its leases and classified them as either operational or finance leases. In some cases, the lease transaction is not always conclusive, and the Council uses judgement in determining whether the lease is a finance lease arrangement that transfers substantially all the risks and rewards incidental to ownership. In reassessing the lease, the Council has estimated the implied interest rate within the lease to calculate interest and principal payments.
- Suffolk Coastal Norse Limited and Waveney Norse Limited are recognised as Associates in the Council's financial statements and Group Accounts have been prepared in 2020/21. The Council's arrangement for leisure services provision with Sentinel Leisure Trust which commenced in 2011/12 and which was terminated in 2020/21 has been assessed as not requiring Group Accounting, following a review against the guidance in the Code. East Suffolk Holdings Limited is wholly owned by the Council and was incorporated on 24 October 2019. East Suffolk Holdings is the sole shareholder of East Suffolk Construction Services Limited, East Suffolk Property Developments Limited, and East Suffolk Property Investments Limited, all of which were incorporated on 26 November 2019. All these companies were dormant in 2020/21 and are intended to commence trading in 2021/22. Consequently, these companies have been assessed as not requiring Group Accounting in 2020/21. The position will be reviewed annually and other areas potentially requiring Group Accounts will be kept under review.



### Note 3 Critical judgements in applying accounting policies (Continued)

- The nature of the accounting treatment in respect of the use of the Council's assets by Waveney Norse Limited has not been considered an embedded lease under IFRIC 4 as the Council retains ultimate control over those assets.
- Any potential legal claims by or against the Council are not adjusted in the accounts but are disclosed as part of Contingent Liabilities or Assets as required under the CIPFA Code.
- As part of the National Non-Domestic Rates (NNDR1) return in January 2020, the Council had to estimate the business rates income expected to be received in 2020/21 based on several assumptions. The most significant assumption was in relation to the provision for appeals. There are two separate provisions, one relating to the 2010 Valuation list and the other to the 2017 Valuation list. The 2010 provision was based on Government guidance and trend analysis in respect of appeals that had been lodged with the Valuation Office, backdated to 1 April 2010 where an appeal was lodged before 31 March 2015 or backdated to 1 April 2015 where the appeal was lodged after this date but before 31 March 2017. The relevant percentage used because of this was 4.04%.
- The 2017 Valuation list provision methodology has been amended with effect from the 2018/19 NNDR3 year-end return. With the new check, challenge, appeal process, there has been a significant reduction in appeals in respect of bills issued since 2017/18. As well as provision for actual challenges lodged based on the proposed reductions, a provision of 2.7% has been calculated for the two large hereditaments within the Council's valuation list and then for the remaining liabilities, this has been based on all remaining unchallenged assessments. Provision has been calculated by taking the rateable value of the unchallenged assessments, multiplying this by the business rates multiplier to get the income due, applying the 2.7% trend analysis referred to above and then finally taking 8.78% of the value as the provision based on the number of challenges lodged to date. This percentage has reduced from 25% in 2019/20 as once Covid Material Change in Circumstances (MCC) appeals were excluded the volume of appeals relating to the 2017 valuation list is less than originally expected. The government has stated that Covid MMC appeals will not be allowed and will compensate businesses through a business rate relief scheme instead.

## 4. Assumptions made about the future and other major sources of estimation uncertainty

The preparation of Statement of Accounts requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for the income and expenditure during the year. However, the nature of estimation means that actual outcomes could differ from those estimates. The key judgements and estimation uncertainty that have a significant risk of causing material adjustment to the carrying amounts of assets and liabilities within the next financial year are:

Item	Uncertainties	Effect if Actual Results Differ from Assumptions
Property, plant & equipment	<p>Assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance that will be incurred in relation to individual assets.</p> <p>Uncertainty regarding public finances and local government finance makes it uncertain that the Council will be able to sustain its current spending on repairs and maintenance, potentially bringing into doubt the useful lives assigned to assets.</p>	<p>If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets falls.</p> <p>It is estimated that the annual depreciation charge for buildings would increase by £615k for non-housing properties and £76k for council dwellings for every year that useful lives had to be reduced. Whilst this risk is inherent in the valuation process, any change to the useful lives of assets and the subsequent depreciation charge will not impact on the Council's usable reserve balances, as depreciation charges do not fall on the taxpayer and are removed in the Movement in Reserves Statement.</p>
Pension's liability	<p>Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Council with expert advice about the assumptions to be applied.</p>	<p>Whilst the effects on the net pension's liability of changes in individual assumptions can be measured, they are complex and inter-related. Any change in estimates can have a material impact on the Council's Accounts. It is important to note, however, that the impact of pension costs is protected in the short to medium term under national pension arrangements.</p>
Arrears and Provisions for Doubtful Debts	<p>In the light of the economic impacts of the Covid-19 pandemic on business and household finances, the impairment allowances for doubtful debts have been reviewed. Provisions for doubtful debts have been increased in respect of council tax, business rates; housing benefit overpayments; and sundry debtors.</p>	<p>If collection rates were to deteriorate an increase in the amount of the impairment of the doubtful debts would be required. If necessary, such a sum could be met from reserves and balances in the short term. Monitoring of the Council's debt will be intensified in the light of the Covid-19 pandemic.</p>

Note 4 Assumptions made about the future and other major sources of estimation uncertainty (Continued)

Item	Uncertainties	Effect if Actual Results Differ from Assumptions
Housing benefit subsidy	<p>In preparing the accounts for the year the Council has submitted a grant claim to the Department for Work and Pensions in relation to Housing Benefit paid in the year to the value of £36.5 million. The grant claim is subject to detailed audit and the accounts have been prepared on the basis that all entries on the claim have been correctly stated.</p>	<p>If the auditor identifies errors or system weakness within the grant claim there is a risk the grant income shown within the accounts is overstated. If this were to be the case, any shortfall would reduce the General Fund balance.</p>
Business rates appeals	<p>Under the Business Rates Retention scheme, which came into operation in April 2013, the Council as Billing Authority collects all Non-Domestic Rates from local business and distributes these to Central Government (50%), Suffolk County Council (10%) and Suffolk Coastal District Council (40%).</p> <p>Changes have been made by the Government in several areas since the introduction of the system, such as the imposition of a time limit for backdating appeals and the capping of year-on-year increases in rates bills. In general, the Council assumes that there will be no further significant in-year changes and fundamental changes to the system in the medium term.</p> <p>The Council must make assumptions in the returns to Government required under the system. These include estimates of growth or contraction in the rates base; the value of outstanding appeals; the value of reliefs to be awarded; and the value of doubtful debts. Methodologies for the estimation of these variables have been continually refined since April 2013.</p>	<p>If there are in-year changes to the system and there are actual variances from the assumptions on key variables included in Government returns, these will be reflected in changes in the Collection Fund surpluses or deficits attributable to Central Government, Suffolk County Council and East Suffolk Council in future years based on their distribution proportions.</p>

Note 4 Assumptions made about the future and other major sources of estimation uncertainty (Continued)

Item	Uncertainties	Effect if Actual Results Differ from Assumptions
Fair value measurements	<p>When the fair values of financial assets and financial liabilities cannot be measured based on quoted prices in active markets (i.e. Level 1 inputs), their fair value is measured using valuation techniques (e.g. quoted prices for <i>similar</i> assets or liabilities in active markets or the discounted cash flow (DCF) model).</p> <p>Where possible, the inputs to these valuation techniques are based on observable data, but where this is not possible judgement is required in establishing fair values. These judgements typically include considerations such as uncertainty and risk.</p> <p>However, changes in the assumptions used could affect the fair value of the Council's assets and liabilities.</p> <p>Where Level 1 inputs are not available, the Council employs relevant experts to identify the most appropriate valuation techniques to determine fair value (for example for investment properties, the Council's chief valuation officer and external valuer).</p> <p>Information about the valuation techniques and inputs used in determining the fair value of the authority's assets and liabilities is disclosed in notes 14 and 15 below.</p>	The fair value for all surplus assets has been based on the market approach using current market conditions and recent sales prices and other relevant information for similar assets in the authority's area.
Covid-19 Pandemic	Assumptions in the MTFS based on the current assessment of the Covid-19 pandemic and economic impact.	This could have potential further adverse or positive impact on the Councils income streams depending on how the economy recovers.

## 5. Comprehensive Income & Expenditure Statement: Material items of income and expenditure

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

For 2020/21, there is one item to disclose:

### Active Suffolk

The Council is the lead authority hosting Active Suffolk – The County Sports Partnership for Suffolk. As Active Suffolk is not a legal entity, all income and expenditure goes through the Statement of Accounts for the Council but is identifiable within its own department codes. Active Suffolk has its own independent Board made up of 12 individuals who shall direct the affairs of Active Suffolk (previously named Suffolk Sport) in accordance with its objectives and Rules. It will be responsible for maintaining the focus of Active Suffolk and driving the business forward. Active Suffolk is funded through grant funding provided by Sports England and contributions from each of the Suffolk Local Authorities. The Council does not make any decisions on how this funding is spent; it is the responsibility of the Active Suffolk Board. The Income and Expenditure in relation to Active Suffolk is as follows:

<b>Active Suffolk</b>	<b>2020/21</b>	<b>2019/20</b>
	<b>£,000</b>	<b>£,000</b>
<b>Income:</b>		
Educational Courses	(4)	(24)
Leisure Activity Fees	(4)	(34)
Contributions from Local Authorities	(100)	(125)
Contributions from NHS	(6)	(15)
Contributions from other entities	(813)	(843)
	<b>(927)</b>	<b>(1,041)</b>
<b>Expenditure:</b>		
Employee expenses	803	725
Transport costs	-	4
Supplies and services	84	152
Grants and subscriptions	116	56
	<b>1,003</b>	<b>937</b>
<b>(Surplus) transferred to earmarked reserves</b>	<b>76</b>	<b>(104)</b>

## 6. Events after the Balance Sheet date

The Statement of Accounts was authorised for issue by the Chief Finance Officer on 28 June 2021. 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. Where events taking place before this date did not relate to conditions at the Balance Sheet date but provided information that is relevant to an understanding of the Council's financial position, these events are disclosed as part of this note. There are four non-adjusted Post Balance Sheet Events to disclose as follows:

### **Covid-19 Impacts**

Since the removal of all Covid restrictions in England on 19 July 2021, Covid has continued to make an impact. At the end of November another variant, Omicron, was discovered and has since then become the dominant variant in the UK. A booster vaccination programme was quickly established; however, impacts have still been felt with Covid cases rising rapidly again. Self-Isolation payments have continued with £658,000 paid out from April 2021 to the end of January 2022. The Council also received in January 2022, a further £6.939m in business grant funding to be paid out by the end of March 2022.

### **Suffolk Coastal Norse Limited and Waveney Norse Limited**

In December 2021, the Council gave notice to Norse Commercial Services Limited that it intends to terminate the joint venture arrangements for provision of services through Suffolk Coastal Norse Limited and Waveney Norse Limited with effect from July 2023. The council intends to establish a local authority trading company for the provision of these services.

### **Freeport East**

In December 2021 Freeport East was legally designated a Freeport under the Designation of Freeport Tax Sites (Freeport East) Regulations 2021. Freeport East includes Tax Sites at Felixstowe (East Suffolk Council), Harwich (Tendring District Council), and Gateway 14 (Mid Suffolk District Council). East Suffolk Council is the accountable body for Freeport East, which will entail the receipt and distribution of significant amounts of Government seed funding and retained rates income.

### **Energy Rebate**

In February 2022 HM Treasury announced all households in Council Tax Bands A-D will receive £150 rebate as a one-off payment paid by Local Authorities from April 2022. The Council will receive grant funding in March 2022 to cover the payments. In addition, there is a discretionary fund to provide support to vulnerable people and individuals on low incomes that do not pay council tax or pay council tax for properties in Bands E-H. This will again be covered by grant funding received in March 2022.



## 7. Expenditure and Funding Analysis

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

Net Expenditure in the Comprehensive Income & Expenditure Statement £'000	2020/21 (Note 9)				Net Expenditure Chargeable to GF & HRA Balances £'000	**See Note 33 for details of the restatement	Net Expenditure in the Comprehensive Income & Expenditure £'000	2019/20 (Restated**) (Note 9)				Net Expenditure Chargeable to GF & HRA Balances £'000
	Adjustments between the Funding & Accounting Basis							Adjustments between the Funding & Accounting Basis				
	Capital £'000	s £'000	Other £'000	Total Adj £'000				Capital £'000	Pensions £'000	Other £'000	Total Adj £'000	
(1,746)	-	(7)	(7)	(1,753)	Communities	2,054	-	174	174	2,228		
1,543	-	(9)	(9)	1,534	Customer Services	1,901	(1)	266	265	2,166		
786	(50)	(6)	(56)	730	Economic Development and Regeneration	1,414	(34)	185	151	1,565		
729	(76)	(27)	(103)	626	Environmental Services and Port Health	483	(26)	672	646	1,129		
268	(10)	1,540	1,530	1,798	Financial Services, Corporate Performance and Risk Management	1,561	(245)	3,294	3,049	4,610		
19	1,495	(11)	1,484	1,503	Housing Operations and Landlord Services	74	1,273	237	1,510	1,584		
(8,657)	1,582	(33)	1,549	(7,108)	Housing Revenue Account	(9,127)	2,973	882	3,855	(5,272)		
2,738	(256)	(9)	(265)	2,473	ICT Services	2,782	(301)	205	(96)	2,686		
391	-	(3)	(3)	388	Internal Audit	409	-	75	75	484		
1,974	(3)	(7)	(10)	1,964	Legal and Democratic Services	2,393	(3)	171	168	2,561		
23,239	(9,156)	(9)	(9,165)	14,074	Operations	19,703	(8,214)	218	(7,996)	11,707		
5,424	(4,089)	(25)	(4,114)	1,310	Planning and Coastal Management	5,088	(2,731)	665	(2,066)	3,022		
857	-	(17)	(17)	840	Revenue and Benefits	2,241	-	457	457	2,698		
3,016	-	(16)	(16)	3,000	Senior and Corporate Management	3,109	-	394	394	3,503		
<b>30,581</b>	<b>(10,563)</b>	<b>1,361</b>	<b>-</b>	<b>(9,202)</b>	<b>21,379</b>	<b>Cost of Services</b>	<b>34,085</b>	<b>(7,309)</b>	<b>7,895</b>	<b>-</b>	<b>586</b>	<b>34,671</b>
7,866	(963)	-	-	(963)	6,903	Other Operating Expenditure	6,086	727	-	-	727	6,813
3,792	5,366	(1,200)	281	4,447	8,239	Financing and Investment Income and Expenditure	4,731	3,797	(13,089)	(1,708)	(11,000)	(6,269)
(58,764)	11,703	-	(20,276)	(8,573)	(67,337)	Taxation and Non-Specific Grant Income	(52,971)	12,278	-	1,787	14,065	(38,906)
<b>(16,525)</b>	<b>5,543</b>	<b>161</b>	<b>(19,995)</b>	<b>(14,291)</b>	<b>(30,816)</b>	<b>(Surplus) or Deficit on Provision of Services</b>	<b>(8,069)</b>	<b>9,493</b>	<b>(5,194)</b>	<b>79</b>	<b>4,378</b>	<b>(3,691)</b>
					(70,706)	Opening General Fund and HRA Balance						(67,015)
					(30,816)	Less/Plus Surplus of (Deficit) on General Fund and HRA Balance in Year						(3,691)
					<b>(101,522)</b>	Closing General Fund and HRA Balance at 31 March*						<b>(70,706)</b>

\* For a split of this balance between the General Fund and the HRA - see Movement in Reserves Statement

## Note 7 Expenditure and Funding Analysis (Continued)

The following paragraphs explain the adjustments made to the Comprehensive Income and Expenditure Statement to arrive at the Expenditure and Funding Analysis Note:

### Adjustments for capital purposes

This column adds in depreciation and impairment and revaluation gains and losses in the services line, and for Other operating expenditure and adjusts for capital disposals with a transfer of income on disposal of assets and the amounts written off for those assets. For financing and investment income and expenditure, the statutory charges for capital financing i.e. Minimum Revenue Provision and other revenue contributions are deducted from other income and expenditure as these are not chargeable under generally accepted accounting practices. Within taxation and non-specific grant income and expenditure capital grants are adjusted for income not chargeable under generally accepted accounting practices. Revenue grants are adjusted from those receivable in the year to those receivable without conditions or for which conditions were satisfied throughout the year. The Taxation and Non-Specific Grant Income and Expenditure line is credited with capital grants receivable in the year without conditions or for which conditions were satisfied in the year.

### Net change for the pension's adjustments

Net change for the removal of pension contributions and the addition of IAS 19 Employee Benefits pension related expenditure and income. For services this represents the removal of the employer pension contributions made by the authority as allowed by statute and the replacement with current service costs and past service costs. For Financing and investment income and expenditure the net interest on the defined benefit liability is charged to the CIES.

### Other Differences

This includes other differences between amounts debited/credited to the Comprehensive Income and Expenditure Statement and amounts payable/receivable to be recognised under statute. For Financing and investment income and expenditure the other differences column recognises adjustments to the General Fund for the timing differences for premiums and discounts. The charge under Taxation and non-specific grant income and expenditure represents the difference between what is chargeable under statutory regulations for council tax and NDR that was projected to be received at the start of the year and the income recognised under generally accepted accounting practices in the Code. This is a timing difference as any difference will be brought forward in future Surpluses or Deficits on the Collection Fund.

## 8. Expenditure and Income analysed by nature

The Councils Expenditure and Income is analysed by type in the table below:

	2020/21 £'000	2019/20 £'000
<b>Expenditure</b>		
Employee benefits expenses	32,564	33,218
Other service expenses	103,201	89,935
Derecognition, amortisation, impairment	13,055	9,813
Interest payments	4,178	5,022
Net (gains)/losses on financial assets at fair value through profit and loss	(281)	1,164
Impairment Losses including Reversals of Impairment Losses or Impairment Gains	304	323
Precepts and levies	6,633	6,302
Payments to Government in respect of the Housing Capital Receipts Pool	288	430
Business rates tariff payment and levy	27,640	27,250
Gain or loss on the disposal of assets	945	(646)
<b>Total expenditure</b>	<b>188,527</b>	<b>172,811</b>
<b>Income</b>		
Fees, Charges and other service income	(117,899)	(99,311)
Interest and investment income	(1,151)	(1,760)
Income from council tax, non-domestic rates, district rate income	(48,076)	(60,093)
Government grants and contributions	(38,327)	(20,129)
<b>Total income</b>	<b>(205,453)</b>	<b>(181,293)</b>
<b>Surplus or deficit on the provision of services</b>	<b>(16,926)</b>	<b>(8,482)</b>

## 9. Adjustments between accounting basis and funding basis under regulation

This note details the adjustments that are made to the total comprehensive income and expenditure recognised by the Council in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Council to meet future capital and revenue expenditure. The following sets out a description of the reserves that the adjustments are made against:

### General Fund Balance

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

### Housing Revenue Account Balance

The Housing Revenue Account Balance reflects the statutory obligation to maintain a revenue account for local authority council housing provision in accordance with Part VI of the Local Government and Housing Act 1989. It contains the balance of income and expenditure as defined by the 1989 Act that is available to fund future expenditure in connection with the Council's landlord function or (where in deficit) that is required to be recovered from tenants in future years.

### Major Repairs Reserve

The Council is required to maintain the Major Repairs Reserve, which controls an element of the capital resources limited to being used on capital expenditure on HRA assets or the financing of historical capital expenditure by the HRA. The balance shows the capital resources that have yet to be applied at the year-end.

### Capital Receipts Reserve

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

### Capital Grants Unapplied Account

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

Note 9 Adjustments between accounting basis and funding basis under regulation (Continued)

2020/21	Usable Reserves						Movement in Unusable Reserves
	General Fund Balance £'000	Housing Revenue Account £'000	Major Repairs Reserve £'000	Capital Receipts Reserve £'000	Capital Grants Unapplied Account £'000	Total Usable Reserves £'000	
<b>Adjustments Involving the Capital Adjustment Account:</b>							
<u>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</u>							
- Charges for depreciation and impairment of non current assets	(5,111)	-	(3,423)	-	-	(8,534)	8,534
- Revaluation losses on Property, Plant and Equipment	(4,911)	1,584	-	-	-	(3,327)	3,327
- Movements in the market value of Investment Properties	(1,106)	-	-	-	-	(1,106)	1,106
- Amortisation of intangible assets	(71)	-	(17)	-	-	(88)	88
Finance Lease capital payments	-	-	-	-	-	-	-
Expenditure capitalised under Approvals:							
- Capital grants and contributions that have been applied to capital financing	376	446	-	-	-	822	(822)
- Revenue expenditure funded from capital under statute	(3,785)	-	-	-	-	(3,785)	3,785
- Revenue expenditure funded from community infrastructure levies	(607)	-	-	-	-	(607)	607
- Revenue expenditure funded from section 106 receipts	(274)	-	-	-	-	(274)	274
- 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	(1,481)	(1,083)	-	-	-	(2,564)	2,564
<u>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</u>							
- Statutory provision for the financing of capital investment	820	-	-	-	-	820	(820)
- Capital expenditure charged against the General Fund and HRA balances	4,760	1,159	-	-	-	5,919	(5,919)
<b>Adjustment involving the Capital Grants Unapplied Account:</b>							
- Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement	13,284	207	-	-	(13,491)	-	-
- Application of grants to capital financing transferred to the Capital Adjustment Account	-	-	-	-	7,816	7,816	(7,816)

Note 9 Adjustments between accounting basis and funding basis under regulation (Continued)

2020/21	Usable Reserves						Movement in Unusable Reserves
	General Fund Balance £'000	Housing Revenue Account £'000	Major Repairs Reserve £'000	Capital Receipts Reserve £'000	Capital Grants Unapplied Account £'000	Total Usable Reserves £'000	
<b>Adjustments involving the Capital Receipts Reserve:</b>							
- Transfer of sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	58	1,545	-	(1,603)	-	-	-
- Use of the Capital Receipts Reserve to finance new capital expenditure	-	-	-	1,180	-	<b>1,180</b>	(1,180)
- Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts	(287)	-	-	287	-	-	-
<b>Adjustments involving the Major Repairs Reserve</b>							
Use of the Major Repairs Reserve to fund new capital expenditure	-	-	1,798	-	-	<b>1,798</b>	(1,798)
<b>Adjustments involving the Financial Instruments Adjustment Account:</b>							
- Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	21	-	-	-	-	<b>21</b>	(21)
<b>Adjustments involving the Pooled Investments Adjustment Account:</b>							
- Amount by which Financial Instruments held under Fair Value through Profit and Loss are subject to MHCLG statutory over-ride Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	281	-	-	-	-	<b>281</b>	(281)
<b>Adjustments involving the Pensions Reserve:</b>							
- Reversal of items relating to post employment benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	(7,616)	(1,423)	-	-	-	<b>(9,039)</b>	9,039
- Employer's pensions contributions and direct payments to pensioners payable in the year	7,810	1,390	-	-	-	<b>9,200</b>	(9,200)
<b>Adjustments involving the Collection Fund Adjustment Account:</b>							
- Amount by which council tax and non-domestic rates income credited to the Comprehensive Income and Expenditure Statement is different from council tax and non-domestic rates income calculated for the year in accordance with statutory requirements.	(20,277)	-	-	-	-	<b>(20,277)</b>	20,277
<b>Total Adjustments</b>	<b>(18,116)</b>	<b>3,825</b>	<b>(1,642)</b>	<b>(136)</b>	<b>(5,675)</b>	<b>(21,744)</b>	<b>21,744</b>



Note 9 Adjustments between accounting basis and funding basis under regulation (Continued)

2019/20	Usable Reserves						Movement in Unusable Reserves £'000
	General Fund Balance £'000	Housing Revenue Account £'000	Major Repairs Reserve £'000	Capital Receipts Reserve £'000	Capital Grants Unapplied Account £'000	Total Usable Reserves £'000	
<b>Adjustments Involving the Capital Adjustment Account:</b>							
<u>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</u>							
- Charges for depreciation and impairment of non current assets	(5,300)	-	(3,308)	-	-	(8,608)	8,608
- Revaluation losses on Property, Plant and Equipment	(4,013)	2,973	-	-	-	(1,040)	1,040
- Movements in the market value of Investment Properties	18	-	-	-	-	18	(18)
- Amortisation of intangible assets	(160)	-	(23)	-	-	(183)	183
Expenditure capitalised under Approvals:							
- Capital grants and contributions that have been applied to capital financing	663	-	-	-	-	663	(663)
- Revenue expenditure funded from capital under statute	(2,419)	-	-	-	-	(2,419)	2,419
- Revenue expenditure funded from community infrastructure levies	(504)	-	-	-	-	(504)	504
- Revenue expenditure funded from section 106 receipts	(218)	-	-	-	-	(218)	218
- 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	(81)	(1,500)	-	-	-	(1,581)	1,581
<u>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</u>							
- Statutory provision for the financing of capital investment	815	-	-	-	-	815	(815)
- Capital expenditure charged against the General Fund and HRA balances	2,761	612	-	-	-	3,373	(3,373)
<b>Adjustment involving the Capital Grants Unapplied Account:</b>							
- Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement	13,636	308	-	-	(13,944)	-	-
- Application of grants to capital financing transferred to the Capital Adjustment Account	-	-	-	-	8,468	8,468	(8,468)

Note 9 Adjustments between accounting basis and funding basis under regulation (Continued)

2019/20	Usable Reserves						
	General Fund Balance £'000	Housing Revenue Account £'000	Major Repairs Reserve £'000	Capital Receipts Reserve £'000	Capital Grants Unapplied Account £'000	Total Usable Reserves £'000	Movement in Unusable Reserves £'000
<b>Adjustments involving the Capital Receipts Reserve:</b>							
- Transfer of sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	135	2,177	-	(2,312)	-	-	-
- Use of the Capital Receipts Reserve to finance new capital expenditure	-	-	-	52	-	52	(52)
- Contribution from the Capital Receipts Reserve towards administrative costs of non current asset disposals	(4)	-	-	4	-	-	-
- Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts	(430)	-	-	430	-	-	-
<b>Adjustments involving the Major Repairs Reserve</b>							
Use of the Major Repairs Reserve to fund new capital expenditure	-	-	2,158	-	-	2,158	(2,158)
<b>Adjustments involving the Financial Instruments Adjustment Account:</b>							
- Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	21	-	-	-	-	21	(21)
<b>Adjustments involving the Pooled Investments Adjustment Account:</b>							
- Amount by which Financial Instruments held under Fair Value through Profit and Loss are subject to MHCLG statutory over-ride Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	(1,164)	-	-	-	-	(1,164)	1,164
<b>Adjustments involving the Pensions Reserve:</b>							
- Reversal of items relating to post employment benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	(10,771)	(1,772)	-	-	-	(12,543)	12,543
- Employer's pensions contributions and direct payments to pensioners payable in the year	6,469	882	-	-	-	7,351	(7,351)
<b>Adjustments involving the Collection Fund Adjustment Account:</b>							
- Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	1,244	-	-	-	-	1,244	(1,244)
<b>Total Adjustments</b>	<b>698</b>	<b>3,680</b>	<b>(1,173)</b>	<b>(1,826)</b>	<b>(5,476)</b>	<b>(4,097)</b>	<b>4,097</b>

## 10. Transfers to/ from Earmarked Reserves

	Balance 31 March 2019 (Restated*) £'000	Transfers Out 2019/20 (Restated*) £'000	Transfers In 2019/20 £'000	Balance 31 March 2020 (Restated*) £'000	Transfers Out 2020/21 £'000	Transfers In 2020/21 £'000	Balance 31 March 2021 £'000	Purpose of the Earmarked Reserve
<b>General Fund:</b>								
Actuarial Contributions	637	-	863	1,500	(1,500)	-	-	Financing pension strain budget pressures.
Additional Disabled Facilities Grant(DFG) funding (Non-Air Quality	8	-	21	29	(17)	-	12	External funding supporting additional Disabled Facilities Grant works above standard DFG.
Better Broadband	97	(23)	12	86	(2)	-	84	Funding for Air Quality Management Areas by DEFRA.
Brexit	36	(24)	-	12	(5)	500	507	External funding received to support Broadband delivery.
Budget Carry Forwards	35	(35)	55	55	(61)	150	144	External funding received to finance Brexit cost pressures.
Building Control	212	(211)	202	203	(114)	109	198	Unspent revenue budgets carried forward to fund approved requests.
Business Incentive	519	(4)	-	515	-	-	515	Statutory fund to smooth Building Control expenditure and income over a rolling annual period.
Business Rates Equalisation	97	(95)	-	2	-	-	2	External Funding to support economic development.
Business Rates Pilot	7,880	(4,651)	2,652	5,881	(14)	7,522	13,389	Business rates income set aside to equalise business rate income fluctuations and accounting timing differences.
Capital Reserve	3,011	(499)	161	2,673	(479)	-	2,194	Business rate retention pilot scheme income (2018/19) set aside to fund agreed projects.
Climate Change (includes Suffolk Energy Link)	3,761	(1,743)	5,932	7,950	(2,543)	605	6,012	Source of finance for capital investment plans.
Coastal Management - Revenue Works	58	(20)	40	78	(1)	3	80	Additional source of finance for initiatives to reduce climate change.
Coastal Protection - Capital Works	222	(56)	-	166	-	144	310	Funding of coastal defence revenue expenditure.
Communities	176	-	-	176	-	-	176	Funding of coastal defence capital expenditure.
Community Health	899	(771)	54	182	(52)	3,025	3,155	External Funding for community initiatives.
Community Housing Fund	35	(35)	-	-	-	-	-	Delivery of Community Health projects.
Contractual Liability	2,191	(57)	-	2,134	(53)	-	2,081	Enabling local community groups to deliver affordable housing units.
County Sports Partnership	-	-	-	-	-	500	500	Supporting any third party contractual issues.
COVID-19 Response	761	(19)	123	865	(152)	76	789	Delivery of the County Sports Partnership.
Customer Services	-	-	99	99	(2,368)	18,002	15,733	Government funding received in response to the COVID-19 pandemic.
Deployment of Flood Barrier	156	-	-	156	-	90	246	Funding project support and implementation costs.
District Elections	88	-	-	88	-	-	88	Meeting Lowestoft flood barrier deployment costs.
	403	(323)	-	80	-	60	140	Supporting costs of future elections.

\*See Note 33 for details of the restatement

## Note 10 Transfers to/ from Earmarked Reserves (Continued)

	Balance 31 March 2019 (Restated*) £'000	Transfers Out 2019/20 (Restated*) £'000	Transfers In 2019/20 £'000	Balance 31 March 2020 (Restated*) £'000	Transfers Out 2020/21 £'000	Transfers In 2020/21 £'000	Balance 31 March 2021 £'000	Purpose of the Earmarked Reserve
Domestic Violence Support Funding	53	-	93	146	(83)	-	63	Funding domestic violence support schemes.
East Suffolk Partnership	123	(123)	-	-	-	-	-	Funding to support East Suffolk Partnership projects and initiatives.
Economic Development	99	(16)	572	655	(55)	521	1,121	Funding to support Economic Development projects.
Economic Regeneration	153	(56)	172	269	(148)	60	181	Post 2013 flooding Lowestoft Seafront recovery activity.
Empty Properties & Houses in Disrepair	190	(57)	-	133	-	2	135	Assisting bringing empty properties back into use.
Enterprise Zone	684	(669)	625	640	(474)	381	547	Enterprise Zone retained business rates income pending distribution.
Environmental Protection	-	-	-	-	-	151	151	Sizewell funding for Environmental Protection staffing.
Felixstowe Forwards	33	(7)	7	33	(3)	1	31	External funding received to fund projects in Felixstowe.
Flood Prevention	12	(6)	-	6	-	-	6	Funding for flood prevention assistance.
Great Places	13	(13)	-	-	-	-	-	Funding new ways of working, building capacity, research, consultations and developing partnerships within Lowestoft.
Green Homes Funding	-	-	-	-	-	18	18	External funding received to facilitate greener home initiatives.
Growth Programme	184	(44)	-	140	(72)	-	68	External funding received to fund work on Suffolk Design Concepts.
Gypsy & Traveller	-	(2)	27	25	-	29	54	Fund for macerator at Kessingland site and external funding to find a new suitable site.
Heritage Action Zone North	-	-	30	30	(2)	1	29	Funding received to deliver the North Heritage Action Zone project.
Homelessness Prevention	313	(191)	316	438	(151)	284	571	Homelessness prevention revenue grants received in advance to be matched with expenditure in subsequent years.
Homes & Communities Agency (HCA) - Area Action Plan (AAP) Land Contamination Grant	162	-	-	162	-	-	162	To fund site investigative works covering the Area Action Plan in Lowestoft. Externally funded with conditions attached.
Homes & Communities Agency (HCA) Development Grant	75	-	-	75	-	-	75	Funding received for the Adastral Park development.
Housing and Planning Delivery	182	(182)	-	-	-	-	-	To provide a source of finance to fund service improvements in these service areas.
Housing Benefit (HB) Subsidy	352	(52)	-	300	-	-	300	Meeting budget pressures due to fluctuations with HB subsidy and implementation/changes due to Government legislation.
Housing Condition Survey & Improvements	97	(6)	-	91	(46)	-	45	To meet the cost of the periodic survey of Private Sector Housing within the district.

## Note 10 Transfers to/ from Earmarked Reserves (Continued)

	Balance 31 March 2019 (Restated*) £'000	Transfers Out 2019/20 (Restated*) £'000	Transfers In 2019/20 £'000	Balance 31 March 2020 (Restated*) £'000	Transfers Out 2020/21 £'000	Transfers In 2020/21 £'000	Balance 31 March 2021 £'000	Purpose of the Earmarked Reserve
Individual Electoral Registration	266	-	112	378	-	140	518	To meet the additional cost for administration of Individual Electoral Registration.
Indoor Leisure	120	(120)	50	50	-	-	50	Providing a source of finance to support the closure cost of Deben Leisure Centre during refurbishment.
Insurance	166	-	-	166	-	5	171	To provide a source of finance for any uninsured losses.
In-Year Contingency	400	(400)	-	-	-	-	-	To provide in-year contingency provision.
In-Year Savings	5,606	(686)	-	4,920	(600)	-	4,320	In-Year savings set aside to support future year budget gaps.
Key Capital Programme	200	(18)	-	182	-	-	182	To provide a source of finance to support the revenue costs associated with the delivery of key capital projects.
Land Charges	372	(222)	-	150	-	-	150	To support the General Fund from losses in future Land Charges income.
Landguard	-	-	16	16	(6)	8	18	Funding for the Landguard Governance review.
Local Development Framework	477	(472)	-	5	-	-	5	To meet the costs arising from the periodic preparation and adoption of the Local Development Framework.
Lowestoft Rising	90	(24)	35	101	(44)	1	58	Funding received to deliver earmarked work under the Lowestoft Rising project.
Modular Ramps - DFG	-	-	-	-	-	-	-	- DFG funding for the removal of temporary ramps when no long required.
New Homes Bonus	4,594	(1,560)	2,408	5,442	(1,681)	2,303	6,064	Supporting community initiatives across East Suffolk.
Next Step Accomodation Programme	-	-	-	-	-	36	36	External funding to help Rough Sleepers get off the streets and into accomodation.
Planning	-	(65)	465	400	-	-	400	To provide a source of finance for planning appeals, local plans and planning challenges.
Planning & Building Control	51	(51)	-	-	-	-	-	To provide a source of finance for professional training and development needs of the service.
Planning Legal	-	-	200	200	-	200	400	To provide for legal costs in respect of planning appeals.
Planning Policy	255	(255)	-	-	-	-	-	To support development work and audit of the Local Plan.
Port Health	4,623	(101)	659	5,181	(789)	1,205	5,597	Supporting the future investment and development of the Authority's infrastructure at the Port of Felixstowe.
Private Sector Housing	41	-	13	54	-	18	72	Grants repaid to be set aside for empty property/home improvement initiatives.
Private Sector Housing Renovation Grants	872	(62)	-	810	(67)	-	743	Grants repaid set aside to fund future renovation works.
Rent Guarantee Scheme	15	-	-	15	-	-	15	To provide a source of finance for landlord claims.
Revenue & Benefits Administration	191	-	52	243	-	-	243	To provide a source of finance for budget pressures on the administration of Revenues & Benefits.

## Note 10 Transfers to/ from Earmarked Reserves (Continued)

	Balance 31 March 2019 (Restated*) £'000	Transfers Out 2019/20 (Restated*) £'000	Transfers In 2019/20 £'000	Balance 31 March 2020 (Restated*) £'000	Transfers Out 2020/21 £'000	Transfers In 2020/21 £'000	Balance 31 March 2021 £'000	Purpose of the Earmarked Reserve
S106 Interest	-	-	30	30	-	-	30	Contingency related to Affordable Housing S106 should conditions not be met.
Short Life Assets	588	(784)	596	400	(144)	618	874	To fund the purchase of short life assets. Any capital funding will be repaid from revenue budgets.
Southwold Beach Huts	175	-	-	175	-	-	175	Receipt of monies from letting of new beach hut sites in Southwold in 2014/15 approved to be used within Southwold.
Stepping Homes	68	(53)	47	62	(47)	1	16	External funding received to support hospital patients to return home (Stepping Home project).
Strategic Plan Delivery	234	-	16	250	-	-	250	Facilitating the delivery of the Council's Strategic Plan, including any emerging priorities.
Transformation	1,322	(185)	-	1,137	(1,683)	3,763	3,217	To provide funding for efficiency (invest to save) initiatives and to support the delivery of the Strategic Plan.
Warmer Homes Healthy People	36	(17)	46	65	(26)	80	119	To provide a source of finance to fund grants towards heating of homes.
Youth Leisure	10	-	-	10	-	-	10	Project funding received to support Active Leisure for young people.
<b>Total General Fund</b>	<b>44,779</b>	<b>(15,065)</b>	<b>16,801</b>	<b>46,515</b>	<b>(13,482)</b>	<b>40,612</b>	<b>73,645</b>	
<b>Housing Revenue Account:</b>	-							
Hardship Reserve	500	-	-	500	-	-	500	Providing financial help to tenants who find themselves in financial hardship.
Debt Repayment Reserve (Restated*)	8,500	(413)	1,000	9,087	(400)	1,500	10,187	Set aside funds to meet future liabilities for repaying the Self-Financing debt.
Impairment/Revaluation Reserve	255	-	-	255	-	-	255	Providing for potential impairment and revaluation losses to HRA assets due to changes in Accounts and Audit Regulations.
Municipal Mutual Insurance Limited (MMI) Reserve	66	(6)	-	60	-	-	60	To provide for potential liabilities relating to Municipal Mutual Insurance Limited (MMI).
Acquisition & Development Reserve	1,500	-	3,000	4,500	-	1,800	6,300	Funding for the Housing development programme.
<b>Total Housing Revenue Account</b>	<b>10,821</b>	<b>(419)</b>	<b>4,000</b>	<b>14,402</b>	<b>(400)</b>	<b>3,300</b>	<b>17,302</b>	
<b>Total</b>	<b>55,600</b>	<b>(15,484)</b>	<b>20,801</b>	<b>60,917</b>	<b>(13,882)</b>	<b>43,912</b>	<b>90,947</b>	

\*See Note 33 for details of the restatement



## 11. CIES - Other operating expenditure

	2020/21	2019/20
	£'000	£'000
Parish Council precepts	6,381	6,067
Payments to the Government Housing Capital Receipts Pool	288	430
Gains/losses on the disposal of non current assets	945	(646)
Levies	252	235
<b>Total</b>	<b>7,866</b>	<b>6,086</b>

## 12. CIES - Financing and investment income

	2020/21	2019/20
	£'000	£'000
Interest payable and similar charges	2,864	3,016
Net interest on the net defined benefit liability	1,200	1,886
Interest receivable and similar income	(569)	(1,071)
Net (gains)/losses on financial assets at fair value through profit and loss	(281)	1,164
Impairment Losses including Reversals of Impairment Losses or Impairment Gains	304	323
Income and expenditure in relation to investment properties and changes in their fair value	856	(180)
Other Investment Income	(582)	(407)
<b>Total</b>	<b>3,792</b>	<b>4,731</b>

### 13. CIES - Taxation and non-specific grants

	2020/21 £'000	2019/20 £'000
Council tax income	(21,307)	(20,562)
Non domestic rates	(37,819)	(37,022)
Tariff payment to Suffolk County Council	22,193	21,837
Share of (surplus)/deficit on collection fund	12,800	(625)
Share of pooling benefit with other Suffolk Councils	(1,750)	(1,722)
Levy payment to Suffolk Business Rates Pool	5,447	5,413
Share of Pilot Pooling Benefit with other Suffolk Councils	-	(161)
Non-ring fenced government grants	(26,625)	(7,851)
Capital grant and contributions	(11,703)	(12,278)
<b>Total</b>	<b>(58,764)</b>	<b>(52,971)</b>

## 14. Property, Plant & Equipment

### Movements in 2020/21:

	Council Dwellings £'000	Other Land and Buildings £'000	Vehicles, Plant & Equipment £'000	Infrastructure Assets £'000	Community Assets £'000	Surplus Assets £'000	Assets Under Construction		Total PPE £'000
							Construction £'000	Land £'000	
<b>Cost or Valuation</b>									
At 1 April 2020	215,452	91,650	16,547	54,687	1,748	6,474	13,213	2,851	<b>402,622</b>
Additions	2,571	1,217	1,028	166	31	1	10,897	122	<b>16,033</b>
Donated Assets	-	112	-	-	-	-	17	575	<b>704</b>
Revaluation increases/(decreases) recognised in the Revaluation Reserve	3,639	3,914	-	-	-	142	-	-	<b>7,695</b>
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	615	(5,223)	-	-	-	(48)	-	-	<b>(4,656)</b>
Derecognition - Disposals	(1,064)	(306)	(142)	-	(971)	-	(49)	-	<b>(2,532)</b>
Derecognition - Other	-	(84)	(1,131)	-	-	-	-	-	<b>(1,215)</b>
Other movements in Cost or Valuation	1,347	8,425	-	3,089	866	(23)	(13,797)	93	-
<b>At 31 March 2021</b>	<b>222,560</b>	<b>99,705</b>	<b>16,302</b>	<b>57,942</b>	<b>1,674</b>	<b>6,546</b>	<b>10,281</b>	<b>3,641</b>	<b>418,651</b>
<b>Accumulated Depreciation and Impairment</b>									
At 1 April 2020	-	2,238	11,292	26,707	-	20	16	-	<b>40,273</b>
Depreciation charge	3,266	2,668	1,245	1,320	-	35	-	-	<b>8,534</b>
Depreciation written out to the Revaluation Reserve	(2,288)	(1,744)	-	-	-	(26)	-	-	<b>(4,058)</b>
Depreciation written out to the Surplus/Deficit on the Provision of	(973)	(347)	-	-	-	(8)	-	-	<b>(1,328)</b>
Derecognition - Disposals	(5)	(22)	(142)	-	-	-	-	-	<b>(169)</b>
Derecognition - Other	-	(4)	(995)	-	-	-	-	-	<b>(999)</b>
Other movements in Depreciation and Impairment	-	-	-	9	-	-	(11)	-	<b>(2)</b>
<b>At 31 March 2021</b>	<b>-</b>	<b>2,789</b>	<b>11,400</b>	<b>28,036</b>	<b>-</b>	<b>21</b>	<b>5</b>	<b>-</b>	<b>42,251</b>
<b>Net Book Value</b>									
<b>At 31 March 2021</b>	<b>222,560</b>	<b>96,916</b>	<b>4,902</b>	<b>29,906</b>	<b>1,674</b>	<b>6,525</b>	<b>10,276</b>	<b>3,641</b>	<b>376,400</b>
<b>At 31 March 2020</b>	<b>215,452</b>	<b>89,412</b>	<b>5,255</b>	<b>27,980</b>	<b>1,748</b>	<b>6,454</b>	<b>13,197</b>	<b>2,851</b>	<b>362,349</b>

## Note 14 Property, Plant & Equipment (Continued)

Comparative Movements in 2019/20									
	Council Dwellings £'000	Other Land and Buildings £'000	Vehicles, Plant & Equipment £'000	Infrastructure Assets £'000	Community Assets £'000	Surplus Assets £'000	Assets Under Construction		Total PPE £'000
							Construction £'000	Land £'000	
<b>Cost or Valuation</b>									
At 1 April 2019	203,758	93,012	16,366	54,488	1,783	1,526	13,013	3,689	<b>387,635</b>
Additions	2,438	637	950	239	(35)	55	7,313	-	<b>11,597</b>
Revaluation increases/(decreases) recognised in the Revaluation Reserve	3,813	(1,233)	-	-	-	3,705	-	-	<b>6,285</b>
Revaluation increases/(decreases) recognised in the Surplus/Deficit on	1,718	(3,500)	-	-	-	(941)	-	-	<b>(2,723)</b>
Derecognition - Disposals	(1,512)	(24)	(241)	-	-	-	-	-	<b>(1,777)</b>
Derecognition - Other	(1)	-	(528)	-	-	(15)	1	-	<b>(543)</b>
Other movements in Cost or Valuation	5,238	2,758	-	(40)	-	2,144	(7,114)	(838)	<b>2,148</b>
<b>At 31 March 2020</b>	<b>215,452</b>	<b>91,650</b>	<b>16,547</b>	<b>54,687</b>	<b>1,748</b>	<b>6,474</b>	<b>13,213</b>	<b>2,851</b>	<b>402,622</b>
<b>Accumulated Depreciation and Impairment</b>									
At 1 April 2019	-	1,964	10,828	24,988	-	18	57	-	<b>37,855</b>
Depreciation charge	3,133	2,521	1,212	1,718	-	25	-	-	<b>8,609</b>
Depreciation written out to the Revaluation Reserve	(1,903)	(1,833)	-	-	-	(14)	-	-	<b>(3,750)</b>
Depreciation written out to the Surplus/Deficit on the Provision of	(1,253)	(421)	-	-	-	(9)	-	-	<b>(1,683)</b>
Derecognition - Disposals	(12)	-	(241)	-	-	-	-	-	<b>(253)</b>
Derecognition - Other	-	-	(506)	-	-	-	-	-	<b>(506)</b>
Other movements in Depreciation and Impairment	35	7	(1)	1	-	-	(41)	-	<b>1</b>
<b>At 31 March 2020</b>	<b>-</b>	<b>2,238</b>	<b>11,292</b>	<b>26,707</b>	<b>-</b>	<b>20</b>	<b>16</b>	<b>-</b>	<b>40,273</b>
<b>Net Book Value</b>									
<b>At 31 March 2020</b>	<b>215,452</b>	<b>89,412</b>	<b>5,255</b>	<b>27,980</b>	<b>1,748</b>	<b>6,454</b>	<b>13,197</b>	<b>2,851</b>	<b>362,349</b>
<b>At 1 April 2019</b>	<b>203,758</b>	<b>91,048</b>	<b>5,538</b>	<b>29,500</b>	<b>1,783</b>	<b>1,508</b>	<b>12,956</b>	<b>3,689</b>	<b>349,780</b>

## Note 14 Property, Plant & Equipment (Continued)

### Depreciation

Depreciation is charged on a straight-line basis over the estimated useful life of each depreciating asset. The estimated useful life of each category of asset is as follows:

Estimated Life (Years)	Estimated Life (Years)
Council dwellings	35 to 60
Other land and buildings	30 to 60
HRA garages	10 to 25
Vehicles, plant and equipment	5 to 20
Infrastructure assets	40 to 60
Community assets	60
Other depreciating assets	40 to 60

### Fair Value Measurement of Surplus Asset

Fair Value Hierarchy - All the Councils' surplus assets have been assessed as having level 2 inputs as at 31 March 2021. Valuation Techniques used to determine Level 2 Fair Values for Surplus Assets are Significant Observable Inputs (Level 2). The fair value for all surplus assets has been based on the market approach using current market conditions and recent sales prices and other relevant information for similar assets in the Council area. The fair value of surplus assets as at 31 March 2021 was £6.546 million (value as at 31 March 2020 was £6.474 million).

### Capital commitments

At 31 March 2021, the Council had contractual commitments of £21.6 million relating to the Lowestoft Flood Risk Management Project.

### Effects of changes in estimates

There were no material changes to accounting estimates for property, plant and equipment in 2020/21.

### Revaluations

The following statement shows the progress of the Council's programme of revaluation of property, plant and equipment. The Council carries out a rolling programme that ensures that all property, plant and equipment required to be measured at current value is revalued at least every five years. All valuations, with the exception of Council dwellings were carried out by the Council's in-house valuers. NPS Property Services Ltd carried out the beacon valuations of Council Dwellings. Valuations of land and buildings were carried out in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors. The basis for valuation of non-current assets is set out in the Statement of Accounting

## Note 14 Property, Plant & Equipment (Continued)

Policies. There were no significant assumptions made by the valuer in the year. The effective date of revaluation of those assets revalued during 2020/21 was:

- 31 December 2020 for assets measured at current value, fair value and those assets at risk of material movements in their valuation during the year; and
- 31 March 2021 for assets measured at social housing discount.

	<b>Council Dwellings £'000</b>	<b>Other Land and Buildings £'000</b>	<b>Vehicles, Plant &amp; £'000</b>	<b>Infrastructure Assets £'000</b>	<b>Community Assets £'000</b>	<b>Surplus Assets £'000</b>	<b>Assets Under Construction</b>		<b>Total PPE £'000</b>
							<b>Construction £'000</b>	<b>Land £'000</b>	
Carried at historical cost			16,302	57,942	1,674	-	10,281	3,641	89,840
Value at current value as at:									
31 March 2021	222,560	43,131	-	-	-	6,522	-	-	272,213
31 March 2020		15,605	-	-	-	13	-	-	15,618
31 March 2019		11,735	-	-	-	-	-	-	11,735
31 March 2018		18,367	-	-	-	-	-	-	18,367
31 March 2017		10,867	-	-	-	11	-	-	10,878
<b>Total Cost or Valuation</b>	<b>222,560</b>	<b>99,705</b>	<b>16,302</b>	<b>57,942</b>	<b>1,674</b>	<b>6,546</b>	<b>10,281</b>	<b>3,641</b>	<b>418,651</b>

## 15. Assets held for sale

	<b>Current Assets</b>	
	<b>2020/21 £'000</b>	<b>2019/20 £'000</b>
<b>Balance outstanding at start of year</b>	<b>4</b>	<b>2,148</b>
Assets declassified as held for sale:		
- Property, Plant and Equipment	-	(2,144)
<b>Balance outstanding at year-end</b>	<b>4</b>	<b>4</b>



## 16. Investment Properties

The following items of income and expense have been accounted for in the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement:

	2020/21	2019/20
	£'000	£'000
Rental income from investment properties	364	282
Direct operating expenses arising from investment properties	(114)	(120)
<b>Net gain/(loss)</b>	<b>250</b>	<b>162</b>

There are no restrictions on the Council's ability to realise the value inherent in its investment properties or on the Council's right to the remittance of income and the proceeds of disposal. The Council has no contractual obligations to purchase, construct or develop investment property or repairs, maintenance, or enhancement. The following table summarises the movement in the fair value of investment properties over the year:

	2020/21	2019/20
	£'000	£'000
Balance at 1 April	2,900	2,882
Additions:		
- Purchases	3,206	-
Net gains/losses from fair value adjustments	(1,106)	18
<b>Balance at 31 March</b>	<b>5,000</b>	<b>2,900</b>

### Fair Value Measurement of Investment Properties

Fair Value Hierarchy - all the Council's investment properties have been assessed as having level 2 inputs as at 31 December 2020. Valuation Techniques used to determine Level 2 Fair Values for Surplus Assets are Significant Observable Inputs (Level 2). The fair value for all surplus assets has been based on the market approach using current market conditions and recent sales prices and other relevant information for similar assets in the authority's area.

## 17. Financial Instruments

### Classifications

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, benefits and government grants, do not give rise to financial instruments.

### Financial Assets

A financial asset is a right to future economic benefits controlled by the Council that is represented by cash, equity instruments or a contractual right to receive cash or other financial assets or a right to exchange financial assets and liabilities with another entity that is potentially favourable to the Council. The financial assets held by the Council during the year are accounted for under the following two classifications:

- Amortised cost (where cash flows are solely payments of principal and interest and the Council's business model is to collect those cash flow) comprising:
  - cash in hand;
  - bank current and deposit accounts with Lloyds, Barclays and Santander banks;
  - fixed term deposits with banks and building societies;
  - loans to other local authorities;
  - lease receivables; and
  - trade receivables for goods and services provided.

- Fair value through profit and loss (all other financial assets) comprising pooled property fund and diversified income fund managed by CCLA fund managers.

Financial assets held at amortised cost are shown net of a loss allowance reflecting the statistical likelihood that the borrower or debtor will be unable to meet their contractual commitments to the Council.

### Financial Liabilities

A financial liability is an obligation to transfer economic benefits controlled by the Council and can be represented by a contractual obligation to deliver cash or financial assets or an obligation to exchange financial assets and liabilities with another entity that is potentially unfavourable to the Council.

All of the Council's financial liabilities held during the year are measured at amortised cost and comprised:

- long-term loans from the Public Works Loan Board;
- short-term loans from other local authorities;
- overdraft with Lloyds bank;
- lease payables; and
- trade payables for goods and services received.

## Note 17 Financial Instruments (Continued)

### Balances

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

Financial Liabilities	Long-term	Short-term	Long-term	Short-term
	2020/21	2020/21	2019/20	2019/20
	£'000	£'000	£'000	£'000
Loans at amortised cost:				
Principle sum borrowed	65,967	11,286	77,413	-
<b>Total Borrowing</b>	<b>65,967</b>	<b>11,286</b>	<b>77,413</b>	<b>-</b>
Liabilities at amortised cost:				
Creditors	15	4,468	7	7,118
Finance Leases	5,779	300	6,079	280
<b>Financial Liabilities in Creditors</b>	<b>5,794</b>	<b>4,768</b>	<b>6,086</b>	<b>7,398</b>
<b>Non Financial Liabilities</b>	<b>92,048</b>	<b>51,844</b>	<b>59,666</b>	<b>31,047</b>
<b>Total Financial Liabilities</b>	<b>163,809</b>	<b>67,898</b>	<b>143,165</b>	<b>38,445</b>

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

Financial Assets	Long-term	Short-term	Long-term	Short-term
	2020/21	2020/21	2019/20	2019/20
	£'000	£'000	£'000	£'000
At amortised cost:				
Principle	-	71,000	-	84,000
Accrued Interest	-	102	-	388
At fair value through profit and loss:				
Principle	34,031	-	18,676	-
<b>Total Investments</b>	<b>34,031</b>	<b>71,102</b>	<b>18,676</b>	<b>84,388</b>
At amortised cost:				
Principle	-	25,453	-	19,718
<b>Total Cash &amp; Cash Equivalents</b>	<b>-</b>	<b>25,453</b>	<b>-</b>	<b>19,718</b>
At amortised cost:				
Debtors	222	6,280	236	6,036
Lease Receivables	4	-	4	-
Loss Allowance	-	(858)	-	(744)
<b>Financial Assets in Debtors</b>	<b>226</b>	<b>5,422</b>	<b>240</b>	<b>5,292</b>
<b>Non Financial Assets</b>	<b>1,789</b>	<b>38,037</b>	<b>1,152</b>	<b>14,110</b>
<b>Total Assets</b>	<b>36,046</b>	<b>140,014</b>	<b>20,068</b>	<b>123,508</b>

## Note 17 Financial Instruments (Continued)

### Offsetting Financial Assets and Liabilities

Financial assets and liabilities are set off against each other where the Council has a legally enforceable right to set off and it intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously. The table below shows those instruments that have been offset on the balance sheet.

	Gross Assets (Liabilities) £'000	31-Mar-21 (Liabilities) assets set off £'000	Net Position on Balance £'000	Gross Assets (Liabilities) £'000	31-Mar-20 (Liabilities) assets set off £'000	Net Position on £'000
Bank accounts in credit	20,221		20,221	18,675	-	18,675
Bank overdrafts		(9,771)	(9,771)	-	(5,958)	(5,958)
<b>Total Financial Assets (Liabilities)</b>			<b>10,450</b>			<b>12,717</b>

## Note 17 Financial Instruments (Continued)

### Gains and Losses

The gains and losses recognised in the Comprehensive Income and Expenditure Statement in relation to financial instruments consist of the following:

	2020/21			2019/20		
	Amortised cost £'000	Fair Value through Profit and Loss £'000	Total £'000	Amortised cost £'000	Fair Value through Profit and Loss £'000	Total £'000
Interest expense	2,864	-	2,864	3,016	-	3,016
Losses from change in fair value	-	(281)	(281)	-	1,164	1,164
Impairment losses	304	-	304	323	-	323
<b>Interest payable and similar charges</b>	<b>3,168</b>	<b>(281)</b>	<b>2,887</b>	<b>3,339</b>	<b>1,164</b>	<b>4,503</b>
Interest income	(569)	-	(569)	(1,071)	-	(1,071)
<b>Interest and investment income</b>	<b>(569)</b>	<b>-</b>	<b>(569)</b>	<b>(1,071)</b>	<b>-</b>	<b>(1,071)</b>
<b>Net gain / (loss) for the year</b>	<b>2,599</b>	<b>(281)</b>	<b>2,318</b>	<b>2,268</b>	<b>1,164</b>	<b>3,432</b>

### Fair Values

Financial instruments, except those classified at amortised cost, are carried in the Balance Sheet at fair value. For most assets, including pooled property 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 31 March 2021, using the following methods and assumptions:

- Loans borrowed by the Council 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.
- The fair values of finance lease assets and liabilities have been calculated by discounting the contractual cash flows (excluding service charge elements) at the appropriate AA-rated corporate bond yield.
- No early repayment or impairment is recognised for any financial instrument.

## Note 17 Financial Instruments (Continued)

- 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.

Fair values are shown in the table 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

	31-Mar-21		31-Mar-20	
	Carrying Amount £000s	Fair Value £000s	Carrying Amount £000s	Fair Value £000s
<b>PWLB Loans (Level 2)</b>	<b>77,253</b>	<b>91,370</b>	<b>77,413</b>	<b>91,738</b>

The fair value of financial liabilities held at amortised cost is higher than their 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.

Recurring Fair Value Measurement	Input level in Fair Value Hierarchy	Valuation technique used to measure Fair Value	31-Mar-21 Fair Value £000s	31-Mar-20 Fair Value £000s
<b>Fair Value through Profit &amp; Loss</b> CCLA Property Fund	1	Unadjusted quotes prices in active markets for identical shares	<b>9,203</b>	<b>9,270</b>
CCLA Diversified Income Fund	1	Unadjusted quotes prices in active markets for identical shares	<b>4,774</b>	<b>4,404</b>
Ninety One Diversified Income Fund	1	Unadjusted quotes prices in active markets for identical shares	<b>4,976</b>	-

## Note 17 Financial Instruments (Continued)

### Risks

The Council 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, the Council 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. The Council 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. The Council'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 the Council.
- Liquidity Risk: The possibility that the Council 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: Treasury Investments

The Council manages credit risk by ensuring that treasury 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 the Council has received independent investment advice. Recognising that credit ratings are imperfect predictors of default, the Council has regard to other measures including credit default swap and equity prices when selecting commercial entities for investment.

A limit of £25m 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 £20m applies. The Council also sets limits on investments in certain sectors. No more than £20m in total can be invested for a period longer than one year.



## Note 17 Financial Instruments (Continued)

The table summarises the credit risk exposures of the Council's treasury investment portfolio by credit rating and remaining time to maturity:

Credit Rating	31-Mar-21		31-Mar-20	
	Long Term £000s	Short Term £000s	Long Term £000s	Short Term £000s
Local Authorities - AAA	15,074	71,102	18,676	84,000
AAA				
AA+				
AA				
AA-				
A+				
A				
A-				
BBB+				
Unrated Pooled Funds	18,957			
<b>Total Investments</b>	<b>34,031</b>	<b>71,102</b>	<b>18,676</b>	<b>84,000</b>

### Credit Risk: Trade and Lease Receivables and Contract Assets

The Council's credit risk on lease receivables is mitigated by its legal ownership of the assets leased, which can be repossessed if the debtor defaults on the lease contract. The following analysis summarises the Council's trade receivables, by due date. Only those receivables meeting the definition of a financial asset are included.

	2020/21 £,000	2019/20 £,000
Less than three months	3,924	4,827
Three to six months	203	340
Six months to one year	264	39
More than one year	732	433
	<b>5,123</b>	<b>5,639</b>

### Note 17 Financial Instruments (Continued)

Loss allowances on trade receivables have been calculated by reference to the Council's historic experience of default. Receivables are determined to have suffered a significant increase in credit risk where they are 90 or more days past due and they are determined to be credit-impaired where they are 365 or more days past due. Receivables are collectively assessed for credit risk in the following groupings:

	<b>Range of allowances set aside</b>	<b>Gross Receivables £'000</b>	<b>Loss Allowance £'000</b>
<b>Trade Receivables 31-Mar-21</b>	4%-100%	3,578	(774)
<b>Trade Receivables 31-Mar-20</b>	4%-100%	2,877	(653)

Receivables are written off to the Surplus or Deficit on the Provision of Services when they are three years past due and all recovery action has been taken.

### Liquidity Risk

The Council 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 the Council 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 and ensuring that no more than 50% of the Council's borrowing matures in any one financial year. The maturity analysis of financial instruments is as follows:

Note 17 Financial Instruments (Continued)

		2020/21	2019/20
		£'000	£'000
Analysis by Lender:			
	Public Works Loan Board	77,253	77,413
Analysis by Maturity:			
	Repayable within:		
	Less than 1 year (short term)	11,286	-
	1 to 2 years	-	11,286
	2 to 5 years	2,000	2,000
	5 to 10 years	10,007	10,007
	over 10 years	53,960	54,120
		77,253	77,413
Fair Value of PWLB Loans at the year-end		91,370	91,643

Maturity of Fixed Rate Debt:	Upper Limit	Lower Limit	Actual 31-Mar-21	Actual 31-Mar-20
	%	%	%	%
Under 12 months (see note below)	50%	0%	2%	0%
12 months and within 24 months	50%	0%	0%	2%
24 months and within 5 years	75%	0%	3%	3%
5 years and within 10 years	75%	0%	15%	15%
10 years and within 20 years	75%	0%	64%	49%
20 years and above	100%	0%	16%	31%

**Market Risks: Interest Rate Risk**

The Council 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:

## Note 17 Financial Instruments (Continued)

- borrowings at variable rates – the interest expense will rise
- borrowings at fixed rates – the fair value of the liabilities will fall
- investments at variable rates – the interest income 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 by setting upper limits on its net exposures to fixed and variable interest rates. At 31 March 2021, £6.63m of net principal borrowed (i.e. borrowing net of investments) was exposed to fixed rates. If all interest rates had been 1% higher (with all other variables held constant) the financial effect would be:

	31-Mar-21	31-Mar-20
	£'000	£'000
Increase in interest payable on variable rate borrowings	103	52
Increase in interest receivable on variable rate investments	(6)	(5)
Increase in government grant receivable for financing costs	(86)	(91)
Impact on Surplus or Deficit on the Provision of Services	(33)	(44)
Share of overall impact debited to the HRA	(16)	(21)

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 Council's investment in a pooled property fund is subject to the risk of falling commercial property prices. This risk is limited by the Council's maximum exposure to property investments of £9.20m. A 5% fall in commercial property prices at 31st March 2021 would result in a £0.460m charge to Other Comprehensive Income and Expenditure / the Surplus or Deficit on the Provision of Services which is then transferred to the Pooled Investment Funds Adjustment Account. The Council's investment in a diversified income fund is subject to the risk of falling rental and commercial property prices. This risk is limited by the Council's maximum exposure to property investments of £9.75m. A 5% fall in commercial property prices at 31st March 2021 would result in a £0.488m charge to Other Comprehensive Income and Expenditure / the Surplus or Deficit on the Provision of Services which is then transferred to the Pooled Investment Funds Adjustment Account.

## 18. Debtors

### Short term Debtors:

	2020/21	2019/20
	£'000	£'000
Central Government bodies	18,885	3,160
Other Local Authorities	6,577	3,113
NHS bodies	132	423
Public corporations and trading funds	-	-
Council Taxpayers	2,407	2,286
Other entities and individuals	17,398	16,369
Prepayments	3,932	359
<b>Total</b>	<b>49,331</b>	<b>25,710</b>
<b>less Bad Debt Impairment Provisions:</b>		
Council Taxpayers	(1,208)	(1,121)
Other service debtors	(5,866)	(5,297)
<b>Total</b>	<b>42,257</b>	<b>19,292</b>

The large variance in Central Government bodies debtors is due to an Non-Domestic Rate (NDR) debtor for prior overpayments due from DCLG for £15.175 million. Debtors for local taxation - The past due but not impaired amount for local taxation (council tax and non-domestic rates) can be analysed by age as follows:

	2020/21	2019/20
	£'000	£'000
Less than 12 months	1,639	1,540
More than one year	2,897	2,467
	<b>4,536</b>	<b>4,007</b>

### Long term Debtors:

	2020/21	2019/20
	£'000	£'000
Other Local Authorities	196	214
Finance Leases	4	4
Prepayments	-	230
Other entities and individuals	1,815	944
	<b>2,015</b>	<b>1,392</b>

## 19. Creditors

### Short term Creditors:

	2020/21	2019/20
	£'000	£'000
Central Government bodies	34,222	5,740
Other Local Authorities	8,443	14,831
NHS bodies		3
Other entities and individuals	8,580	8,272
Receipts in Advance	5,586	9,448
<b>Total</b>	<b>56,831</b>	<b>38,294</b>

### Long term Creditors:

	2020/21	2019/20
	£'000	£'000
Creditors	659	7
Finance Leases	5,779	6,079
Receipts in Advance	465	558
	<b>6,903</b>	<b>6,644</b>

## 20. Provisions

	Other £'000	HRA Service Charge £'000 (Restated*)	Business Rates Appeals £'000	Total £'000
<u>Long Term Provisions</u>				
<b>Balance at 1 April 2019</b>	5	2,944	5,029	7,979
Movement in Provision in 2019/20	(16)	413	(795)	(398)
Amounts used in 20219/20	-	-	(755)	(755)
Unused amounts reversed in 2019/20	16	-	(881)	(865)
<b>Balance at 31 March 2020</b>	<u>5</u>	<u>3,357</u>	<u>2,598</u>	<u>5,960</u>
<b>Balance at 1 April 2020</b>	5	3,357	2,598	5,960
Movement in Provision in 2020/21	(5)	400	702	1,097
Amounts used in 2020/21	-	-	(539)	(539)
Unused amounts reversed in 2020/21	-	-	(93)	(93)
<b>Balance at 31 March 2021</b>	<u>-</u>	<u>3,757</u>	<u>2,668</u>	<u>6,425</u>

### HRA Service Charge Provision (\* See Note 33 for details of the restatement)

The Council identified that additional charges were being added to multiple rent accounts in previous years to cover the servicing costs associated with heating. These charges initially formed part of the service charges and then, in or around 2018, were re-defined as "de-pooled rental charges". These "de-pooled rental charges" have been charged in addition to the core rent, however, these additional charges relate to services which the Council, as landlord, should not be re-charging to tenants.

The Gas Safety (Installation and Use) Regulations 1998 places a number of statutory duties on a landlord of domestic tenancies granted for a term of less than seven years. The main duties are to:

- Ensure the gas fittings are flues are maintained in a safe condition;
- Ensure an annual safety check is carried out on each gas appliances/flue; and
- Keep records of the gas safety checks.



Under Section 11 of the Landlord and Tenant Act 1985, a landlord of residential tenancies granted for a term of less than seven years has implied repair duties. This includes the statutory duties to keep in repair and proper working order the installations in the dwelling-house for the supply of gas and space heating and heating water. This extends to cover gas pipes and boilers. Therefore, the Council should not have been re-charging its tenants, outside the core rent, for costs associated with it complying with its statutory duties.

Based on the information above, the Council will need to reimburse tenants for the additional service charge costs included within their rent since 2010/11, and therefore a provision has been provided for this.

### **National Non-Domestic Rates**

As part of the National Non-Domestic Rates (NNDR1) return in January 2020, the Council had to estimate the business rates income expected to be received in 2020/21 based on several assumptions. The most significant assumption was in relation to the provision for appeals. There are two separate provisions, one relating to the 2010 Valuation list and the other to the 2017 Valuation list. The 2010 provision was based on Government guidance and trend analysis in respect of appeals that had been lodged with the Valuation Office, backdated to 1 April 2010 where an appeal was lodged before 31 March 2015 or backdated to 1 April 2015 where the appeal was lodged after this date but before 31 March 2017. The relevant percentage used because of this was 4.04%.

The 2017 Valuation list provision methodology has been amended with effect from the 2018/19 NNDR3 year-end return. With the new check, challenge, appeal process, there has been a significant reduction in appeals in respect of bills issued since 2017/18. As well as provision for actual challenges lodged based on the proposed reductions, a provision of 2.7% has been calculated for the two large hereditaments within the Council's valuation list and then for the remaining liabilities, this has been based on all remaining unchallenged assessments. Provision has been calculated by taking the rateable value of the unchallenged assessments, multiplying this by the business rates multiplier to get the income due, applying the 2.7% trend analysis referred to above and then finally taking 8.78% of the value as the provision based on the number of challenges lodged to date. This percentage has reduced from 25% in 2019/20 as once Covid Material Change in Circumstances (MCC) appeals were excluded the volume of appeals relating to the 2017 valuation list is less than originally expected. The government has stated that Covid MMC appeals will not be allowed and will compensate businesses through a business rate relief scheme instead.

## 21. Grant Income

The Council credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Statement:

	2020/21 £'000	2019/20 £'000
<b>Credited to Taxation and Non Specific Grant Income</b>		
<u>Non-ringfenced grants:</u>		
Revenue Support Grant	(328)	(322)
New Homes Bonus	(2,303)	(2,408)
Business Rates Reliefs	(17,144)	(4,686)
Covid19 Government Grant Schemes	(6,399)	-
Other Non-ringfenced grants	(451)	(435)
<u>Capital grants and contributions:</u>		
Coastal Management/ Protection	(4,890)	(7,741)
HRA Developments	(579)	(308)
Community Infrastructure Levy	(5,519)	(3,971)
s106 contributions	(382)	(248)
Covid19 Government Grant Schemes	(74)	-
Leisure Development	(258)	-
Other capital grants and contributions	(1)	(10)
<b>Total</b>	<b>(38,328)</b>	<b>(20,129)</b>
<b>Credited to Services</b>		
Housing Benefits Subsidy	(42,222)	(45,158)
Benefits Administration Grant	(883)	(870)
Disabled Facilities Grants	(2,725)	(2,255)
Discretionary Housing Payments Grant	(441)	(429)
Homelessness Grants	(1,212)	(783)
Covid19 Government Grant Schemes	(13,736)	-
European Union Exit Grants	(1,124)	(356)
Regeneration of Coastal Communities	(1,605)	-
Other Grants	342	(1,169)
<b>Total</b>	<b>(63,605)</b>	<b>(51,020)</b>

The Council has received several grants, contributions and donations that have yet to be recognised as income as they have conditions attached to them that will require the monies or property to be returned if certain conditions on their use are not met. The balances at the year-end are as follows:

	2020/21 £'000	2019/20 £'000
<b>Capital Grants Receipts in Advance (Short-Term)</b>		
s106 Contributions	66	151
<b>Total</b>	<b>66</b>	<b>151</b>
<b>Capital Grants Receipts in Advance (Long-Term)</b>		
Other grants	25	26
s106 Contributions	3,979	3,580
<b>Total</b>	<b>4,004</b>	<b>3,606</b>

## 22. Unusable Reserves

	2020/21	2019/20
	£'000	£'000
Revaluation Reserve	(71,570)	(61,351)
Capital Adjustment Account	(189,555)	(189,951)
Financial Instruments Adjustment Account	682	703
Pooled Investment Funds Adjustment Account	1,028	1,309
Deferred Capital Receipts Reserve	(4)	(4)
Pensions Reserve	84,267	52,899
Collection Fund Adjustment Account	13,778	(6,499)
<b>Total Unusable Reserves</b>	<b>(161,374)</b>	<b>(202,894)</b>

### Revaluation Reserve

The Revaluation Reserve contains the gains made by the Council 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.

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

## Note 22 Unusable Reserves (Continued)

	2020/21	2019/20
	£'000	£'000
<b>Balance at 1 April</b>	<b>(61,351)</b>	<b>(52,620)</b>
Upward revaluation of assets	(14,729)	(12,945)
Downward revaluation of assets and impairment losses not charged to the Surplus / Deficit on the Provision of Services	2,976	2,910
<b>Surplus or deficit on revaluation of non-current assets posted to the Surplus or Deficit on the Provision of Services</b>	<b>(11,753)</b>	<b>(10,035)</b>
Difference between fair value depreciation and historical cost depreciation	1,344	1,225
Accumulated gains on assets sold or scrapped	190	79
<b>Amount written off to the Capital Adjustment Account</b>	<b>1,534</b>	<b>1,304</b>
<b>Balance at 31 March</b>	<b>(71,570)</b>	<b>(61,351)</b>

### Pooled Investment Funds Adjustment Account

With the adoption of accounting standard IFRS 9 Financial Instruments, the 'Available for Sale Financial Instruments Reserve' category is no longer available and has been replaced with the 'Pooled Investment Funds Adjustment Account'. The new standard requires that where the relevant criteria are met for fair value gains and losses on a pooled investment fund, the charge must be applied to an account established, charged and used solely for the purpose of recognising fair value gains and losses, this being the 'Pooled Investment Funds Adjustment Account'.

	2020/21	2019/20
	£'000	£'000
<b>Balance at 1 April</b>	<b>1,309</b>	<b>145</b>
Transfer in from Financial Instruments Available for Sale Reserve	-	-
Financial Instruments held under Fair Value through Profit and Loss subject to MHCLG statutory over-ride	(281)	1,164
<b>Balance at 31 March</b>	<b>1,028</b>	<b>1,309</b>

## Note 22 Unusable Reserves (Continued)

### 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 additions of those assets under statutory provisions. The Account is debited with the cost of acquisition, construction or subsequent costs as depreciation, impairment losses and amortisations are charged to the Comprehensive Income and Expenditure Statement (with reconciling postings from the Revaluation Reserve to convert current and fair value figures to a historical cost basis). The Account is credited with the amounts set aside by the Council as finance for the costs of acquisition, construction, and subsequent costs. The Account contains accumulated gains and losses on Investment Properties and gains recognised on donated assets that have yet to be consumed by the Council. The Account also contains revaluation gains accumulated on Property, Plant and Equipment before 1 April 2007, the date that the Revaluation Reserve was created to hold such gains. Note 9 provides details of the source of all the transactions posted to the Account, apart from those involving the Revaluation Reserve.

	2020/21 £'000	2019/20 £'000
<b>Balance at 1 April</b>	<b>(189,951)</b>	<b>(187,653)</b>
<u>Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:</u>		
- Charges for depreciation and impairment of non current assets	8,534	8,608
- Revaluation losses on Property, Plant and Equipment	3,327	1,040
- Amortisation of intangible assets	88	183
- Revenue expenditure funded from capital under statute	3,785	2,419
- Revenue expenditure funded from section 106 receipts	274	218
- Revenue expenditure funded from community infrastructure levies	607	504
- 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	2,564	1,581
<u>Adjusting amounts written out of the Revaluation Reserve:</u>		
- Difference between fair value depreciation and historical cost depreciation in Revaluation Reserve	(1,344)	(1,225)
- Amounts written out on disposal of assets	(190)	(79)
<b>Net written out amount of the cost of non current assets consumed in the year</b>	<b>17,645</b>	<b>13,249</b>
<u>Capital financing applied in the year:</u>		
- Use of Capital Receipts Reserve to finance new capital expenditure	(1,180)	(52)
- Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	(734)	-
- Application of grants to capital financing from the Capital Grants Unapplied Account	(7,816)	(8,468)
- Application of grants to capital financing from Receipts in Advance	(88)	(663)
- Statutory provision for the financing of capital investment charged against the General Fund and and HRA balances	(820)	(815)
- Use of Major Repairs Reserve to finance new capital expenditure	(1,798)	(2,158)
- Capital expenditure charged against the General Fund and HRA balances	(5,919)	(3,373)
Movements in the market value of Investment Properties debited or credited to the Comprehensive Income and Expenditure Statement	1,106	(18)
<b>Balance at 31 March</b>	<b>(189,555)</b>	<b>(189,951)</b>

## Note 22 Unusable Reserves (Continued)

### Financial Instruments Adjustment Account

The Financial Instruments Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for income and expenses relating to certain financial instruments and for bearing losses or benefiting from gains per statutory provisions.

	2020/21	2019/20
	£'000	£'000
<b>Balance at 1 April</b>	<b>703</b>	<b>724</b>
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	(21)	(21)
<b>Balance at 31 March</b>	<b>682</b>	<b>703</b>

### Pensions Reserve

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

	2020/21	2019/20
	£'000	£'000
<b>Balance at 1 April</b>	<b>52,899</b>	<b>75,393</b>
Remeasurements of the net defined benefit liability / (asset)	31,529	(27,686)
Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	9,039	12,543
Employer's pensions contributions and direct payments to pensioners payable in the year	(9,200)	(7,351)
<b>Balance at 31 March</b>	<b>84,267</b>	<b>52,899</b>

## Note 22 Unusable Reserves (Continued)

### Collection Fund Adjustment Account

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

	2020/21	2019/20
	£'000	£'000
<b>Balance at 1 April</b>	<b>(6,499)</b>	<b>(5,255)</b>
Amount by which council tax and non-domestic rates income credited to the Comprehensive Income and Expenditure Statement is different from council tax and non-domestic rates income calculated for the year in accordance with statutory requirements.	20,277	(1,244)
<b>Balance at 31 March</b>	<b>13,778</b>	<b>(6,499)</b>

## 23. Members Allowances

The Council was governed by 55 councillors, covering 29 wards. The Council paid the following amounts to elected Members during the year.

	2020/21	2019/20
	£'000	£'000
Basic, Attendance and Special Responsibility Allowances	621	595
Subsistence and Expenses	2	38
<b>Total</b>	<b>623</b>	<b>633</b>



## 24. External Audit costs

The Council has incurred the following costs in relation to the audit of the Statement of Accounts, certification of grant claims and statutory inspections and to non-audit services provided by the Council's external auditors.

	2020/21	2019/20
	£'000	£'000
Fees payable to the Ernst and Young LLP with regard to external audit services carried out by the appointed auditor for the year	70	60
Additional fees payable to the Ernst and Young LLP with regard to external audit services carried out by the appointed auditor for the previous year	24	64
Fees payable to the Ernst and Young LLP for the certification of grant claims and returns for the year	41	41
Additional fees payable to the Ernst and Young LLP for the certification of grant claims and returns for the previous year	(9)	26
<b>Total</b>	<b>125</b>	<b>190</b>

## 25. Related Parties

The Council is required to disclose material transactions with related parties - bodies or individuals that have the potential to control or influence the Council or to be controlled or influenced by the Council. Disclosure of these transactions allows readers to assess the extent to which the Council 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 Council.

### Central Government

Central Government has significant influence over the general operations of the Council – it is responsible for providing the statutory framework within which the Council operates, provides the majority of its funding in the form of grants and prescribes the terms of many transactions that the Council has with other parties (e.g. council tax bills, business rates and housing benefits). Grants received from Government departments and grants receipts outstanding at 31 March 2020 are shown in Note 20.

## Note 25 Related Parties (Continued)

### **Suffolk County Council**

Transactions include income and expenditure, precept payments and Business Rates pooling (Collection Fund statement), pension payments (Note 28), and funding of partnership arrangements. Income relating to Waste Recycling Credits totalled £1.845m (2019/20 £1.702m) with a year-end debtor of £0.206m (2019/20 £0.220m).

### **Members and Chief Officers**

Members and Chief Officers of the Council have direct control over the Council's financial and operating policies. The total of Members' allowances paid in 2020/21 is shown in note 23. The Council made payments in 2020/21 totalling £0.715m (2019/20 £0.438m) with a year-end creditor of £0.000m (2019/20 £0.119m) to other organisations in which Members had an interest. The Council also received income from other organisations totalling £0.038m (2020/21 £0.046m) with a year-end debtor of £0.000m (2019/20 £0.003m) in which members had an interest. Any contracts were entered into in full compliance with the Council's standing orders, and any grants were made with proper consideration of declarations of interest. The relevant members did not take part in any discussion or decision relating to awarding of the contract or grant.

### **Levies Paid to other Authorities**

Rivers and Drainage Authorities £0.252m (2019/20 £0.235m) as shown in note 11.

### **Waveney Norse Ltd**

As part of the contract with Waveney Norse Ltd, two Council employees, Andrew Jarvis (Strategic Director) and Kerry Blair (Head of Operations), are named as Directors of Waveney Norse Ltd due to their representation of the Council's interests through the Partnership Board.

### **Suffolk Coastal Norse Ltd**

As part of the contract with Suffolk Coastal Norse Ltd, one Council employee, Andrew Jarvis (Strategic Director), along with a Cabinet Member, Stephen Burroughes, (Cabinet Member with responsibilities for Operational Partnerships) are named as Directors of Suffolk Coastal Norse Ltd due to their representation of the Council's interests through the Partnership Board.

### **East Suffolk Holdings Limited**

East Suffolk Holdings Limited is wholly owned by the Council and was incorporated on 24 October 2019. Three Council employees, Stephen Baker (Chief Executive), Andrew Jarvis (Strategic Director) and Nicholas Khan (Strategic Director) are named as Directors of East Suffolk Holdings Limited.

## Note 25 Related Parties (Continued)

### **East Suffolk Construction Services Limited / East Suffolk Property Developments Limited / East Suffolk Property Investments Limited**

East Suffolk Holdings Limited is the sole shareholder of East Suffolk Construction Services Limited, East Suffolk Property Developments Limited, and East Suffolk Property Investments Limited, all of which were incorporated on 26 November 2019. Two Council employees, Andrew Jarvis (Strategic Director) and Nicholas Khan (Strategic Director) are named as Directors of all three of these companies.

## 26. Officer's remuneration and exit packages

The remuneration paid to senior employees is set out in the table below. No bonuses were paid in 2020/21. The Council's other employees receiving more than £50,000 remuneration for the year (excluding employer's pension contributions) were paid the following amounts:

		Salary, Fees and Allowances	Benefits in Kind (e.g. Car Allowances)	Total Excluding Pension Contributions	Employer's Pension Contribution	Total including Pension Contributions
		£	£	£	£	£
Chief Executive	2020/21	153,615	963	154,578	52,229	206,807
	2019/20	149,503	3,906	153,409	34,087	187,496
Strategic Director	2020/21	105,022		105,022	35,707	140,729
	2019/20	102,211	-	102,211	23,304	125,515
Strategic Director	2020/21	105,022		105,022	35,707	140,729
	2019/20	102,211	-	102,211	23,304	125,515
Chief Finance Officer & S151 Officer *	2020/21	79,129		79,129	16,820	95,949
	2019/20	78,044	-	78,044	17,794	95,838
Interim Chief Finance Officer & S151 Officer	2020/21	26,431		26,431	8,987	35,418
	2019/20	-	-	-	-	-
Head of Communities	2020/21	75,080		75,080	25,527	100,607
	2019/20	70,364	-	70,364	16,043	86,407
Head of Customer Services, Communications & Marketing	2020/21	71,090		71,090	23,636	94,726
	2019/20	36,161	-	36,161	8,239	44,400
Head of Economic Development & Regeneration	2020/21	75,080		75,080	25,527	100,607
	2019/20	70,364	-	70,364	16,043	86,407
Head of Environmental Services & Port Health	2020/21	88,503		88,503	30,091	118,594
	2019/20	82,535	-	82,535	18,818	101,353
Head of Housing **	2020/21	73,151		73,151	23,943	97,094
	2019/20	80,867	-	80,867	18,438	99,305
Head of ICT ***	2020/21	68,856		68,856	20,272	89,128
	2019/20	71,002	-	71,002	15,691	86,693
Head of Internal Audit	2020/21	75,080		75,080	25,527	100,607
	2019/20	70,364	-	70,364	16,043	86,407
Head of Legal & Democratic Services	2020/21	88,773		88,773	30,091	118,864
	2019/20	76,277	-	76,277	17,391	93,668
Head of Operations	2020/21	75,080		75,080	25,527	100,607
	2019/20	70,364	-	70,364	16,043	86,407
Head of Planning & Coastal Management	2020/21	88,503		88,503	30,091	118,594
	2019/20	82,535	-	82,535	18,818	101,353

## Note 26 Officers Remuneration (Continued)

\* postholder - Ill Health Retirement 31st October 2020

\*\* postholder - left Councils employment January 2021

\*\*\* postholder - DIS January 2021

The table below shows employees remuneration by band over £50,000 in £5k increments. The numbers include officers who were made redundant voluntarily during the 2020/21 financial year, and whose remuneration may not have normally been included within the limits of the above table, but who had received a redundancy payment which increased their earnings to over the minimum of £50k. An additional column in the Table above shows leavers. In addition, other transactions are disclosed in Note 25, Related Parties.

Remuneration band	2020/21		2019/20	
	Number of employees		Number of employees	
	Total	Left in Year	Total	Left in Year
£50,000 - £54,999	11	-	9	-
£55,000 - £59,999	3	-	1	-
£60,000 - £64,999	1	-	4	-
£65,000 - £69,999	4	-	1	-
£70,000 - £74,999	3	-	5	-
£75,000 - £79,999	5	-	2	-
£80,000 - £84,999	1	-	3	-
£85,000 - £89,999	3	-	-	-
£90,000 - £94,999	-	-	-	-
£95,000 - £99,999	-	-	1	-
£100,000 - £104,999	-	-	1	-
£105,000 - £109,999	2	-	-	-
£110,000 - £114,999	-	-	-	-
£115,000 - £119,999	-	-	-	-
£120,000 - £124,999	-	-	-	-
£125,000 - £129,999	-	-	-	-
£130,000 - £134,999	-	-	-	-
£135,000 - £139,999	-	-	-	-
£140,000 - £144,999	-	-	-	-
£145,000 - £149,999	-	-	-	-
£150,000 - £154,999	1	-	1	-
	<b>34</b>	-	<b>28</b>	-

## Note 26 Officers Remuneration (Continued)

### Exit Packages

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

Exit Package cost band (including special payments)	Number of Compulsory redundancies		Number of other departures agreed		Total number of exit packages by cost band		Total cost of exit packages in each band	
	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20
£								£
0 to 20,000	2	4	-	2	2	6	36,352	25,185
20,001 to 40,000	-	-	1	-	1	-	21,715	-
40,001 to 60,000	-	1	-	-	-	1	-	50,099
60,001 to 80,000	-	-	-	-	-	-	-	-
80,001 to 100,000	-	-	-	-	-	-	-	-
<b>Total</b>	<b>2</b>	<b>5</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>7</b>	<b>58,067</b>	<b>75,284</b>

The total cost in the above table covers exit packages (also known as termination benefits) that have been agreed, accrued for and charged to the Council's Comprehensive Income and Expenditure Statement for the disclosed financial year. The figures exclude payments made for ill-health retirements, of which there were costs of £1,818,086 as they are not discretionary and do not therefore meet the definition of termination benefits under the CIPFA Code of Practice.

## 27. Capital expenditure and capital financing

The total amount of capital expenditure incurred in the year is shown in the table below (including the value of assets acquired under finance leases), 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 Council, the expenditure results in an increase in the Capital Financing Requirement (CFR), a measure of the capital expenditure incurred historically by the Council that has yet to be financed. The CFR is analysed in the second part of this note.

	2020/21	2019/20
	£'000	£'000
<b>Opening Capital Financing Requirement</b>	<b>114,737</b>	<b>115,553</b>
<i>Capital investment</i>		
Property, Plant and Equipment*	16,737	11,597
Investment Properties*	3,206	-
Intangible Assets	72	-
Heritage Assets	-	12
Payment in advance	4,147	-
Revenue Expenditure Funded from Capital under Statute	4,666	3,141
Property, Plant and Equipment written out to Revenue	(14)	-
<b>Total Capital Investment</b>	<b>28,814</b>	<b>14,750</b>
<i>Sources of finance</i>		
Capital receipts	1,180	52
Government grants and other contributions	8,638	9,131
Sums set aside from revenue:		
Direct revenue contributions	5,919	3,373
Minimum Revenue Provision	820	815
Release of Payment in Advance	935	37
Major Repairs Reserve	1,798	2,158
<b>Closing Capital Financing Requirement</b>	<b>124,261</b>	<b>114,737</b>
<i>Explanation of movements in year</i>		
Increase in underlying need to borrowing (unsupported by government financial	9,524	(816)
<b>Increase/(decrease) in Capital Financing Requirement</b>	<b>9,524</b>	<b>(816)</b>

\*These figures match to the Additions lines in Note 14 detailing movements on the non-current assets.



## 28. Leases

### Disclosures as Lessee

#### Finance Leases

No assets under finance leases were acquired by the Council in the year. Assets acquired under finance leases prior to 1st April 2020 are carried as property, plant and equipment in the Balance Sheet at the net amount of £11.000m. The Council is committed to making minimum payments under these leases comprising settlement of the long-term liability for the interest in the property acquired by the Council, and finance costs that will be payable by the Council in future years while the liability remains outstanding. The minimum lease payments are made up of the following amounts:

	2020/21		2019/20	
	£'000		£'000	
Finance lease liabilities (net present value of minimum lease payments):				
- current		300		280
- non current		5,779		6,079
Finance costs payable in future years		3,419		3,869
Minimum lease payments		<b>9,498</b>		<b>10,228</b>
The minimum lease payments will be payable over the following periods:				
	Minimum Lease Payments		Finance Lease Liabilities	
	2020/21	2019/20	2020/21	2019/20
	£'000	£'000	£'000	£'000
Not later than one year	731	731	300	280
Later than one year and not later than five years	2,922	2,922	1,429	1,335
Later than five years	5,845	6,575	4,350	4,744
	<b>9,498</b>	<b>10,228</b>	<b>6,079</b>	<b>6,359</b>

The minimum lease payments do not include rents that are contingent on events taking place after the lease was entered into. There were no material contingent rents payable by the Council under finance leases for 2020/21. In relation to one of the Council's finance leases, the Lessor had to secure financing to be able to fulfil the capital project it was undertaking for the Council. It was agreed between the Lessor and Santander, that as part of the Council's monthly lease payment, the Council would make direct payment to Santander to cover the cost of the Lessor's monthly repayment of the financing.

## Note 28 Leases (Continued)

### Operating Leases

The Council has the following material operating leases as a lessee:

	Other Land and Buildings	
	2020/21	2019/20
	£'000	£'000
Not later than one year	94	97
Later than one year and not later than five years	225	149
Later than five years	321	328
	<b>640</b>	<b>574</b>

### Disclosures as Lessor

#### Finance Leases

The Council has no material finance leases as a lessor.

#### Operating Leases

The Council leases out property under operating leases for the following purposes:

- for the provision of community services, such as sports facilities, tourism services, etc.; or
- for economic development purposes to provide suitable affordable accommodation for local businesses.

The future minimum lease payments receivable under leases in future years are:

	2020/21	2019/20
	£'000	£'000
Not later than one year	1,618	1,446
Later than one year and not later than five years	4,993	5,077
Later than five years	28,819	29,551
	<b>35,430</b>	<b>36,074</b>

The minimum lease payments receivable does not include rents that are contingent on events taking place after the lease was entered into.

There were no material contingent rents receivable by the Council under operating leases for 2020/21. All assets provided under operating lease assets by the Council are shown within the movements included within Property, Plant and Equipment (Note 14).

## 29. Pensions

Pension costs are accounted for in accordance with the accounting standard IAS19. The objectives of IAS19 are to ensure that the financial statements reflect at fair value the assets and liabilities arising from an employer's retirement benefit obligations and any related funding and that the operating costs of providing retirement benefits to employees are recognised in the accounting period in which the benefits are earned, and that the financial statements contain adequate disclosure of the cost of providing retirement benefits. IAS19 costs are not, however, chargeable to council tax, it is only the actual payments that impact on the accounts and are shown in the Movement in Reserves Statement.

The Pensions Liability in the Balance Sheet reflects the underlying commitments that the Council has in the long term to pay retirement benefits. The impact of the net pension liability on overall reserves amounts to £84.267m in 2020/21. However statutory arrangements for funding the deficit mean the financial position of the Council is not affected.

The latest triennial actuarial valuation of the assets and liabilities of the Suffolk County Pension Fund was completed on 31 March 2019. The Council has been advised that its share of the pension fund was 98% fully funded at this date. The proposed

employers pension contribution rate for 2021/22 and 2022/23 is 33% and 32%.

### Participation in the pension scheme

As part of the terms and conditions of employment of its officers, the Council makes contributions towards the cost of post-employment benefits. Although these benefits will not actually be payable until employees retire, the Council has a commitment to make the payments (for those benefits) and to disclose them at the time that employees earn their future entitlement.

The Council participates in the Local Government Pension Scheme, administered locally by Suffolk County Council - this is a funded defined benefit scheme, meaning that the Council and employees pay contributions into a fund, calculated at a level intended to balance the pensions liabilities with investment assets.

The Suffolk Pension Fund scheme is operated under the regulatory framework for the Local Government Pension Scheme and the governance of the scheme is the responsibility of the pensions committee of Suffolk County Council. Policy is determined in accordance with the Pensions Fund Regulations. The investment managers of the fund are appointed by the committee and consist of the

Head of Finance (S151 Officer) of Suffolk County Council and Investment Fund managers. The principal risks to the Council of the scheme are the longevity assumptions, statutory changes to the scheme, structural changes to the scheme (i.e. large-scale withdrawals from the scheme), changes to inflation, bond yields and the performance of the equity investments held by the scheme. These are mitigated to a certain extent by the statutory requirements to charge to the General Fund and Housing Revenue Account the amounts required by statute as described in the accounting policies note.

### Transactions relating to post-employment benefits

Retirement benefits are reported in the Cost of Services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge made against Council Tax is based on the cash payable in the year, so the real cost of post-employment / retirement benefits is reversed out of the General Fund and Housing Revenue Account via the Movement in Reserves Statement. The following transactions have been made in the Comprehensive Income and Expenditure Statement and the General Fund Balance via the Movement in Reserves Statement during the year:

Note 29 Pensions (Continued)

	Local Government Pension Scheme	
	2020/21	2019/20
	£'000	£'000
<b>Comprehensive Income and Expenditure Statement</b>		
<i>Cost of Services:</i>		
- Current service cost	7,831	9,541
- Past Service cost	8	1,116
<i>Financing and investment income and expenditure:</i>		
- Net interest expense	1,200	1,886
<b>Total Post-employment Benefit Charged to the Surplus or Deficit on the Provision of Services</b>	<b>9,039</b>	<b>12,543</b>
<i>Other Post-employment Benefit Charged to the Comprehensive Income and Expenditure Statement</i>		
Remeasurement of the net defined benefit liability comprising:		
- Return on plan assets (excluding the amount included in the net interest expense)	(39,722)	20,013
- Actuarial gains and losses arising on changes in demographic assumptions	4,111	(6,222)
- Actuarial gains and losses arising on changes in financial assumptions	70,232	(22,765)
- Other	(3,119)	(18,685)
<b>Total Post-employment Benefits charged to the Comprehensive Income and Expenditure Statement</b>	<b>31,502</b>	<b>(27,659)</b>
<i>Movement in Reserves Statement:</i>		
- Reversal of net charges made to the Surplus or Deficit on the Provision of Services for post-employment benefits in accordance with the Code	(9,039)	(12,543)
<i>Actual amount charged against the General Fund Balance for pensions in the year:</i>		
- Employers' contributions payable to scheme	9,173	7,378

## Note 29 Pensions (Continued)

### Pension's assets and liabilities recognised in the Balance Sheet

The amount included in the Balance Sheet arising from the Council's obligation in respect of its defined benefit plans is as follows:

	Local Government Pension Scheme	
	2020/21 £'000	2019/20 £'000
Present value of the defined benefit obligation	(351,891)	(274,225)
Fair value of plan assets	267,624	221,326
<b>Net liability arising from defined benefit obligation</b>	<b>(84,267)</b>	<b>(52,899)</b>

Note 29 Pensions (Continued)

	Local Government Pension Scheme	
	2020/21	2019/20
	£'000	£'000
<b>Reconciliation of the movements in the fair value of the scheme (plan) assets:</b>		
Opening fair value of scheme assets	221,326	236,247
Interest Income	5,104	5,659
Effect of Settlements		
Remeasurement gain / (loss):		
- The return on plan assets, excluding the amount included in net interest expense	39,722	(20,013)
- Other		
Contributions from employer	9,173	7,378
Contributions by employees into the scheme	1,436	1,376
Benefits paid	(9,137)	(9,321)
Closing fair value of scheme assets	<b>267,624</b>	<b>221,326</b>
<b>Reconciliation of present value of the scheme liabilities (defined benefit obligation):</b>		
	Local Government Pension Scheme	
	2020/21	2019/20
	£'000	£'000
Opening balance 1 April	274,225	311,640
Current service cost	7,831	9,541
Interest cost	6,304	7,545
Contributions from scheme participants	1,436	1,376
Remeasurement (gains) and losses:		
- Actuarial gains / losses arising from changes in demographic assumptions	4,111	(6,222)
- Actuarial gains / losses arising from changes in financial assumptions	70,232	(22,765)
- Other	(3,119)	(18,685)
Past service costs	8	1,116
Benefits paid	(9,137)	(9,321)
Closing balance at 31 March	<b>351,891</b>	<b>274,225</b>

## Note 29 Pensions (Continued)

Local Government Pension Scheme assets comprised: (Active Markets unless otherwise stated)	Fair Value of Scheme Assets	
	2020/21	2019/20
	£'000	£'000
Equity instruments:		
- Consumer	6,484	5,583
- Manufacturing	3,711	2,374
- Energy and Utilities	870	1,056
- Financial Institutions	3,536	2,577
- Health and Care	1,710	1,706
- Information Technology	1,443	908
- Other	3,590	1,857
	<b>21,344</b>	<b>16,061</b>
Debt Securities:		
- Corporate (Investment Grade)	<b>58,603</b>	<b>49,568</b>
Private Equity (Non-active Market 2020/21 - 7,992 (2019/20 - 7,766))	<b>10,699</b>	<b>9,605</b>
Real Estate:		
- UK Property	<b>20,891</b>	<b>21,416</b>
Investment Funds & Unit Trusts:		
- Equities	114,202	73,970
- Bonds	10,407	17,926
- Hedge Funds	14,459	13,183
- Infrastructure (Non-active Market)	6,991	12,010
- Other (Non-active Market)	6,086	3,848
	<b>152,145</b>	<b>120,937</b>
Derivatives:		
- Foreign exchange	<b>(23)</b>	<b>92</b>
Cash and cash equivalents	<b>3,965</b>	<b>3,647</b>
<b>Total Assets (Non-active Market 2020/21 - 21,069 (2019/20 - 23,624))</b>	<b>267,624</b>	<b>221,326</b>



## Note 29 Pensions (Continued)

### Basis for estimating assets and liabilities

Liabilities have been assessed on an actuarial basis using the projected unit credit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc. The liabilities have been assessed by Hymans Robertson, an independent firm of actuaries, based on the roll forward from the 2019 formal valuation.

The significant assumptions used by the actuary have been:

	Local Government Pension Scheme	
	2020/21	2019/20
Mortality assumptions:		
Longevity at 65 for current pensioners:		
- Men	22.1	21.9
- Women	24.5	24.1
Longevity at 65 for future pensioners:		
- Men	23.2	22.7
- Women	26.4	25.6
Rate of inflation	2.85%	1.90%
Rate of increase in salaries	3.55%	2.60%
Rate of increase in pensions	2.85%	1.90%
Rate for discounting scheme liabilities	2.00%	2.30%

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

## Note 29 Pensions (Continued)

### Sensitivity Analysis

The sensitivities regarding the principal assumption used to measure the scheme liabilities are set out below:

<b>Change in assumptions at 31 March 2021</b>	<b>Approx. increase in Employers Liability</b>	<b>Approx. amount £'000</b>
0.5% decrease in Real Discount Rate	10%	34,462
0.5% increase in the Salary Increase Rate	1%	3,233
0.5% increase in the Pension Increase Rate	9%	30,506

A one year increase in life expectancy would approximately increase the Employer's Defined Benefit Obligation by around 3-5%. In practice the actual cost of a one-year increase in life expectancy will depend on the structure of the revised assumption (i.e. if improvements to survival rates predominantly apply at younger or older ages).

### Impact on the Council's Cash Flows

The objectives of the scheme are to keep employers' contributions at a constant rate as far as possible. The Council has agreed a strategy with the scheme's actuary to achieve a funding level of 100% over 20 years. Funding levels are monitored on an annual basis. The scheme will need to take account of the national changes to the scheme under the Public Pensions Services Act 2013. Under the Act, the Local Government Pension Scheme in England and Wales and the other main existing public service schemes may not provide benefits in relation to service after 31st March 2015. The Act provides for scheme regulations to be made within a common framework, to establish new career average revalued earnings schemes to pay pensions and other benefits to certain public servants. The Council anticipates paying £7.405m in contributions to the scheme in 2021/22.

## 30. Contingent Assets & Liabilities

As at 31 March 2021, the Council had no material contingencies.

## 31. Interests in companies and other entities

Local Authorities must consider all their interests in entities and prepare a full set of group financial statements where they have material interests in subsidiaries, associates or joint ventures. Before group accounts can be produced the following actions need to be carried out:

- Determine whether the Council has any form of interest in an entity.
- Assess the nature of the relationship between the Council and the entity.
- Determine the grounds of materiality whether group accounts should be prepared.

Having considered the accounting requirements and the Council's involvement with all companies and organisations, Group Accounts have been prepared. These incorporate only the results of Waveney Norse Limited, an Associate of which the Council owns a 19.9% share, and Suffolk Coastal Norse Limited, an Associate of which the Council owns a 20% share.

### **Waveney Norse Limited and Suffolk Coastal Norse Limited**

In 2008/09, Waveney District Council entered into an arrangement with Norse Commercial Services Limited (NCS) for the provision of a package of services including Refuse, Cleansing and Maintenance. A new company, Waveney Norse Ltd, was formed to deliver this service. Suffolk Coastal District Council had held a 20% share of Suffolk Coastal Norse Limited (Ltd) since 1st April 2009. Suffolk Coastal Norse Ltd provides a package of services including Refuse, Cleansing and Maintenance.

Group Accounts have been prepared as East Suffolk Council has the 'power' to participate in operating decisions and because transactions between both these companies and East Suffolk Council are material. The Group Accounts incorporate East Suffolk Council's share of the net assets and surpluses of Waveney Norse Ltd and Suffolk Coastal Norse Ltd as Associates, using the Equity method.

The Group Accounts are included in this document as additional columns to East Suffolk Council's Primary Statements, showing the extent of the Council's 19.9% interest in Waveney Norse Ltd and 20% interest in Suffolk Coastal Norse Ltd.

In addition to the Group Accounts, the following information has been disclosed to aid an understanding of the nature of the group relationship and the impact of the arrangements East Suffolk Council's Statement of Accounts.

## Note 31 Interests in Companies & other entities (Continued)

- a) The registered names of the Companies are Waveney Norse Limited and Suffolk Coastal Norse Limited;
- b) Nature of the business - the principal activities of Waveney Norse Ltd and Suffolk Coastal Norse Limited are refuse, cleansing and maintenance services;
- c) The immediate parent undertaking is Norse Commercial Services Limited;
- d) The ultimate parent undertaking is Norse Group Limited;
- e) The ultimate controlling party is Norfolk County Council, by virtue of them owning 100% of the ordinary share of Norse Group Limited;
- f) East Suffolk Council holds fully paid Ordinary Share capital of £2, in Waveney Norse Ltd with no special rights or constraints. It has a 19.9% share and also receives a 50-50 profit / loss share at year-end;
- g) East Suffolk Council holds fully paid Ordinary Share capital of £2, in Suffolk Coastal Norse Ltd with no special rights or constraints. It has a 20% share and also receives a 50-50 profit / loss share at year-end;
- h) Both companies' contributions to their pension schemes are is treated as if they are contributions to a defined contribution scheme. Set contributions are paid over the life of the Agreement, with any increase or decrease in funding being met by the Council.
- i) Payments made to Waveney Norse Limited in respect of refuse, cleansing and maintenance services are included within the Cost of Services in the Comprehensive Income and Expenditure Statement. Total payments to Waveney Norse Ltd were £8.183m in 2020/21 and included in the Accounting Statements as follows:

	<b>2020/21</b>	<b>2019/20</b>
	<b>£'000</b>	<b>£'000</b>
Housing Operations and Landlord Services	685	669
Legal and Democratic Services	9	9
Operations	7,448	6,762
Planning and Coastal Management	40	38
	<b>8,183</b>	<b>7,477</b>

- j) Details of Waveney Norse Limited's draft annual financial results to 31 March 2021 are set out below;

Note 31 Interests in Companies & other entities (Continued)

	2020/21 Waveney Norse £000	2020/21 Council Investment (19.9%) £000	2019/20 Waveney Norse £000	2019/20 Council Investment (19.9%) £000
Current Assets				
Stock	28	6	127	25
Debtors	3,195	636	3,141	625
Cash at Bank	657	131	-	-
Gross Assets	<b>3,879</b>	772	3,268	650
Creditors falling due within one year	<b>(1,367)</b>	(272)	(962)	(191)
Net Assets / Shareholder's Funds	<b>2,512</b>	500	<b>2,306</b>	<b>459</b>
Turnover	<b>10,134</b>	2,017	10,424	2,074
Profit on ordinary activity before taxation	<b>302</b>	60	158	31
Tax on profit on ordinary activity	<b>(61)</b>	(12)	(25)	(5)
Profit for the Financial Period	<b>241</b>	48	<b>133</b>	<b>26</b>
<u>Tax components included in the above figures are as follows:</u>				
Debtors				
- Deferred Tax asset	<b>35</b>	7	24	5
Creditors falling due within one year				
- Corporation Tax	<b>(69)</b>	(14)	27	5
Tax on profit on ordinary activity				
- Current Tax	<b>(61)</b>	(12)	(26)	(5)
	<b>(61)</b>	(12)	<b>(26)</b>	<b>(5)</b>

### Note 31 Interests in Companies & other entities (Continued)

- k) Payments made to Suffolk Coastal Norse Limited in respect of refuse, cleansing and maintenance services are included within the Cost of Services in the Comprehensive Income and Expenditure Statement. Total payments to Suffolk Coastal Norse Ltd were £9.793m in 2020/21 and included in the Accounting Statements as follows:

	<b>2020/21</b>	<b>2019/20</b>
	<b>£'000</b>	<b>£'000</b>
Planning & Coastal Management	13	13
Legal & Democratic Services	2	2
Housing Operations & Landlord services Operations	1 9,777	1 8,972
	<b>9,793</b>	<b>8,988</b>

- l) Details of Suffolk Coastal Norse Limited's draft annual financial results to 31 March 2020 are set out below:

Note 31 Interests in Companies & other entities (Continued)

	2020/21	2020/21	2019/20	2019/20
	Suffolk	Council	Suffolk	Council
	Coastal	Investment	Coastal	Investment
	Norse Ltd	(20%)	Norse Ltd	(20%)
	£'000	£'000	£'000	£'000
<b>Current Assets</b>				
Stock	58	12	138	28
Debtors	4,806	961	4,946	989
Cash at Bank	186	37	133	27
	<b>5,050</b>	<b>1,010</b>	<b>5,217</b>	<b>1,044</b>
Creditors falling due within one year	(1,616)	(323)	(1,207)	(241)
Defined Benefit Pension Scheme Liability	(7,906)	(1,582)	(4,664)	(934)
Net Assets / Shareholder's funds	<b>(2,931)</b>	<b>(587)</b>	(654)	(131)
Share of Actuarial Gains/(Losses)	<b>(2,786)</b>	(557)	1,494	299
Turnover	<b>14,156</b>	2,831	14,247	2,849
Loss on ordinary activity before taxation	595	119	(257)	(51)
Tax on profit on ordinary activity	(86)	(17)	75	15
Loss for the Financial Period	<b>510</b>	<b>102</b>	<b>(182)</b>	<b>(36)</b>
<u>Tax components included in the above figures are as follows:</u>				
Debtors				
- Deferred Tax asset	1,541	308	903	181
Creditors falling due within one year				
- Corporation Tax	98	20	56	11
Tax on profit on ordinary activity				
- Current Tax	13	3	55	11
- Deferred Tax	(98)	(20)	(130)	(26)
	<b>(86)</b>	<b>(17)</b>	<b>(75)</b>	<b>(15)</b>



## Note 31 Interests in Companies & other entities (Continued)

### **Sentinel Leisure Trust**

With effect from 1 April 2011, Waveney District Council transferred the management and operation of its leisure operations to the newly formed Sentinel Leisure Trust. Seven volunteers were initially appointed as Trustees and Directors of the new Trust and were joined by two Council representatives on the Board. The Council has a 15-year partnership management agreement with Sentinel. The facilities and equipment remain the property of the Council throughout the Partnership, with the Trust operating under a lease. The Council gave Sentinel 12 months' notice in October 2019, and the contract terminated in October 2020.

## 32. Long term investments

As at 31 March 2021, East Suffolk Council had long term investment balances of £34.031m of which £15.074 was held with other local authorities and £18.917m was held in a mix of Property Funds and Diversified Income Funds and £40k in Anglia Revenues Partnership (ARP). The Council has invested in these funds for the long term and therefore expect any downturn in fund values due to Covid19 will be mitigated over time.

	2020/21	2019/20
	£'000	£'000
Other Local Authorities	15,074	5,000
Other Entities	18,957	13,676
	<b>34,031</b>	<b>18,676</b>

During 2020/201 the Council has received dividends on the investments and the principal invested in the Property Fund has depreciated in value, by £66k and the diversified income fund had appreciated by £347k resulting in a net adjustment of £281k. This was charged to Financing and Investment Income and Expenditure within the Comprehensive Income and Expenditure Statement and added to the long-term investment balance resulting in the balance decreasing to £9.166m for the Property Fund and £9.751m for the Diversified Income Fund.

## 33. Prior period adjustments

The Council identified that additional charges were being added to multiple rent accounts in previous years to cover the servicing costs associated with heating. These charges initially formed part of the service charges and then, in or around 2018, were re-defined as "de-pooled rental charges". These "de-pooled rental charges" have been charged in addition to the core rent, however, these additional charges relate to services which the Council, as landlord, should not be re-charging to tenants. See Note 20 for further details regarding the Service Charge Provision.

The Council will need to reimburse tenants for the additional service charge costs included within their rent since 2010/11, and therefore a prior year adjustment in the form of a provision needs to be provided for this. As East Suffolk Council was formed in 2019/20, no third balance sheet will be presented as this was the first year of accounts for the Council. However, the balances brought forward as at 1<sup>st</sup> April 2019 have been adjusted to reflect the provision from 2010/11 to 2018/19, and then a prior year adjustment for 2019/20 has been included. A full audit of all rent accounts has been completed, and estimates the provision needed by year as follows:

<b>Year £'000</b>	<b>Provision for Service Charge £'000</b>
Prior to 2019/20	2,944
2019/ 20	413
Total	3,357

The impact of this provision on each primary statement and accompanying notes is shown below:

#### **Prior Period Adjustments**

#### **Housing Revenue Account Service Charge Provision**

**The effects of the restatement are as follows:**

#### **Summary:**

	<b>Re-statement</b>		
	<b>2019/20 01-Apr-19</b>	<b>2019/20 31-Mar-20</b>	<b>2019/20 31-Mar-20</b>
Increase in Balance Sheet Long Term Liabilities - Long Term Provisions	<b>2,944</b>	<b>413</b>	<b>3,357</b>
Decrease in Balance Sheet Usable Reserves - Housing Revenue Account	<b>(1,445)</b>	<b>-</b>	<b>(1,445)</b>
Decrease in Balance Sheet Usable Reserves - Housing Revenue Account Earmarked Reserves	<b>(1,500)</b>	<b>(413)</b>	<b>(1,913)</b>

<b>Movement In Reserves Statement</b>	<b>Housing Revenue Account</b>			<b>Earmarked HRA Reserves</b>			<b>Usable Reserves</b>		
	<b>2019/2020</b>	<b>Restate- ment</b>	<b>2019/2020 (Restated)</b>	<b>2019/2020</b>	<b>Restate- ment</b>	<b>2019/2020 (Restated)</b>	<b>2019/2020</b>	<b>Restate- ment</b>	<b>2019/2020 (Restated)</b>
<b>Balance at 1st April 2019</b>	<b>(4,860)</b>	<b>1,445</b>	<b>(3,415)</b>	<b>(12,321)</b>	<b>1,500</b>	<b>(10,821)</b>	<b>(112,480)</b>	<b>2,945</b>	<b>(109,535)</b>
<b>Movement in reserves during 2019/20</b>									
(Surplus) or deficit on provision of services	(8,048)	413	(7,635)	-	-	-	(8,482)	413	(8,069)
Other Comprehensive Income and Expenditure	-	-	-	-	-	-	-	-	-
<b>Total Comprehensive Income and Expenditure</b>	<b>(8,048)</b>	<b>413</b>	<b>(7,635)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(8,482)</b>	<b>413</b>	<b>(8,069)</b>
Adjustment between Group and Authority Accounts: - Purchase of Goods and Services from Associate (note 31)	-	-	-	-	-	-	-	-	-
<b>Net (Increase) / Decrease before Transfers</b>	<b>(8,048)</b>	<b>413</b>	<b>(7,635)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(8,482)</b>	<b>413</b>	<b>(8,069)</b>
Adjustments between accounting basis and funding basis under regulations (note 9)	3,680	-	3,680	-	-	-	(4,097)	-	(4,097)
<b>Net (Increase) / Decrease before Transfers to Earmarked Reserves</b>	<b>(4,368)</b>	<b>413</b>	<b>(3,955)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(12,579)</b>	<b>413</b>	<b>(12,166)</b>
Transfer to / from Earmarked Reserves (note 10)	3,994	(413)	3,581	(3,994)	413	(3,581)	-	-	-
<b>(Increase) / Decrease in Year</b>	<b>(374)</b>	<b>-</b>	<b>(374)</b>	<b>(3,994)</b>	<b>413</b>	<b>(3,581)</b>	<b>(12,579)</b>	<b>413</b>	<b>(12,166)</b>
<b>Balance at 31 March 2020 carry forward</b>	<b>(5,234)</b>	<b>1,445</b>	<b>(3,789)</b>	<b>(16,315)</b>	<b>1,913</b>	<b>(14,402)</b>	<b>(125,059)</b>	<b>3,358</b>	<b>(121,701)</b>

<b>Balance Sheet</b>	<b>2019/2020</b>	<b>Restate-ment</b>	<b>2019/2020 (Restated)</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Long Term Provisions	(2,603)	(3,357)	(5,960)
<b>Long Term Liabilities</b>	<b>(143,165)</b>	<b>(3,357)</b>	<b>(146,522)</b>
<b>Net Assets</b>	<b>327,952</b>	<b>(3,357)</b>	<b>324,595</b>
Housing Revenue Account			
- Fund Balance	(5,233)	1,445	(3,788)
- Earmarked Reserves	(16,315)	1,912	(14,403)
<b>Usable reserves</b>	<b>(125,058)</b>	<b>3,357</b>	<b>(121,701)</b>
<b>Total Reserves</b>	<b>(125,058)</b>	<b>(199,537)</b>	<b>(324,595)</b>

<u>Expenditure and Funding Analysed by Nature</u>	Net Expenditure in the CIES			Net Expenditure Chargeable to GF & HRA Balances			2019/2020 Restated) £'000
	2019/2020	Restate-ment	2019/2020 (Restated)	2019/2020	Restate-ment	2019/2020 (Restated)	
	£'000	£'000	£'000	£'000	£'000	£'000	
Housing Revenue Account	(9,540)	413	(9,127)	(5,685)	413	(5,272)	(9,127)
<b>Total</b>	<b>9,291</b>	<b>(97)</b>	<b>9,194</b>	<b>9,291</b>	<b>(97)</b>	<b>9,194</b>	<b>(8,069)</b>
<b>Total Comprehensive Income and Expenditure</b>					<b>(46,203)</b>	<b>413</b>	<b>(45,790)</b>

<u>Provisions</u>	HRA Service Charge			Total provisions		
	2019/2020	Restate-ment	2019/2020 (Re-stated)	2019/2020	Restate-ment	2019/2020 (Re-stated)
	£'000	£'000	£'000	£'000	£'000	£'000
<u>Long Term Provisions</u>						
<b>Balance at 1 April 2019</b>	-	2,944	<b>2,944</b>	<b>5,035</b>	2,944	<b>7,979</b>
100% Pilot Provision Movement	-	-	-	-	-	-
Movement in Provision in 2019/20	-	413	<b>413</b>	<b>15</b>	(413)	<b>(398)</b>
Amounts used in 20219/20	-	-	-	-	-	-
Unused amounts reversed in 2019/20	-	-	-	-	-	-
<b>Balance at 31 March 2020</b>	-	<b>3,357</b>	<b>3,357</b>	<b>2,603</b>	<b>3,357</b>	<b>5,960</b>

<u>Earmarked Reserves</u>	Balance 31 March 2019			Transfers Out 2019/20			Balance 31 March 2020		
	2019/2020	Restate-ment	2019/2020 (Restated)	2019/2020	Restate-ment	2019/2020 (Restated)	2019/2020	Restate-ment	2019/2020 (Restated)
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Housing Revenue Account:</b>									
Debt Repayment Reserve	10,000	(1,500)	8,500	-	(413)	(413)	11,000	(1,913)	9,087
<b>Total Housing Revenue Account</b>	<b>12,321</b>	<b>(1,500)</b>	<b>10,821</b>	<b>(6)</b>	<b>(413)</b>	<b>(419)</b>	<b>16,315</b>	<b>(1,913)</b>	<b>14,402</b>
<b>Total</b>	<b>57,100</b>	<b>(1,500)</b>	<b>55,600</b>	<b>(15,071)</b>	<b>(413)</b>	<b>(15,484)</b>	<b>62,830</b>	<b>(1,913)</b>	<b>60,917</b>

<u>Housing Revenue Account</u>	Net Expenditure		
	2019/2020	Restate-ment	2019/2020
	£'000	£'000	(Restated) £'000
<b>Income</b>			
- Charges for services and facilities	(1,218)	413	(805)
<b>Total income</b>	<b>(20,650)</b>	<b>413</b>	<b>(20,237)</b>
<b>Net expenditure or (income) of HRA services as included in the whole authority CIES</b>	<b>(9,701)</b>	<b>413</b>	<b>(9,288)</b>
<b>HRA services</b>	<b>(9,613)</b>	<b>413</b>	<b>(9,200)</b>
<b>(Surplus) or deficit for the year on HRA services</b>	<b>(8,048)</b>	<b>413</b>	<b>(7,635)</b>
<b>HRA balance brought forward</b>	(4,859)	1,444	(3,415)
(Surplus) or deficit for the year on the HRA Income and Expenditure Statement	(8,048)	413	(7,635)
<b>Net (increase) or decrease before transfers to or from reserves</b>	<b>(4,368)</b>	<b>413</b>	<b>(3,955)</b>
Transfers (from) or to HRA Earmarked Reserves (Note 10 to the Core Statements)	3,994	(413)	3,581
<b>Balance on the HRA at the end of the year</b>	<b>(5,233)</b>	<b>1,444</b>	<b>(3,789)</b>

## Housing Revenue Account Income & Expenditure Statement

The Housing Revenue Account (HRA) Income and Expenditure Statement shows the economic cost in the year of providing housing services in accordance with generally accepted accounting practices, rather than the amount to be funded from rents and government grants. Authorities charge rents to cover expenditure in accordance with the legislative framework; this may be different from the accounting cost. The increase or decrease in the year, on the basis on which rents are raised, is shown in the Movement on the Housing Revenue Account Statement.

	2020/21	2019/20 (Re-stated*)
	£'000	£'000
<b>Income</b>		
Gross rental income:		
- Dwelling rents	(19,284)	(18,839)
- Non-dwelling rents	(183)	(184)
Charges for services and facilities	(842)	(805)
Lease holders charges for services and facilities	(14)	(9)
Contributions towards expenditure	(48)	(73)
Reimbursement of costs	(341)	(327)
<b>Total income</b>	<b>(20,712)</b>	<b>(20,237)</b>

\*For details of the restatement please see Note 33



## Housing Revenue Account Income & Expenditure Statement (Continued)

		2020/21	2019/20 (Re-stated*)
		£'000	£'000
<b>Expenditure</b>			
Repairs, maintenance and management:			
- Repairs and maintenance		4,966	4,735
- Supervision and management		3,059	3,934
- Special Services		1,990	1,929
- Redundancy and associated pension costs		15	9
Rents, rates and other charges		146	124
Movement in the allowance for bad debts		189	(161)
Depreciation of HRA non-current assets:			
- Dwellings	8	3,267	3,133
- Other assets	8	173	198
Revaluation & impairment of HRA non-current assets		(1,583)	(2,973)
Debt management costs	4	22	21
<b>Total expenditure</b>		<b>12,244</b>	<b>10,949</b>
<b>Net expenditure or (income) of HRA services as included in the whole authority CIES</b>		<b>(8,468)</b>	<b>(9,288)</b>
- HRA share of Corporate and Democratic Core		98	88
<b>Net expenditure or (income) of HRA services</b>		<b>(8,370)</b>	<b>(9,200)</b>
HRA share of the operating income and expenditure included in the whole authority CIES:			
- (Gain) or loss on sale of HRA non-current assets		(467)	(679)
- Interest payable and similar charges	4	2,180	2,258
- Pension Cost Contribution		-	477
- HRA interest and similar income	4	(201)	(183)
- HRA Impairment Losses including Reversals of Impairment Losses or Impairmer	4	-	-
- HRA Capital Grants & Contributions		(653)	(308)
<b>(Surplus) or deficit for the year on HRA services</b>		<b>(7,511)</b>	<b>(7,635)</b>

\*For details of the restatement please see Note 33

## Movement on the Housing Revenue Account Statement

The overall objectives for the Movement on the HRA Statement and the general principles for its construction are the same as those generally for the Movement in Reserves Statement, into which it is consolidated. The statement takes the outturn on the HRA Income and Expenditure Statement and reconciles it to the surplus or deficit for the year on the HRA Balance, calculated in accordance with the requirements of the Local Government and Housing Act 1989.

	2020/21	2019/20 (Re-stated*)
	£'000	£'000
<b>Movement on the HRA Statement</b>		
<b>HRA balance brought forward</b>	<b>(3,789)</b>	<b>(3,415)</b>
(Surplus) or deficit for the year on the HRA Income and Expenditure Statement	(7,511)	(7,635)
Adjustments between accounting basis and funding basis under statute (Note 9 to the Core Statements)	3,825	3,680
<b>Net (increase) or decrease before transfers to or from reserves</b>	<b>(3,686)</b>	<b>(3,955)</b>
Transfers (from) or to HRA Earmarked Reserves (Note 10 to the Core Statements)	2,900	3,581
<b>(Increase) or decrease in year on the HRA</b>	<b>(786)</b>	<b>(374)</b>
<b>Balance on the HRA at the end of the year</b>	<b>(4,575)</b>	<b>(3,789)</b>

\*For details of the restatement please see Note 33

## Notes to the Housing Revenue Account

### 1. Dwelling Rents and Charges for Services and Facilities

The account shows the rent and charges for services and facilities due in the year after allowing for voids and other losses in collection. 2020/21 is a 52-week rent year. Charges for Services and Facilities relate to heating, warden and other communal services provided to residents in sheltered accommodation.

	2020/21	2019/20
Average dwelling rent per week (£)	83.26	81.43
Arrears at 31 March (£'000)	1,162	973
Arrears at 31 March as % of the gross income collectable	5.8%	4.9%
Provision for bad debts at 31 March (£'000)	850	661

### 2. Major Repairs Reserve (MRR)

	2020/21	2019/20
	£'000	£'000
The movement on the Major Repairs Reserve (MRR) for the financial year is analysed below:		
MRR opening balance	20,802	19,629
Amounts transferred to/(from) the MRR during the year	3,440	3,331
Debits to the MRR during the year in respect of HRA capital expenditure	(1,798)	(2,158)
<b>MRR closing balance</b>	<b>22,444</b>	<b>20,802</b>

Under Self-Financing accumulated depreciation is transferred into the MRR where it is ring-fenced to be used to repay the principal elements of HRA debt as well as to finance new capital expenditure. Movements and balances on the MRR are also detailed in the Movement in Reserves Statement and Note 10 to the Core Statements.

### 3. Capital Receipts – Disposal of Council Dwellings

	2020/21	2019/20
Capital receipts from sales of council houses (Right to Buys) can be summarised as follows:		
- Number of disposals under Right to Buy	11	28
- Value of disposals under Right to Buy (£'000)	750	2,090
Value of capital receipts from the disposal of other HRA land, houses and property	930	256

### 4. Capital Related Charges

	2020/21	2019/20
	£'000	£'000
Depreciation charge	3,440	3,331
Debt management expenses	22	21
Interest payable	2,169	2,247
Premium charges for early repayment of debt	10	10
Transfer to Capital Financing Account via MRR	1,799	2,158
Interest income on notional cash balances	(201)	(183)

## 5. Housing Stock

	2020/21	2019/20
The stock of dwellings has changed as follows:		
Opening stock of dwellings	4,460	4,446
Add: new build/purchases/additions	13	44
Less: sales	(14)	(30)
<b>Closing stock of dwellings</b>	<b>4,459</b>	<b>4,460</b>
Analysis of closing stock numbers:		
Houses	2,013	2,014
Bungalows	1,188	1,210
Flats	1,258	1,236
	<b>4,459</b>	<b>4,460</b>

## 6. Capital Expenditure

	2020/21	2019/20
	£'000	£'000
Dwellings	1,789	2,179
Dwelling acquisitions	1,360	176
Other Land and Buildings	191	47
Assets Under Construction	811	725
Capital Prepayment	-	3
	<b>4,151</b>	<b>3,130</b>
Financed by:		
Usable capital receipts	986	53
Revenue contributions	1,159	612
Grants and contributions	207	307
Major Repairs Reserve	1,799	2,158
	<b>4,151</b>	<b>3,130</b>

## 7. Non-Current Assets

The Balance Sheet value of land, dwellings and other property within the HRA as at 1 April 2020 in the financial year and the closing Balance Sheet value as at 31 March 2021 is included within Note 14 to the Core Statements. The Balance Sheet values of HRA non-current assets are disclosed below:

	<b>2020/21</b>	<b>2019/20</b>
	<b>£'000</b>	<b>£'000</b>
Council dwellings	222,560	215,452
Other land and buildings	1,715	1,911
Vehicles, plant, furniture and equipment	205	289
Assets under construction	1,904	1,779
Land Awaiting Development	3,097	1,835
Assets held for sale	4	4
<b>Total Balance Sheet value of HRA non-current assets (PPE)</b>	<b>229,485</b>	<b>221,270</b>
Intangibles	13	30
<b>Total Balance Sheet value of HRA non-current assets</b>	<b>229,498</b>	<b>221,300</b>
Dwellings - Vacant Possession Value	585,685	566,979

Vacant possession value and Balance Sheet value of council dwellings within the HRA show the economic cost to Government of providing council housing at less than market rents.

## 8. Depreciation

The depreciation charge for the year, for all of the HRA's non-current assets are disclosed as follows:

	2020/21	2019/20
	£'000	£'000
Council dwellings	3,258	3,133
Other land and buildings	73	73
Vehicles, plant, furniture and equipment	83	102
<b>Total charge for depreciation within the HRA (PPE)</b>	<b>3,414</b>	<b>3,308</b>
Intangibles	17	23
<b>Total charge for depreciation within the HRA</b>	<b>3,431</b>	<b>3,331</b>

## 9. Revaluation and Impairment Charges

The 2020/21 financial results include £1.584m credit for Revaluation Gains or Losses against HRA Assets charged to the Comprehensive Income and Expenditure Statement.

## Collection Fund Income & Expenditure Statement

The Collection Fund is an agent's statement that reflects the statutory obligation for billing authorities to maintain a separate Collection Fund. The statement shows the transactions of the billing authority in relation to the collection from taxpayers and local businesses and the distribution to local authorities and Central Government of council tax and non-domestic rates.

	Notes	2020/21		2019/20	
		Business rates £'000	Council tax £'000	Business rates £'000	Council tax £'000
<b>Income</b>					
Income from council tax	1		(157,992)	-	(153,525)
Transfer from General Fund - council tax benefits	1		(7)	-	(4)
Transfer from General Fund - S13A discretionary reliefs			(1,522)		(19)
Transitional relief				-	-
Income from business rates	2	(66,276)		(96,470)	-
Transitional protection payments		(679)		(2,089)	-
		<b>(66,955)</b>	<b>(159,521)</b>	<b>(98,559)</b>	<b>(153,548)</b>
<b>Expenditure</b>					
Precepts, demands and shares:					
- Central Government		45,255		43,584	-
- Suffolk County Council		9,051	118,088	8,717	112,099
- Police and Crime Commissioner for Suffolk			19,577	-	18,458
- East Suffolk Council		37,825	21,434	36,897	20,496
Transitional protection payments		4,855		6,396	-
Charges to Collection Fund					
- Write offs of uncollectable amounts		655	402	231	262
- Increase / (decrease) in bad debt provision		681	962	502	1,737
- Increase / (decrease) in provision for appeals		174		208	-
- Cost of collection allowance		460		462	-
Apportionment of previous years surplus / (deficit)					
- Central Government		1,846		(396)	-
- Suffolk County Council		1,430	2,940	104	-
- Police and Crime Commissioner for Suffolk			484	-	-
- East Suffolk Council		5,720	537	416	-
		<b>107,952</b>	<b>164,424</b>	<b>97,121</b>	<b>153,052</b>
<b>(Surplus) / deficit for year</b>	3	<b>40,997</b>	<b>4,903</b>	<b>(1,438)</b>	<b>(496)</b>
<b>Balance brought forward - (surplus) / deficit</b>		<b>(6,866)</b>	<b>(3,405)</b>	<b>(5,428)</b>	<b>(2,909)</b>
<b>Balance carry forward - (surplus) / deficit</b>		<b>34,131</b>	<b>1,498</b>	<b>(6,866)</b>	<b>(3,405)</b>



## Notes to the Collection Fund

### 1. Income from council tax

Council tax is set to meet the demands of Suffolk County Council, The Police and Crime Commissioner for Suffolk, East Suffolk Council and Parish/Town Councils. The tax is set by dividing these demands by the tax base, which is the number of chargeable dwellings in each valuation band expressed as an equivalent number of Band D dwellings.

In 2020/21 central government created a Hardship Fund to provide council tax relief to vulnerable people and households to help those affected most by coronavirus. This relief was granted under S13A discretionary reliefs as shown in the table above and East Suffolk was given a Hardship Grant to compensate for the relief granted.

	2020/21	2019/20
	£	£
The average Band D Council Tax set was:	1,810.23	1,741.13
The Council estimated its Tax Base for 2020/21 as follows:	Chargeable dwellings	Band D Equivalents
Valuation Band		
A	23,514	15,676
B	27,282	21,219
C	20,741	18,436
D	16,687	16,687
E	10,488	12,819
F	4,987	7,204
G	2,718	4,530
H	192	383
	<b>106,608</b>	<b>96,954</b>
Less: local council tax reduction scheme		(8,595)
Provision for bad and doubtful debts (1.0%)		(886)
Add: Ministry of Defence properties		192
Additional Properties		224
Tax Base 2020/21 (Band D equivalents)		<b>87,889</b>

## 2. Business Rates

The Council collects business rates (non-domestic rates) in the district. The amount collected less an allowance for the cost of collection is shared between Central Government (50%), East Suffolk Council (40%) and Suffolk County Council (10%). As a member of the Suffolk Business Rates Pool, from the Council's share, a tariff payment is made to Suffolk County Council to distribute excess business rates income above the Council's baseline funding need set by Central Government. These transactions are shown in the Comprehensive Income and Expenditure Statement under Taxation and Non-Specific Grants. The valuation list was revised in April 2005 and April 2010, and the latest revaluation of all business properties was completed on 1 April 2017.

In response to the coronavirus pandemic, in the Budget on 11 March 2020 the government announced that it would increase the Business Rates Retail Discount to 100% and extend it to include the leisure and hospitality sectors. In addition, on 18 March 2020, in response to the coronavirus, the government announced that many childcare providers would pay no business rates in 2020 to 2021. Billing authorities would be compensated by S31 grant. This has resulted in significant reduction in the Business Rates income collected. The additional S31 grant due to East Suffolk is shown in note 21 under Business Rate Reliefs.

	2020/21	2019/20
The rateable value at 31 March was	£232.9m	£232.2m
The multiplier was	51.2p	50.4p

### 3. Collection Fund Balances

The Collection Fund in year (surplus) / deficit comprises the following:

	2020/21	2019/20
(Surplus) / Deficit relating to:	£'000	£'000
<u>Council Tax</u>		
Suffolk County Council	3,640	(344)
Police and Crime Commissioner for Suffolk	600	(84)
East Suffolk Council	663	(68)
Total Council Tax	4,903	(496)
<u>Business Rates</u>		
Central Government	17,846	(1,856)
Suffolk County Council	4,630	84
East Suffolk Council	18,521	334
Total Business Rates	40,997	(1,438)

# Independent Auditors Report to the Members of East Suffolk Council

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## Glossary of Financial Terms

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### Accounting Period

The period covered by the Accounts, normally 12 months commencing on 1st April for local authorities.

### Accounting Policies

The rules and practices adopted by the Council that determine how the transactions and events are reflected in the accounts.

### Accruals

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

### Business Rates (Non-Domestic Rates)

The system of local taxation on business properties also called Non-Domestic Rates (NDR).

### Capital Adjustment Account

The Account absorbs the difference arising from the different rates at which non-current assets are accounted for as being consumed and at which resources are set aside to finance their acquisition.

### Capital Charge

A charge to service accounts to reflect the cost of non-current assets used in the provision of services, usually comprising depreciation charges, impairment and any associated write down of capital grant financing.

### Capital Expenditure

Expenditure on the acquisition of a non-current asset such as land and buildings, or expenditure that adds to and not merely maintains the value of an existing non-current asset.

### Capital Receipts

Capital money received from the sale of land, dwellings, or other assets, which is available to finance other items of capital expenditure, or to repay debt on assets originally financed from loan.

### Capital Receipts Reserve

This reserve holds the receipts generated from the disposal of non-current assets, which are restricted to being applied to finance new capital investment or reduce indebtedness.

### CIPFA (Chartered Institute of Public Finance and Accounting)

CIPFA is the professional institute for accountants working in the public services. CIPFA publishes the Code, which defines proper accounting practice for local authorities.

### Collection Fund

This Fund records the collection of the council tax and Non-Domestic Rates and its distribution.

### Contingent Liabilities

Potential liabilities which are either dependent on a future event, or which cannot be reliably estimated.

### Contingent Assets

Potential assets which are either dependent on a future event, or which cannot be reliably estimated.

### Corporate and Democratic Core

This comprises all activities which local authorities engage in specifically because they are elected, multi-purpose organisations. The cost of these activities are over and above those which would be incurred by a series of independent, single purpose, nominated bodies managing the same services. It includes costs relating to the corporate management and democratic representation.

### Council Tax

The system of local taxation on dwellings that replaced the community charge with effect from 1 April 1993.

### Council Tax Base

The amount calculated for each billing authority from which the grant entitlement of its share is derived. The number of properties in each band is multiplied by the relevant band proportion to calculate the number of Band D equivalent properties in the area. The calculation allows for exemptions, discounts, appeals, local council tax reduction scheme and a provision for non-collection.

### Council Tax Benefit

A system of financial assistance towards council tax costs which takes account of the applicants' financial needs and incomes.

### Creditors

An amount of money owed by the District Council at 31 March for goods or services supplied but not yet paid for.

### Debt

Amounts borrowed to finance capital expenditure that are still to be repaid.

### Debtors

An amount of money owed to the Council at 31 March. Long-term debtors include loans against mortgaged property and loans to other local authorities.

### Deferred Capital Receipts

Capital receipts outstanding on Council houses sold on deferred terms and secured by a mortgage of the property.

### Depreciation

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

### Direct Revenue Financing

A charge to revenue accounts for the direct financing of non-current assets and other capital expenditure.

### Earmarked Reserves

Revenue reserves within the General Fund and the Housing Revenue Account set aside to finance specific future services.

### General Fund

The main revenue fund of the District Council, to which the costs of the services are charged, (excluding the Housing Revenue Account (HRA) - see below).

### Government Grants

Payments by Central Government towards the cost of local authority services. These are either for particular purposes or services (specific grants) or in aid of local services generally (general grants).

### Heritage Assets

Heritage Assets are a distinct class of asset which is reported separately from property, plant & equipment. These assets would previously have been classified as community assets prior to 1<sup>st</sup> April 2011. The CIPFA Code defines a tangible heritage asset as: *a tangible asset with historical, artistic, scientific, technological, geophysical, or environmental qualities that is held and maintained principally for its contribution to knowledge and culture*. An intangible heritage asset is *'an intangible asset with cultural, environmental or historical significance'*.

### Housing Advances

Loans by an authority to individuals towards the cost of acquiring or improving their homes.

### Housing Benefit

A system of financial assistance towards housing costs which takes account of the applicants' financial needs and incomes. Assistance takes the form of rent rebates, council tax rebates and rent allowances.

### Housing Revenue Account (HRA)

The statutory account to which are charged the revenue costs of providing, maintaining, and managing Council owned dwellings. These are financed by

rents charged to tenants and subsidies received from the government. (See later paragraph on self-financing HRA).

### Impairment

A material reduction in the value of a non-current asset during the accounting period. This can be caused by a consumption of economic benefits (such as physical damage through fire or flood) or a fall in price of a specific asset. A general reduction in asset values is accounted for as an impairment through Valuation Loss.

### Infrastructure Assets

Non-current assets that are inalienable, expenditure on which is recoverable only by continued use of the asset created. Examples of infrastructure assets are highway and coast protection work.

### International Financial Reporting Standards

The Code of Practice on Local Authority Accounting was, for the first time in 2010/11, based on International Financial Reporting Standards (IFRS). However, these standards are primarily drafted for the commercial sector and are not wholly designed to address the accounting issues relevant to local government in the UK. The Code therefore prescribes a hierarchy of alternative standards on which the accounting treatment and disclosures should be based for all transactions.

### Leasing or Leases

A method of acquiring capital expenditure where a rental charge is paid for an asset for a specified period. All leases are categorised as either finance leases or operating leases. A finance lease transfers substantially all the risks and rewards of ownership to the lessee. An operating lease, in contrast, is like a rental agreement in nature, and all operating lease rentals are treated as revenue.

### Levies

Payments made to Internal Drainage Boards.

### Minimum Revenue Provision

A prudent sum required by law to be set aside from revenue for the repayment of loan debt.

### Net Book Value

The amount at which non-current assets are included in the Balance Sheet, i.e. their historical cost or current value less the cumulative amounts provided for depreciation and impairment.

### Non-Current Assets

Assets that yield benefits to the local authority and the services it provides for a period of more than one year.

### Net Realisable Value

The amount at which an asset could be sold after the deduction of any direct selling costs.

### Operational assets

Non-current assets are held and occupied, used, or consumed by the Council in the direct delivery of those services for which it has either a statutory or discretionary responsibility.

### Out-turn

Actual income and expenditure for the financial year.

### Post Balance Sheet Events

Those events, both favourable and unfavourable, which occur between the Balance Sheet date and the date on which the Statement of Accounts are authorised for issue by the Section 151 Officer.

### Precept

The net expenditure of a non-billing authority (e.g. County Council, Police Authority or Parish Council) which the billing authority must include when setting its Council Tax and then pay over to the precepting authority in agreed instalments.

### Property, Plant and Equipment

Assets that have physical substance and are held for use in the production or supply of goods and services, for rental to others, or for administrative purposes, and expected to be used during more than one period. (See separate paragraph on Heritage Assets).

### Provisions

A liability that is of uncertain timing or amount which is to be settled by transfer of economic benefits.

### Public Works Loan Board

A Government agency which provides longer-term loans to local authorities at interest rates slightly higher than those at which the Government itself can borrow. Local authorities can borrow a proportion of their requirements to finance capital expenditure from this source.

### Rateable Value

A value assessed by the Valuation Office Agency for all properties subject to national non-domestic rates.

### Reserves

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

### Revaluation Reserve

An "unusable reserve" recording accumulated gains arising from the revaluation of non-current assets until they are consumed by the authority or realised in a sale.

### Revenue Expenditure

This is expenditure mainly on recurring items and consists principally of salaries and wages, capital charges and general running expenses. Revenue Expenditure Funded from Capital under Statute (REFCuS)

Expenditure that is classified as capital for funding purposes which does not result in the expenditure being carried on the Balance Sheet as a non-current asset. Examples include improvement grants and capital grants to third parties.

### Revenue Support Grant

A general grant paid by Central Government to local authorities in aid of revenues generally and not for specific services. It is paid to the General Fund.

### Section 151 Officer

The officer with specific legal responsibility for the financial matters of a local authority.

### Self-Financing for the HRA

The self-financing HRA commenced on 1 April 2012 and is based on authorities "buying" themselves out of a negative housing subsidy position. This involves the Council no longer paying into housing subsidy and in return the Council's debt is adjusted upwards to an appropriate level. It is a once and for all settlement between central and local Government, after which all responsibility for maintaining social housing will rest with the Council.

### The Code

The Code incorporates guidance in line with IFRS, IPSAS and UK GAAP Accounting Standards. It sets out the proper accounting practice to be adopted for the Statement of Accounts to ensure they 'presents a true and fair view' of the financial position of the Council. The Code has statutory status via the provision of the Local Government Act 2003.

### Trading Accounts

Trading accounts exist where the service manager is required to operate in a commercial environment and balance their budget by generating income from other parts of the authority or other organisations.

### Usable Capital Receipts

Capital receipts that remain available to meet the cost of future capital expenditure.



## UK GAAP

The accounting treatments that companies in the UK would generally be expected to apply in the preparation of their financial statements.

### Valuation Loss

Impairment of an asset due to a general fall in prices, supported by a valuer's certificate. Valuation losses are charged initially to any balance in the Revaluation Reserve, and subsequently to the Comprehensive Income and

Expenditure Account. Impairment charges do not, however, fall on the taxpayer, and the impact is reversed in the Movement in Reserves Statement.

### Value Added Tax (VAT)

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



## AUDIT & GOVERNANCE COMMITTEE

Monday, 11 September 2023

<b>Subject</b>	Treasury Management 2023/24 Quarter 2 Report (Mid Year)
<b>Report by</b>	Councillor Vince Langdon-Morris Cabinet Member with responsibility for Resources and Value for Money
<b>Supporting Officer</b>	Lorraine Rogers Acting Chief Finance Officer and Section 151 Officer <a href="mailto:lorraine.rogers@eastsoffolk.gov.uk">lorraine.rogers@eastsoffolk.gov.uk</a>
<b>Director</b>	Chris Bally Chief Executive <a href="mailto:chris.bally@eastsoffolk.gov.uk">chris.bally@eastsoffolk.gov.uk</a>

Is the report Open or Exempt?	OPEN
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Category of Exempt Information and reason why it is <b>NOT</b> in the public interest to disclose the exempt information.	Not applicable
<b>Wards Affected:</b>	All Wards

## Purpose and high-level overview

**Purpose of Report:**

The Treasury Management Policy Statement for 2023/24 requires mid-year report on the Treasury Management function to be produced. The report reviews performance of the treasury management function for the first half of 2023/24.

**Options:**

To comply with the CIPFA Treasury Management code the report is required to be produced and presented to members, and consequently, no other options have been considered.

**Recommendation/s:**

That the quarter 2 (Mid Year) report on the Council's Treasury Management activity for 2023/24 be noted.

## Corporate Impact Assessment

**Governance:**

The report complies with the Chartered Institute of Public Finance and Accountancy (CIPFA) Treasury Management code to provide information and scrutiny on the Council's Treasury Management function.

**ESC policies and strategies that directly apply to the proposal:**

East Suffolk Council Strategic Plan

**Environmental:**

No impacts.

**Equalities and Diversity:**

No impacts.

**Financial:**

Management of the Council's cash flows; banking; and capital market transactions.

**Human Resources:**

No impacts.

**ICT:**

No impacts.

**Legal:**

No impacts.

**Risk:**

Treasury Management in Local Government is governed by the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management in the Public Services and in this context is the “management of the Council’s cash flows, its banking and its capital market transactions; the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks.” This Council has adopted the Code and complies with its requirements.

**External Consultees:** None

## Strategic Plan Priorities

Select the priorities of the <a href="#">Strategic Plan</a> which are supported by this proposal: <i>(Select only one primary and as many secondary as appropriate)</i>		Primary priority	Secondary priorities
<b>T01</b>	<b>Growing our Economy</b>		
P01	Build the right environment for East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P02	Attract and stimulate inward investment	<input type="checkbox"/>	<input type="checkbox"/>
P03	Maximise and grow the unique selling points of East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P04	Business partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P05	Support and deliver infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
<b>T02</b>	<b>Enabling our Communities</b>		
P06	Community Partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P07	Taking positive action on what matters most	<input type="checkbox"/>	<input type="checkbox"/>
P08	Maximising health, well-being, and safety in our District	<input type="checkbox"/>	<input type="checkbox"/>
P09	Community Pride	<input type="checkbox"/>	<input type="checkbox"/>
<b>T03</b>	<b>Maintaining Financial Sustainability</b>		
P10	Organisational design and streamlining services	<input type="checkbox"/>	<input type="checkbox"/>
P11	Making best use of and investing in our assets	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P12	Being commercially astute	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P13	Optimising our financial investments and grant opportunities	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P14	Review service delivery with partners	<input type="checkbox"/>	<input type="checkbox"/>
<b>T04</b>	<b>Delivering Digital Transformation</b>		
P15	Digital by default	<input type="checkbox"/>	<input type="checkbox"/>
P16	Lean and efficient streamlined services	<input type="checkbox"/>	<input type="checkbox"/>
P17	Effective use of data	<input type="checkbox"/>	<input type="checkbox"/>
P18	Skills and training	<input type="checkbox"/>	<input type="checkbox"/>
P19	District-wide digital infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
<b>T05</b>	<b>Caring for our Environment</b>		
P20	Lead by example	<input type="checkbox"/>	<input type="checkbox"/>
P21	Minimise waste, reuse materials, increase recycling	<input type="checkbox"/>	<input type="checkbox"/>
P22	Renewable energy	<input type="checkbox"/>	<input type="checkbox"/>

P23	Protection, education, and influence	<input type="checkbox"/>	<input type="checkbox"/>
XXX	<b>Governance</b>		
XXX	How ESC governs itself as an authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>How does this proposal support the priorities selected?</b></p> <p>The investment activity of the Treasury Management function supports the financial stability of the Council with any increase in return on investment providing additional income above budget to the general fund.</p>			

## Background and Justification for Recommendation

1 Background facts	
1.1	The UK economy continued to be more resilient than anticipated, growing 0.2% in the second quarter compared to expectations for 0%. The Monetary Policy Committee (MPC) mentioned resilience alongside persistent inflation as an upside risk in their August commentary, this adds to the view that Bank Rate will increase further.
1.2	The underlying picture is more difficult to discern as a stronger June was driven by more working days compared to May (Coronation Bank Holiday) and warm weather, whilst ongoing industrial action likely had a negative impact.
1.3	CPI inflation rose by 6.8% year-on-year in July 2023. Although this reading was slightly above expectations, CPI has fallen to a 17-month low, as the effects of the lower utility price cap become apparent.
1.4	Concerns over the path of core inflation remain well-founded as the stronger-than-expected rebound in services price inflation in July's figures (+7.4% vs Bank of England's estimate +7.3%) together with continuing robust wage growth remains consistent with the view that a further 25 basis point rise in Bank Rate is coming.

2 Current position	
2.1	<b>TREASURY MANAGEMENT QUARTER 2 (Mid year) 2023/24</b>
2.2	<p><b>DAILY CASH MANAGEMENT</b></p> <p>The report reviews performance of the treasury management function for the first half of 2023/24.</p> <p><b>2023/24 Quarter 2 Summary:</b></p> <ul style="list-style-type: none"> <li>• Total investments at 31<sup>st</sup> August 2023 totalled £123.32m</li> <li>• These investments are summarised as Short-term Investments £68m, Long-term Investments £24.89m and Liquidity Investments £30.43m.</li> <li>• Interest on Investments to 31<sup>st</sup> August totalled £914k.</li> </ul>

The Council's counterparty list (investment list) is continuously reviewed and updated taking into account published credit rating information, financial accounts, share prices, asset size, Government support and information from the Council's Treasury Advisors, Arlingclose.

### 2.3 INVESTMENT PORTFOLIO 2023/24

CIPFA revised TM Code defines treasury management investments as 'those which arise from the Authority's cash flows or treasury risk management activity that ultimately represents balances which need to be invested until the cash is required for use in the course of business'.

The Council holds significant invested funds, representing income received in advance of expenditure plus balances and reserves held. During this year, the Councils investment balances ranged between £100.4m and £134.4 million due to timing differences between income and expenditure. The investment position is shown in table below.

	1st April 2023 £m	1st April Interest Rate %	31st August 2023 £m	31st August 2023 Interest Rate %
Call Accounts (Liquidity Funds)	18.77	3.40%	20.43	2.00%
Money Market Funds	10.00	3.35%	10.00	5.10%
Term Investments: upto 12 months	73.00	1.20% - 4.40%	68.00	1.60% - 5.60%
Term Investments: over 12 months	6.80	0.20% - 7.35%	6.80	0.20% - 7.35%
Property Investment Fund	9.04	4.49%	9.04	4.49%
Multi Asset Fund	9.75	3.36% - 3.82%	9.05	3.36% - 3.82%
<b>Total</b>	<b>127.36</b>		<b>123.32</b>	

Inter Local Authority investments have increased in yield during the first half of 2023/24 as a consequence of the Bank of England base rate increases and market competition.

The table below details the local authority and Central Government investments to 31<sup>st</sup> August 2023.

**DMO Investments - Short Term**

	<u>Amount</u>	<u>Duration</u>	<u>Start Date</u>	<u>End Date</u>	<u>Rate</u>
DMO	5,000,000	31 days	01/08/2023	01/09/2023	5.12%
DMO	5,000,000	4 months	17/08/2023	18/12/2023	5.41%
DMO	5,000,000	2 weeks	23/08/2023	06/09/2023	5.13%

15,000,000

**Local Authority Investments - Short Term**

	<u>Amount</u>	<u>Duration</u>	<u>Start Date</u>	<u>End Date</u>	<u>Rate</u>
Suffolk County Council	5,000,000	1 year	30/09/2022	29/09/2023	3.15%
London Borough of Southwark	5,000,000	6 months	15/03/2023	15/09/2023	4.40%
Central Bedfordshire Council	5,000,000	6 months	21/04/2023	23/10/2023	4.20%
Kirklees Council	5,000,000	6 months	15/05/2023	15/11/2023	4.25%
Blackpool Council	5,000,000	3 months	27/06/2023	27/09/2023	4.30%
Eastleigh Borough Council	3,000,000	9 months	16/05/2023	16/02/2024	4.60%
Cheshire East Council	5,000,000	6 months	28/06/2023	04/01/2024	4.48%
North Lanarkshire Council	5,000,000	8 months	20/07/2023	20/03/2024	4.60%
Stockport Metropolitan Borough Co	5,000,000	6 months	28/07/2023	29/01/2024	5.35%
London Borough of Newham	5,000,000	9 months	31/07/2023	30/04/2024	5.60%
London Borough of Newham	5,000,000	6 months	17/08/2023	19/02/2024	4.50%

53,000,000

**Local Authority Investments - Long Term**

Watford Borough Council	5,000,000	2 Years	29/09/2021	29/09/2023	0.20%
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5,000,000

The interest on investments to the 31<sup>st</sup> August totals £914k against a budget of £700k (to 31<sup>st</sup> August). The forecast is that the current year budget of £1.68m will be exceeded as a direct result of the increase in investment rates since budget setting.

## 2.4 **BORROWING**

PWLB loans are no longer available to local authorities planning to buy investment assets primarily for yield; the Council therefore avoids this activity in order to retain its access to PWLB loans.

As outlined in the treasury strategy, the Councils chief objective when borrowing has been to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required, with flexibility to renegotiate loans should the Councils long-term plans change being a secondary objective. The Councils borrowing strategy continues to address the key issue of affordability without compromising the longer-term stability of the debt portfolio.

Over the April-August period, short-term rates rose by 1.08% to 6.08% and long-term rates rose by 0.98% to 5.53% (based on a 20 year loan).

No new additional borrowing was taken out during the period to the 31<sup>st</sup> August 2023. In line with the current loan portfolio repayment terms an £80k repayment was made during in May 2023 and £383.16 in August 2023.

	<b>31st March 2023 Principal £m</b>	<b>Repayments during Q1 &amp; Q2 £m</b>	<b>31<sup>st</sup> August 2023 Principal £m</b>
PWLB Fixed Rate Maturity/EIP Loans	65.65	-0.08	65.57

2.5

## COMPLIANCE

The Chief Finance Officer reports that all treasury management activities undertaken during the quarter complied fully with the principles in the TM Code and the Councils approved Treasury Management Strategy.

Compliance with the authorised limit and operational boundary for external debt is demonstrated in the table below.

	<b>2023/24 Quarter 2</b>	<b>2023/24 Operational Boundary</b>	<b>2023/24 Authorised Limit</b>	<b>Complied? Yes/No</b>
<b>Borrowing</b>	£65.57m	£173m	£175m	Yes

Compliance with specific investment limits is demonstrated in the table below.

	<b>2023/24 Q2 Maximum</b>	<b>31.08.2023 Actual</b>	<b>2023/24 Limit per Counterparty</b>	<b>Complied Yes/No</b>
Any single organisation, except the UK Government	£525m	£64.8m	£25m	<b>Yes</b>
Unsecured investments with building societies	£15m	£0	£15m	<b>Yes</b>
Money Market Funds	£20m	£10m	£20m	<b>Yes</b>
Strategic Pooled funds	£60m	£20.57m	£20m	<b>Yes</b>
Real Estate Investment Trusts	£0	£0	£10m	<b>Yes</b>

The Authority measures and manages its exposures to treasury management risks using the following indicators.

Security: The Authority has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit score of its investment portfolio. This is calculated by applying a score to each investment (AAA=1, AA+=2, etc.) and taking the arithmetic average, weighted by the size of each investment. Unrated investments are assigned a score based on their perceived risk.

	<b>31.08.2023</b>	<b>2023/24 Target</b>	<b>Complied Yes/No</b>
Portfolio average credit score	<b>4.8</b>	<b>4</b>	<b>Yes</b>



Liquidity: The Council has adopted a voluntary measure of its exposure to liquidity risk by monitoring the amount of cash available to meet unexpected payments within a rolling three-month period, without additional borrowing.

	31.08.2023 £m	2023/24 Target £m	Complied Yes/No
sums subject to variable interest rates:			
Total cash available within 3 months	<b>60.00</b>	<b>30.00</b>	<b>Yes</b>

Interest Rate Exposures: This indicator is set to control the Councils exposure to interest rate risk. The upper limits on the one-year revenue impact of a 1% rise or fall in interests was:

Interest rate risk indicator	31.08.2023 Actual	2023/24 Target	Complied Yes/No
Upper limit on one year revenue impact of a 1% <u>rise</u> in interest rates	£-91.4k	£150k	Yes
Upper limit on one year revenue impact of a 1% <u>fall</u> in interest rates	0	£150k	Yes

Principal Sums Invested for Periods Longer than a year: The purpose of this indicator is to control the Councils exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the long-term principal sum invested to final maturities beyond the period end were:

Price risk indicator Q2	2023/24	2024/25	2025/26	2026/27
Limit on term investment principal invested beyond year end	£5.0m	£5.0m	£5.0m	£5.0m
Actual term investment principal invested beyond year end	£0	£0	£0	£0
Complied	Yes	Yes	Yes	Yes

### 3 How to address current situation

- 3.1 The Council continues to operate its Treasury Management function within the key principles of security, liquidity, and yield.
- 3.2 The Council will explore other opportunities in Treasury Management investments in line with the Treasury Management Code and any new borrowing requirements will be evaluated against the most appropriate method of borrowing ensuring that cost of borrowing is kept to a minimum.

### 4 Reason/s for recommendation

- 4.1 The updated CIPFA Treasury Management code requires a Mid Year report to be produced on the Treasury Management function and noted by Committee.

## Appendices

<b>Appendices:</b>
None

<b>Background reference papers:</b>
None



**AUDIT & GOVERNANCE COMMITTEE**  
**Monday, 11 September 2023**

<b>Subject</b>	Code of Corporate Governance
<b>Report by</b>	Councillor Vince Langdon-Morris Cabinet Member with responsibility for Resources and Value for Money  Councillor Tim Wilson Assistant Cabinet Member for Resources and Value for Money
<b>Supporting Officer</b>	Siobhan Martin  Head of Internal Audit <a href="mailto:siobhan.martin@eastsoffolk.gov.uk">siobhan.martin@eastsoffolk.gov.uk</a>

Is the report Open or Exempt?	OPEN
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Category of Exempt Information and reason why it is <b>NOT</b> in the public interest to disclose the exempt information.	n/a
<b>Wards Affected:</b>	All Wards

## Purpose and high-level overview

### **Purpose of Report:**

For the Committee to consider and confirm the Code of Corporate Governance is up-to-date and maintained, as directed in the CIPFA/SOLACE 2016 publication “Delivering Good Governance in Local Government” and in accordance with the Committee’s terms of reference ‘To review the Council’s corporate governance arrangements against the good governance framework and consider annual governance reports and assurances’.

### **Options:**

No further options have been considered.

### **Recommendation/s:**

That the having commented upon the refreshed Code of Corporate Governance, the Committee recommends to Full Council that it adopts the refreshed Code of Corporate Governance attached at Appendix A to this report.

## Corporate Impact Assessment

### **Governance:**

The Code of Corporate Governance is a key document, setting out the Council’s overarching corporate governance arrangements.

### **ESC policies and strategies that directly apply to the proposal:**

The Code of Corporate Governance sets out how all ESC policies and strategies support the Council’s good governance.

### **Environmental:**

The Code of Corporate Governance sets out how all ESC policies and strategies support the Council’s good governance, including any that impact on the environment.

### **Equalities and Diversity:**

The Code of Corporate Governance sets out how all ESC policies and strategies support the Council’s good governance, including any that relate to equalities and diversity.

### **Financial:**

The Code of Corporate Governance sets out how all ESC policies and strategies support the Council’s good governance, including financial governance.

### **Human Resources:**

The Code of Corporate Governance sets out how all ESC policies and strategies support the Council’s good governance, including those relating to staff management and the HR function.

### **ICT:**

The Code of Corporate Governance sets out how all ESC policies and strategies support the Council’s good governance, including technical governance.

**Legal:**

The Code of Corporate Governance sets out how all ESC policies and strategies support the Council's good governance, including any that ensure legal compliance.

The Accounts and Audit Regulations 2015 require the Council prepares an Annual Governance Statement each financial year. The Code of Corporate Governance sets out the framework used to assess corporate governance arrangements within the Annual Governance Statement and is an integral part of the governance review process.

**Risk:**

The Code of Corporate Governance sets out how all ESC policies and strategies support the Council's good governance, including risk and opportunity management.

<b>External Consultees:</b>	None applicable
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<b>Internal Consultees:</b>	Corporate Leadership Team
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## Strategic Plan Priorities

Select the priorities of the <a href="#">Strategic Plan</a> which are supported by this proposal: <i>(Select only one primary and as many secondary as appropriate)</i>		Primary priority	Secondary priorities
<b>T01</b>	<b>Growing our Economy</b>		
P01	Build the right environment for East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P02	Attract and stimulate inward investment	<input type="checkbox"/>	<input type="checkbox"/>
P03	Maximise and grow the unique selling points of East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P04	Business partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P05	Support and deliver infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
<b>T02</b>	<b>Enabling our Communities</b>		
P06	Community Partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P07	Taking positive action on what matters most	<input type="checkbox"/>	<input type="checkbox"/>
P08	Maximising health, well-being and safety in our District	<input type="checkbox"/>	<input type="checkbox"/>
P09	Community Pride	<input type="checkbox"/>	<input type="checkbox"/>
<b>T03</b>	<b>Maintaining Financial Sustainability</b>		
P10	Organisational design and streamlining services	<input type="checkbox"/>	<input type="checkbox"/>
P11	Making best use of and investing in our assets	<input type="checkbox"/>	<input type="checkbox"/>
P12	Being commercially astute	<input type="checkbox"/>	<input type="checkbox"/>
P13	Optimising our financial investments and grant opportunities	<input type="checkbox"/>	<input type="checkbox"/>
P14	Review service delivery with partners	<input type="checkbox"/>	<input type="checkbox"/>
<b>T04</b>	<b>Delivering Digital Transformation</b>		
P15	Digital by default	<input type="checkbox"/>	<input type="checkbox"/>
P16	Lean and efficient streamlined services	<input type="checkbox"/>	<input type="checkbox"/>
P17	Effective use of data	<input type="checkbox"/>	<input type="checkbox"/>

P18	Skills and training	<input type="checkbox"/>	<input type="checkbox"/>
P19	District-wide digital infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
<b>T05</b>	<b>Caring for our Environment</b>		
P20	Lead by example	<input type="checkbox"/>	<input type="checkbox"/>
P21	Minimise waste, reuse materials, increase recycling	<input type="checkbox"/>	<input type="checkbox"/>
P22	Renewable energy	<input type="checkbox"/>	<input type="checkbox"/>
P23	Protection, education and influence	<input type="checkbox"/>	<input type="checkbox"/>
<b>XXX</b>	<b>Governance</b>		
XXX	How ESC governs itself as an authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>How does this proposal support the priorities selected?</b>			
<b>The corporate governance arrangements of the Council are integral to delivering the Council's vision and objectives. All Strategic Plan priorities are supported by this report.</b>			

## Background and Justification for Recommendation

<b>1 Background facts</b>	
1.1	Governance is about how the Council ensures that it is doing the right things, in the right way, for the right people, in a timely, inclusive, open, honest and accountable manner. It comprises the systems and processes, and cultures and values, by which such bodies are directed and controlled and through which they account to, engage with, where appropriate, lead their communities.
1.2	The Council strives to meet the highest standards of corporate governance to help ensure it meets its objectives. Members and officers are responsible for putting in place proper arrangements for the governance of the Council's affairs and the stewardship of the resources at its disposal.

<b>2 Current position</b>	
2.1	The most recent publication providing local authorities with guidance on good governance was "Delivering Good Governance in Local Government" (CIPFA / SOLACE 2016), which built on principles previously set out in the "International Framework: Good Governance in the Public Sector" (CIPFA/IFAC 2014) publication.
2.2	The importance of local authority governance and culture has been highlighted due to a series of high-profile failings and government interventions. A series of recent reports and publications draw attention to the current governance challenges facing all local authorities: <ul style="list-style-type: none"> <li>2019 Local authority governance (National Audit Office)</li> <li>2019 Local Government Governance and Accountability (Committee of Public Accounts)</li> <li>2020 Addressing cultural and governance failings in local authorities: lessons from recent interventions (MHCLG)</li> <li>2022 Understanding the challenge to local authority governance (CIPFA)</li> </ul>

2.3	The UK Government recognizes the responsibility local government has and the impact of intervention if governance failures occur, and is seeking to foster governance, accountability, and transparency, which will also highlight excellence and success. The emphasis on good governance to underpin new open reporting of local government performance is showcased through the creation of the Office for Local Government in July 2023.
2.4	The Code of Corporate Governance sets out how East Suffolk Council applies good governance principles and was last formally refreshed by the Audit and Governance Committee in September 2022 and adopted by Full Council in March 2023.

### 3 How to address current situation

3.1	In order to ensure the Annual Governance Statement's annual review of governance arrangements is effective, the Council needs to ensure its governance framework as set out in the refreshed Code of Corporate Governance is up to date and fit for purpose.
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### 4 Reason/s for recommendation

4.1	By reviewing and considering the Code of Corporate Governance in accordance with best practice the Audit and Governance Committee will fulfil its responsibility within its terms of reference.
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## Appendices

### Appendices:

<b>Appendix A</b>	Code of Corporate Governance – September 2023
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### Background reference papers:

None
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# **East Suffolk Council**

## **Code of Corporate Governance**

**September 2023**



## 1. Introduction

This document sets out how East Suffolk Council intends to apply the principles of corporate governance in the way it operates and conducts its business. It has been developed in accordance with the principles outlined in the framework and guidance notes by the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Society of Local Authority Chief Executives (SOLACE) “Delivering Good Governance in Local Government” (2016).

In order to demonstrate its approach to good governance, this Council maintains an up to date local Code of Corporate Governance (“the Code”) and prepares an Annual Governance Statement. These two documents together set out respectively the arrangements for ensuring ongoing effectiveness and publicly reporting on compliance with the Council’s governance framework.

## 2. What is Governance?

The CIPFA / IFAC guidance “International Framework: Good Governance in the Public Sector” (2014) defines governance as follows:

*Governance comprises the arrangements put in place to ensure that the intended outcomes for stakeholders are defined and achieved.*

Governance is about how the Council ensures that it is doing the right things, in the right way, for the right people, in a timely, inclusive, open, honest and accountable manner. It comprises the systems and processes, cultures and values by which the organisation is directed and controlled and through which it is accountable to, engages with, where appropriate, and leads its communities.

Good governance enables the Council to define and pursue its vision more effectively. It leads to improvements in management, performance, stewardship of public money and public engagement and outcomes for individuals and the community. It ensures that appropriate mechanisms for control are in place and that risks and opportunities are managed effectively.

## 3. Core Principles of Good Governance

East Suffolk Council recognises and adheres to the following core principles taken from the “International Framework: Good Governance in the Public Sector” (CIPFA/IFAC 2014) and the “Delivering Good Governance in Local Government” (CIPFA/SOLACE 2016)

Overarching principles for acting in the public interest:

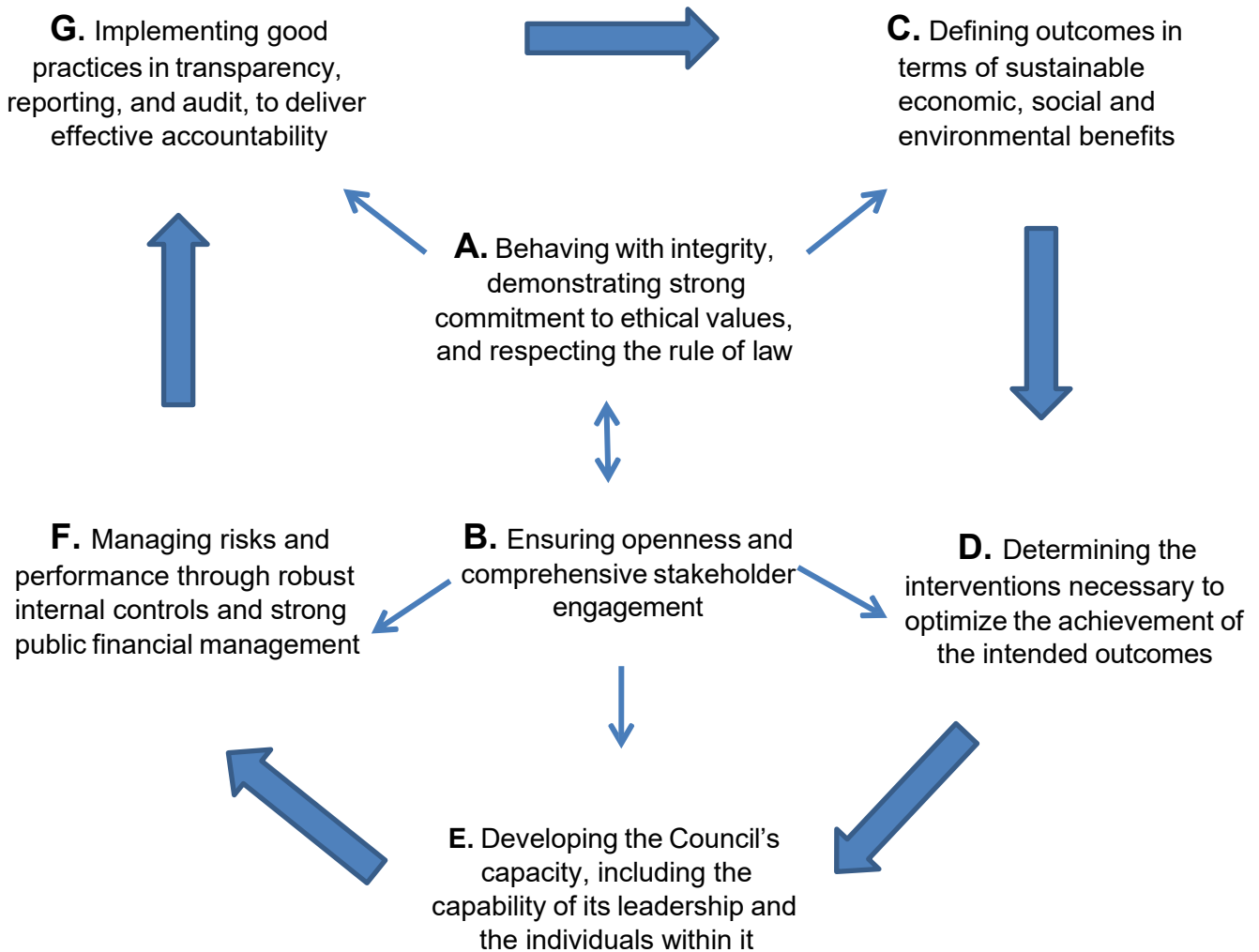
- A. Behaving with integrity, demonstrating strong commitment to ethical values, and respecting rule of law.
- B. Ensuring openness and comprehensive stakeholder engagement.

Additional principles for good public sector governance:

- C. Defining outcomes in terms of sustainable economic, social, and environmental benefits.
- D. Determining the interventions necessary to optimise the achievement of the intended outcomes.
- E. Developing the Council’s capacity, including the capability of its leadership and the individuals within it.

- F. Managing risks and performance through robust internal control and strong public financial management.
- G. Implementing good practices in transparency reporting, and audit to deliver effective accountability.

Principles A and B underpin the governance framework and implementation of principles C to G. The diagram below shows how the principles relate to each other.



#### 4. Applying the Principles of Good Governance

Each of the seven core principles above has a number of sub principles, which in turn, translate into a range of specific policies, behaviours and actions that apply across the various aspects of the Council's business that demonstrate good governance. The tables below (extracted from the CIPFA/SOLACE framework) show how each of these principles should be applied.

**Principle A: Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law**

Sub Principles	Governance arrangements in place at East Suffolk Council <sup>1</sup>
<p><b>Behaving with integrity</b></p> <p>Ensuring members and officers behave with integrity and lead a culture where acting in the public interest is visibly and consistently demonstrated thereby protecting the reputation of the organisation.</p> <p>Ensuring members take the lead in establishing specific standard operating principles or values for the organisation and its staff and that they are communicated and understood. These should build on the Seven Principles of Public Life (the Nolan Principles).</p> <p>Leading by example and using the above standard operating principles or values as a framework for decision making and other actions.</p> <p>Demonstrating, communicating and embedding the standard operating principles or values through appropriate policies and processes which are reviewed on a regular basis to ensure that effectively.</p>	<p>Anti-Bribery Policy and Procedure            Anti-Fraud and Corruption Strategy            Anti-Money Laundering Policy            Assurance Statements            Audit &amp; Governance Committee            Code of Conduct for employees            Constitution            Contract Procedure Rules            Corporate induction process            Customer Feedback Policy            Financial management            Financial Procedure Rules            Head of Paid Service defined responsibilities            Internal Audit Charter            Member Development Strategy            Our Behaviours            Our Values            People Strategy            Professional memberships            Register of Councillors’ interest            Registers of staff interests, gifts and hospitality            Scrutiny Committee            Staff Surveys            Suffolk Code of conduct for members            Whistleblowing Policy</p>
<p><b>Demonstrating strong commitment to ethical values.</b></p> <p>Seeking to establish, monitor and maintain the organisation’s ethical standards and performance.</p> <p>Underpinning personal behaviour with ethical values and ensuring they permeate all aspects of the organisation’s culture and operation.</p> <p>Developing and maintaining robust policies and procedures which place emphasis on agreed ethical values.</p> <p>Ensuring that external providers of services on behalf of the organisation are required to act with integrity and in compliance with ethical standards expected by the organisation.</p>	<p>Code of Conduct for employees            Contract Procedure Rules            Corporate induction process            Financial Procedure Rules            Freedom of Information processes            Legal services and advice            Our Behaviours            Our Values            Publication Scheme            Recruitment Policy            Register of Councillors’ interest            Registers of staff interests, gifts and hospitality            Standard Terms and Conditions for Supplying to the Council            Suffolk Code of conduct for members            Supplier contracts and Contract Management procedures</p>

<sup>1</sup> Not an exhaustive list; new and refreshed arrangements implemented throughout the year.

<p><b>Respecting the rule of law.</b></p> <p>Ensuring members and staff demonstrate a strong commitment to the rule of the law as well as adhering to relevant laws and regulations.</p> <p>Creating the conditions to ensure that the statutory officers, other key post holders, and members are able to fulfil their responsibilities in accordance with legislative and regulatory requirements.</p> <p>Striving to optimise the use of the full powers available for the benefit of citizens, communities and other stakeholders.</p> <p>Dealing with breaches of legal and regulatory provisions effectively.</p> <p>Ensuring corruption and misuse of power are dealt with effectively.</p>	<ul style="list-style-type: none"> <li>Anti-Bribery Policy and Procedure</li> <li>Anti-Fraud and Corruption Strategy</li> <li>Anti-Money Laundering Policy</li> <li>Audit &amp; Governance Committee terms of reference</li> <li>Code of Conduct for employees</li> <li>Compliance and Enforcement Policy</li> <li>Constitution</li> <li>Corporate Leadership Team</li> <li>Customer Feedback Policy</li> <li>Data Protection Policy</li> <li>Golden Triangle Group</li> <li>Legal services and advice</li> <li>Local Planning Enforcement Plan</li> <li>Monitoring Officer defined responsibilities</li> <li>Professional memberships</li> <li>Protocol on Member/Officer relations</li> <li>Recruitment Policy</li> <li>Scrutiny Committee</li> <li>Staff Job descriptions</li> <li>Suffolk Code of conduct for members</li> <li>Whistleblowing Policy</li> </ul>
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## Principle B: Ensuring openness and comprehensive stakeholder engagement

Sub Principles	Governance arrangements in place at East Suffolk Council
<p><b>Openness</b></p> <p>Ensuring an open culture through demonstrating, documenting and communicating the organisation's commitment to openness.</p> <p>Making decisions that are open about actions, plans, resource use, forecasts, outputs and outcomes. The presumption is for openness. If this is not the case, a justification for the reasoning for keeping a decision confidential should be provided.</p> <p>Providing clear reasoning and evidence for decisions in both public records and explanations to stakeholders and being explicit about criteria, rationale and considerations used. In due course, ensuring that the impact and consequences of those decisions are clear.</p> <p>Using formal and informal consultation and engagement to determine the most appropriate and effective interventions/course of action.</p>	<p>Committee meetings open to the public</p> <p>Committee reports, agendas and minutes</p> <p>Constitution</p> <p>Consultation exercises</p> <p>Decision Notices</p> <p>External Audit Annual letters</p> <p>Freedom of Information processes</p> <p>Publication Scheme</p>
<p><b>Engaging comprehensively with institutional stakeholders</b></p> <p>Effectively engaging with institutional stakeholders to ensure that the purpose, objectives and intended outcomes for each stakeholder relationship are clear so that outcomes are achieved successfully and sustainably.</p> <p>Developing formal and informal partnerships to allow for resources to be used more efficiently and outcomes achieved more effectively.</p> <p>Ensuring that partnerships are based on trust, a shared commitment to change, a culture that promotes and accepts challenge among partners and that the added value of partnership working is explicit.</p>	<p>Our Behaviours</p> <p>Our Values</p> <p>Partnership agreements and collaborative working arrangements</p> <p>People Strategy</p> <p>Planning consultations</p> <p>Supplier contracts and Contract Management procedures</p>

## Principle B: Ensuring openness and comprehensive stakeholder engagement

Sub Principles	Governance arrangements in place at East Suffolk Council
<p><b>Engaging with individual citizens and service users effectively.</b></p> <p>Establishing a clear policy on the type of issues that the organisation will meaningfully consult with or involve communities, individual citizens, service users and other stakeholders to ensure that service (or other) provision is contributing towards the achievement of intended outcomes.</p> <p>Ensuring that communication methods are effective and that members and officers are clear about their roles with regard to community engagement.</p> <p>Encouraging, collecting and evaluating the views and experiences of communities, citizens, service users and organisations of different backgrounds including reference to future needs.</p> <p>Implementing effective feedback mechanisms in order to demonstrate how views have been taken into account.</p> <p>Balancing feedback from more active stakeholder groups with other stakeholder groups to ensure inclusivity.</p> <p>Taking account of the impact of decisions on future generations of tax payers and service users.</p>	<p>Committee meetings open to the public</p> <p>Committee reports, agendas and minutes</p> <p>Consultations</p> <p>Council newsletter / magazine</p> <p>Council website and social media</p> <p>Customer Feedback Policy</p> <p>Developers Forum</p> <p>Enabling Communities Strategy</p> <p>Freedom of Information processes</p> <p>Local Plan</p> <p>Neighbourhood Plans</p> <p>Publication Scheme</p> <p>Social Media Policy</p>

## Principle C: Defining outcomes in terms of sustainable economic, social, and environmental benefits

Sub Principles	Governance arrangements in place at East Suffolk Council
<p><b>Defining outcomes</b></p> <p>Having a clear vision, which is an agreed formal statement of the organisation’s purpose and intended outcomes containing appropriate performance indicators, which provide the basis for the organisation’s overall strategy, planning and other decisions.</p> <p>Specifying the intended impact on, or changes for, stakeholders including citizens and service users. It could be immediately or over the course of a year or longer.</p> <p>Delivering defined outcomes on a sustainable basis within the resources that will be available.</p> <p>Identifying and managing risks to the achievement of outcomes.</p> <p>Managing service users’ expectations effectively with regard to determining priorities and making the best use of the resources available.</p>	<p>Committee reports, agendas, and minutes</p> <p>Corporate performance management framework</p> <p>ESC Risk Registers</p> <p>Medium Term Financial Strategy</p> <p>Performance Reports</p> <p>Risk and Opportunities Management Strategy</p> <p>Risk management process</p> <p>Strategic Plan (2020-2024)</p>
<p><b>Sustainable economic, social and environmental benefits</b></p> <p>Considering and balancing the combined economic, social and environmental impact of policies and plans when taking decision about service provision.</p> <p>Taking a longer-term view with regard to decision making, taking account of risk and acting transparently where there are potential conflicts between the organisation’s intended outcomes and short-term factors such as the political cycle or financial constraints.</p> <p>Determining the wider public interest associated with balancing conflicting interests between achieving the various economic, social and environmental benefits, through consultation where possible, in order to ensure appropriate trade-offs.</p> <p>Ensuring fair access to services.</p>	<p>Asset Management Strategy 2019-24</p> <p>Budget process</p> <p>Business case appraisal process</p> <p>Capital Programme</p> <p>Capital Strategy</p> <p>Committee reports, agendas and minutes</p> <p>Contaminated Land Strategy</p> <p>Digital Strategy</p> <p>East Suffolk Economic Strategy 2022-27</p> <p>Economic Growth Plan 2018-2023</p> <p>Efficiency Plan</p> <p>Enabling Communities Strategy</p> <p>Environmental Policy</p> <p>Equality &amp; Diversity Policy</p> <p>ESC Risk Registers</p> <p>Financial Procedure Rules</p> <p>Housing Asset Management Strategy</p> <p>Housing Development Strategy</p> <p>Housing Strategy 2017-2023</p> <p>Local Plan</p> <p>Medium Term Financial Strategy</p> <p>Modern Slavery and Human Trafficking Statement</p> <p>Private Sector Housing Strategy</p> <p>Risk and Opportunities Management Strategy</p> <p>Risk management process</p> <p>Safeguarding Policy</p>

**Principle D: Determining the interventions necessary to optimise the achievement of the intended outcomes**

Sub Principles	Governance arrangements in place at East Suffolk Council
<p><b>Determining interventions</b></p> <p>Ensuring decision makers receive objective and rigorous analysis of a variety of options indicating how intended outcomes would be achieved and associated risks. Therefore ensuring best value is achieved however services are provided.</p> <p>Considering feedback from citizens and service users when making decisions about service improvements or where services are no longer required in order to prioritise competing demands within limited resources available including people, skills, land and assets and bearing in mind future impacts.</p>	<p>Committee reports, agendas and minutes            Constitution            Customer Feedback Policy            Our Values            Procurement Strategy            Risk and Opportunities Management Strategy            Risk management process            Staff Job descriptions</p>
<p><b>Planning interventions</b></p> <p>Establishing and implementing robust planning and control cycles that cover strategic and operational plans, priorities and targets.</p> <p>Engaging with internal and external stakeholders in determining how services and other courses of action should be planned and delivered.</p> <p>Considering and monitoring risks facing each partner when working collaboratively, including shared risks.</p> <p>Ensuring arrangements are flexible and agile so that the mechanisms for delivering goods and services can be adapted to changing circumstances.</p> <p>Establishing appropriate key performance indicators (KPIs) as part of the planning process in order to identify how the performance of services and projects is to be measured.</p> <p>Ensuring capacity exists to generate the information required to review service quality regularly.</p> <p>Preparing budgets in accordance with objectives, strategies and the medium-term financial plan.</p> <p>Informing medium and long term resource planning by drawing up realistic estimates of revenue and capital expenditure aimed at developing a sustainable funding strategy.</p>	<p>Budget process            Capital Programme            Capital Strategy            Committee reports, agendas and minutes            Constitution            Corporate performance management framework            Customer Feedback Policy            Emergency Response Plan Medium            Term Financial Strategy            Partnership agreements and collaborative working arrangements            Performance Reports            Procurement Forward Plan            Procurement Strategy            Risk and Opportunities Management Strategy            Risk management process            Strategic Plan (2020-2024)            Supplier contracts and Contract Management procedures            Workforce development processes</p>



**Principle D: Determining the interventions necessary to optimise the achievement of the intended outcomes**

Sub Principles	Governance arrangements in place at East Suffolk Council
<p><b>Optimising achievement of intended outcomes</b></p> <p>Ensuring the medium term financial strategy integrates and balances service priorities, affordability and other resource constraints.</p> <p>Ensuring the budgeting process is all-inclusive, taking into account the full cost of operations over the medium and longer term.</p> <p>Ensuring the medium term financial strategy sets the context for ongoing decision on significant delivery issues or responses to changes in the external environment that may arise during the budgetary period in order for outcomes to be achieved while optimising resource usage.</p> <p>Ensuring the achievement of “social value” through service planning and commissioning.</p>	<p>Budget process                      External Audit Annual letters                      Medium Term Financial Strategy                      Procurement Strategy                      Risk and Opportunities Management Strategy                      Risk management process                      Social Value Policy</p>

**Principle E: Developing the entity's capacity, including the capability of its leadership and the individuals within it**

Sub Principles	Governance arrangements in place at East Suffolk Council
<p><b>Developing the entity's capacity</b></p> <p>Reviewing operations, performance and use of assets on a regular basis to ensure their continuing effectiveness.</p> <p>Improving resource use through appropriate application of techniques such as benchmarking and other options in order to determine how resources are allocated so that defined outcomes are achieved effectively and efficiently.</p> <p>Recognising the benefits of partnerships and collaborative working where added value can be achieved.</p> <p>Developing and maintaining an effective workforce plan to enhance the strategic allocation of resources.</p>	<p>Asset Management Strategy 2019-24            Assurance Statements            Corporate performance management framework            Partnership agreements and collaborative working arrangements            Performance Reports            Supplier contracts and Contract Management procedures            Workforce development processes</p>
<p><b>Developing the capability of the entity's leadership and other individuals.</b></p> <p>Developing protocols to ensure that elected and appointed leaders negotiate with each other regarding their respective roles early on in the relationship and that a shared understanding of roles and objectives is maintained.</p> <p>Publishing a statement that specifies the types of decisions that are delegated and those reserved for the collective decision making of the governing body.</p> <p>Ensuring the leader and the chief executive have clearly defined and distinctive leadership roles within a structure whereby the chief executive leads in implementing strategy and managing the delivery of services and other outputs set by members and each provides a check and a balance for each other's authority.</p> <p>Developing the capabilities of members and senior management to achieve effective leadership and to enable the organisation to respond successfully to changing legal and policy demands as well as economic, political and environmental changes and risk by:-</p> <ul style="list-style-type: none"> <li>- Ensuring members and staff have access to appropriate induction tailored to their role and that ongoing training and development matching individual and organisational requirements is available and encouraged.</li> <li>- Ensuring members and offices have the appropriate skills, knowledge resources and support to fulfil their roles and responsibilities and ensuring that they are able to update their knowledge on a continuing basis.</li> <li>- Ensuring personal, organisational and system-wide development through shared learning, including lessons learnt from governance weaknesses both internal and external.</li> </ul>	<p>Assurance Statements            Code of Conduct for employees            Committee reports, agendas and minutes            Constitution</p> <ul style="list-style-type: none"> <li>- Part 2: Functions and responsibilities (including Scheme of Delegation)</li> <li>- Part 2: Terms of reference for committees</li> </ul> <p>Corporate induction process            Corporate Leadership Team            Customer Feedback Policy            Decision Notices            External Peer and Specialist reviews            H&amp;S: internal policies            Health and Safety Officer defined responsibilities            Health and Safety Policy            Member training and development            Performance Management (business) framework            Staff employment policies            Staff Job descriptions            Staff performance (My Conversation)            Suffolk Code of conduct for members            Workforce development processes</p>

<p>Ensuring that there are structures in place to encourage public participation.</p> <p>Taking steps to consider the leadership’s own effectiveness and ensuring leaders are open to constructive feedback from peer review and inspections.</p> <p>Holding staff to account through regular performance reviews which take account of training or development needs.</p> <p>Ensuring arrangements are in place to maintain the health and wellbeing of the workforce and support individuals in maintaining their own physical and mental wellbeing.</p>	
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**Principle F: Managing risks and performance through robust internal control and strong public financial management**

<b>Sub Principles</b>	<b>Governance arrangements in place at East Suffolk Council</b>
<p><b>Managing Risk</b></p> <p>Recognising that risk management is an integral part of all activities and must be considered in all aspects of decision making.</p> <p>Implementing robust and integrated risk management arrangements and ensuring that they are working effectively.</p> <p>Ensuring that responsibilities for managing individual risks are clearly allocated.</p>	<p>Audit &amp; Governance Committee terms of reference            Committee reports, agendas, and minutes            Corporate Leadership Team            ESC Risk Registers            Internal Audit Charter            Risk and Opportunities Management Strategy            Risk management process</p>
<p><b>Managing performance</b></p> <p>Monitoring service delivery effectively including planning, specification, execution and independent post implementation review.</p> <p>Making decisions based on relevant, clear objective analysis and advice pointing out the implications and risks inherent in the organisation’s financial, social and environmental position and outlook.</p> <p>Encouraging effective and constructive challenge and debate on policies and objectives to support balanced and effective decision making.</p> <p>Providing members and senior management with regular reports on service delivery plans on progress towards outcome achievement.</p> <p>Ensuring there is consistency between specification stages (such as budgets) and post implementation reporting (e.g. financial statements).</p>	<p>Committee reports, agendas and minutes            Corporate Leadership Team            Corporate performance management framework            Decision Notices            Efficiency Plan            External Audit Annual letters            Medium Term Financial Strategy            Performance Reports            Scrutiny Committee terms of reference            Statement of Accounts            Strategic Plan (2020-2024)</p>

<p><b>Robust internal control</b></p> <p>Aligning the risk management strategy and policies on internal control with achieving objectives.</p> <p>Evaluating and monitoring risk management and internal control on a regular basis.</p> <p>Ensuring effective counter fraud and anti-corruption arrangements are in place.</p> <p>Ensuring additional assurance on the overall adequacy and effectiveness of the framework of governance, risk management and control is provided by the internal auditor.</p> <p>Ensuring an audit committee or equivalent group/function, which is independent of the executive and accountable to the governing body:</p> <ul style="list-style-type: none"> <li>- Provides a further source of effective assurance regarding arrangements for managing risk and maintaining an effective control environment</li> <li>- That its recommendations are listened to and acted upon.</li> </ul>	<p>Annual Audit Opinion  Anti-Bribery Policy and Procedure  Anti-Fraud and Corruption Strategy  Anti-Money Laundering Policy  Audit &amp; Governance Committee terms of reference  Constitution  ESC Risk Register  Internal Audit Charter  Risk and Opportunities Management Strategy  Risk management process  Risk toolkit  Whistleblowing Policy</p>
<p><b>Managing data</b></p> <p>Ensuring effective arrangements are in place for the safe collection, storage, use and sharing of data, including processes to safeguard personal data.</p> <p>Ensuring effective arrangements are in place and operating effectively, when sharing data with other bodies.</p> <p>Reviewing and auditing regularly the quality and accuracy of data used in decision making and performance monitoring.</p>	<p>Data Protection Officer defined responsibilities  Data Protection Policy  Data Quality and Management Policy  Digital Strategy  Freedom of Information  ICT Acceptable Use Policy  ICT Security Policy  Information and Records Management Policy  Internal Audit Charter  Legal services and advice</p>
<p><b>Strong public financial management</b></p> <p>Ensuring financial management supports both long term achievement of outcomes and short-term financial and operational performance.</p> <p>Ensuring well-developed financial management is integrated at all levels of planning and control, including management of financial risks and controls</p>	<p>Budget process  Capital Programme  Capital Strategy  Medium Term Financial Strategy  S151 Officer (Chief Finance Officer) defined responsibilities  Treasury Management Strategy</p>

**Principle G: Implementing good practices in transparency, reporting, and audit to deliver effective accountability**

Sub Principles	Governance arrangements in place at East Suffolk Council
<p><b>Implementing good practice in transparency</b></p> <p>Writing and communicating reports for the public and other stakeholders in a fair, balanced and understandable style appropriate to the intended audience and ensuring that they are easy to access and interrogate.</p> <p>Striking a balance between providing the right amounts of information to satisfy transparency demands and enhance public scrutiny while not being too onerous to provide and for users to understand.</p>	<p>Communications Team defined responsibilities                      Officer guidance for completion of report template                      Publication Scheme                      Style Guide</p>
<p><b>Implementing good practices in reporting</b></p> <p>Reporting at least annually on performance, value for money and stewardship of resources to stakeholders in a timely and understandable way.</p> <p>Ensuring members and senior management own the results reported.</p> <p>Ensuring robust arrangements for assessing the extent to which the principles contained in the Framework have been applied and publishing the results on this assessment, including an action plan for improvement and evidence to demonstrate good governance (the annual governance statement).</p> <p>Ensuring that the Framework is applied to jointly managed or shared service organisations as appropriate.</p> <p>Ensuring the performance information that accompanies the financial statements is prepared on a consistent and timely basis and the statements allow for comparison with other, similar organisations.</p>	<p>Annual Governance Statement                      Cabinet terms of reference                      Partnership agreements and collaborative working arrangements                      Statement of Accounts</p>

<p><b>Assurance and effective accountability</b></p> <p>Ensuring that recommendations for corrective action made by external audit are acted upon.</p> <p>Ensuring an effective internal audit service with direct access to members is in place, providing assurance with regard to governance arrangements and that recommendations are acted upon.</p> <p>Welcoming peer challenge, reviews and inspections from regulatory bodies and implementing recommendations.</p> <p>Gaining assurance on risks associated with delivering services through third parties and that this is evidenced in the annual governance statement.</p> <p>Ensuring that when working in partnership, arrangements for accountability are clear and the need for wider public accountability has been recognised and met.</p>	<p>Assurance Statements</p> <p>Audit &amp; Governance Committee terms of reference</p> <p>Corporate Leadership Team ESC Risk Register</p> <p>External Audit Annual letters</p> <p>External Peer and Specialist reviews</p> <p>Internal Audit Charter</p> <p>Partnership agreements and collaborative working arrangements</p> <p>Risk and Opportunities Management Strategy</p> <p>Risk management process</p> <p>S151 Officer (Chief Finance Officer) defined responsibilities</p> <p>Supplier contracts and Contract Management procedures</p>
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## 5. Ongoing effectiveness and Governance Reporting

Good governance is an ongoing process: integral to demonstrating the Council’s commitment to achieving good governance a continuing cycle of improvement is reported publicly via the Annual Governance Statement.

The Annual Governance Statement is a high-level strategic document that sets out:

- how the effectiveness of governance arrangements has been monitored and evaluated
- how planned outcomes are being achieved
- specific challenges and issues
- future plans for improvements and changes

The Annual Governance Statement is reported publicly via the Committee system and also published on the Council’s website.



**AUDIT & GOVERNANCE COMMITTEE**  
**Monday, 11 September 2023**

<b>Subject</b>	Standards Matters, Declarations of Gifts and Hospitality and Review of Complaints
<b>Report by</b>	Councillor Caroline Topping, Leader of the Council
<b>Supporting Officer</b>	Chris Bing Head of Legal & Democratic Services & Monitoring Officer <a href="mailto:chris.bing@eastsoffolk.gov.uk">chris.bing@eastsoffolk.gov.uk</a>
<b>Strategic Director</b>	Kate Blakemore Strategic Director, Corporate Services <a href="mailto:Kate.blakemore@eastsoffolk.gov.uk">Kate.blakemore@eastsoffolk.gov.uk</a>

Is the report Open or Exempt?	OPEN
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Category of Exempt Information and reason why it is <b>NOT</b> in the public interest to disclose the exempt information.	Not applicable
<b>Wards Affected:</b>	All Wards

## Purpose and high-level overview

**Purpose of Report:**

This report updates the Committee on declarations of gifts/hospitality received by Members and Officers, and on the number of complaints received under the Suffolk Code of Conduct (the Code) in the Municipal Year May 2022 to April 2023.

**Options:**

Not applicable.

**Recommendation/s:**

That Members are asked to note the report and the contents of Appendix A.

## Corporate Impact Assessment

**Governance:**

The Council has a duty to promote and maintain high standards of behaviour, under the Localism Act 2011. The declaration of interests is an element of this duty. It is key to effective governance and compliance. Therefore, the declaration of these interests, and the openness, and transparency associated with this, helps to maintain the standard of the Council's decision-making. If sound decisions are made, good governance is supported. This leads to public confidence in the Council's decision making, and in the Council, itself. Sound decision making underpins how the Council operates and sits behind all of the decisions made to achieve the themes of the Council's Strategic Plan.

**ESC policies and strategies that directly apply to the proposal:**

Not applicable

**Environmental:**

Not applicable

**Equalities and Diversity:**

The Council is required to maintain the highest ethical standards and the declaration of interests is an element of this duty. It is key to effective governance and compliance. Therefore, the declaration of these interests, and the openness, and transparency associated with this, helps to maintain the standard of the Council's decision-making. If sound decisions are made, good governance is supported. This leads to public confidence in the Council's decision making, and in the Council, itself. Sound decision making underpins how the Council operates and sits behind all of the decisions made to achieve the themes of the Council's Strategic Plan.

**Financial:**

Not applicable

**Human Resources:**

Not applicable

**ICT:**



Not applicable
<b>Legal:</b> Not applicable
<b>Risk:</b> Not applicable

<b>External Consultees:</b>	None
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## Strategic Plan Priorities

Select the priorities of the <a href="#">Strategic Plan</a> which are supported by this proposal: <i>(Select only one primary and as many secondary as appropriate)</i>		Primary priority	Secondary priorities
<b>T01</b>	<b>Growing our Economy</b>		
P01	Build the right environment for East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P02	Attract and stimulate inward investment	<input type="checkbox"/>	<input type="checkbox"/>
P03	Maximise and grow the unique selling points of East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P04	Business partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P05	Support and deliver infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
<b>T02</b>	<b>Enabling our Communities</b>		
P06	Community Partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P07	Taking positive action on what matters most	<input type="checkbox"/>	<input type="checkbox"/>
P08	Maximising health, well-being and safety in our District	<input type="checkbox"/>	<input type="checkbox"/>
P09	Community Pride	<input type="checkbox"/>	<input type="checkbox"/>
<b>T03</b>	<b>Maintaining Financial Sustainability</b>		
P10	Organisational design and streamlining services	<input type="checkbox"/>	<input type="checkbox"/>
P11	Making best use of and investing in our assets	<input type="checkbox"/>	<input type="checkbox"/>
P12	Being commercially astute	<input type="checkbox"/>	<input type="checkbox"/>
P13	Optimising our financial investments and grant opportunities	<input type="checkbox"/>	<input type="checkbox"/>
P14	Review service delivery with partners	<input type="checkbox"/>	<input type="checkbox"/>
<b>T04</b>	<b>Delivering Digital Transformation</b>		
P15	Digital by default	<input type="checkbox"/>	<input type="checkbox"/>
P16	Lean and efficient streamlined services	<input type="checkbox"/>	<input type="checkbox"/>
P17	Effective use of data	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P18	Skills and training	<input type="checkbox"/>	<input type="checkbox"/>
P19	District-wide digital infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
<b>T05</b>	<b>Caring for our Environment</b>		
P20	Lead by example	<input type="checkbox"/>	<input type="checkbox"/>
P21	Minimise waste, reuse materials, increase recycling	<input type="checkbox"/>	<input type="checkbox"/>
P22	Renewable energy	<input type="checkbox"/>	<input type="checkbox"/>
P23	Protection, education and influence	<input type="checkbox"/>	<input type="checkbox"/>
<b>XXX</b>	<b>Governance</b>		

XXX	How ESC governs itself as an authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>How does this proposal support the priorities selected?</b>			
Click or tap here to enter text.			

## Background and Justification for Recommendation

1 Background facts	
1.1	This report updates the Committee on declarations of gifts/hospitality received by Members and Officers, and on the number of complaints received by the Monitoring Officer under the Suffolk Code of Conduct (the Code) in the municipal year 1 May 2022 to 31 April 2023.
2 Current position	
2.1	The process for dealing with the complaints is that each complaint is copied to the subject Member, and they are asked to comment on it. The complaint and the comments are then considered by the MO, in consultation with one of the Council's Independent Persons (IPs). An initial assessment of the complaint is made. At the initial assessment, no further action may be taken in response to the complaint. Or it may be recommended that some form of local resolution is undertaken, such as training, mediation or an apology given. In some cases, it may be decided to refer the complaint for a full investigation. This involves the appointment by the MO of an independent investigator who will look at the facts, interview the subject Member and the complainant, together with any witnesses, and make findings. Relevant documents will be examined as part of the investigation and a report written as a result, setting out those findings. If it is found that the Code has been breached, the investigatory report will be referred to the IP, and if he agrees with the findings, further referred to this Committee for determination.
2.2	Between 1 May 2022 and 30 April 2023, 48 Code of Conduct complaints against district and parish councillors were received by the Monitoring Officer.  21 of the complaints were against district councillors (five were upheld by the Monitoring Officer on initial assessment) and 27 of the complaints were against parish councillors (five were upheld by the Monitoring Officer on initial assessment).  Three of the complaints were referred for external investigation to determine if the Code of Conduct had been breached.
2.3	The Code requires that Councillors declare gifts and hospitality which they have received that are estimated to be worth at least £50. The declarations of gifts and hospitality received are set out in each Councillor's online Register of Interests. Members are asked to up-date their Register of Interests on an annual basis, and any changes to it that occur should be made to the form, within 28 days of the change taking place.

2.4	For officers, all offers of gifts and / or hospitality must be recorded on a form which can be found on the Council's intranet. The form requires that the date of any offers of gifts/hospitality must be included, together with the financial value of it, and the name of the donor. Gifts above £10 should be refused by officers. Please see Appendix A for officer declarations since August 2021.
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### 3 How to address current situation

3.1	Continue to promote and apply the Councillor and Officer codes of conduct.
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### 4 Reason/s for recommendation

4.1	To update Councillors on standards matters.
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## Appendices

### Appendices:

<b>Appendix A</b>	List of gifts and hospitality declared by Officers between August 2021 and July 2023
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### Background reference papers:

None.
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Appendix A

Date	Job Title	Declared	Hospitality/Gift to declare	Interested Parties	Value (£)	Additional Info	Declined/ Accepted?
13/07/2023	Planner	Gift	2 tickets to press night of The Winter's Tale at Sutton Hoo on 28th July	Property Operations Manager at Sutton Hoo - Applicant for application DC/23/1998/FUL.	60		Declined
03/05/2023	Project Manager - High Street Heritage Action Zone	Hospitality	Project Manager involved in RIBA Suffolk award for Craftmanship invited to an award evening.	RG Carter RIBA Suffolk / Suffolk Joint Construction Committee  RG Carter were the lead contractor for the works and nominated the scheme for the award, and bought a table at the event, inviting the Project Manager as a guest.	60		Accepted
20/03/2023	Chief Executive	Hospitality	Meal with the Aldeburgh Society.	Aldeburgh Society	80		Accepted
09/02/2023	Environmental Health Officer	Gift	£25 Love 2 Shop voucher. Picked at random following completing a questionnaire about the service provided by our laboratory, Northumbrian Water Scientific Services.	Northumbrian Water Limited	25		Accepted (donated to Chairman's charity)
05/01/2023	Environmental Protection Technical Officer	Gift	Small gift set of three 50ml bottles of whisky	Member of the public	10		Accepted (donated to Chairman's charity)
03/01/2023	Tenant Services Manager	Hospitality	Invitation to CIH Presidential Dinner (Charity event)	Mobysoft LTD	250	Company only discussed invitation after concluding	Accepted

						contract discussions.	
23/12/2022	Environmental Health Officer	Gift	Chocolates	Thames Probate Ltd	15		Accepted
23/11/2022	Senior CIL and Section 106 Officer	Gift	Bunch of flowers	Member of public	10	Delivered to reception so could not be declined.	Accepted
22/11/2022	Learning & Development Partner	Gift	Chocolates	Jo Bunker Training	15		Accepted
01/08/2022	Environmental Protection Officer	Gift	Packet of tea bags	Member of public	2.50		Accepted
05/05/2022	Active Communities Officer - Leisure	Hospitality	Ticket to the Festival of Suffolk Race day at Newmarket as David Sheepshank's guest.  All those organising Community Games invited as a networking opportunity.	Festival of Suffolk David Sheepshanks	20		Accepted
05/04/2022	Business Solutions Trainer	Gift	Chocolates	Hull and Goole Port Health Authority	5	Gift for hosting visit to SCPHA.	Accepted
04/04/2022	Business Relationship Officer	Gift	Box of chocolates	Eville & Jones	5		Accepted
07/02/2022	Housing and Litigation Lead Lawyer	Gift	Mug	Countrywide Legal Indemnities	5	Arrived by post after declined taking out policy.	Accepted
07/01/2022	Business Support Team Leader	Gift	Gin/ Celebrations / Wine Celebrations/ Chocolate / Wine	Wilson Global Logistics Services Interfreight UK Ltd	50	Christmas gifts from organisations	Accepted initially but

			Chocolate / Popcorn / Biscuits / Champagne	Evad Evolve		SCPHA works closely with.	subsequently declined.
23/09/2021	Facilities Assistant	Gift	Bottle of wine	Port Health Manager, Bristol Port Health Authority (personal gift)	10	Gift for hosting visit to SCPHA.	Accepted
23/09/2021	Business Relationship Officer	Gift	Bottle of wine	Port Health Manager, Bristol Port Health Authority (personal gift)	10	Gift for hosting visit to SCPHA.	Accepted
23/09/2021	Business Solutions Trainer	Gift	Bottle of Red wine	Port Health Manager, Bristol Port Health Authority (personal gift)	5.99	Gift for hosting visit to SCPHA.	Accepted
23/09/2021	Port Health Manager	Gift	Bottle of wine	Port Health Manager, Bristol Port Health Authority (personal gift)	6	Gift for hosting visit to SCPHA.	Accepted
26/08/2021	Culture and Heritage Programme Manager	Gift	Complimentary Family Ticket for one family.	East Anglia Transport Museum,	36		Accepted, but subsequently returned.
03/08/2021	Tenant Services Manager	Hospitality	Drinks reception at Housing 2021 conference	Mobysoft - software provider.	20		Accepted

# AUDIT AND GOVERNANCE COMMITTEE

## WORK PROGRAMME 2023/24

### 11 December 2023

**Open:**

Minutes (AS)  
Annual Audit Report 2021/22 (EY)  
2021/22 Audited Statement of Accounts (LR)  
2021/22 Final Annual Governance Statement (LR/SM)  
Annual Audit Report 2022/23 (EY)  
External Audit Plan 2021/22 (EY)  
External Audit Plan 2022/23 (EY)  
2022/23 Audited Statement of Accounts (LR)  
2022/23 Final Annual Governance Statement (LR/SM)  
Capital Strategy (LR)  
Treasury Management Mid Year Report 2023/24  
Corporate Risk Management (LR)  
Revised Internal Audit Plan 2023-24 (SM)  
Whistleblowing Policy – Refresh (SM)  
Fraud and Corruption Strategy – refresh (SM)  
Internal Audit Reports Recently Issued (Open) (SM)  
Committee Work Programme – Update (AS)

**Confidential:**

Minutes (Exempt) (AS)  
Internal Audit: Status of Actions (SM)  
Internal Audit Reports Recently Issued (Exempt) (SM)

### 11 March 2024

**Open:**

Minutes (AS)  
Changes to Contract Procedure Rules in the Constitution (Amy Moyes)  
External Audit Plan 2023/24 (EY)  
Anti-Money Laundering Policy – refresh (SM)  
Treasury Management 2022/23 Quarter 3 Report (LR)  
Internal Audit Plan 2024-25 (SM)  
Corporate Anti-Fraud Plan 2024-25 (SM)  
Annual Senior Information Risk Owner (SIRO) Report (SM) – move to March 24  
Bribery Policy (SM) – move to March 24  
Internal Audit Charter – Refresh (SM)  
Internal Audit Reports Recently Issued (Open) (SM)  
Committee's Draft Work Programme 2024/25 (LR/SM/AS)

**Confidential:**

Minutes (Exempt) (AS)

Covert Investigation Policy (SM)

Internal Audit: Status of Actions (SM)

Internal Audit Reports Recently Issued (Exempt) (SM)

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**Reports to come before the Committee on a date to be confirmed:**

Fair Tax Mark (Procurement Team)