

Guildhall Gainsborough
Lincolnshire DN21 2NA
Tel: 01427 676676 Fax: 01427 675170

AGENDA

This meeting will be webcast live and the video archive published on our website

Governance and Audit Committee
Tuesday, 9th November, 2021 at 2.00 pm
Council Chamber - The Guildhall

PLEASE NOTE DUE TO CAPACITY LIMITS WITHIN THE GUILDHALL THE PUBLIC VIEWING GALLERY IS CURRENTLY SUSPENDED

This Meeting will be available to watch live via: <https://west-lindsey-public-i.tv/core/portal/home>

Members:

- Councillor John McNeill (Chairman)
- Councillor Mrs Jackie Brockway (Vice-Chairman)

- Councillor Stephen Bunney
- Councillor Mrs Tracey Coulson
- Councillor Christopher Darcel
- Councillor David Dobbie
- Councillor Mrs Caralyne Grimble
- Alison Adams
- Andrew Morriss
- Peter Walton

1. **Apologies for Absence**

2. **Public Participation Period**
Up to 15 minutes are allowed for public participation.
Participants are restricted to 3 minutes each.

3. **Minutes of Previous Meeting** (PAGES 3 - 8)
To confirm and sign as a correct record the Minutes of the Meeting of the Governance and Audit Committee held on Tuesday 28 September 2021.
4. **Members Declarations of Interest**
Members may make any declarations of interest at this point but may also make them at any point during the meeting.
5. **Matters Arising Schedule** (PAGES 9 - 10)
Matters Arising schedule setting out current position of previously agreed actions as at 1 November 2021.
6. **Public Reports for Consideration**
- i) Report to those charged with Governance – External Audit Completion Report - ISA 260 (PAGES 11 - 52)
 - ii) Audited Statement of Accounts (PAGES 53 - 188)
 - iii) Local Government and Social Care Ombudsman (LGSCO) Annual Review Letter Report 2020/21 (PAGES 189 - 208)
 - iv) Member Development Annual Report (PAGES 209 - 215)
 - v) Internal Audit Quarter 2 Report 21/22 (PAGES 216 - 236)
7. **Workplan** (PAGES 237 - 238)

Ian Knowles
Head of Paid Service
The Guildhall
Gainsborough

Monday, 1 November 2021

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Governance and Audit Committee held in the Council Chamber - The Guildhall on 28 September 2021 commencing at 2.00 pm.

Present: Councillor John McNeill (Chairman)

Councillor Stephen Bunney
Councillor Mrs Tracey Coulson
Councillor Christopher Darcel
Councillor David Dobbie
Councillor Mrs Caralyne Grimble
Councillor Mrs Jessie Milne
Andrew Morriss

In Attendance:

| | |
|-------------------|---|
| Tracey Bircumshaw | Assistant Director of Finance and Property Services and Section 151 Officer |
| Emma Redwood | Assistant Director People and Democratic Services |
| Katie Storr | Democratic Services & Elections Team Manager (Interim) |

Also in Attendance Councillor Trevor Young

Apologies: Councillor Mrs Jackie Brockway (Vice-Chairman)
Alison Adams
Peter Walton

Membership: Councillor Jessie Milne substituting for Councillor Jackie Brockway

20 CHAIRMAN'S WELCOME

The Chairman welcomed all Members to the Meeting and highlighted the Covid secure measures which would be in place throughout the meeting.

21 PUBLIC PARTICIPATION PERIOD

There was no public participation.

22 MINUTES OF PREVIOUS MEETING

RESOLVED that the Minutes of the previous Meeting of the Governance and Audit Committee held on 20 July 2021 be approved and signed as a correct record.

23 MEMBERS DECLARATIONS OF INTEREST

There were no declarations of interests made at this point in the meeting.

24 MATTERS ARISING SCHEDULE

With no comment, the Matters Arising Schedule was duly **NOTED**.

25 UPDATE ON STATEMENT OF ACCOUNTS 2020/21 AND EXTERNAL AUDIT

Consideration was given to a report which informed Members that the approval of the Statement of Accounts would be delayed, the reasons for this and the implications arising.

There were three reasons why the Authority would be unable to meet the Statutory deadline on this occasion, namely: -

- material changes to the Accounts as a result of changed guidance in how Additional Restrictions Grants monies needed to be accounted for within accounts.
- a late change in the Pensions liability; and
- a pending issue involving an appeal to the HMRC,

Full details of each were included in Sections 2, 3 and 4 of the report respectively and brought to Members' attention.

Members were advised that as a consequence of these changes and the need to update the Statements, the statutory deadline would not be met.

It was noted that the change in pension liability and the changed guidance relating to Additional Restrictions Grants monies, would affect many councils throughout the country. West Lindsey District Council along with all those Councils would be listed publically, as not having met the statutory deadline.

The Statement of Accounts 2020/21 and External Auditors reports would be presented to the next meeting of the Committee on 9 November 2021, the planned mandatory training would be re-scheduled.

In response to questions, the S151 Officer confirmed the Authority would put out a notice advising of the position, although this was not a statutory requirement. It was also confirmed the Authority had never previously failed to meet the statutory deadline. There were no further implications from being included on the Auditors notice, and the number of authorities

expected to not meet the deadline, given the national issues and resulting pressures on external auditors, was expected to run into hundreds this year. Officers were hopeful of a positive outcome with regards to the HMRC appeal having taken appropriate and sound advice throughout the capital project.

The typographical error in paragraph 2.1 of the report was verbally corrected and should have read £0.992m for the avoidance of doubt.

Concluding the debate, the Chairman placed on record his satisfaction that the delays being experienced were not as result of either West Lindsey District Council or its Officers.

RESOLVED that the reasons for the delay of the approval of the Statement of Accounts be noted.

26 ANNUAL GOVERNANCE STATEMENT 2020-21 AND CLOSURE OF ACTION PLAN 19-20

The Committee gave consideration a report which presented to Members the Annual Governance Statement for 2020-21 and Action Plan, having considered the draft report at their meeting in June 2021. No amendments had been requested at that time.

The 2020/21 Action Plan contained 5 issues to be addressed and these were set out at Section 5 of the report and summarised to the Committee.

The report also sought closure of the Annual Governance Statement 2019-20 Action Plan.

Debate ensued and reference the action “produce a Cultural Strategy”, within the Action Plan 2021, a Member suggested it was important that “Culture” was clearly defined. The current actions suggested it focussed on the Arts whereas culture should look at wider matters of sports and leisure.

Officers undertook to ensure the action owners were made aware of the Committee’s comments, and that the matter would be addressed, however for the avoidance of doubt, the Chairman’s preference was that a formal amendment be made.

The following amendment was therefore moved and seconded,

“8. The Cultural Strategy to include a definition relating to sports and leisure activities”

There was further discussion regarding the appropriateness of the amendment, with the Committee being made aware that the Health and Well-Being Strategy considered matters relating to sport and leisure, rather than the Cultural Strategy within the AGS context.

Following further consideration, being mindful of the role of the Committee, comments from Committee Members and given the response provided by Officers earlier in the meeting, the Chairman withdrew his proposal.

Ensuring the Cultural Strategy included reference to sports and leisure was a matter that

would need to be pursued through Policy Committee routes, and Officers were asked to note the comments made and action appropriately in Policy reports.

On that basis it was

RESOLVED

- (a) the Annual Governance Statement for 2020-21 and associated Action Plan be approved; and
- (b) the Action Plan for 2019-20 be signed off as completed.

27 STRATEGIC RISK REVIEW

The Committee gave consideration to a report which reviewed the strategic risks facing the Council as at September 2021.

The report identified 12 strategic risks to the Council, and Members were reminded of the definition of a Strategic Risk, as detailed at Section 1.1 of the report, a risk that if materialised would adversely impact the delivery of corporate priorities.

Members had last considered the Strategic Risks in January 2021. The Risks and associated actions were due to be reviewed again with Risks owners over the coming months and were reported to the Committee on a six monthly basis.

Members were asked to identify any additional risks and to be assured that the current controls and proposed actions were sufficiently robust.

A Member questioned whether the Climate Strategy and Action Plan should be added as a control to the risk relating to the local housing market – page 49 of the report referred. In response, Officers undertook to raise the matter with the risk owner at the pending review meeting and add to the controls as necessary.

Some Members of the committee were of the belief that the Committee's role was to safeguard the Council finances, raise concerns where they existed and undertake actions to seek assurance. Given the current circumstances surrounding a former Leader of the Council, Opposition Members were of the belief this could lead to suggestions that the Council's accounts had been compromised and/or that decision making had been flawed. Assurance was requested that both the accounts and decision making, governance of the Council had been undertaken satisfactorily. Opposition Members considered that this was a risk to the Council and that an independent person should be appointed to investigate such matters and report back to the Committee for assurance purposes.

In response Officers advised the Annual Governance Statement was prepared in consultation with the internal audit function and as such received outside validation of its accuracy.

In respect of the Accounts, again these were audited by an external body and as such received external validation of their accuracy. In undertaking the audit, samples of

transactions were scrutinised. The segregation of duties, sign off levels and authorised Officers offered further assurance.

Having heard the responses from internal Officers, Opposition Members hoped that when they received the next internal audit report such matters were addressed and responded to.

Noting the Internal Audit Plan was a set document agreed by the Committee, it may not be feasible to include an additional report of that nature. However the Internal Audit quarter report was due for consideration at the next meeting and both internal and external auditors would be present, it was suggested that those points and requests could be made at that meeting, if Members felt it necessary.

Members questioned whether current controls and commentary in respect of ICT were satisfactory given that it had been identified as the greatest risk. In response, Officers confirmed an Internal Audit of ICT and Cyber security was being undertaken given the level of risk it posed, the results of which would be reported back to the Committee and the Risk updated appropriately with any arising recommendations from that Audit

RESOLVED that, having reviewed the Strategic Risk register, noting the comments made, no additional strategic risks be included; and current controls and proposed actions are sufficiently robust.

Note: Councillor T Young left the meeting at this point.

28 RECOMMENDATION FROM THE STANDARDS COMMITTEE - ADOPTION OF A NEW CODE OF CONDUCT FOR MEMBERS

Members gave consideration to a report, recommended by the Standards Sub-Committee relating to the adoption of a new Model Code of Conduct.

The report asked the Governance and Audit Committee to support the recommendation and refer the matter to Full Council for adoption and implementation.

In presenting the report Members' attention was particularly drawn to Section 4 of the report, the requirements of the Code, the reasons for recommending its adoption, but also the lack of sanctions and the limitations this brought.

In response to Members, comments and concerns particularly around interests and examples of behaviour they have witnessed Officers again re-iterated adopting a new Code, provided an opportunity to retrain, reframe, share best practice. The interests and situations referred to through the comments were recognised in the new Code but Members were reminded that it would always remain a Members personal responsibility to determine their level of involvement. Caution was also expressed that a Code was only part of the tools required by an MO and it would never solve all issues within parishes.

Members welcomed the training and asked that it include real life examples, lots of best practices and scenarios that could be applied to their day to day experiences

In responding to further comments, it was noted that a single national code had been abolished with the introduction of the 2011 Localism Act. Since 2017 West Lindsey had adopted a fuller code, very similar to the new LGA Code. 49 of the parishes across the District had adopted the West Lindsey current Code. NALC would be withdrawing their model code in favour of the new LGA version and as such it was hoped a single code across the District was achievable.

Members indicated their support for one standard for all.

On that basis it was **RESOLVED** that: -

- (a) The recommendation from the Standards Sub-Committee be accepted and as such it be recommended to Full Council that: -
 - (i) West Lindsey District Council adopts the LGA's model code of Conduct and associated Guidance Notes as the Authority's Code of Conduct with immediate effect.
 - (ii) all Parish Council's across the District be encouraged to adopt West Lindsey's new Code of Conduct by May 2022; and
 - iii) the roll-out process detailed in Section 5 of the report be approved and implemented.
- (b) The Committee supports the Standards Sub-Committee's recommendation that "Officers be requested to continue lobbying Government Ministers for a change in legislation to allow for the decriminalisation of "interests", and the re-introduction of proper meaningful sanctions" and as such it be further **RECOMMENDED** to Full Council that: -
 - (i) Council offer similar support and request the Leader writes to the relevant Ministers to further highlight this important point.
- (c) prior to the Full Council Meeting in November 2021, training on the requirements of the new Code be provided to all District Councillors.

29 WORKPLAN

The Workplan as set out in the report was **NOTED**

The meeting concluded at 2.52 pm.

Chairman

Governance & Audit Committee Matters Arising Schedule

Purpose:

To consider progress on the matters arising from previous Governance & Audit Committee meetings.

Recommendation: That members note progress on the matters arising and request corrective action if necessary.

Matters arising Schedule

| Meeting | Governance and Audit Committee | | | | |
|---------|--------------------------------|---|--|----------|-------------------|
| Status | Title | Action Required | Comments | Due Date | Allocated To |
| Black | Statement of Accounts Training | <p>from mtg on 15 June</p> <p>Reminder that Cllrs would be required to undertake statement of Accounts Training before the July Committee , as was standard practice and requirement of cttee membership .</p> <p>Likely to be held day of the cttee.</p> | <p>Please work with demo services to ensure arrangements are made and clear communications sent to Members. 12/7/2021</p> <p>This year training will be held in advance of the September Committee Meeting and will be held virtually on a day before the committee but not the day of the Committee itself .</p> <p>All arrangements made and will be held on 21 /9 - date has been communicated and invites sent .</p> <p>This has now been superseded due to the delay in the SOA . Training will be held before November's meeting</p> <p>Re-arranged for 4/11 date has been communicated and invites sent</p> | 15/08/21 | Tracey Bircumshaw |

| | | | | | |
|-------|------------------------------------|--|--|----------|-------------|
| Black | code of conduct training | <p>extract from mins 28/9/21</p> <p>prior to the Full Council Meeting in November 2021, training on the requirements of the new Code be provided to all District Councillors.</p> | <p>Training has been arranged for 25 October . date has been communicated and bookings made</p> | 01/11/21 | Katie Storr |
| Green | LOBBYING Letter - Standards Regime | <p>extract from mins of mtg 28/9</p> <p>The Committee supports the Standards Sub-Committee's recommendation that "Officers be requested to continue lobbying Government Ministers for a change in legislation to allow for the decriminalisation of "interests", and the re- introduction of proper meaningful sanctions" and such it be further RECOMMENDED to Full Council that: -</p> <p>(i) Council offer similar support and request the Leader writes to the relevant Ministers to further highlight this important point.</p> | <p>letter will be sent post Council decision and will reference both this Committee and Full Councils support.</p> | 05/11/21 | Katie Storr |



**Governance and Audit
Committee**

Tuesday 9 November 2021

**Subject: Report to those charged with Governance - External Audit
Completion Report - ISA 260**

Report by:

Section 151 Officer

Contact Officer:

Tracey Bircumshaw
Assistant Director of Finance, Business Support
and Property Services (S151)
tracey.bircumshaw@west-lindsey.gov.uk

Purpose / Summary:

To present to those charged with Governance,
the External Audit Report on the quality of the
Statement of Accounts and

RECOMMENDATION(S):

That members accept the content of this report and bear in mind any
recommendations when approving the Annual Statement of Accounts

IMPLICATIONS

Legal: Local Audit and Accountability Act 2014 details the powers and responsibilities of Auditors.

Financial : FIN/127/22/TJB

The scale fee for the External Audit is £33,420

Additional fees are estimated to be £19,067 and relate to additional work and testing required to increase the audit quality expectations, new auditing standards and as required by the new Code of Audit Practice

Staffing : None from this report

Equality and Diversity including Human Rights : None from this report

Data Protection Implications : Data has been shared for audit purposes.

Climate Related Risks and Opportunities : None from this report

Section 17 Crime and Disorder Considerations : None from this report

Health Implications: None from this report

Title and Location of any Background Papers used in the preparation of this report:

**Wherever possible please provide a hyperlink to the background paper/s
If a document is confidential and not for public viewing it should not be listed.**

Risk Assessment :

None from this report

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1. Introduction

- 1.1 The report to those charged with governance is attached at appendix A. Whilst the audit is yet to be fully concluded, the headlines of the report include;
- Anticipate an unqualified Audit Opinion on the 2019/20 Statement of Accounts
 - Anticipate having no significant weaknesses to report in relation to Value for Money
 - The Whole of Government Accounts have not yet been issued to authorities to complete and the Auditor awaits instructions from the National Audit Office
 - There have been no public objections to the accounts
- 1.2 The auditor has highlighted within the report three significant risks and provides details of how these risks were addressed and their conclusion on the risks listed below;
- Management override of controls
 - Net Pension Liability
 - Valuation of Property, Plant and Equipment
- 1.3 The auditor highlights the management judgement on our Minimum Revenue Provision Policy in relation to Investment Properties and recognises that a voluntary revenue provision was made in 2020/21.
- 1.4 The audit has not identified any significant internal control deficiencies.
- 1.5 The auditor details two material adjustments to the draft Statement of Accounts, relating to the Pension Liability valuation and the clarification, after the publication of the draft statements of a change in the treatment of the Additional Restrictions Grant.
- 1.6 The report will be presented by Mark Dalton, Director, Mazars LLP

Audit Completion Report

West Lindsey District Council – Year
ended 31 March 2021

Page 15
October 2021



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| 06 | Summary of misstatements |
| 07 | Value for Money |

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Appendix A: Draft management representation letter

Appendix B: Draft audit report

Appendix C: Independence

Appendix D: Other communications

Our reports are prepared in the context of the 'Statement of Responsibilities of auditors and audited bodies' and the 'Appointing Person Terms of Appointment' issued by Public Sector Audit Appointments Limited. Reports and letters prepared by appointed auditors and addressed to the Council are prepared for the sole use of the Council and we take no responsibility to any member or officer in their individual capacity or to any third party. Mazars LLP is the UK firm of Mazars, an international advisory and accountancy group. Mazars LLP is registered by the Institute of Chartered Accountants in England and Wales.

Governance and Audit Committee
West Lindsey District Council
Guildhall
Marshalls Yard
Gainsborough
Lincs, DN21 2NA

29 October 2021

Dear Committee Members

Audit Completion Report – Year ended 31 March 2021

We are pleased to present our Audit Completion Report for the year ended 31 March 2021. The purpose of this document is to summarise our audit conclusions.

The scope of our work, including identified significant audit risks and other areas of management judgement, was outlined in our Audit Strategy Memorandum which we presented earlier in the year. We have reviewed our Audit Strategy Memorandum and concluded that the original significant audit risks and other areas of management judgement remain appropriate.

We would like to express our thanks for the assistance of your team during our audit.

If you would like to discuss any matters in more detail then please do not hesitate to contact me on 07795 506766.

Yours faithfully

Mark Dalton, Director

Mazars LLP

Mazars LLP

5th Floor
3 Wellington Place
Leeds
LS1 4AP

01

Section 01:

Executive summary

1. Executive summary

Principal conclusions and significant findings

The detailed scope of our work as your appointed auditor for 2020/21 is set out in the National Audit Office's (NAO) Code of Audit Practice. Our responsibilities and powers are derived from the Local Audit and Accountability Act 2014 and, as outlined in our Audit Strategy Memorandum, our audit has been conducted in accordance with International Standards on Auditing (UK) and means we focus on audit risks that we have assessed as resulting in a higher risk of material misstatement.

In section 4 of this report we have set out our conclusions and significant findings from our audit. This section includes our conclusions on the significant audit risks and areas of management judgement in our Audit Strategy Memorandum, which include:

- Management override of controls;
- Not defined benefit pension liability
- Evaluation of property, plant, equipment and investment properties.

Section 5 sets out our findings in relation to internal controls and section 6 sets out any audit misstatements. Section 7 outlines our work on the Council's arrangements to achieve economy, efficiency and effectiveness in its use of resources.

Status and audit opinion

We have substantially completed our audit in respect of the financial statements for the year ended 31 March 2021. At the time of writing this report there are a small number of areas where work is still in progress and these are summarised at Section 2. We will provide an update to you in relation to any significant matters identified at Section 2 as outstanding through our normal follow up letter.

Subject to the satisfactory conclusion of the remaining audit work, we have the following conclusions:



Audit opinion

We anticipate issuing an unqualified opinion on the financial statements. Our proposed audit opinion is included in the draft auditor's report in Appendix B.



Value for Money

Whilst we are yet to complete our work in respect of the Council's arrangements to secure economy, efficiency and effectiveness in its use of resources, we anticipate having no significant weaknesses in arrangements to report. Further detail on our Value for Money work is provided in section 7 of this report.



Whole of Government Accounts (WGA)

We have not yet received group instructions from the National Audit Office in respect of our work on the Council's WGA submission. We are unable to commence our work in this area until such instructions have been received.



Wider powers

The 2014 Act requires us to give an elector, or any representative of the elector, the opportunity to question us about the accounting records of the Council and to consider any objection made to the accounts. No such correspondence from electors has been received.

02



Section 02:




Status of the audit

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2. Status of the audit

Our work is substantially complete and other than the matter reported at page 15 there are currently no matters of which we are aware that would require further modification of our audit opinion, subject to the outstanding matters detailed below.

| Audit area | Status | Description of the outstanding matters |
|--|---|--|
| Whole of Government Accounts (WGA) |  | NAO Group Instructions for local authority audits are not yet available and WGA returns and audit certificates cannot be issued at the present time. We provide more information on this matter at page 11. |
| Audit Quality Control and Completion Procedures |  | Our closure procedures include final stages of review by the Engagement Lead and further quality and compliance checks. Residual procedures include updating post balance sheet event considerations to the point of issuing the opinion and obtaining final management representations. |

-  Likely to result in material adjustment or significant change to disclosures within the financial statements.
-  Potential to result in material adjustment or significant change to disclosures within the financial statements.
-  Not considered likely to result in material adjustment or change to disclosures within the financial statements.

We will provide the Governance and Audit Committee with an update in relation to these outstanding matters in a follow-up letter, prior to signing the auditor's report

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03

Section 03: **Audit approach**

Page 22

3. Audit approach

Changes to our audit approach

We provided details of our intended audit approach in our Audit Strategy Memorandum in February 2021. We have not made any changes to our audit approach since we presented our Audit Strategy Memorandum.

Materiality

Our provisional materiality at the planning stage of the audit was set at £0.9m using a benchmark of 2% of gross operating expenditure. Our final assessment of materiality, based on the final financial statements is £0.95m using the same benchmark.

Use of experts

In our Audit Strategy Memorandum we identified the following experts planned to be used by management in preparing the financial statements, and by ourselves in carrying out our audit. There are no changes to the planned approach or matters arising to report.

| Item of account | Management's expert | Our expert |
|---|--|---|
| Defined benefit liability | Barnett Waddingham <i>Actuary for Lincolnshire Pension Fund</i> | PWC <i>Consulting actuary appointed by the NAO</i> |
| Property, plant and equipment valuation | Wilks, Head and Eve LLP <i>External valuation specialist</i> | Not applicable |
| Business Rates Appeals valuation | Inform CPI Ltd <i>Analyse LOCAL Valuation System</i> | Not applicable |
| Financial instrument disclosures | Link Asset Services <i>Treasury management advisors</i> | Not applicable |

Service organisations

In our Audit Strategy Memorandum we identified the following relevant service organisations used by the Council and our planned audit approach. There are no changes to the planned approach or matters arising to report.

| Items of account | Service organisation | Audit approach |
|-----------------------|---|--|
| Payroll Expenditure | North Kesteven District Council <i>The payroll entries that form part of the Council's financial statements are material and are derived from the processing of monthly payrolls. The payroll processing is undertaken and administered by North Kesteven District Council on behalf of the Council.</i> | We planned to review the controls at the Council over these transactions and gain an understanding of the work of the service organisations. We planned to conclude whether the Council had sufficient controls in place over the services provided by the payroll and business rates service and whether we could audit these items of account based on the records held at the entity. |
| Business Rates Income | City of Lincoln Council <i>The Business Rates system is administered by City of Lincoln Council on the Council's behalf</i> | |



04

Section 04: **Significant findings**

4. Significant findings

In this section we outline the significant findings from our audit. These findings include:

- our audit conclusions regarding other significant risks and key areas of management judgement outlined in the Audit Strategy Memorandum;
- our comments in respect of the accounting policies and disclosures that you have adopted in the financial statements. On page 14 we have concluded whether the financial statements have been prepared in accordance with the financial reporting framework and commented on any significant accounting policy changes that have been made during the year;
- any further significant matters discussed with management;
- any significant difficulties we experienced during the audit; and
- modifications required to our audit report.

As part of our planning procedures we considered the risks of material misstatement in the Council's financial statements that required special audit consideration. Although we report identified significant risks at the planning stage of the audit in our Audit Strategy Memorandum, our risk assessment is a continuous process and we regularly consider whether new significant risks have arisen and how we intend to respond to these risks. No new risks have been identified since we issued our Audit Strategy Memorandum.

Significant audit risks

As part of our planning procedures we considered the risks of material misstatement in the Council's financial statements that required special audit consideration. Although we report identified significant risks at the planning stage of the audit in our Audit Strategy Memorandum, our risk assessment is a continuous process and we regularly consider whether new significant risks have arisen and how we intend to respond to these risks. No new risks have been identified since we issued our Audit Strategy Memorandum and we set out below and on the following pages our audit findings and conclusions in relation to the risks identified.

| Management override of controls | Description of the risk |
|---------------------------------|---|
| | Management at various levels within an organisation are in a unique position to perpetrate fraud because of their ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. Due to the unpredictable way in which such override could occur there is a risk of material misstatement due to fraud on all audits. |
| | How we addressed this risk We addressed this risk through performing audit work over accounting estimates, journal entries and significant transactions outside the normal course of business or otherwise unusual. |
| | Audit conclusion Our audit procedures have not identified any material errors or uncertainties in the financial statements, or other matters that we wish to bring to Members' attention in relation to management override of controls. |



4. Significant findings

| Net defined benefit pension liability valuation | Description of the risk |
|---|---|
| | <p>The Council's accounts contain material liabilities relating to the local government pension scheme. The Council uses an actuary to provide an annual valuation of these liabilities in line with the requirements of IAS 19 Employee Benefits. Due to the high degree of estimation uncertainty associated with this valuation, we determined there was a significant risk in this area.</p> |
| | <p>How we addressed this risk</p> |
| | <p>To address this risk we have:</p> <ul style="list-style-type: none"> • Critically assessed the competency, objectivity and independence of the Lincolnshire Pension Fund's Actuary; • Liaised with the auditors of the Lincolnshire Pension Fund to gain assurance that the controls in place at the Pension Fund are operating effectively. This included the processes and controls in place to ensure data provided to the Actuary by the Pension Fund for the purposes of the IAS 19 valuation was complete and accurate; • Tested payroll transactions at the Council to provide assurance over the pension contributions which were deducted and paid to the Pension Fund by the Council; • Reviewed the appropriateness of the Pension Asset and Liability valuation methodologies applied by the Pension Fund Actuary, and the key assumptions included within the valuation. This included comparing them to expected ranges, utilising information provided by PWC, the consulting actuary engaged by the National Audit Office; and • Agreed the data in the IAS 19 valuation report provided by the Fund Actuary for accounting purposes to the pension accounting entries and disclosures in the Council's financial statements. |
| | <p>Audit conclusion</p> |
| | <p>We have completed the planned audit procedures. Other than the adjustments made to the draft financial statements identified at page 20 there are no matters that we wish to bring to Members' attention in relation to the valuation of the net defined benefit pension liability.</p> |

| Valuation of property, plant, equipment and investment properties | Description of the risk |
|---|---|
| | <p>The Council's accounts contain material balances and disclosures relating to its holding of property, plant and equipment, and investment properties with the majority of land and building and investment property assets required to be carried at valuation. Due to high degree of estimation uncertainty associated with those held at valuation, we have determined there is a significant risk in this area.</p> |
| | <p>How we addressed this risk</p> |
| | <p>To address this risk we have:</p> <ul style="list-style-type: none"> • Critically assessed the Council's valuer's scope of work, qualifications, objectivity and independence to carry out the required programme of revaluations; • Considered whether the overall revaluation methodologies used by the Council's valuer's are in line with industry practice, the CIPFA Code of Practice and the Council's accounting policies; • Critically assessed the treatment of the upward and downward revaluations in the Council's financial statements with regards to the requirements of the CIPFA Code of Practice; • Critically assessed the approach that the Council adopts to ensure that any assets not subject to revaluation in 2020/21 were materially correct; • Considered movement in market indices between revaluation dates and the year end in order to determine whether these indicated that fair values have moved materially over that time; and • Tested a sample of items of capital expenditure in 2020/21 to confirm that the additions were appropriately valued in the financial statements. |
| | <p>Audit conclusion</p> |
| | <p>Our audit procedures have not identified any material errors or uncertainties in the financial statements, or other matters that we wish to bring to Members' attention in relation to the valuation of land, buildings and investment property assets.</p> |
| | <p>There is a disclosed Material Valuation Uncertainty (MVU) included in the Valuer's report and in note 4 to the draft financial statements. As in 2019/20, and in line with normal practice, we are required to include an 'emphasis of matter' paragraph in our Audit Opinion. Our draft Auditor's Report at Appendix B includes the 'emphasis of matter' paragraph.</p> |



4. Significant findings

Key areas of management judgement

| | |
|--|---|
| Minimum Revenue Provision (MRP) | Description of the management judgement <p>Under its current policy the Council does not commit to set aside a MRP for commercial investment properties where the asset is expected to be held for a set period, at the end of which a capital receipt is expected to be realised and therefore funds will be available to repay borrowing. The policy does state that the Council may chose to make a voluntary MRP and we understand that such a payment is proposed for 2020/21. In our 2019/20 Audit Completion Report we stressed that it was important that the Council continues to ensure that, in departing from Statutory Guidance, it is able to demonstrate that it is continuing to act reasonably, that Members understand the implications, and that its approach is prudent.</p> |
| | How our audit addressed this area of management judgement <p>We addressed this judgement by:</p> <ul style="list-style-type: none">• Reviewing the Council's MRP policy to ensure that it had been developed with regard to the statutory guidance;• Assessing whether the provision had been calculated and recorded in accordance with the Council's policy;• Assessing whether the amount provided for the period is appropriate, taking into account the Council's Capital Financing Requirement; and• Challenging management's justification for the policy in the context of the Statutory Guidance and the Council's expenditure and borrowing.. |
| | Audit conclusion <p>Our audit procedures have not identified any material errors or uncertainties in the financial statements, or other matters that we wish to bring to Members' attention in relation to the application of its MRP policy in 2020/21..</p> |

| | |
|-----------------------|---|
| Group Accounts | Description of the management judgement <p>The Council has interests in companies and other entities that have the nature of joint ventures. Management's judgement in 2019/20 was that there was no material impact on the Statement of Accounts and Group Accounts were not prepared. It is expected that a similar line is to be followed for the Council's 2020/21 accounts.</p> |
| | How our audit addressed this area of management judgement <p>We reviewed the assessment carried out by management for 2020/21 and challenged the reasonableness of judgments management has made.</p> |
| | Audit conclusion <p>Our audit procedures have not identified any material errors or uncertainties in the financial statements, or other matters that we wish to bring to Members' attention in relation to the accounting for the Council's companies and joint ventures.</p> |

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4. Significant findings

Qualitative aspects of the Council's accounting practices

We have reviewed the Council's accounting policies and disclosures and concluded they comply with the 2020/21 Code of Practice on Local Authority Accounting, appropriately tailored to the Council's circumstances.

The draft Statement of Accounts were approved for issue 1 July 2021 and were of a good quality.

Significant matters discussed with management

Significant matters discussed with management during the year include

- The Council's MRP policy and its proposals under this policy for 2020/21 (see page 13).
- The on-going impact of Covid-19 on the Council's business, including any potential impact on risks of material misstatement. This included the disclosures required regarding the key sources of estimation uncertainty that management has made in preparing the Statement of Accounts. The Council's valuer has followed RICS guidance and their valuation report concluded that, due the impact of Covid-19 on the property market there is a 'material uncertainty' over the valuation of land and buildings, investment properties and assets held for sale at the balance sheet date. This has been disclosed at note 4 to the Statement of Accounts.

Significant difficulties during the audit

During the course of the audit we have had the full co-operation of management. The audit was again carried out remotely but there were no significant difficulties in carrying out our normal audit procedures and obtaining the audit evidence required to complete the audit. We continue to work with management to complete any remaining audit work and resolve audit queries and are grateful for the co-operation and support provided.

Audit fees

As set out in our Audit Strategy Memorandum, we identified the need for a variation to the published scale fee to take account of several matters. Our current estimate is set out below:

- Additional testing as a result of changes arising from increased audit quality expectations involving the work on the valuation of land and buildings and on the local government pension scheme - £7,067.
- Additional testing as a result of the implementation of new auditing standards: ISA 220 (Revised): Quality control of an audit of financial statements; ISA 540 (Revised): Auditing accounting estimates and related disclosures; ISA 570 (Revised) Going Concern; and ISA 600 (Revised): Specific considerations – audit of group financial statements – £2,000
- Additional work as a result of the new Code of Audit Practice and VFM reporting – ongoing with our original estimate being at least £10,000 or 20% of the revised fee depending on the extent of any risks of significant weaknesses requiring additional work.

We will agree the final fee, and any further variations, with management prior to reporting to the Governance and Audit Committee.



4. Significant findings

Modifications required to our audit report

We have identified the following issue which has resulted in us proposing to modify our audit report. Our draft audit report, in full, is set out in Appendix B.

| Issue | Impact on our audit report |
|--|--|
| The Council’s valuer has concluded in their valuation report that, due the impact of COVID-19 on specific areas of the property market, there is “material uncertainty” over the valuation of certain land and buildings and investment properties at the balance sheet date. This has been disclosed in the notes to the financial statements. A similar disclosure was required in the 2019/20 financial statements. | We have included an ‘emphasis of matter’ paragraph in our audit report referring to the disclosed material valuation uncertainty whilst confirming that the audit opinion is still unqualified |

Wider responsibilities

Our powers and responsibilities under the 2014 Act are broad and include the ability to:

- issue a report in the public interest;
- make statutory recommendations that must be considered and responded to publicly;
- apply to the court for a declaration that an item of account is contrary to law; and
- issue an advisory notice under schedule 8 of the 2014 Act.

We have not exercised any of these powers as part of our 2020/21 audit.

The 2014 Act also gives rights to local electors and other parties, such as the right to ask questions of the auditor and the right to make an objection to an item of account. No such objections have been raised.



4. Significant findings

Delay in the audit certificate

The issue of the Audit Certificate confirms that we have discharged all of our audit responsibilities and that the audit is formally 'closed'. The Audit Certificate would normally be published in our Auditor's Report on the Statement of Accounts. We expect to issue the audit report but delay the issue of the Audit Certificate until the following procedures are complete:

- VFM - We are yet to complete our work in respect of the Council's arrangements for the year ended 31 March 2021 and expect to report our findings in the 2020/21 Annual Auditors Report within 3 months of giving our audit opinion. At the time of preparing this report, we have not identified any significant weaknesses in the Council's arrangements that require us to make a recommendation.
- Whole of Government Accounts - The NAO has not yet issued its Group Instructions for local authority audits.

We will update the Governance and Audit Committee when more information is known but the draft Auditor's Report at Appendix B assumes that we are not able to issue the Audit Certificate at this stage.

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05

Section 05: **Internal control recommendations**

5. Internal control recommendations

The purpose of our audit is to express an opinion on the financial statements. As part of our audit we have considered the internal controls in place relevant to the preparation of the financial statements. We do this in order to design audit procedures to allow us to express an opinion on the financial statement and not for the purpose of expressing an opinion on the effectiveness of internal control, nor to identify any significant deficiencies in their design or operation.

The matters we report are limited to those deficiencies and other control recommendations that we have identified during our normal audit procedures and that we consider to be of sufficient importance to merit being reported. If we had performed more extensive procedures on internal control we might have identified more deficiencies to be reported or concluded that some of the reported deficiencies need not in fact have been reported. Our comments should not be regarded as a comprehensive record of all deficiencies that may exist or improvements that could be made.

Based on the audit work carried out this year, we have not identified any significant control deficiencies in 2020/21 that we are required to report to you and there were none reported in 2019/20 which we were required to follow up.

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06

Section 06:

Summary of misstatements

Page 33

6. Summary of misstatements

The table below summarises the material adjustments made to the draft financial statements during our audit work to date.

| Details | Assets £000s | Liabilities £000s | Reserves £000s | Comprehensive Income and Expenditure Statement £000s | Commentary |
|---|-----------------|----------------------|-------------------|--|---|
| Dr Net Pension Liability | | 1,152 | | | The Lincolnshire Pension Fund team have advise the employer organisations of a material difference between the total investment asset value used by the Fund's actuary to prepare the IAS19 valuation reports (which has been used to prepare the Council's July 2021 published Financial Statements) and the audited Pension Fund Financial Statements. The Council obtained an updated IAS19 valuation report from the Fund's actuary in September 2021 and these adjustments reflect changes required to bring the Financial Statements in line with the new report. |
| Cr Unusable Reserves (Pensions Reserve) | | | 1,152 | | |
| Cr Short Term Creditors | | 992 | | | The Council has received a range of Covid-19 Government grants throughout the year. The basis of the Government Covid-19 Additional Restrictions Grant was clarified after the draft Financial Statements were prepared and it has been confirmed that any unspent balance is repayable. These adjustments reflect the changes required to only recognise the grant income which, based on these grant conditions, the Council is entitled to and the amount which has been received but is repayable. |
| Dr Taxation and non-specific grants | | | | 992 | |

There are no unadjusted non-material misstatements which are above the trivial reporting threshold of £30k. We will update the Governance and Audit Committee if any further reportable misstatements are identified as a result of the remaining work summarised at page 7.

A small number of disclosure amendments to the notes to the Statement of Accounts have been agreed with management to correct minor errors. None of these are significant and we are not required to highlight them in this report.



07

Section 07: **Value for Money**

Page 35

7. Value for Money

Approach to Value for Money

We are required to consider whether the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The NAO issues guidance to auditors that underpins the work we are required to carry out and sets out the reporting criteria that we are required to consider. The reporting criteria are:

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

At the planning stage of the audit, we undertake work to understand the arrangements that the Council has in place under each of the reporting criteria and we identify risks of significant weaknesses in those arrangements. Although we describe this work as planning work, we keep our understanding of arrangements under review and update our risk assessment throughout the audit to reflect emerging issues that may suggest significant weaknesses in arrangements exist.

The table overleaf outlines the risks of significant weaknesses in arrangements that we have identified, the risk-based procedures we have undertaken, and the results of our work.

Where our risk-based procedures identify actual significant weaknesses in arrangements we are required to report these and make recommendations for improvement. Where such significant weaknesses are identified, we report these in the audit report.

The primary output of our work on the Council's arrangements is the commentary on those arrangements that forms part of the Auditor's Annual Report, which is required to be issued within three months of giving the audit opinion.

Status of our work

We are yet to complete our work in respect of the Council's arrangements for the year ended 31 March 2021. At the time of preparing this report, we have not identified any significant weaknesses in arrangements that require us to make a recommendation, however we continue to undertake work on the Council's arrangements.

Our draft audit report at Appendix B outlines that we have not yet completed our work in relation to the Council's arrangements. As noted above, our commentary on the Council's arrangements will be provided in the Auditor's Annual Report within three months of giving the audit opinion



Appendices

A: Draft management representation letter

B: Draft audit report

C: Independence

D: Other communications

Appendix A: Draft management representation letter

Mark Dalton
Director
Mazars LLP
5th Floor, 3 Wellington Place
Leeds
LS1 4AP

xx November 2021

Dear Mark

West Lindsey District Council - audit for year ended 31 March 2021

This representation letter is provided in connection with your audit of the financial statements of West Lindsey District Council (the Council) for the year ended 31 March 2021 for the purpose of expressing an opinion as to whether the financial statements give a true and fair view in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 (the Code) and applicable law.

I confirm that the following representations are made on the basis of enquiries of management and staff with relevant knowledge and experience (and, where appropriate, inspection of supporting documentation) sufficient to satisfy ourselves that I can properly make each of the following representations to you.

My responsibility for the financial statements and accounting information

I believe that I have fulfilled my responsibilities for the true and fair presentation and preparation of the financial statements in accordance with the Code and applicable law.

My responsibility to provide and disclose relevant information

I 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 material;
- Additional information that you have requested from us for the purpose of the audit; and
- Unrestricted access to individuals within the Council you determined it was necessary to contact in order to obtain audit evidence.



Appendix A: Draft management representation letter (continued)

I confirm as S151 Officer that I have taken all the necessary steps to make me aware of any relevant audit information and to establish that you, as auditors, are aware of this information.

As far as I am aware there is no relevant audit information of which you, as auditors, are unaware.

Accounting records

I confirm that all transactions that have a material effect on the financial statements have been recorded in the accounting records and are reflected in the financial statements. All other records and related information, including minutes of all Council and committee meetings, have been made available to you.

Accounting policies

I confirm that I have reviewed the accounting policies applied during the year in accordance with the Code and International Accounting Standard 8 and consider these policies to faithfully represent the effects of transactions, other events or conditions on the Council's financial position, financial performance and cash flows.

Accounting estimates, including those measured at fair value

I confirm that any significant assumptions used by the Council in making accounting estimates, including those measured at current or fair value, are reasonable.

I confirm that I am satisfied that the actuarial assumptions underlying the valuation of pension scheme liabilities for IAS19 disclosures are consistent with my knowledge. I confirm that all settlements and curtailments have been identified and properly accounted for. I confirm that all significant retirement benefits have been identified and properly accounted for (including any arrangements that are statutory, contractual or implicit in the employer's actions, that arise in the UK or overseas, that are funded or unfunded).

Material Valuation Uncertainty

The Covid-19 pandemic has impacted global financial markets and as such identified that less weight can be attached to the previous market evidence for comparison purposes and to inform opinions of value. The on-going response to Covid-19 has resulted in an unprecedented set of circumstances on which to base judgement, resulting in the valuations recognised within the Statement of Accounts being reported on the basis of 'material valuation uncertainty' as per VPS 3 and VPGA 10 of the RICS Red Book Global. Given the unknown future impact that Covid-19 might have on the real estate market. I am satisfied that sufficient and appropriate disclosures have been made in the Statement of Accounts to reflect the impact of 'material valuation uncertainty' on the Council assets.

Group Accounts

I confirm that I have reviewed the accounting transactions of the Council's wholly owned subsidiaries and am satisfied that these do not need to be consolidated on the grounds of materiality.



Appendix A: Draft management representation letter (continued)

Contingencies

There are no material contingent losses including pending or potential litigation that should be accrued where:

- information presently available indicates that it is probable that an asset has been impaired or a liability had been incurred at the balance sheet date; and
- the amount of the loss can be reasonably estimated.

There are no material contingent losses that should be disclosed where, although either or both the conditions specified above are not met, there is a reasonable possibility that a loss, or a loss greater than that accrued, may have been incurred at the balance sheet date.

There are no contingent gains which should be disclosed.

All material matters, including unasserted claims, that may result in litigation against the Council have been brought to your attention. All known actual or possible litigation and claims whose effects should be considered when preparing the financial statements have been disclosed to you and accounted for and disclosed in accordance with the Code and applicable law.

Laws and regulations

I confirm that I have disclosed to you all those events of which I am aware which involve known or suspected non-compliance with laws and regulations, together with the actual or contingent consequences which may arise therefrom.

The Council has complied with all aspects of contractual agreements that would have a material effect on the accounts in the event of non-compliance.

Fraud and error

I acknowledge my responsibility as Chief Finance Officer for the design, implementation and maintenance of internal control to prevent and detect fraud and error.

I have disclosed to you:

- All the results of my assessment of the risk that the financial statements may be materially misstated as a result of fraud;



Appendix A: Draft management representation letter (continued)

- All knowledge of fraud or suspected fraud affecting the Council involving:
 - management and those charged with governance;
 - employees who have significant roles in internal control; and
 - others where fraud could have a material effect on the financial statements.

I have disclosed to you all information in relation to any allegations of fraud, or suspected fraud, affecting the Council’s financial statements communicated by employees, former employees, analysts, regulators or others.

Related party transactions

I confirm that all related party relationships, transactions and balances, have been appropriately accounted for and disclosed to you in accordance with the requirements of the Code and applicable law.

I have disclosed the identity of the Council’s related parties and all related party relationships and transactions of which I am aware.

Impairment review

To the best of my knowledge, there is nothing to indicate that there is a permanent reduction in the recoverable amount of the property, plant and equipment and intangible assets below their carrying value at the balance sheet date. I have considered the impact of Covid-19 on the Council’s Investment Properties. An impairment review is therefore not considered necessary.

Charges on assets

All the Council’s assets are free from any charges exercisable by third parties except as disclosed within the financial statements.

Future commitments

I am not aware of any plans, intentions or commitments that may materially affect the carrying value or classification of assets and liabilities or give rise to additional liabilities.

Subsequent events

I confirm all events subsequent to the date of the financial statements, and for which the Code and applicable law require adjustment or disclosure, have been adjusted or disclosed.

Should further material events occur after the date of this letter which may necessitate revision of the figures included in the financial statements or inclusion of a note thereto, I will advise you accordingly.



Appendix A: Draft management representation letter (continued)

Covid-19

We confirm that we have carried out an assessment of the on-going impact of the Covid-19 Virus pandemic on the Council, including the impact of mitigation measures and uncertainties, and that the disclosure in the Statement of Accounts fairly reflects that assessment.

Brexit

We confirm that we have carried out an assessment of the potential impact of the United Kingdom leaving the European Union, including the potential outcomes at the end of the Implementation Period, and that the disclosure in the Statement of Accounts fairly reflects that assessment.

Going concern

To the best of my knowledge there is nothing to indicate that the Council will not continue as a going concern in the foreseeable future. The period to which I have paid particular attention in assessing the appropriateness of the going concern basis is not less than twelve months from the date of approval of the accounts.

I have updated our going concern assessment in light of the on-going Covid-19 pandemic. I continue to believe that the Council's financial statements should be prepared on a going concern basis and have not identified any material uncertainties related to going concern on the grounds that current and future sources of funding or support will be more than adequate for the Council's needs. We believe that no further disclosures relating to the Council's ability to continue as a going concern need to be made in the financial statements.

Annual Governance Statement

I am satisfied that the Annual Governance Statement (AGS) fairly reflects the Council's risk assurance and governance framework and I confirm that I am not aware of any significant risks that are not disclosed within the AGS.

Narrative report

The disclosures within the Narrative Report fairly reflect my understanding of the Council's financial and operating performance over the period covered by the financial statements.



Appendix A: Draft management representation letter (continued)

Unadjusted misstatements

I confirm that the effects of the uncorrected misstatements are immaterial, both individually and in aggregate, to the financial statements as a whole.

Yours faithfully

Assistant Director, Finance Business Support and Property Services (S151)

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Appendix B: Draft audit report

Independent auditor’s report to the members of West Lindsey District Council

Report on the audit of the financial statements

Opinion on the financial statements

We have audited the financial statements of West Lindsey District Council (“the Council”) for the year ended 31 March 2021, which comprise the Comprehensive Income and Expenditure Statement, the Movement in Reserves Statement, the Balance Sheet, the Cash Flow Statement, the Collection Fund and notes to the financial statements, including a summary of significant accounting policies. 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:

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- give a true and fair view of the financial position of the Council as at 31st March 2021 and of its expenditure and income for the year then ended; and
- have been properly prepared 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 section of our report. We are independent of the Council 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 we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Effect of the Covid-19 pandemic on the valuations of land, and buildings

We draw attention to note 4 of the financial statements, which describes the effects of the Covid-19 pandemic on the valuation of the Council’s land and buildings. As disclosed in note 4 of the financial statements, the Council’s valuer included a specific ‘material valuation uncertainty’ declaration in their report in respect of the Council’s retail and specific trading related and car park assets in this group of assets. The Council states at note 4 that consequently less certainty and a higher degree of caution should be attached to these assets than what would normally be the case. Our opinion is not modified in respect of this matter.



Appendix B: Draft audit report (continued)

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Assistant Director, Finance Business Support and Property Services (S151)'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 Council's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Assistant Director, Finance Business Support and Property Services (S151) with respect to going concern are described in the relevant sections of this report.

Other information

The Assistant Director, Finance Business Support and Property Services (S151) is responsible for the other information. The other information comprises the information included in the Statement of Accounts, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

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

We have nothing to report in this regard.

Responsibilities of the Assistant Director, Finance Business Support and Property Services (S151) for the financial statements

As explained more fully in the Statement of the Chief Financial Officer's Responsibilities, the Assistant Director, Finance Business Support and Property Services (S151) is responsible for the preparation of the Statement of Accounts, which includes the financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21, and for being satisfied that they give a true and fair view. The Assistant Director, Finance Business Support and Property Services (S151) is also responsible for such internal control as the Assistant Director, Finance Business Support and Property Services (S151) determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

The Assistant Director, Finance Business Support and Property Services (S151) is required to comply with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 and prepare the financial statements on a going concern basis on the assumption that the functions of the Council will continue in operational existence for the foreseeable future. The Assistant Director, Finance Business Support and Property Services (S151) is responsible for assessing each year whether or not it is appropriate for the Council to prepare its accounts on the going concern basis and disclosing, as applicable, matters related to going concern.



Appendix B: Draft audit report (continued)

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 material misstatements in respect of irregularities, including fraud. Based on our understanding of the Council we identified that the principal risks of non-compliance with laws and regulations related to the Local Government Act 2003 (and associated regulations made under section 21), the Local Government Finance Acts of 1988, 1992 and 2012, and the Accounts and Audit Regulations 2015, and we considered the extent to which non-compliance might have a material effect on the financial statements.

We evaluated the Assistant Director, Finance Business Support and Property Services (S151)’s incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls) and determined that the principal risks were related to posting manual journal entries to manipulate financial performance, management bias through judgements and assumptions in significant accounting estimates and significant one-off or unusual transactions.

Our audit procedures were designed to respond to those identified risks, including non-compliance with laws and regulations (irregularities) and fraud that are material to the financial statements. Our audit procedures included but were not limited to:

- discussing with management and the Governance and Audit Committee the policies and procedures regarding compliance with laws and regulations;
- communicating identified laws and regulations throughout our engagement team and remaining alert to any indications of non-compliance throughout our audit; and
- considering the risk of acts by the Council which were contrary to applicable laws and regulations, including fraud.

Our audit procedures in relation to fraud included but were not limited to:

- making enquiries of management and the Governance and Audit Committee on whether they had knowledge of any actual, suspected or alleged fraud;
- gaining an understanding of the internal controls established to mitigate risks related to fraud;
- discussing amongst the engagement team the risks of fraud; and
- addressing the risks of fraud through management override of controls by performing journal entry testing.



Appendix B: Draft audit report (continued)

There are inherent limitations in the audit procedures described above and the primary responsibility for the prevention and detection of irregularities including fraud rests with management and the Governance and Audit Committee. As with any audit, there remained a risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal controls.

We are also required to conclude on whether the Assistant Director, Finance Business Support and Property Services (S151)'s use of the going concern basis of accounting in the preparation of the financial statements is appropriate. We performed our work in accordance with Practice Note 10: Audit of financial statement and regularity of public sector bodies in the United Kingdom, and Supplementary Guidance Note 01, issued by the National Audit Office in April 2021.

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

Report on the Council's arrangements for securing economy, efficiency and effectiveness in its use of resources

Matter on which we are required to report by exception

We are required to report to you if, in our opinion, we are not satisfied that the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2021.

We have not completed our work on the Council's arrangements. On the basis of our work to date, having regard to the guidance issued by the Comptroller and Auditor General in April 2021, we have not identified any significant weaknesses in arrangements for the year ended 31 March 2021.

We will report the outcome of our work on the Council'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.

Responsibilities of the Council

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

We are required under section 20(1)(c) of the Local Audit and Accountability Act 2014 to satisfy ourselves that the Council 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 Council's arrangements for securing economy, efficiency and effectiveness in its use of resources are operating effectively.

We have undertaken our work in accordance with the Code of Audit Practice, having regard to the guidance issued by the Comptroller and Auditor General in April 2021.

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Appendices

Appendix B: Draft audit report (continued)

Matters on which we are required to report by exception under the Code of Audit Practice

We are required by the Code of Audit Practice to report to you if:

- we issue a report in the public interest under section 24 of the Local Audit and Accountability Act 2014;
- we make a recommendation under section 24 of the Local Audit and Accountability Act 2014; or
- we exercise any other special powers of the auditor under sections 28, 29 or 31 of the Local Audit and Accountability Act 2014.

We have nothing to report in these respects.

Use of the audit report

This report is made solely to the members of West Lindsey District Council, as a body, in accordance with part 5 of the Local Audit and Accountability Act 2014 and as set out in paragraph 44 of the Statement of Responsibilities of Auditors and Audited Bodies published by Public Sector Audit Appointments Limited. Our audit work has been undertaken so that we might state to the members of the Council those matters we are required to state to them in an auditor's 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 members of the Council, as a body, for our audit work, for this report, or for the opinions we have formed.

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 Council's Whole of Government Accounts consolidation pack;
- the work necessary to satisfy ourselves that the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources.

Mark Dalton, Key Audit Partner
For and on behalf of Mazars LLP

5th Floor, 3 Wellington Place
Leeds
LS1 4AP

xx November 2021



Appendix C: Independence

As part of our ongoing risk assessment we monitor our relationships with you to identify any new actual or perceived threats to our independence within the regulatory or professional requirements governing us as your auditors.

We can confirm that no new threats to independence have been identified since issuing the Audit Strategy Memorandum and therefore we remain independent.

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Appendix D: Other communications

| Other communication | Response |
|---|--|
| Compliance with Laws and Regulations | <p>We have not identified any significant matters involving actual or suspected non-compliance with laws and regulations.</p> <p>We will obtain written representations from management that all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements have been disclosed.</p> |
| External confirmations | <p>We did not experience any issues with respect to obtaining external confirmations.</p> |
| Related parties | <p>We did not identify any significant matters relating to the audit of related parties.</p> <p>We will obtain written representations from management confirming that:</p> <ul style="list-style-type: none"> a. they have disclosed to us the identity of related parties and all the related party relationships and transactions of which they are aware; and b. they have appropriately accounted for and disclosed such relationships and transactions in accordance with the requirements of the applicable financial reporting framework. |
| Going Concern | <p>We have not identified any evidence to cause us to disagree with the Assistant Director (Finance, Business Support and Property Services) that West Lindsey District Council will be a going concern, and therefore we consider that the use of the going concern assumption is appropriate in the preparation of the financial statements.</p> <p>We will obtain written representations from management, confirming that all relevant information covering a period of at least 12 months from the date of approval of the financial statements has been taken into account in assessing the appropriateness of the going concern basis of preparation of the financial statements.</p> |

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Appendix D: Other communications

| Other communication | Response |
|---|--|
| Subsequent events | <p>We are required to obtain evidence about whether events occurring between the date of the financial statements and the date of the auditor’s report that require adjustment of, or disclosure in, the financial statements are appropriately reflected in those financial statements in accordance with the applicable financial reporting framework.</p> <p>We will obtain written representations from management that all events occurring subsequent to the date of the financial statements and for which the applicable financial reporting framework requires adjustment or disclosure have been adjusted or disclosed.</p> |
| Matters related to fraud Page 51 | <p>We have designed our audit approach to obtain reasonable assurance whether the financial statements as a whole are free from material misstatement due to fraud. In addition to the work performed by us, we will obtain written representations from management, and the Governance and Audit Committee, confirming that</p> <ol style="list-style-type: none"> a. they acknowledge their responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud; b. they have disclosed to the auditor the results of management’s assessment of the risk that the financial statements may be materially misstated as a result of fraud; c. they have disclosed to the auditor their knowledge of fraud or suspected fraud affecting the entity involving: <ol style="list-style-type: none"> i. Management; ii. Employees who have significant roles in internal control; or iii. Others where the fraud could have a material effect on the financial statements; and d. they have disclosed to the auditor their knowledge of any allegations of fraud, or suspected fraud, affecting the entity’s financial statements communicated by employees, former employees, analysts, regulators or others. |

Mark Dalton, Director – Public Services

mark.dalton@mazars.co.uk

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Mazars is an internationally integrated partnership, specialising in audit, accountancy, advisory, tax and legal services*. Operating in over 90 countries and territories around the world, we draw on the expertise of 40,400 professionals – 24,400 in Mazars' integrated partnership and 16,000 via the Mazars North America Alliance – to assist clients of all sizes at every stage in their development.

*where permitted under applicable country laws.



**Governance and Audit
Committee**

Tuesday, 9 November 2021

Subject: Audited Statement of Accounts 2020/21

Report by:

Section 151 Officer

Contact Officer:

Tracey Bircumshaw
Assistant Director of Finance, Business Support
and Property Services (S151)

tracey.bircumshaw@west-lindsey.gov.uk

Purpose / Summary:

To present the Audited Statement of Accounts

RECOMMENDATION(S):

- 1) That Members review the attached Statement of Accounts and confirm that there are no concerns arising from the Financial Statements that need to be brought to the attention of the Council.**
- 2) That Members approve the Statement of Accounts for 2020/21 and their certification by the Chair of the Committee.**
- 3) That Governance & Audit Committee permit the Section 151 Officer and the Chairman of this Committee to certify the letter of representation to our Auditor, Mazars, on completion of the audit.**

IMPLICATIONS

Legal: None arising from this report

Financial : FIN/128/22/TJB

The Statements of Accounts 2020/21 has been prepared in accordance with proper accounting practices and the requirements of International Financial Reporting Standards (IFRS). This is intended to provide for comparable accounts across all accounting boundaries, public and private, national and international.

The Actual overall Outturn has realised a surplus of £2.783m, of which £1.413m relates to one off budget provision for projects funded from reserves and which have approval for carry forward as they span financial years.

This leaves a £1.370m surplus (6.67% of the approved budget) which has been transferred to General Fund balances.

Whilst the accounts include these movements the outturn surplus compares to the Comprehensive Income and Expenditure Statement surplus on Provision of Services of £0.219m, the difference being accounting adjustments which are explained in the Expenditure Funding Statement (Note 7) within the accounts.

Capital Investment totalled £9.034m.

In respect of Usable Reserves, we remain in a healthy position with balances detailed below;

- General Fund working balance totals £7.338m, (£4.233m 2019/20)
- General Fund Earmarked reserves total £18.217m, (£15.787m 2019/20)
- Capital receipts total £1.169m (£3.463m 2019/20)
- Capital Grants unapplied £2.367m (£0.538m 2019/20)

Staffing : None arising from this report

Equality and Diversity including Human Rights : None arising from this report

Data Protection Implications : None arising from this report

Climate Related Risks and Opportunities: None arising from this report

Section 17 Crime and Disorder Considerations: None arising from this report

Health Implications: None arising from this report

Title and Location of any Background Papers used in the preparation of this report :

Code of Practice on local authority accounting in the United Kingdom 2020/21.
Code of Practice on Local Authority Accounting in the United Kingdom – Guidance notes for practitioners 2019/20 Accounts.
The Accounts and Audit (England) Regulations 2015.
Papers are located in the Financial Services section, Guildhall.

Risk Assessment :

The Council has a number of financial risks which are disclosed throughout the Statement of Accounts and include such items as

- Valuations of Property, Plant, Equipment, Pension Liability
- Credit risk of investments
- Investment risk
- Budget Risks

Risks are mitigated through holding contingency/risk reserves, managing them in accordance with approved strategies and effective monitoring

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

Executive Summary

1 Introduction

- 1.1 The Audited Statement of Accounts for 2020/21 (Appendix A) has been prepared under the International Financial Reporting Standards based Code of Practice on Local Authority Accounting (the Code).
- 1.2 Following the Accounts and Audit Regulations 2015 the Council's Statement of Accounts, subject to audit, must be certified by the Chief Finance Officer and published before the 31 May. Following completion of the external audit the Council must formally approve the accounts before the 31 July. However, due to the current situation regarding Covid-19, these deadlines have once again been extended. The unaudited accounts had to be published on, or before 31 July 2021. Audited accounts must be published by 30 September 2021.

2. Changes since the Draft Statement of Accounts

- 2.1 During the period between the publishing of the Draft Statement of Accounts and their finalisation, there have been 2 material adjustments (identified in September) which have resulted in changes to the Movement In Reserves, the Comprehensive Income and Expenditure Account and the Balance Sheet and throughout the Notes to the Accounts, these have been agreed with the Auditor.

- The actual pension liability calculated by the Actuary totalled £47.453m (£48.605), a reduction of £1.152 on that estimated as at 31 March. This resulted in reductions in our Balance Sheet Net Liabilities and Unusable Pension Reserve.
- The remaining balance of £0.992m relating to the Additional Restrictions Grant, issued by Government to support businesses through the impact of Covid, was treated as a Revenue Grant Unapplied as no conditions for repayment were detailed in the grant agreement. However, subsequently the Government made clarification that any remaining balance would be repayable, therefore this amount should be held as a creditor on the Balance Sheet. This reduced our Comprehensive Income and Expenditure - Surplus on Provisions of Service from £1.211m to £0.219m and increased our Balance Sheet Net Liability

These changes have resulted in an overall reduction in the Council's Balance Sheet Net Liabilities from £2.703m to £2.543m.

- 2.2 There have been no events after the reporting period to declare.

3. External Audit

- 3.1 Due to these late changes, and the ongoing Audit of the Statement of Accounts, the Council were unable to certify the Statement of Accounts by the 30 September.
- 3.2 The External Auditor (Mazars) commenced their audit 16 June 2021. At this time, the Audit remains open due to ongoing work related to the Value for Money assessment and the Whole of Government Accounts instructions not yet being issued.

4. Governance and Audit Committee

- 4.1 This Committee is responsible for the approval of the Statement of Accounts and any material amendments recommended by the external auditors.
- 4.2 Members of Governance and Audit Committee have been provided with specific training on the Statement of Accounts to enable them to meet these requirements.
- 4.3 The Statement of Accounts (Appendix A) also includes the approved Annual Governance Statement (AGS), as in previous years whereby the Council publishes one document, clearly identifying that these are separate statements.
- 4.4 Whilst the Statement of Accounts, has been available for inspection by the electorate from 15 June 2021 to 26 July 2021 no such requests have been made.
- 4.5 It is recommended that Members having considered the Statement of Accounts and confirm that there are no concerns arising from the Financial Statements that need to be brought to the attention of the Council.
- 4.6 Members are requested to approve the Statement of Accounts for 2019/20 and permit the Chief Finance Officer in consultation with the Chairman of this Committee to certify the letter of representation to Mazars on completion of the audit. A copy of the letter can be found at Appendix B.
- 4.7 As part of the external audit process the Chairman of this Committee and the Chief Finance Officer have provided written assurance to the auditors on a number of matters relating to the processes in place to prevent, detect and report fraud.

Statement of Accounts and Annual Governance Statement 2020/21

Audited Statement



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INTRODUCTION

Message from the Leader of the Council, Councillor Owen Bierley

As Leader of West Lindsey District Council I am proud to introduce you to West Lindsey District Council's Financial Statements for 2020/21. In a year of many challenges, the accounts not only provide details of the Council's financial position for 2020/21 which demonstrates the excellent financial management exercised by the Finance Team here at West Lindsey but also our performance in both response and recovery of the Covid-19 pandemic.



In addition it gives me the opportunity to highlight some of our achievements over the past year in delivering our Corporate Plan objectives and which contribute to our overall vision for West Lindsey in that it is a **great place to be where people, businesses and communities can thrive and realise their potential**. During the year we have made real progress to delivering a better future for the people of West Lindsey.

By putting **Our People** first their health and wellbeing is of high importance to us and in a year where the Covid-19 pandemic has affected all our lives, we have worked with other agencies in ensuring the vulnerable in our communities were supported and businesses received the grants due to them as quickly as possible.

We saw the opening of our new leisure centre at Market Rasen albeit, the Covid-19 lockdowns have significantly affected participation levels at both our leisure facilities, and we continue to support our Leisure Management Contractor, SLM Ltd in encouraging people to get active once again.

We continue to work with students, education establishments and businesses, through our mentoring programme, funding engineering machinery for training purposes, and having now created 40 apprenticeships this brings more opportunities for our young people who will learn the appropriate skills for a future in our local industries.

We continue to support our communities and have distributed £92k to local groups, generating £643k in match funding for the District, achieving £6.98 for every £1 invested, this is an increase of £0.74 from the previous year.

We are committed to ensuring the future sustainability of **Our Place** for our residents which requires us to meet the need for homes and jobs. Three development sites have been agreed within Gainsborough and will deliver 4,385 homes over a number of years. This has only been achieved through successful funding bids to Homes England and private/public sector engagement and investment.

We continue to deliver the **Local Plan** and to support the development of local neighbourhood plans where 17 plans have been adopted thus far, and a further 4 currently being progressed.

Our Council

Our Together24 programme puts the customer at the centre of everything we do, we want to ensure we provide excellent services and good value for money. The programme will see services redesigned and investment in new technology will see our online services grow, efficiencies identified and improvements in customer satisfaction.

The impact of Covid-19 pandemic has had a devastating effect on our communities and economy we are seeing job losses, business closures and sadly loss of loved ones.

As a Council, we have lead the response, through organising Community Hubs to ensure that the lone, elderly and vulnerable are supported. We have provided much needed support and advice and issued grant funding on behalf of the government to local businesses who have seen financial hardship through being instructed to close their doors to protect their staff, the public and the NHS from this terrible disease.

As we recover from the Covid emergency it is important to us that we continue to build on the relationship with our residents, communities and our businesses to support each other through the next few years and we will need to work together for everyone to recover from this setback and achieve our aspirations

We are seeing a significant impact on our own finances as our income has reduced and additional costs are being borne. Our agile office based workforce were well placed to work from home and continued to deliver services where restrictions allowed.

We are now faced with increased financial uncertainty from the long term effects of Covid-19 in addition to the impact of the delayed Fairer Funding Review and Business Rates Retention Review and whilst we are anticipating a reduction in overall funding levels, we will ensure we can continue with our aspirations through the effective stewardship of our funds.

I would like to thank the staff of West Lindsey District Council for their flexibility and commitment in contributing to our continued success.



Message from the Assistant Director of Finance, Business Support and Property Services - Chief Finance Officer (s151) – Tracey Bircumshaw

In my role as the Council's Chief Finance Officer it is my responsibility to ensure that the financial affairs of the Council are properly administered and that its financial position remains stable and robust. This is essential to ensuring the Council can provide quality services and continue to support delivery of the Corporate Plan objectives.

This Narrative Report provides a summary of our performance in year and provides an overview of the purpose of each of the Financial Statements within the accounts; summarises the material items within them and gives a holistic overview of the year in terms of both financial and non-financial performance.

It is important to note that the deadlines for the preparation of the accounts 2021 after consideration by the Ministry of Housing, Communities and Local Government and in consultation with stakeholders, that the draft accounts must now be submitted for audit by 31 July 2021 (rather than 31 May) and the timeline for the conclusion of the audit is now 30 September 2021 (rather than 31 July). Late material changes to the pension valuation and the finalisation of the audit, both outside of our control, resulted in us not achieving this deadline.

2020/21 has been a challenging year, as we responded to focus our support to residents and businesses affected by the Covid-19 pandemic. The Council were financially impacted by significant increased costs and reductions in our own income, some of which were supported by Government Funding with the remaining shortfall of £0.311m met from our own resources.

However, we have continued to provide services where we have been able, some of which have received national recognition awards. In addition we have continued to progress our Executive Business Plan which detailed the actions that we will take to support delivery of the Corporate Plan objectives through projects and investment.

Within these statements you will also find reference to our subsidiary organisations and Joint Ventures which are part of our commercial and innovative approach to delivery of outcomes through commercial opportunities and working in partnership.

Our accounts once again reflect good financial stewardship. We achieved a budget surplus of £2.783m of which £1.413m relates to ongoing project delivery. This compares with the accounting surplus on provision of services of £0.219m shown in the Comprehensive Income and Expenditure



Statement on page 36. These two numbers are reconciled on page 19 of the narrative report, with the movement reflecting the legislative exemption from certain financial accounting practices that ensures the tax payer is not funding non cash transactions.

Our Balance Sheet position remains strong with earmarked reserves of £18.217m being set aside for significant investment, service improvement initiatives and to mitigate financial risks. The General Fund balance stands at £7.338m which is above our minimum requirement of £2.5m. When taking account of approved carry forwards of budgets for specific project delivery the unallocated General Fund Balance 2021/22 is £3.885m this will provide increased opportunities for investment and development across the district and mitigate future budget risk. This position has also been supported by achieving tax collection rates above the national average.

Our financial strategy is reliant on significant capital investment some of which is supported by borrowing. The Capital Investment Strategy and Treasury Management Strategy are both aligned with the latest guidance and regulation from CIPFA and MHCLG. The Council has invested £4.955m in capital projects during the year. In relation to Treasury Management, the amount of external borrowing is £20m and the Council holds £16.872m in investments. Our borrowing costs are fully supported by the income generated from the schemes being implemented and at this time reduce the charge to Council Tax payers.

In terms of future financial risks, the recovery from Covid-19 will take time, as delayed projects need to progress and consumer confidence levels improve. There is future financial uncertainty around our funding levels. To our benefit, the Government once again delayed the implementation of changes to local government funding; The Fairer Funding Review which seeks to revise the distribution of funds within local government. In addition the review of the Business Rates Retention Scheme and the change of the Business Rates Baseline. It is uncertain how this will impact the Council however with increasing demands on Adult and Social Care it is anticipated that District Council's will see a reduction in our future funding levels. We have been prudent in our Medium Term Financial Plan in forecasting future budget requirements with this in mind. We will continue to engage fully with consultations and will continue to seek to influence the outcome in the best interests of West Lindsey residents.



Marshall's Yard, Gainsborough

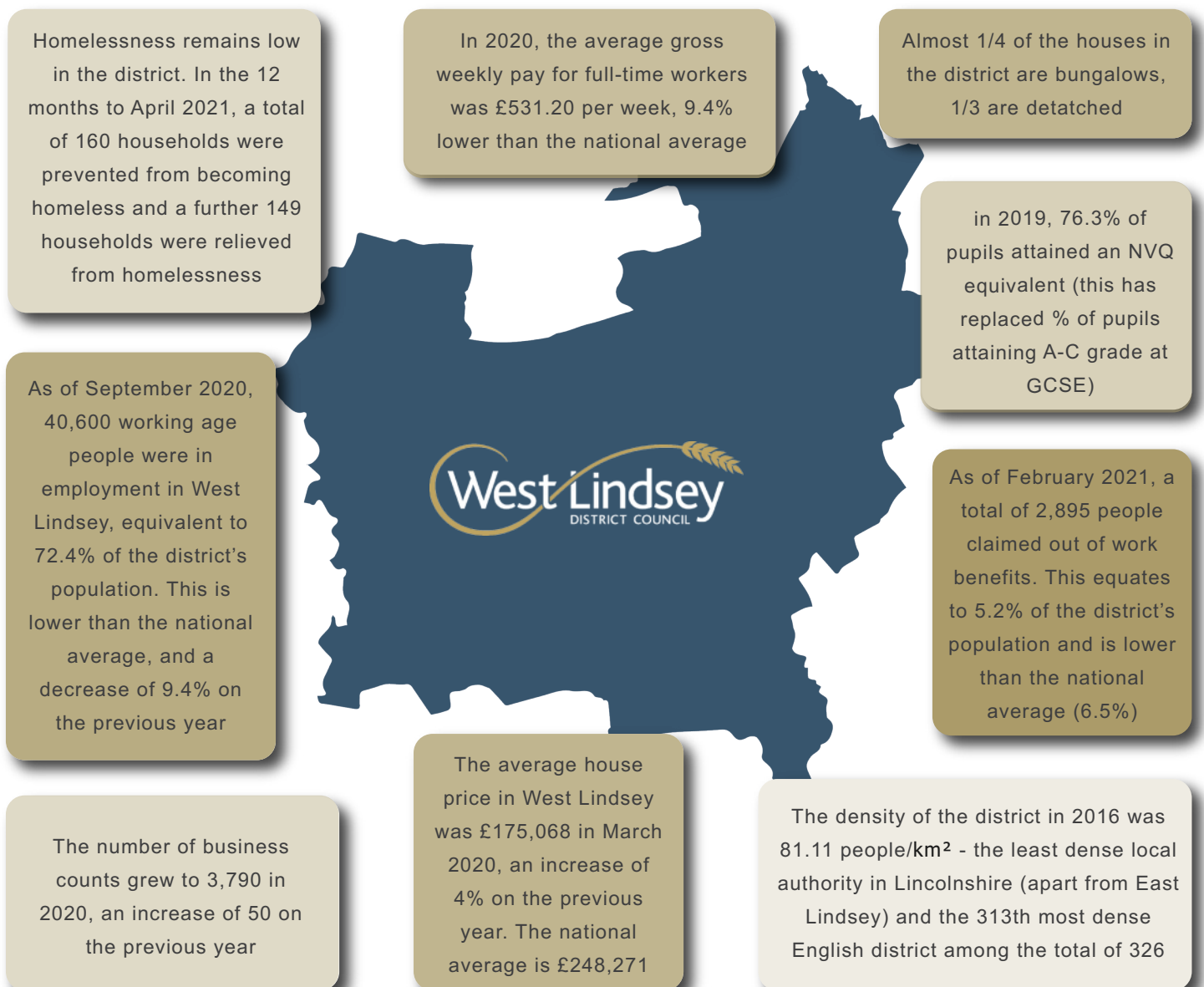
ORGANISATIONAL OVERVIEW AND EXTERNAL ENVIRONMENT

1. THE DISTRICT OF WEST LINDSEY

The District covers 1,156km² (447 square miles), with the administrative centre in Gainsborough on the River Trent to the west, and the market towns of Caistor and Market Rasen to the east.

The topography of the District varies from the low Trent Valley to the west to the rolling hills in the Lincolnshire Wolds Area of Outstanding Natural Beauty in the east. There were 20 wards in the district made up of 97 parishes, of which 72 have Parish Councils and 19 smaller ones who have parish meetings. One of the main features of the district is that the population is spread across a large area. The mid-year estimates for 2017 give the district a population of 94,300 at a density of 81.11 people/km².

The information provided below is based on the latest available. The full State of the District report can be found at www.west-lindsey.gov.uk/my-business/growth-and-regeneration/stateofthedistrict



*Calculations are based on the 2011 census

2. WEST LINDSEY DISTRICT COUNCIL

West Lindsey District Council has a vision;

West Lindsey is a great place to be, where people, businesses and communities can thrive and reach their potential

To achieve this vision Our Corporate Plan Priorities for 2020/21 are;

Our People

Health & Wellbeing

to reduce health inequalities and promote wellbeing across the District through the promotion of healthy lifestyles

Vulnerable Groups & Communities

to create strong and self-reliant communities and promote positive life choices for disadvantaged residents

Education & Skills

to facilitate the creation of a highly educated and skilled workforce, that meets the present and future needs of the local and wider economy

Our Place

Economy

to ensure that economic regeneration in West Lindsey is sustainable and benefits all of our communities

Housing Growth

to facilitate quality, choice and diversity in the housing market, assist in meeting housing need and demand and deliver high quality housing related services to support growth

Public Safety & Environment

to create a safer, cleaner District in which to live, work and socialise

Our Council

Finances

to remain financially sustainable

Customer

to put the customer at the centre of everything we do

Staff & Members

to maintain our position as a well-managed and well-governed Council

The Corporate Plan can be found at www.west-lindsey.gov.uk

OUR SERVICES

Our services have been reported to management and Committees in the following clusters during 2020/21;

- Our People – Front facing customer services – i.e. Benefits, Council Tax, Operational Services, Homelessness and Housing, Licensing, Customer Services, Food Safety
- Our Place - Area based services, i.e. Development Management, Economic Development, Car Parking, Asset Management, Leisure
- Our Council - Corporate services, i.e. Finance, Human Resources, Committee Administration, ICT, Business Improvement, Elections, Corporate Fraud

Each theme also sets out its strategic aims and the desired outcomes to be achieved for each area of focus.

OUR COMPANIES

The Council holds share equity in the following companies;

WLDC Trading Ltd, Surestaff (Lincs) Ltd, WLDC Staffing Services Ltd, a group of companies created to enable trading commercially. The companies supply agency workers to both West Lindsey District Council (WLDC) and local businesses, supporting the creation of local jobs for local people.

Market Street Renewal Ltd – a joint venture company with Dransfield Properties Ltd, each holding 50% share equity. The company aims to act as a delivery vehicle capable of attracting investment to Gainsborough that might not otherwise have been available to the Council alone. The purpose of the company is to support regeneration of the Town Centre through the redevelopment of properties.

Further information can be found at Note 29.

OUR CULTURE

Our vision is complemented by a set of values that cut across the whole organisation. We make our values real by demonstrating them in how we behave every day. Our values are central to achieving our behaviours which underpin effective performance in the workplace. Our values are;

OUR VALUES

Customer First – to put the customer at the centre of everything we do

One Council – to act as one council, working together to achieve our aims and deliver excellent Council services.

Business Smart – in getting things done to the highest standard

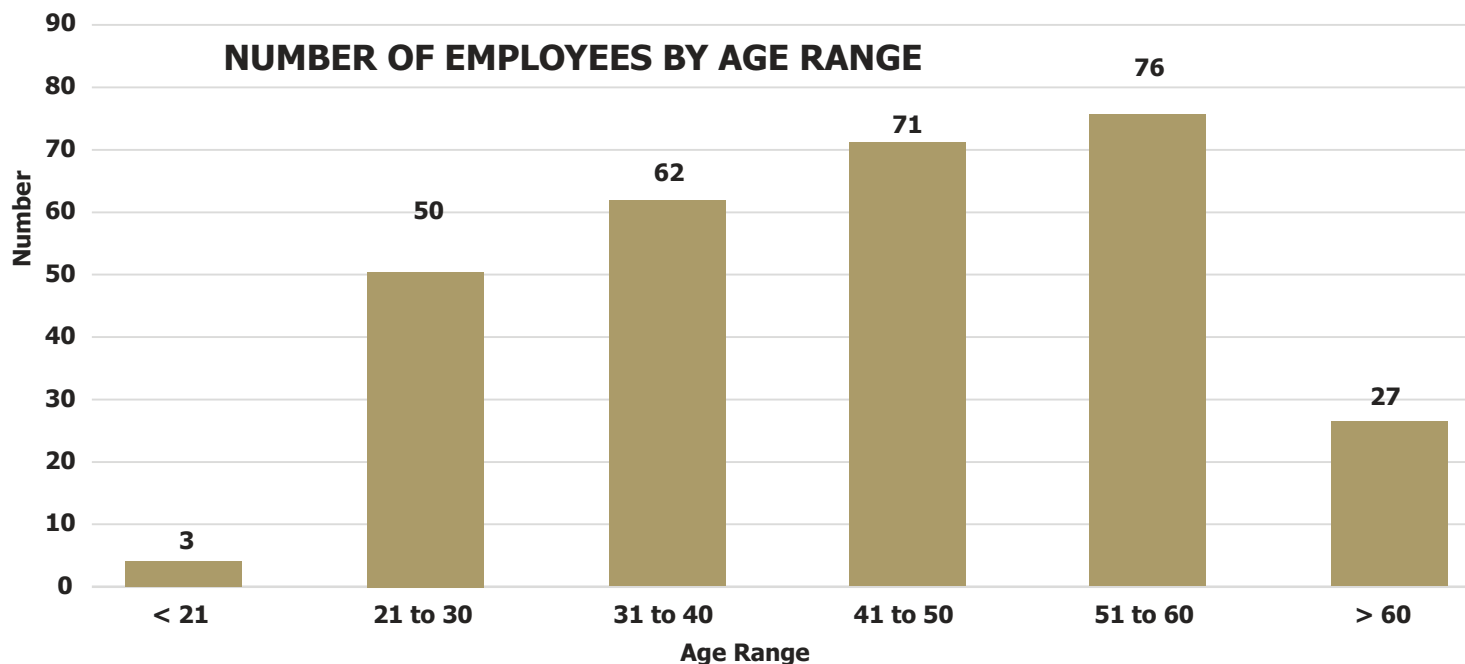
Communicating Effectively – simply, clearly and concisely ensuring message is understood

Integrity in Everything we do – accountable for our decisions and actions, open, fair, honest and trustworthy

OUR RESOURCES

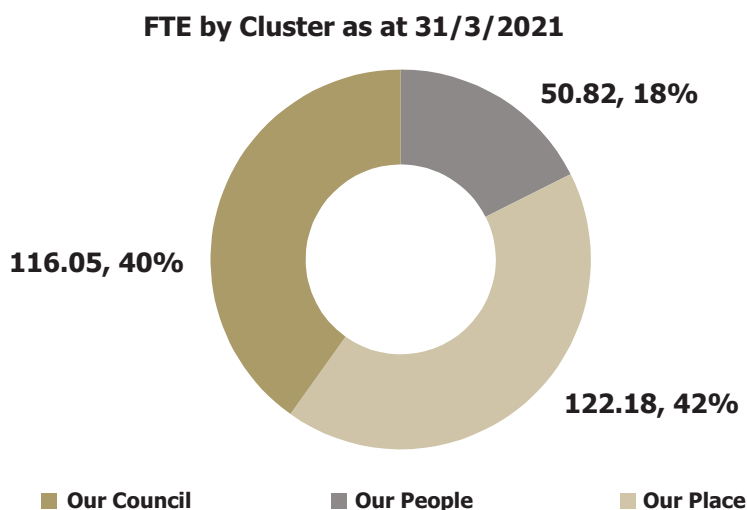
The Council is conscious of the demographic of its employees and is keen to ensure business continuity by establishing a workforce development and training plan that will explore and support the organisational need for succession planning.

Staffing numbers as at 31 March 2021 totalled 289 (245 permanent and 44 casuals) and are analysed by age and gender below;



| Gender | Total | Percentage |
|--------|-------|------------|
| Male | 127 | 44% |
| Female | 162 | 56% |

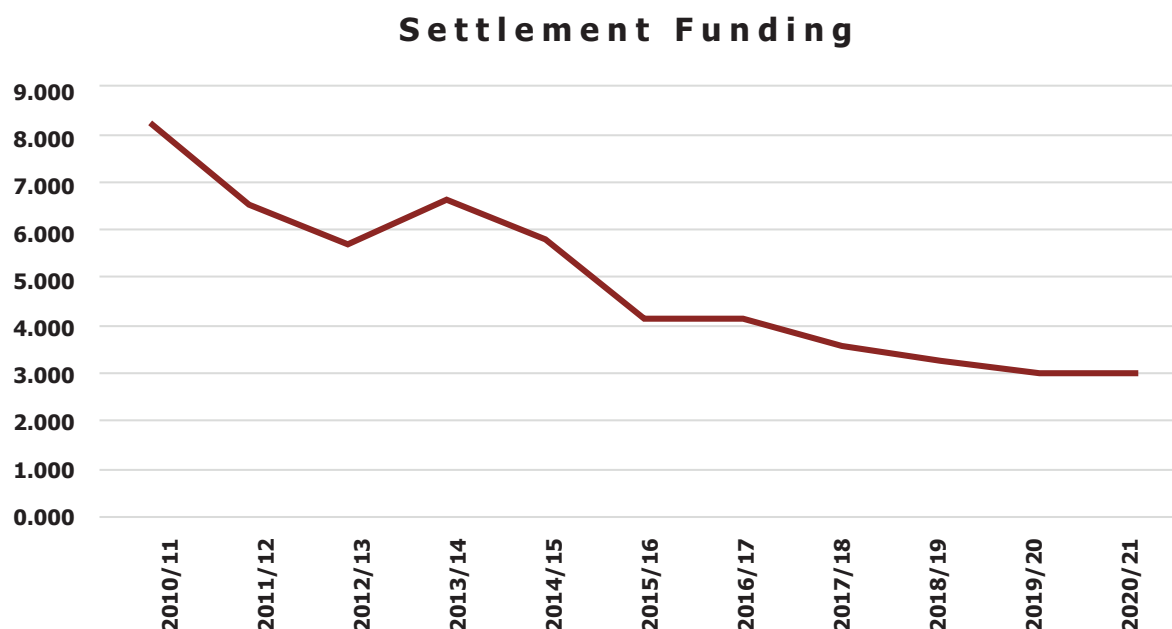
Full time equivalents engaged in cluster areas are as detailed below;



OUR FUNDING

West Lindsey District Council Settlement Funding Government Grant

Since the commencement of government funding cuts in 2010/11 the Council has effectively managed a reduction of £4.8m in Settlement Funding. This has been achieved through sound financial management and financial strategy initiatives to reduce expenditure and increase income streams.



OUR EXTERNAL ECONOMIC OUTLOOK

The decision to leave the European Union (EU) was made in 2016/17 and the UK left the EU on 31 January 2020. The transition period ended on 31 December 2020. There are no direct implications for the Council, however some of our supply chains have been affected resulting in a higher cost.

A further challenge to the economy is the impact of Covid-19, declared by the World Health Organisation as a Global Pandemic on 11 March 2020. On the 23 March 2020 the UK was placed in lockdown, businesses in the retail, hospitality and leisure industries were instructed to close and people asked Stay Home, Protect the NHS and Save Lives. The Council has supported the Governments response to Covid-19 throughout the year, with a number of lockdown periods, the tier system, distribution of funding initiatives to support communities, local businesses and vulnerable residents, which commenced in April 2020. There is likely to be unprecedented level of job losses and the likelihood of a recession to follow. The Government's roadmap to recovery is very much reliant on the vaccination role out and ongoing testing.

For some time the Government has been consulting on a number of proposals as part of the reform of local government funding, including a Fairer Funding Methodology (distribution of funding within the Sector), Business Rates Retention of 75% (currently 50%) and a Business Rates Rest (resting the baseline back to 2013/14 levels). This has once again been deferred and proposed to be implemented in 2022/23, mainly due to the Covid-19 response taking precedent of all government activity.

We will continue to lobby for additional funding and try to influence the outcome of proposals for the benefit of West Lindsey and its residents through responses to consultations and through our networks; Local

Government Association (LGA), Rural Services Network (RSN), District Council Network (DCN) . West Lindsey District Council are a key partner in the public, private, third sector partnership established by the Greater Lincolnshire Local Enterprise Partnership (LEP) to deliver a Local Industrial Strategy for our region.

The aim of the Industrial Strategy is to boost productivity by backing businesses to create jobs and increase the earning power of people throughout the UK with investment in skills, industries and infrastructure.

The emerging priorities for the Greater Lincolnshire Local Industrial Strategy are set out below, and based on robust evidence, form the basis of a compelling case to Government and the private sector for investment in our area.

- A rural innovation test bed for energy and water
- An adaptive ports and logistics industry driving greater connectivity
- Future proofing the agri food sector
- Supporting people to live well for longer in rural areas
- A high quality, inclusive visitor economy

Importantly for West Lindsey District Council, the Local Industrial Strategy will help to guide the strategic use of local funding streams and act as a gateway to future local growth funding deployed through the LEP. To this effect we have worked hard to ensure that issues of strategic economic importance to our district, as set out in the Corporate Plan, are well represented in early drafts of the Local Industrial Strategy.

The Council have a number of key projects in delivery, and will continue to submit grant funding bids as opportunities arise, allowing a blend of funding mechanisms to leverage maximum possible internal and external investment in order to achieve our priorities.



3. HOW THE COUNCIL IS GOVERNED

Political Structure

West Lindsey District Council has 20 wards within its area represented by 36 elected Members (Councillors) who sit on the Council.

Councillors can combine into political groups. The make up of the groups on the council is currently: West Lindsey Administration Group 20 (16 Conservative, 2 Gainsborough Independents, 2 Independents), Liberal Democrat 12, Lincolnshire Independent 2, Independent 1, and one vacancy.

The current appointments are:

Leader of the Council - Cllr Owen Bierley
Deputy Leader of the Council - Cllr Anne Welburn
Chairman of the Council - Cllr Steve England
Vice Chairman of the Council - Cllr Angela Lawrence

The Council is managed by the Chief Executive;

Further information of our Senior Officers are contained in Note 26.

The Councils Constitution sets out the governance arrangements of the Council. The rules, procedures and guidance should provide assurance to our citizens that decisions made in their name have been taken correctly. The Constitution can be found on our website; <https://democracy.west-lindsey.gov.uk/ieListMeetings.aspx?CIId=277&info=1&MD=Constitution&bcr=1>

The Annual Governance Statement 2020/21 (included with this publication) provides details of the annual review of the effectiveness of its governance framework including the system of internal control. There are a number of significant governance issues which have been addressed during 2020/21 including;

- Implementation of a new Senior Management structure
- Development of an Environmental and Climate Change Strategy
- Addressed issues from the effectiveness of Governance and Audit Committee Survey
- Post-pandemic recovery response and Plans

The Annual Audit Opinion 2019/20, provided by our independent Internal Auditors, Assurance Lincolnshire, has assessed the organisation is Performing Well in all areas of Governance, Risk, Internal Control and Financial Controls.

A number of issues have been highlighted which will be the focus for 2021/22, these are;

1. Living with Covid-19 roadmap
2. Complete review of corporate procurement procedures
3. Ensure compliance to meet the standards of the Financial Management Code
4. Produce a Cultural Strategy*
5. Clarify what 'social regeneration' means to the Council, what it will deliver and how to resource it*

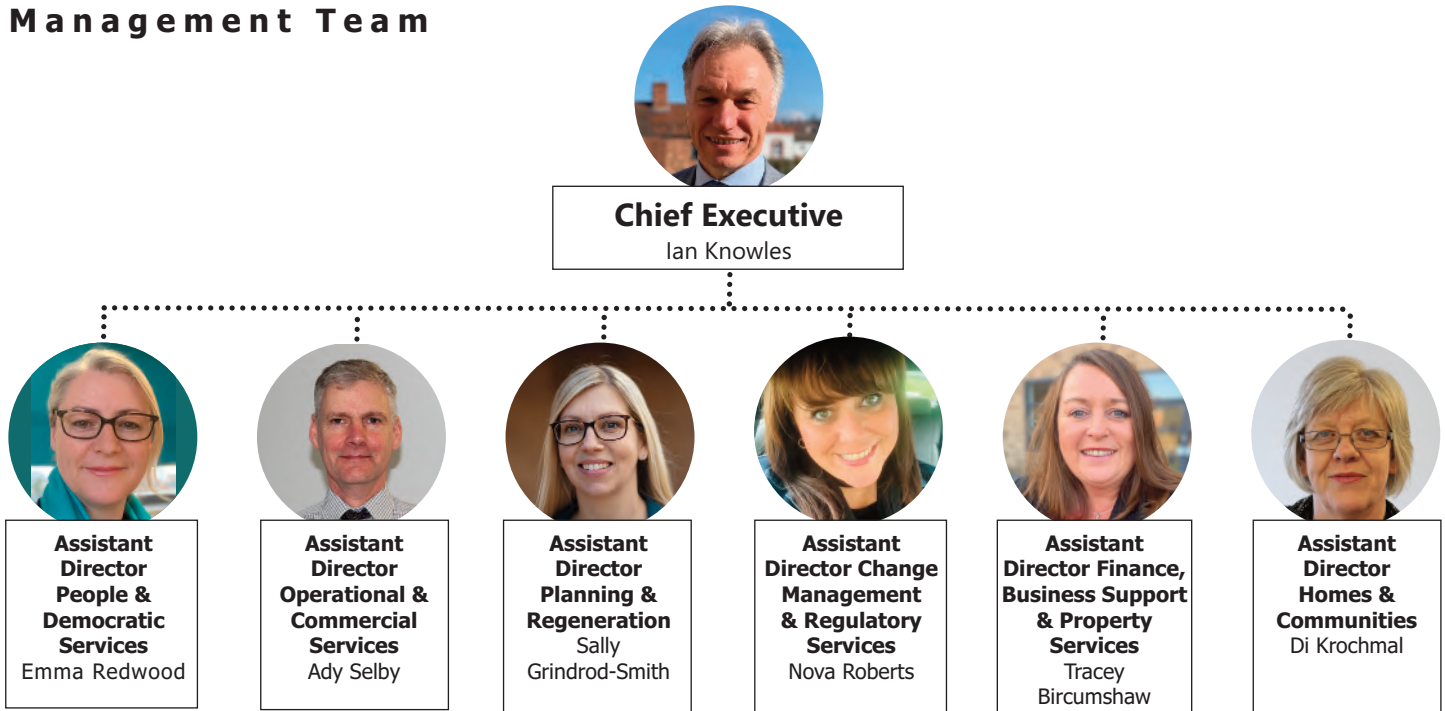
* Emanating from the Peer review action plan.

4. HOW WE OPERATE

The Council operates to achieve our objectives through utilising our resources (inputs) to achieve value for money (effective, efficient and economical outputs).

The Management Team under the leadership of the Chief Executive, Ian Knowles are responsible for the management of the organisation, delivery of initiatives and projects contained within the Executive Business Plan, which will support delivery of the Corporate Plan.

Management Team



The Council's key services include;

Operational and Commercial Services – keeping communities clean and healthy whilst ensuring a commercial approach is undertaken in the delivery of our services.

Planning and Regeneration – keeping our communities sustainable, encouraging housing regeneration and economic growth in support of job creation.

Change Management and Regulatory Services – Keeping our organisation efficient, and keeping our people safe through enforcement and inspection activities. Collecting taxes and debts and administering housing benefits

People and Democratic Services – Managing our valued employees through their engagement, development and utilisation within the organisation in line with our culture, and ensuring our governance arrangements are sound.

Homes and Communities – prevention, tackling inequalities and enabling independent living, ensuring we supporting the health and well-being of our residents and providing housing and support to the vulnerable

Finance, Business Support and Property Services – maintaining a high standard of financial management, balancing the annual budget, ensuring financial stability and seeking best value from our Property Assets.

Our resources include employees, money, partners, contractors, assets etc. which are used to their best effect to deliver the desired outcomes.

5. PERFORMANCE

The Council has established a portfolio of programmes to deliver the Corporate Plan 2019– 2023 The Financial Strategy 2020/21 has been developed to ensure the Council has adequate resources to deliver both services and the Corporate Plan objectives whilst aiming to achieve future financial sustainability and non-reliance on government grant. This will be achieved through activities to maximise income generation, improve efficiency and customer services and develop the economy of the District increasing taxation growth.

Southern Urban Extension Gainsborough

Work started on site in 2020/21 with Keepmoat as the developer for Phase 1. This scheme has been made possible following a grant of £2.12m of funding from the Housing Infrastructure Fund, 245 homes are expected to be delivered by 2022. Planning consent has been granted for 2,500 homes in total.



Northern Urban Extension Gainsborough

Planning has been given for the development of approx. 750 new homes with supporting local facilities.



Bowling Green Road

Construction commenced to build 135, primarily affordable homes and a riverside walkway, a development of £19m by ACIS, with £2.2m of funding from the Greater Lincolnshire Local Enterprise Partnership and in partnership with WLDC who are contributing £428k of S106 funds (developer contributions)



Market Rasen Leisure Centre

A £6.7m investment in a new dry-side leisure centre opened in July 2020. Facilities include an all-weather full size football pitch, indoor sports hall, gymnasium and dance / multi use room.



Made in Gainsborough Project

A further co-investment of around £60k from WLDC has increased the Welding and Machining capacity at Gainsborough College and sees the completion of Phase 2 of the project. As a result a further 20 learners have started their Apprenticeship with a number of local employers. Meanwhile the Year 1 learners are now progressing onto Level 3 qualifications.



Implementation of Technology

The implementation of a Customer Relationship Management system and the OneCouncil Finance and Performance system implementation began early in 2021. This is a significant investment in technology, which will improve customer experience, enhance reporting and analytics as well as deliver efficiencies from automation of processes.



Operational Depot

Construction of a new depot commenced at Caenby Corner and is due for completion in June 2021, this facility will replace the current 2 depots which are no longer fit for purpose. The site has capacity to allow for both future growth in service demand as well as anticipated changes in waste policies.



Financial Performance 2020/21

The Council is funded from taxation (Council Tax and Business Rates) and government grants the table below illustrates Government funding during this period and our future estimates as detailed within the Medium Term Financial Plan 2020/21-2024/25.

| | Actual 2020/21 £'000 | Budget 2021/22 £'000 | Forecast Budget 2022/23 £'000 | Forecast Budget 2023/24 £'000 | Forecast Budget 2024/25 £'000 | Forecast Budget 2025/26 £'000 |
|---------------------------------|----------------------------|----------------------------|--|--|--|--|
| FUNDED BY: | | | | | | |
| Business Rate Retention Scheme* | 4,439 | 4,653 | 3,118 | 3,180 | 3,241 | 3,290 |
| Council Tax | 8,823 | 6,878 | 7,047 | 7,309 | 7,581 | 7,863 |
| New Homes Bonus** | 736 | 719 | 83 | 0 | 0 | 0 |
| Other Government Grants | 803 | 831 | 622 | 624 | 625 | 626 |
| COVID Grants | 2,473 | 675 | 0 | 0 | 0 | 0 |
| Grand Total | 17,274 | 13,756 | 10,870 | 11,113 | 11,447 | 11,779 |

* The Business Rates Retention Scheme has significantly been affected by the awards of reliefs to businesses due to Covid, which has subsequently impacted values reflected in 2020/21 and budget 2021/22. These amounts have been adjusted to reflect the overall revenue impact after utilisation of funding specifically earmarked to smooth the impact. The Council has been fully compensated for this impact, however has only been awarded 75% of taxation losses attributed to Covid-19 (£0.199m)

** The New Homes Bonus Scheme has ended and a replacement scheme is currently being developed.

The Council sets its Council Tax annually and for 2020/21 the equivalent Band D rate was £217.74 (£213.47 2019/20) generating £6.529m (£6.304m 2019/20) – this excludes income from Parish Precepts. Business Rates income totalled £4.439m after taking account of the in year deficit, which will be recoverable in a future year. Further information is provided in the Notes to the Collection Fund.

In addition to these sources of funding, we receive income from fees and charges for services which generates income of £5.370m (£5.217m 2019/20), interest and investment income totals £2.642m (£2.634m 2019/20) and other Grants, including Housing Benefit grants totals £29.725m (£19.848m 2019/20)

Revenue

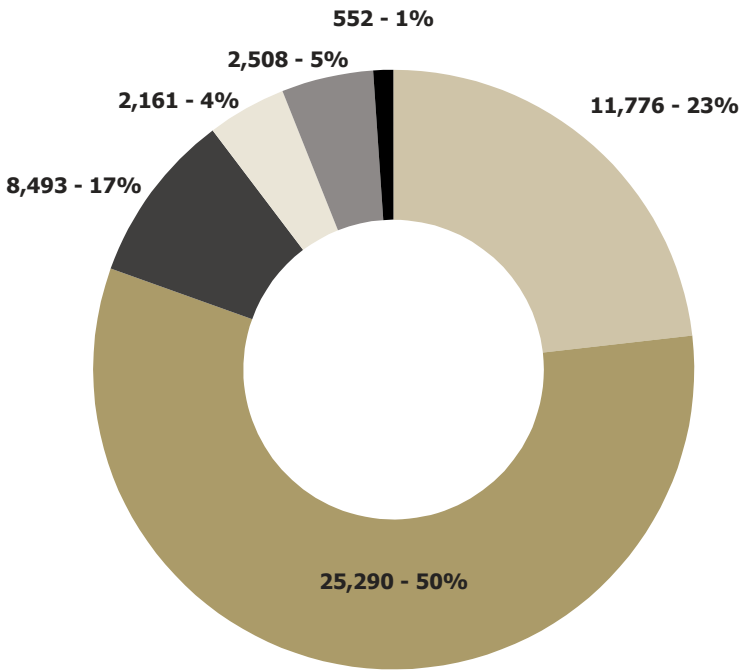
The Council approved a revenue budget, including Council Tax charges, for 2020/21 of £14.357m (£14.783m 2019/20). There was no requirement to utilise the General Fund Balance to provide a balanced budget. The budget was revised in November 2020/21 to £20.525m to reflect the significant impact covid-19 was having on both our income and expenditure. The actual out-turn has realised a surplus of £2.783m, £1.413m of which relates to one-off budget provision for the delivery of projects which span financial years and will therefore be carried forward. This leaves a remaining surplus balance of £1.370m (7% of the Revised Revenue Budget) which has been transferred to the General Fund Working Balance and which now stands at £7.338m. The total amount of General Fund Reserves is £25.553m (£20.020m 2019/20)

The following table reports the revenue actuals against a revised budget for 2020/21 as reported to Corporate Policy and Resources Committee and based on controllable costs/income. This is before any adjustments required by accounting standards that are subsequently reversed under statute, which are included in the Comprehensive Income and Expenditure Account. Note 10 provides details of the accounting adjustments;

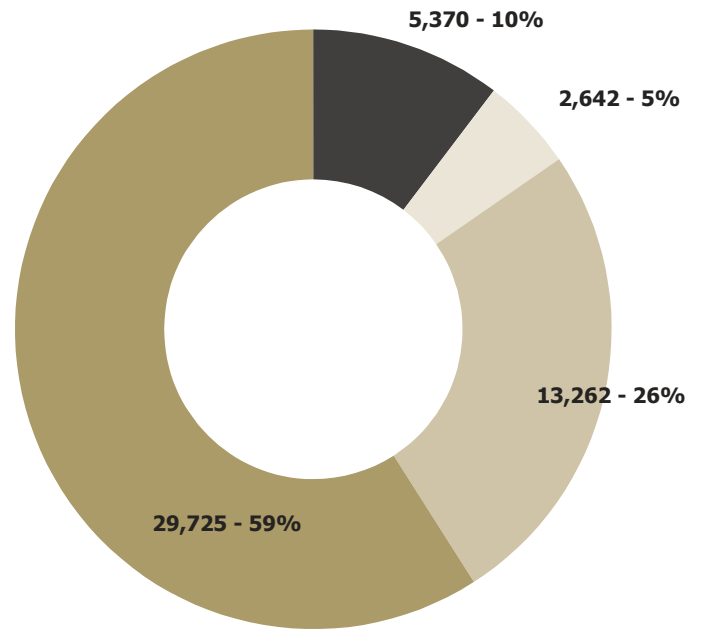
| SERVICE CLUSTER | 2020/2021 | | | | |
|---|-----------------|----------------|----------------|------------------------|---------------|
| | Original Budget | Revised Budget | Actual Outturn | Accounting Adjustments | CIES |
| | £'000 | £'000 | £'000 | £'000 | £'000 |
| Our People | 1,513 | 2,197 | 1,479 | 2,241 | 3,900 |
| Our Place | 3,870 | 4,503 | 3,862 | 2,525 | 6,387 |
| Our Council | 5,852 | 6,117 | 5,101 | 640 | 5,741 |
| Controllable Total | 11,235 | 12,817 | 10,442 | 5,586 | 16,028 |
| Corporate Accounting | 1,613 | 1,501 | 1,183 | 1,396 | 2,579 |
| Statutory Accounting | 5,737 | 5,737 | 1,576 | (1,576) | |
| Movement in Reserves | (4,228) | 470 | 2,187 | (2,187) | |
| Net Revenue Expenditure | 14,357 | 20,525 | 15,388 | 3,219 | 18,607 |
| Funding Total | (14,357) | (20,525) | (18,171) | (1,647) | (18,826) |
| NET SUBSIDY FROM / (CONTRIBUTION) TO RESERVES FOR THE YEAR | 0 | 0 | (2,783) | 1,572 | (219) |
| Approved Carry Forwards | | | 1,413 | | |
| Net Contribution (To) / From Reserves | | | (1,370) | | |

Income and expenditure analysed by their nature (see Note 9) and is shown in the graphs below;

Gross Expenditure 2020/21
£'000



Gross Income 2020/21
£'000

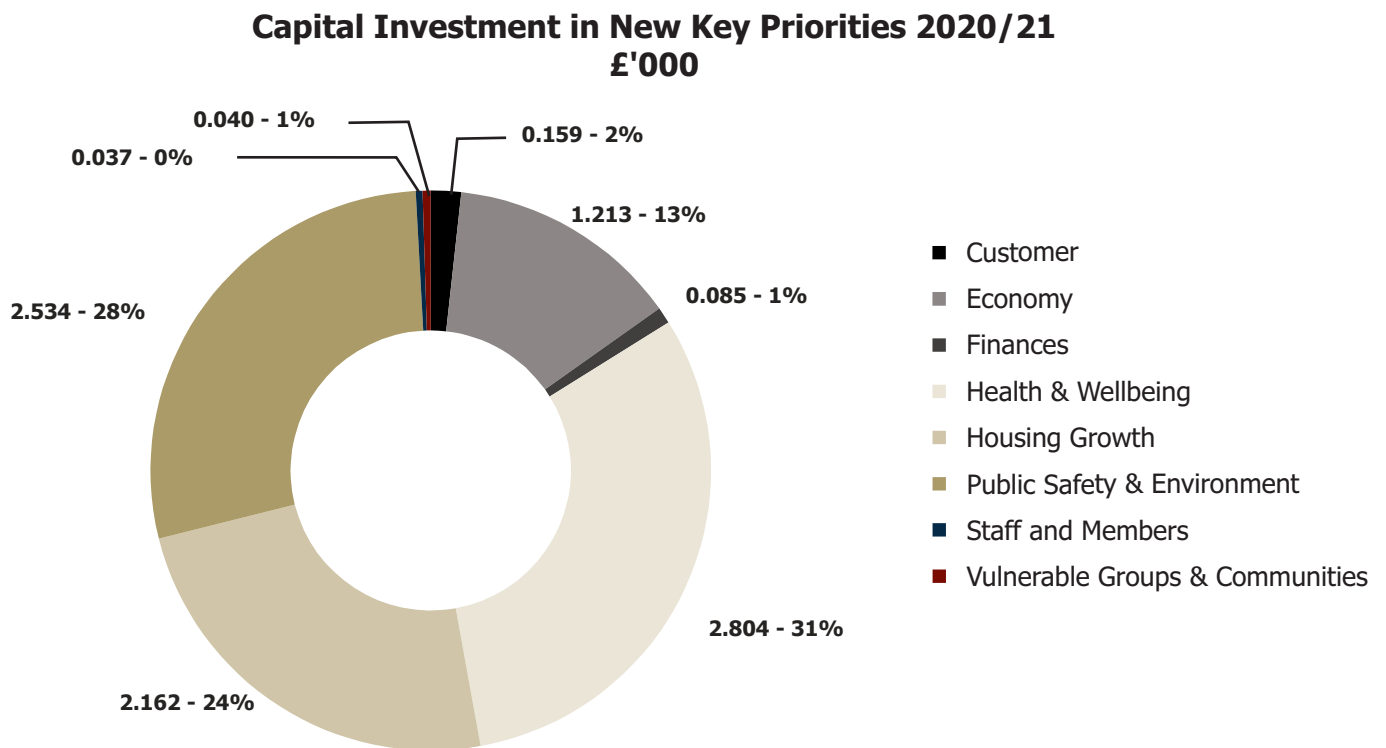


- Employee benefits expenses
- Other services expenses
- Depreciation, amortisation, impairment
- Interest payments
- Precepts and levies
- Disposal of assets

- Fees, charges and other service income
- Interest & investment income
- Income from Council Tax, Non-Domestic Rates, district rate income
- Government grants & contributions

Capital Investment

Capital expenditure represents money spent by the Council to purchase, upgrade or improve assets such as buildings and vehicles, in addition to providing grant funding for regeneration and growth projects. The distinction between capital and revenue expenditure is that the Council and its communities receive the benefit from capital expenditure over a number of years. The Council spent £9.034m (£18.029m in 2019/20) during the year. The Corporate Policy & Resources Committee monitors the capital budget on a quarterly basis as part of its performance monitoring processes. The following chart shows the capital investment for 2020/21 into each of the Corporate Plan key theme areas.



Commercial Property Portfolio

Against a reducing grant and increasing costs, the Council approved investment of up to £30m investment in Commercial Investment Properties, funded from prudential borrowing. There have been no further acquisitions during the year. Having now invested over £21.67m in 7 properties, and achieving a gross yield of 6.53%, the net contribution to funding of our services is £0.721m p.a.

Investments Properties are held on the Balance Sheet at their fair value of £20.978m (£20.949m 2019/20). Further information is included in Note 16.

6. SERVICE PERFORMANCE

| CORPORATE HEALTH PERFORMANCE | | | |
|--|---------------------------|---------------------------|---------------------------|
| | Actual 2020/21 | Target 2020/21 | Actual 2019/20 |
| Perspective: Customer | | | |
| Volume of received complaints | 146 | 174 | 187 |
| Volume of received compliments | 595 | 213 | 675 |
| Employee satisfaction | 93% | 75% | 94% |
| Perspective: Financial | | | |
| Position against budget | 4% | 5% | 6% |
| Cost of Waste Collection per household | £28.28 | £29.00 | £28.15 |
| Perspective: Process | | | |
| Percentage of service requests received through digital channels | 38% | 35% | 39% |
| Licencing Applications | 960 | 720 | 982 |
| Perspective: Quality | | | |
| Service and system availability | 100% | 98.00% | 100% |
| Percentage of calls answered within 21 seconds | 83% | 80.00% | 82% |
| Staff absenteeism | 0.6 days | 0.6 days | 0.57 days |

The Council recognises the revenue impact of capital investment and monitors this closely as part of corporate monitoring processes. Business cases supporting capital investment proposals include all revenue impacts and these are assessed as part of the budget setting process to ensure that they are affordable.

Staffing Trends

The Council continues to put considerable effort into its drive to become more efficient by reducing staffing numbers yet maintaining quality award winning services. This has been achieved by introducing a range of measures such as more flexible working, restructuring management and streamlining back office activities by the use of new technology.

The Council utilises full time or part time temporary/fixed term contract staff who provide additional resource for specific projects or service delivery.

Carbon Management Plan

The Council is committed to reducing energy usage and carbon emissions and has in place within its Carbon Management Plan carbon reducing projects and action plans to deliver this objective. Since 2008/09 CO2 emissions have been reduced by over 20%. The plan aims to build on this success in order to achieve an ambitious Central Government target reduction of 100% by 2050.

7. RISKS AND OPPORTUNITIES

The Council manages all risks via a formal Approved Code of Practice. As part of the process, comprehensive strategic and service risk registers are maintained and processes are in place for risks identification and review. In addition to risk identification, mitigating actions are agreed to either terminate the risk or reduce its potential impact.

Financial risks are specifically identified and considered within the MTFP report as part of the budget setting process. These risks are then monitored by a number of methods depending upon the type of risk. For example, the risk of income targets not being achieved is monitored through monthly income monitoring and reporting is undertaken with a full review of fees and charges annually which incorporates trend analysis, benchmarking and future demand estimations.

Business Cases for projects within wider Programmes of work, also identify risks and mitigations, these are monitored through a robust process of reporting.

Key Strategic Risks

Our People

Inability to raise local education attainment
Inadequate support is provided for vulnerable groups and communities
Health and Wellbeing of the Districts's residents do not improve

Our Place

Insufficient action taken to create a safer, cleaner District in which to live, work and socialise
Local Housing Market and the Council's housing related services cannot meet demand
The Local Economy does not grow sufficiently

Our Council

Inability to set a sustainable budget
The quality of services do not meet customer expectations
Inability for the Councils governance to support quality decision making

Key Future Risks

- The future funding of Local Government
- Covid-19 - The ongoing risks of impact on resources, project delivery, our businesses and communities from the response and recovery from Covid-19.

Further information on risk governance is contained in the Annual Governance Statement

Covid-19 Pandemic

The outbreak of the Novel Coronavirus (Covid-19), declared by the World Health Organisation as a Global Pandemic on 11 March 2020 and subsequent measures put in place by the UK Central Government to stay at home, protect the NHS and save lives has had a significant impact on our communities, businesses, residents and our staff.

In response, the Government, Local Council's and other public services have worked collectively in response and have introduced a number of measures to support the vulnerable, businesses and employees.

At WLDC our response plan has included the following actions;

- Working from home where possible
- Safety measures introduced in buildings and vehicles
- Redeployment of staff to areas of need
- Closure to the public of customer hub
- New Initiatives to support the vulnerable in the community ie Community Hub
- Administering and distributing Government Business Support Grants
- Supporting businesses
- Suspending car park charges
- Closing public conveniences, theatre, leisure centre
- Supporting tenants
- Partnership working with other Public Services, Local Authorities and volunteers
- Assessed our supply chain and key supplier risks, no gaps identified
- Managing recovery of the high street and being a presence to support patrons
- Co-ordinating testing sites within the District

Our own income and expenditure were significantly impacted during the year, much of which has been funded by the Government, however we have incurred a net shortfall of £0.311m. Details are provided in the table below;

| Full Year 2020/21 Financial Summary | £'000 |
|--|--------------|
| Total Covid-19 pressure to date | 1,825 |
| LA Covid support Grant | (1,496) |
| Unallocated LA Covid Support to Earmarked reserves | 434 |
| Additional grant for loss of income | (452) |
| Net unfunded Covid-19 Shortfall | 311 |

Coronavirus



How has the council supported our communities over the last year?

We have processed over
66,500
payments via our website and over the phone



Our Councillor Initiative Fund has awarded

76
grants totalling
£24,773

36 community groups have been supported by the covid-19 community grant scheme totalling
£96,269



8 community defibrillators were installed providing reassurance to rural communities in Grayingham, Market Rasen, Nettleham, Glentworth and North Carlton



15 community match funding grants have been awarded totalling
£67,396

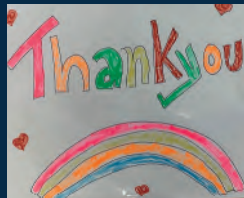
A total of
160 households were prevented from becoming homeless in the last 12 months

Our grants team has paid out
6,357
business grants totalling over
£25.9m

Customer services have dealt with over
150,000
phone enquiries between April 2020 and April 2021



Our Waste teams have collected
33,949 tonnes
of waste between April 2020 and April 2021



2,729 Building Control inspections have been undertaken in the last 12 months, with the vast majority taking place in person in line with COVID-19 guidelines.

There have been a total of
4,721 confirmed COVID cases in the district

We have paid
£124,000
in Council Tax Discretionary Hardship payments, assisting 207 council taxpayers.

24 customers have benefitted from Winter Payment grants totalling

£12,000

and additional LCC grant payments have totalled

£59,850
to 133 customers.



We have cleared
2,894
reported instances of fly-tipping since March 2020
+comparison

Working with the NHS we have set up
3
Covid testing sites

We have paid out
£66,000
in test and trace payments assisting 132 customers with a £500 grant.

We have responded to
875
reports and complaints about Covid related issues

Financial Impacts of Covid-19

Ongoing Financial Impacts

The Council continues to undertake activities to support our residents, businesses and staff in the response and recovery from Covid-19 and we have experienced significant reductions in our income, which will take time to recover to the pre-covid levels. The Government have committed to provide grant funding support to Local Authorities, on a similar basis as 2020/21 but only upto the end of June 2021. It was therefore prudent for us to set aside £0.500m to mitigate any further financial impacts beyond that period within the 2021/22 Budget.

The Council continues to lobby for financial support from government through various associations and networks with other Lincolnshire Districts.

We are expecting ongoing reductions in Business Rates and Council Tax income as businesses and home owners/renters may continue to be under significant financial pressure. It has been estimated that ongoing risks to business rates income could be between £0.200m and £0.800m. and our Business Rates Volatility Reserve will be utilised to fund this impact.

We are also seeing an increase in costs associated with capital schemes as prices for supplies increase, resulting in ongoing increased borrowing costs. Some projects were put on hold and all projects and capital schemes continue to be reviewed for any financial and resourcing impacts.

Government initiatives

The Government have issued grants over the year to support Local Authorities for expenditure pressures and income losses due to the impact of Covid. Businesses and those affected by the Covid-19 outbreak and required to self isolate, provided funding for specific sectors such as leisure and culture in addition to providing grant funding to support local authorities in administering these funds. The overall amount of grant income and expenditure against these grants, and attributable to Covid-19 are detailed in the table below;

| Grant Schemes | Grant Income £,000 | Grant Expended £,000 |
|-------------------------|-----------------------|-------------------------|
| Business Grants | (29,041) | 26,038 |
| Test And Trace | (203) | 66 |
| Other | (3,056) | 1,006 |
| New Burdens | (244) | 48 |
| Local Authority Support | (1,496) | 1,062 |
| Sales Fees and Charges | (452) | 452 |
| | (34,491) | 28,672 |

Financial Recovery

We are managing and monitoring both our cash flows, the financial impact of covid on income and expenditure and other pressures and savings, which will be reported on a quarterly basis. A Revised Budget for 2020/21 was approved in October 2020, the General Fund Working Balance remains above its minimum level of £2.5m, standing at £7.338m as at 31 March 2021 and after taking account of carry forwards and 2021/22 Budget approvals, has a balance of £3.885m, this is in addition to the £0.500m set aside to finance any future Covid financial risks.

8. FUTURE OUTLOOK

Our Corporate Plan 2019 - 2023 sets out the current strategic objectives of the Council. It reflects the opportunities and challenges facing the district and what our residents have told us is important to them. We also express our desired outcome, which will provide our officers with clear direction. It is our aim to ensure that attention is paid to all of our communities, residents and businesses; lives are improved and our district prospers.

The following vision has been adopted by the Council:

“West Lindsey is a great place to be where people, businesses and communities can thrive and reach their potential”

In order to deliver against this vision, the Council will focus on three themes as illustrated below:



The Executive Business Plan 2021/22 which is contained within the Budget Book, available on our website at <https://www.west-lindsey.gov.uk/my-council/contacts-facts-and-figures/council-spending/budget-book/details> the key deliverables for the next 3 years which will contribute to the achievement of the Corporate Plan objectives.

Future Financial Resilience

The Government have been undertaking both a Fairer Funding Review and a review of the Business Rates retention scheme both of which were due to be implemented in 2020/21 but have been delayed due to priorities around Brexit and subsequently Covid-19. The Medium Term Financial Analysis assumes that there will be a significant impact on our funding levels, resulting in an annual estimated funding gap of £0.857 from 2022/23 onwards. The Council has earmarked £1m to reserves to ensure a balanced budget can be achieved if the impact is as prudently estimated, whilst allowing time for the Executive Business Plan deliverables to be achieved in supporting budget reductions.

There has been much publicity around the resilience of Local Government and increasingly so as Councils try to manage the impact of Covid-19 and future funding risk. Our financial resilience indicators are detailed below;

| RESILIENCE INDICATORS | 2021/22 | 2025/26 |
|---|----------------|----------------|
| Useable Reserves as % of Net Revenue Budget | 132.65% | 107.79% |
| Council Tax as a % of Net Revenue Budget | 50.54% | 51.57% |
| Business Rates as a % of Net Revenue Budget | 14.98% | 21.86% |
| Exposure of Customer and Client Receipts as % of Net Revenue Budget | 39.89% | 33.41% |
| Borrowing as a % of Fixed Assets | 62.68% | 56.01% |
| Investments as a % of Useable Reserves | 56.95% | 66.70% |
| Commercial Property Income as % of Net Revenue Budget | 11.09% | 10.72% |

The indicators suggest that we are in a good position in relation to the ability to manage financial risk and future sustainability.

Our useable reserves exceeds our net revenue expenditure and therefore adequate to fund over 2 years worth of net expenditure should the need arise.

In addition Risk contingency reserves total some £6.086m and by keeping our General Fund Working Balance at a minimum of £2.5m (currently £7.338m) supports our view that we are well placed to deal with any in year financial risks and the balancing of the budget in future years if necessary.

Whilst taxation is likely to be our main funding stream of the future the Council Tax base is forecast to increase at around 0.75% per annum and the impact of the new Business Rates Retention scheme is currently assumed to result in less income from 2022/23, this has been delayed from 2020/21. The impacts of Covid-19 will also adversely affect taxation income in the medium term. As detailed within the Executive Business Plan there are a number of activities being undertaken which will drive growth in these income streams.

Our projected borrowing level is around 70% of our asset values at 31 March 2021, should we consider selling at some point in the future, the costs of borrowing could be met, albeit would result in loss of ongoing revenue from these investments.

Whilst cash investments are likely to diminish as earmarked reserves are utilised for capital investment projects, this will be managed through the Treasury Management function along with the levels of internal borrowing. This will be informed by cash flow need and prevailing/forecast market rates.

Future capital expenditure plans

The Council has approved the following capital programme totalling £20.706m funding plans for the period 1 April 2021 to 31 March 2026.

| Service Cluster | Estimate 2021/22 £'000 | Estimate 2022/23 £'000 | Estimate 2023/24 £'000 | Estimate 2024/25 £'000 | Estimate 2025/26 £'000 | Total Capital Programme £'000 |
|------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|--|
| Our People | 2,456 | 595 | 595 | 595 | 595 | 4,836 |
| Our Place | 6,245 | 3,668 | 302 | 608 | 412 | 11,235 |
| Our Council | 695 | 375 | 200 | 265 | 100 | 1,635 |
| Investment | 0 | 3,000 | 0 | 0 | 0 | 3,000 |
| Grand Total | 9,396 | 7,638 | 1,097 | 1,468 | 1,107 | 20,706 |

| Capital Financing | Estimate 2021/22 £'000 | Estimate 2022/23 £'000 | Estimate 2023/24 £'000 | Estimate 2024/25 £'000 | Estimate 2025/26 £'000 | Total Capital Investment £'000 |
|--|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---|
| Grants & Contributions etc | 2,860 | 1,675 | 745 | 788 | 595 | 6,663 |
| Revenue/Earmarked Reserves | 4,251 | 1,203 | 342 | 680 | 512 | 6,988 |
| Usable Capital Receipts | 542 | 3,176 | 10 | 0 | 0 | 3,728 |
| Prudential Borrowing | 1,743 | 1,584 | 0 | 0 | 0 | 3,327 |
| Total Capital Programme Funding | 9,396 | 7,638 | 1,097 | 1,468 | 1,107 | 20,706 |

For information regarding our plans for 2021/22, please refer to our Executive Business Plan and Medium Term Financial Plan 2021/22 – 2025/26 contained in the Budget Book which can be found on our website at www.west-lindsey.gov.uk/my-council/contacts-facts-and-figures/council-spending/budget-book/

THE FINANCIAL STATEMENTS

As required by the Code the financial statements which follow consist of the following;

Comprehensive Income and Expenditure Statement (CIES)

Consolidates the total gains and losses experienced during the year and the total income and expenditure. The total surplus on the Provision of Services was £0.219m (deficit £8.007m 2019/20) reflecting in the main an additional £6m relating to government grant funding for Covid-19. The overall total of the Comprehensive Income and Expenditure Statement reflecting a deficit of £8.401m (£1.158m 2019/20), reflecting the significant change in the pensions revaluation.

Movement in Reserves Statement (MIRS)

Shows the movement in the year on the different reserves held by the Council, which are split between those that are available for the Council to spend (usable reserves) and those that have been created to reconcile the technical and statutory accounting (unusable reserves). The Council's usable reserves total £29.089m (£24.021m 2019/20).

Balance Sheet

The Balance Sheet shows the Council's financial position at 31 March 2021. Showing assets and liabilities in the top part and below the Council's reserves that match them. Our Net Liability is £2.543m (£5.858m Net Asset 2019/20), with the movement between years mainly affected by the following;

- **Valuation of Long Term property assets**

The Balance Sheet Non-Current Assets relates to property, plant and equipment and includes acquisitions and enhancements, changes in valuations, and disposals. These events have resulted in an overall carrying value of £34.871m, decrease of £0.68m from £35.489m in 2019/20. Further details are contained within Note 15 to the Statement of Accounts.

- **Liabilities**

A major liability included within long term liabilities relates the deficit on the pension fund which amounts to £47.453m (£37.795m 2019/20) an increase of £9.658m, this can be attributed to changes to actuarial financial assumptions. Total borrowing remains £20m. Further information on the pension's position is contained within Note 32 to the Statement of Accounts.

Balance Sheet

Other significant movements on the balance sheet relate to;

- Capital assets investment of £3.947m, relating mainly to assets under construction, net reductions in the value of assets of £2.970m and disposals/derecognitions of £1.615m result in a movement of £0.618m in Property, Plant and Equipment, with overall Long Term Assets totalling £60.411m (£60.756m 2019/20). Further information can be found at Note 15.
- Total Current Assets have increased by £9.391m reflecting the increase in short term Debtors of £4.232m relating to amounts due from preceptors for business rates. In addition there has been an increase in Cash and Cash equivalents of £5.173m reflecting the increased liquid Money Market investments held which is offset by the increase in short term Creditors as amounts due to be paid to Businesses or if unspent, to be repaid to Government.
- The net Pension Liability has increased by £9.658m to £47.453m whilst the scheme Assets have increased in value by £11.221m (real estate, investment funds and unit trusts), the scheme liabilities,

which reflects the actuary's estimates of pensions payable in future years, based on a number of assumptions which has resulted in an increase of £20.879m. Further information can be found at Note 32.

The usable reserves of £29.089m (£24.021m 2019/20) held by the Authority include £18.217m of revenue earmarked reserves (£15.834m 2019/20) which will support the ongoing investment in achieving the Corporate Plan objectives through funding the capital programme, developing services and managing financial risks.

Debt and Investments

The Council holds treasury investments (principle only) of some £17.139m (£11.814m 2019/20), with the average daily investments for the year being £21.167m (£16.403m 2019/20). Interest from investment totalled £0.185m (£0.268m 2019/20) at a weighted average interest rate of 0.0896% (1.655% 2019/20) reflecting the reductions in interest rates over the financial year.

Borrowing remains at £20m (£20m 2019/20) with £16.5m being held with the PWLB and £3.5m held with Kettering Borough Council. The average interest rate of the portfolio is 1.96% and cost £0.391m during the year. (Note: the Balance Sheet amount includes accrued interest of £0.077m.

In addition non treasury investments totalled £22.234m commercial properties and long term debtors (loans) (£21.927m 2019/20).

Material Liabilities Incurred

The majority of the employees of the Council are members of the Local Government Pension Scheme (LGPS). The liability for both statutory and discretionary pension benefits, measured on an IAS19 basis has increased over the year. At 31st March 2021 the Council's net liability reported by the Actuary to the LGPS was £47.453m (£37.795m 2019/20), an increase of £9.658m. This is mainly due to the decrease in actuarial financial assumptions.

At the last formal review in 2019 the Actuary assessed that the West Lindsey District Council Pension Scheme was 77% funded, payments are made annually to aim to achieve a fully funded scheme within 20 years. More details of the Defined Benefit Pension Fund valuation is set out in Note 32 to the Financial Statements.

Significant provisions, contingencies and material write-offs

The Council has recorded a contingent liability of circa £1.1m relating to a one off breach of the VAT Partial Exemption *deminimis*. We have submitted a case and will be appealing on their decision that £0.740m is repayable on the basis that this is one off exceptional capital expenditure (spanning 2 financial years), relating to the crematorium design and construction. No material write offs were recognised in 2020/21.

Reserves

Not all reserves can be used to deliver services and this is reflected by reporting reserves in two groups – 'usable' and 'unusable' reserves.

Unusable reserves are determined by technical accounting rules and are not available for use by the Council. These have increased by £13.469m to £31.632m (£18.163m 2019/20)

Usable reserves have increased by £5.068m to £29.089m (£24.021m 2019/20).

The Council has adequate revenue balances to provide financial security and a safety mechanism for unforeseen events, with the General Fund Working Balance being 32% of Net Operating Expenditure for 2020/21, which compares to our strategy minimum of 10%. The need for adequate reserves becomes even more important in view of the financial challenges faced by Councils. Reserves mitigate risks the Council is facing in any one year and which will depend upon the robustness of the estimates within the budgets, the adequacy of budgetary control and external factors such as inflation and interest rates. Such risks may also include changes in Government policy, further funding reductions and market factors.

Capital Reserves

Capital Receipts Reserve increases as a result of receipts from asset disposals and reduces as capital receipts are used to finance further capital investment. The reserve reduced from £3.463m 2019/20 to £1.169m in 2020/21. In addition Capital Grants Unapplied Reserve increased to £2.367m (£0.538m 2019/20) due to grants received but yet to be expended.

- **Cash Flow Statement**

The Cash Flow Statement represents the Council's movement in cash (and cash equivalents) during the year. It shows that there has been a decrease in cash of £5.173m to £13.988m (£8.815m 2019/2020) due to the significant government grants received throughout the year to support Covid-19 initiatives.

- **Expenditure and Funding Analysis (EFA)**

The Expenditure and Funding Analysis shows how annual expenditure is used and funded from resources (government grants, council tax and business rates) by local authorities in comparison with those resources consumed or earned by authorities in accordance with generally accepted accounting practices. It also shows how this expenditure is allocated for decision making purposes between the Council's clusters.

- **Supplementary Financial Statements**

The Collection Fund represents the council taxes and business rates collected by West Lindsey District Council on behalf of those authorities responsible for services within the district, and Central Government, and the way in which these monies have been distributed among the authorities and Central Government to finance their expenditure.

The values held within the main Statements and the proceeding Notes to the Accounts may include casting variances. This is due to amounts being rounded. It is not expected that a difference would be in excess of £2,000 in any single case.

Tracey Bircumshaw
Chief Finance Officer (s151)

STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

1. 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; and
- Approve the Statement of Accounts.

2. 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
- complied with the Local Authority Code of Practice
- kept proper accounting records which were up to date
- taken responsible steps for the prevention and detection of fraud and other irregularities

CERTIFICATION OF THE ACCOUNTS

I certify that the Statement of Accounts for 2020/21 presents a true and fair view of the financial position of West Lindsey District Council at 31 March 2021 and its income and expenditure for the year ended 31 March 2021.

Signed:

Date:

APPROVAL OF THE ACCOUNTS

In accordance with the Accounts and Audit Regulations 2015, I certify that the Statement of Accounts was approved by the Governance and Audit Committee on 2021.

Signed:

Date:

MOVEMENT IN RESERVES STATEMENT

This statement shows the movement from the start of the year to the end on the different reserves held by the Council, analysed into 'usable reserves' (i.e. those that can be used to fund expenditure or reduce local taxation) and other 'unusable' reserves, those created for statutory accounting purposes only. The Movement in Reserves statement shows how the movements in year of the Council's reserves are broken down between gains and losses incurred in accordance with generally accepted accounting practices and the statutory adjustments required to return to the amounts chargeable to council tax for the year. The net increase/decrease line shows the statutory General Fund Balance movements in the year following those adjustments. The Council's usable reserves total £29.089m in 2020/21 (£24.021m in 2019/20). Further information can be found in Note 7,10 and Note 11. Unusable reserves total £31.632m in 2020/21 (£18.163m in 2019/20) as detailed in Note 24.

Movement in Reserves during 2020/21

| | General Fund Balance £'000 | Capital Receipts Reserve £'000 | Capital Grants Unapplied £'000 | Total Usable Reserves £'000 | Unusable Reserves £'000 | Total Council Reserves £'000 |
|---|----------------------------------|---|---|--------------------------------------|-------------------------------|---------------------------------------|
| Balance at 31 March 2020 carried forward | (20,020) | (3,463) | (538) | (24,021) | 18,163 | (5,858) |
| Total Comprehensive Income and Expenditure | (219) | 0 | 0 | (219) | 8,620 | 8,401 |
| Adjustment between accounting basis and funding basis under regulations (Note 10) | (5,313) | 2,294 | (1,829) | (4,848) | 4,849 | 1 |
| Net Adjustment | (1) | 0 | 0 | (1) | 0 | (1) |
| Net (Increase)/Decrease in 2020/21 | (5,533) | 2,294 | (1,829) | (5,068) | 13,469 | 8,401 |
| Balance at 31 March 2021 carried forward | (25,553) | (1,169) | (2,367) | (29,089) | 31,632 | 2,543 |

The General Fund balance of £26.546m includes earmarked reserves of £19.209m.

Movement in Reserves during 2019/20

| | General Fund Balance £'000 | Capital Receipts Reserve £'000 | Capital Grants Unapplied £'000 | Total Usable Reserves £'000 | Unusable Reserves £'000 | Total Council Reserves £'000 |
|---|----------------------------------|---|---|--------------------------------------|-------------------------------|---------------------------------------|
| Balance at 31 March 2019 carried forward | (19,682) | (3,362) | (587) | (23,631) | 16,615 | (7,016) |
| Total Comprehensive Income and Expenditure | 8,007 | 0 | 0 | 8,007 | (6,849) | 1,158 |
| Adjustment between accounting basis and funding basis under regulations (Note 11) | (8,347) | (101) | 51 | (8,397) | 8,397 | 0 |
| Net Adjustment | 2 | 0 | (2) | 0 | 0 | 0 |
| Net (Increase)/Decrease in 2019/20 | (338) | (101) | 49 | (390) | 1,548 | 1,158 |
| Balance at 31 March 2020 carried forward | (20,020) | (3,463) | (538) | (24,021) | 18,163 | (5,858) |

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

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 requirements; this may be different from the accounting cost. The taxation position is shown both in the Expenditure and Funding Analysis (EFA)(Note 7) and the Movement in Reserves Statement (MIRS). There is a surplus on the Provision of Services totalling £0.219m (surplus of £8.007m in 2019/20). Overall Comprehensive income and Expenditure is £9.553m (£1.158m 2019/20).

| 2019/20 Restated | | | | Notes | 2020/21 | | |
|----------------------------|-----------------------|--------------------------|---|-------|----------------------------|-----------------------|--------------------------|
| Gross Expenditure £'000 | Gross Income £'000 | Net Expenditure £'000 | | | Gross Expenditure £'000 | Gross Income £'000 | Net Expenditure £'000 |
| 21,362 | (19,257) | 2,105 | Our People | | 22,347 | (18,447) | 3,900 |
| 7,642 | (2,472) | 5,170 | Our Place | | 11,234 | (4,847) | 6,387 |
| 11,680 | (2,595) | 9,085 | Our Council | | 9,228 | (3,487) | 5,741 |
| 0 | 0 | 0 | Covid19 Business Support Grants | | 2,750 | (2,750) | 0 |
| 40,684 | (24,324) | 16,360 | Cost of Services | | 45,559 | (29,531) | 16,028 |
| | | 5,182 | Other Operating Expenditure | 12 | | | 3,060 |
| | | 29 | Financing and Investment Income and Expenditure | 13 | | | (481) |
| | | (13,564) | Taxation and Non Specific Grant income and Expenditure | 14 | | | (18,826) |
| | | 8,007 | (Surplus) or Deficit on Provision of Services | | | | (219) |
| | | | Items that will not be reclassified to the (Surplus) or Deficit on the Provision of Services | | | | |
| | | 248 | (Surplus) or Deficit on Revaluation of Property, Plant & Equipment Assets | 15 | | | 189 |
| | | (7,097) | Remeasurements of the net defined benefit liability/(asset) | 32 | | | 8,431 |
| | | (6,849) | Items that may be reclassified to (Surplus) or Deficit on the Provision of Services | | | | 8,620 |
| | | 0 | (Surplus) or deficit on revaluation of available for sale financial assets | 24 | | | 0 |
| | | (6,849) | Other Comprehensive Income and Expenditure | | | | 8,620 |
| | | 1,158 | Total Comprehensive Income and Expenditure | | | | 8,401 |

NB: In 2020/21 the Council's reporting areas under the Council's Themes of Our People, Our Place and Our Council were restructured to reflect the new management structure. For comparison purposes the figures for 2019/20 have therefore been amended to reflect the new structure.

BALANCE SHEET

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Council. The net assets of the Council (assets less liabilities) are matched by the reserves held by the Council. Reserves are reported in two categories. The first category of reserves are usable reserves, i.e. those reserves that the Council 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'.

| 31st March 2020 £'000 | | Notes | 31st March 2021 £'000 |
|--------------------------|---------------------------------------|-------|--------------------------|
| 35,489 | Property, Plant & Equipment | 15 | 34,871 |
| 20,949 | Investment Properties | 16 | 20,978 |
| 133 | Intangible Assets | 17 | 121 |
| 44 | Heritage Assets | | 44 |
| 3,164 | Long Term Investments | 18 | 3,141 |
| 977 | Long Term Debtors | 18 | 1,256 |
| 60,756 | TOTAL LONG TERM ASSETS | | 60,411 |
| 0 | Short Term Investments | 18 | 0 |
| 50 | Assets Held for Sale | | 50 |
| 67 | Inventories | | 53 |
| 3,918 | Short Term Debtors | 19 | 8,150 |
| 8,815 | Cash and Cash Equivalents | 20 | 13,988 |
| 12,850 | TOTAL CURRENT ASSETS | | 22,241 |
| (3,581) | Short Term borrowing | 18 | (3,577) |
| (5,518) | Short Term Creditors | 21 | (12,393) |
| (922) | Short Term Provisions | 22 | (1,007) |
| (1,144) | Grants Receipts in Advance - Revenue | 28 | (1,091) |
| 0 | Short Term Finance Lease Liability | 31 | 0 |
| (11,165) | TOTAL CURRENT LIABILITIES | | (18,068) |
| (25) | Long Term Provisions | 22 | (38) |
| 0 | Long Term Finance Lease Liability | 31 | 0 |
| (16,500) | Long term borrowing | 18 | (16,500) |
| (37,795) | Pensions Liability | 32 | (47,453) |
| 0 | Grants Receipts in Advance -Revenue | 28 | 0 |
| (2,263) | Grants Receipts in Advance - Capital | 28 | (3,136) |
| (56,583) | TOTAL LONG TERM LIABILITIES | | (67,127) |
| 5,858 | TOTAL NET ASSETS/(LIABILITIES) | | (2,543) |
| (24,021) | Usable Reserves | 11 | (29,089) |
| 18,163 | Unusable Reserves | 25 | 31,632 |
| (5,858) | TOTAL RESERVES | | 2,543 |

CASH FLOW STATEMENT

The Cash Flow Statement shows the changes in cash and cash equivalents of the Council 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 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. Cashflows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (i.e. borrowing) to the Council. The movement in overall cash is an increase of £5.173m (decrease of £2.678m 2019/20).

| 2019/20 £'000 | | 2020/21 £'000 |
|------------------|--|------------------|
| (8,007) | Net Surplus or (Deficit) on the Provision of Services | 219 |
| 831 | Depreciation of Property, Plant and Equipment | 956 |
| 3,057 | Impairment and downward valuations | 2,437 |
| 49 | Amortisation of Intangible Assets | 49 |
| 1,199 | (Increase)/Decrease in Creditors | 8,220 |
| (205) | Increase/(Decrease) in Debtors | (821) |
| 31 | Increase/(Decrease) in Inventories (Stock) | 14 |
| 2,283 | Movement in Pension Liability | 1,227 |
| 3,112 | Carrying amount for non-current assets and non-current Assets Held For Sale, sold or derecognised | 982 |
| (5) | Other non cash items charged to the net surplus or deficit on the Provision of Services | 91 |
| 10,352 | Adjustments to net surplus or deficit on the Provision of Services for non-cash movements | 13,155 |
| (1,339) | Adjust for items included in the net surplus or deficit on the Provision of Services that are investing or financing activities | (5,749) |
| 1,006 | Net Cash Flows from Operating Activities | 7,625 |
| (14,757) | Purchase of Property, Plant and Equipment, Investment Property and Intangible Assets | (4,352) |
| (3,000) | Purchase of short-term (not considered to be cash equivalents) and long-term Investments | (4,000) |
| (71) | Other payments for investing activities | (2) |
| 324 | Proceeds from the sale of Property, Plant and Equipment, Investment Property and Intangible Assets | 66 |
| 3,000 | Proceeds from short-term (not considered to be cash equivalents) and long-term Investments | 4,000 |
| 1,935 | Other receipts from investing activities | 6,212 |
| (12,569) | Net Cash Flows from Investing Activities | 1,924 |
| 9,000 | Cash receipts of short and long term borrowing | 3,500 |
| 19 | Other receipts from financing activities | 1 |
| 0 | Other payments from financing activities | (4,377) |
| 0 | Repayments of short and long term borrowing | (3,500) |
| (134) | Cash payments for the reduction of the outstanding liabilities relating to Finance Leases | 0 |
| 8,885 | Net Cash Flows from Financing Activities | (4,376) |
| (2,678) | Net increase or (decrease) in cash and cash equivalents | 5,173 |
| 11,493 | Cash and cash equivalents at the beginning of the reporting period | 8,815 |
| 8,815 | Cash and cash equivalents at the end of the reporting period (Note 21) | 13,988 |

NOTES TO THE ACCOUNTS

1. ACCOUNTING POLICIES

i 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 require them 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 (The Code) and the Service Reporting Code of Practice 2020/21, supported by the International Financial Reporting Standards (IFRS) and statutory guidance issued under Section 12 of the Local Government Act 2003.

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.

ii 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 contracts with service recipients, whether for services or the provision of goods is recognised when the goods or services are transferred to the service recipient in accordance with the performance obligations in the contract.
- 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. Expenses incurred, which relate to employees, are not accrued for as they are considered to be relatively stable year on year and omitting them would not result in a material error.
- Interest receivable on investments and payable on borrowings is accounted for as income and expenditure on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.
- Where income and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

iii Acquisitions

All operations acquired in year will be treated in line with the Council's accounting policies and if material disclosed separately on the face of the Comprehensive Income and Expenditure Statement.

iv 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 3 months or less from the date of acquisition or as at the balance sheet date and that are readily convertible to

known amounts of cash with insignificant risk of change in value.

In the Cash Flow Statement, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the Council's cash management.

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

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

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Council's financial position or financial performance. Where a change is made, it is applied retrospectively 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.

vi Charges to Revenue for Non-Current Assets

Services and support services are debited with the following amounts to record the cost of holding fixed 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
- amortisation of intangible fixed assets attributable to the service

The Council is not required to raise council tax to fund depreciation, revaluation and impairment losses or amortisations. 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 amortisations are therefore replaced by the 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.

vii Council Tax and National Non-Domestic Rates (Business Rates)

Billing authorities act as agents, collecting council tax and non-domestic rates (NNDR) on behalf of the major preceptors (including government for NNDR) and, as principals, collecting council tax and NNDR for themselves. Billing authorities are required by statute to maintain a separate fund (the Collection Fund) for the collection and distribution of amounts due in respect of council tax and NNDR. 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 NNDR collected could be less or more than predicted.

The council tax and NNDR income included in the Comprehensive Income and Expenditure Statement (CIES) is the Council's share of accrued income for the year. However, regulations determine the amount of council tax and NNDR 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 NNDR 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.

viii Employee Benefits

The Council accounts for employment and post-employment benefits when employees earn them and the Council is committed to providing them, even if the actual provision might be many years into the future. Employee benefits are accounted for in the following four categories:

a) Benefits Payable During Employment

Short-term employee benefits are those due to be settled payable within twelve months of the Balance Sheet date and include, wages, salaries, social security contributions, paid annual leave and paid sick leave, bonuses and non-monetary benefits, and similar payments and are recognised as an expense for services in the year in which employees render service to the Council.

An accrual is made for the holiday entitlements (or any form of leave, e.g. time off in lieu) earned by employees but not taken before the year-end which employees can carry forward into the next financial year. The accrual is made at the wage and salary rates applicable in the following accounting year, being the period in which the employee takes the benefit. The accrual is charged to Surplus or Deficit on the Provision of Services, but then reversed out through the Movement in Reserves Statement so that holiday benefits are charged to revenue in the financial year in which the holiday absence occurs.

b) Termination Benefits

Termination benefits are amounts payable as a result of 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 and are charged on an accruals basis to the relevant service line (or in discontinued operations) in the Comprehensive Income and Expenditure Statement 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.

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.

c) Post – Employment Benefits

Employees of the Council are eligible to be members of the Local Government Pension Scheme (LGPS) Lincolnshire Pension Fund, administered by Lincolnshire County Council. The scheme provides defined benefits to members (retirement lump sums and pensions), earned as employees work for the Council.

d) The Local Government Pension Scheme

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

- Liabilities of the Lincolnshire 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, using a discount rate of 2% determined by reference to market yields at the end of the reporting period on high quality corporate bonds (iBoxx AA over 15 year index).
- The assets of the Lincolnshire Pension Fund attributable to the Council are included in the Balance Sheet at fair value:
 - quoted securities – current bid price
 - unquoted securities – professional estimate
 - unitised securities – current bid price
 - property – market value

The assessment process takes the most recent triennial actuarial valuation and updates it to reflect current conditions.

The change in the net pensions liability is analysed into seven 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 Costs – the increase in liabilities as a result of a scheme amendment or a decision whose effect relates to years of service earned in earlier years (curtailment) – debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement.

Net Interest – on the net defined benefit liability/asset, i.e. net interest expense for the Council – the change during the period in the net defined benefit liability/asset 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 period to the net defined benefit liability/asset at the beginning of the period taking into account any changes in the net defined benefit liability/asset during the period as a result of contribution and benefit payments.

Re-measurement comprising:

Return on scheme assets – excluding amounts included in net interest on the net defined benefit liability/asset – charged to the Pensions Reserve as Other Comprehensive Income and Expenditure.

Actuarial gains and losses - changes in net pension liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – charged to the Pension Reserve as Other Comprehensive Income and Expenditure.

Contributions paid to the Lincolnshire 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 Pension Reserve to remove the notional debits and credits for retirement benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end. The negative balance that arises on the Pensions Reserve thereby measures the beneficial impact to the General Fund of being required to account for retirement benefits on the basis of cash flows rather than as benefits are earned by employees.

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.

Further information can be found in the Lincolnshire Local Government Pension Fund Annual Report. Which is available at the following link;

<https://www.lincolnshire.gov.uk/local-democracy/finances-and-budget/>

Option: Lincolnshire Pension Fund.

or the following address;

**Treasury and Financial Strategy,
Lincolnshire County Council,
County Offices
Newland,
Lincoln, LN1 1YG**

ix Events after the Reporting Period

Events after the balance sheet date are those events, favourable and unfavourable, that occur between the balance sheet date and the date when the financial statements are 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.

x Financial Instruments

Financial Liabilities

Financial liabilities 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 and are carried at their amortised cost. 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.

Financial liabilities are classified into two types:

- amortised cost – liabilities that are not held for trading, such as operational creditors and borrowings; and
- fair value through profit or loss – liabilities held for trading.

The Council currently only has liabilities carried at amortised cost relating to Finance Leases and borrowing,

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 lease or loan agreement.

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 (FVPL), and
- fair value through other comprehensive income (FVOCI)

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 (ie 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 (CIES) for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the financial 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 CIES is the amount receivable for the year in the loan agreement.

The Council has made no soft loans (loans at less than Market Rate) as at 31/03/2021.

Expected Credit Loss Model

The Council recognises expected credit losses on all of its financial assets held at amortised cost [or where relevant FVOCI], 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 Council.

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.

The Council has a portfolio of loans to measure lifetime expected losses, this will be assessed on each individual instrument basis. This will take into account materiality, history of default, and impact sensitivity of amendments such as interest rate changes.

Financial Assets Measured at Fair Value through Profit of Loss (FVPL)

Financial assets that are measured at FVPL 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.

Fair value of an asset is the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date. 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 Council 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 de-recognition of the asset are credited or debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

Financial Assets Measured at Fair Value through Other Comprehensive Income (FVOCI)

The Council currently holds no financial instruments at fair value through Other Comprehensive Income.

xi 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 acquired using the grant or contribution are required to be consumed by the recipient as specified, or future economic benefits or service potential must be returned to the transferor.

Monies advanced as grants or contributions for which 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 or Taxation and Non-Specific Grant Income (non-ring fenced 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 reserve. Where it has been applied, it is posted to the Capital Adjustment Account. Amounts in the Capital Grants Unapplied reserve 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 utilised for infrastructure projects to support the development of the area. As a collecting and charging authority an

element of the charge is credited to the Comprehensive Income and Expenditure Statement for administration costs, the income is shared with Parish Councils and Lincolnshire County Council to support agreed infrastructure schemes. Amounts will be held on the Balance Sheet until paid over to the relevant bodies.

xii Heritage Assets – General

The Council holds Civic Regalia as a Heritage Asset

Heritage assets are recognised and measured (including the treatment of valuation gains and losses) in accordance with the Council's policies on property, plant and equipment. However, some of the measurement rules are relaxed in relation to heritage assets as detailed below.

The carrying amount of heritage assets are reviewed where there is evidence of impairment for heritage assets, e.g. where an item has suffered physical deterioration or breakage or where doubts arise as to its authenticity. Any impairment is recognised and measured in accordance with the Council's general policies on impairment – (see Accounting Policy xviv Property Plant and Equipment) in this summary of significant accounting policies.

xiii Intangible Assets

Expenditure on non-monetary assets that do not have physical substance but are controlled by the Council as a result of past events (e.g. software licences, rights to use land) is capitalised when it is expected that future economic benefits or service potential will flow from the intangible asset to the Council. All such expenditure is accounted for on an accruals basis and capitalised as a non-current asset.

Internally generated assets are capitalised where it is demonstrable that the project is technically feasible and is intended to be completed (with adequate resources being available) and the Council will be able to generate future economic benefits or deliver service potential by being able to sell or use the asset. Expenditure is capitalised where it can be measured reliably as attributable to the asset and is restricted to that incurred during the development phase (research expenditure cannot be capitalised).

Expenditure on the development of websites is not capitalised if the website is solely or primarily intended to promote or advertise the Council's goods or services.

Intangible assets are measured initially at cost. Amounts are only revalued where the fair value of the assets held by the Council can be determined by reference to an active market. In practice, no intangible asset held by the Council meets this criterion, and they are therefore carried at amortised cost. The depreciable amount of an intangible asset is amortised over its useful life to the relevant service line(s) in the Comprehensive Income and Expenditure Statement. An asset is tested for impairment whenever there is an indication that the asset might be impaired – any losses recognised are posted to the relevant service line(s) in the Comprehensive Income and Expenditure Statement. Any gain or loss arising on the disposal or abandonment of an intangible asset is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement.

Where expenditure on intangible assets qualifies as capital expenditure for statutory purposes, amortisation, impairment losses and disposal gains and losses are not permitted 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.

xiv. Interests in Companies and Other Entities

The Council has interests in companies and other entities that have the nature of subsidiaries, associates and joint ventures and require it to prepare group accounts. In the Council's own single-entity accounts, the interests in companies and other entities are recorded as financial assets at cost, less any provision for losses. The judgement by the S151 Officer is that there is no material impact on the Statement of Accounts.

Group Accounts are therefore not required for 2020/21.

xv Inventories and long-term contracts

Inventories are included in the Balance Sheet at the lower of cost and net realisable value. The cost of inventories is assigned using the weighted average costing formula

Long term contracts are accounted for on the basis of charging the Surplus or Deficit on the Provision of Services with the value of works and services received under the contract during the financial year.

xvi 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 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.

xvii Joint Operations

Joint operations are arrangements where the parties that have joint control of the arrangement have rights to the assets and obligations for the liabilities relating to the arrangement. The activities undertaken by the Council in conjunction with other joint operators involve the use of the assets and the resources of those joint operators. In relation to its interest in a joint operation, the Council as a joint operator recognises:

- its assets, including its share of any assets held jointly
- its liabilities, including its share of any liabilities incurred jointly
- its revenue from the sale of its share of the output arising from the joint operation
- its share of the revenue from the sale of the output by the joint operation
- its expenses, including its share of any expenses incurred jointly

xviii 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 periods 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).

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.

Operating Leases

Rentals paid under operating leases are charged to the Comprehensive Income and Expenditure Statement as an expense of the services benefitting from use of the leased property, plant or equipment. Charges 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 rent-free period at the commencement of the lease).

The Council as Lessor

Finance Leases

Where the Council grants a finance lease over a property or an item of plant or equipment, the relevant asset is written out of the Balance Sheet as a disposal. At the commencement of the lease, 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. A gain, representing the Council's net investment in the lease, is credited to the same line in the Comprehensive Income and Expenditure Statement 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), matched by a lease (long-term debt) asset in the Balance Sheet.

Lease rentals receivable are apportioned between:

- a charge for the acquisition of the interest in the property – applied to write down the lease debtor (together with any premiums received), and
- finance income (credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement).

The gain credited to the Comprehensive Income and Expenditure Statement on disposal is not permitted by

statute to increase the General Fund Balance and is required to be treated as a capital receipt. Where a premium has been received, this is posted out of the General Fund Balance to the Capital Receipts Reserve in the Movement in Reserves Statement. Where the amount due in relation to the lease asset is to be settled by the payment of rentals in future financial years, this is posted out of the General Fund Balance to the Deferred Capital Receipts Reserve in the Movement in Reserves Statement. When the future rentals are received, the element of the capital receipt for the disposal of the asset is used to write down the lease debtor. At this point, the deferred capital receipts are transferred to the Capital Receipts Reserve.

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

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.

xix 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 possible 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 assets potential to deliver future economic benefits or service potential (e.g. repairs and maintenance) is charged as an expense when it is incurred. Assets acquired above a de-minimis of £10,000 are capitalised.

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.
- 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 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.

Donated assets are measured initially at fair value. The difference between fair value and any consideration paid is credited to the Taxation and Non-Specific Grant Income line of the Comprehensive Income and

Expenditure Statement, unless the donation has been made conditionally. Until conditions are satisfied, the gain is held in the Donated Assets Account. Where gains are credited to the Comprehensive Income and Expenditure Statement, they are reversed out of the General Fund Balance to the Capital Adjustment Account in the Movement in Reserves Statement.

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

- infrastructure assets, community assets and assets under construction – depreciated historical cost
- surplus assets - the current value measurement base is fair value, estimated at highest and best use from a market participant's perspective
- 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 that 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 fair value at the year-end, but as a minimum every five years.

Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Exceptionally, gains might be credited to the CIES where they arise from the reversal of a loss previously charged to a service.

Where decreases in value are identified, they are accounted for by:

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

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

Impairment

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 by:

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

Where an impairment loss is reversed subsequently, the reversal is credited to the relevant service line 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 commencing in the first full year that the asset is included in the Council's accounts. An exception is made for assets without a determinable 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:

- dwellings and other buildings – straight line allocation over the life of the property as estimated by the valuer with the exception of a number of leased shops, where the remaining term of the lease has been used
- Vehicles, plant and equipment – straight line allocation over the life of the asset, as advised by a suitably qualified officer
- Infrastructure – straight line allocation.

Asset Useful Economic Lives assumed

| Assets | Useful Life Range (years) |
|--|---------------------------|
| Office/Leisure Centre | 25 to 60 |
| Crematorium | 60 |
| Depots & Stores | 52 |
| Shops | 25 -60 |
| Public Conveniences | 49 |
| CCTV Systems/IT equipment/Wheeled Bins/Office Equipment/Led Lighting/Crematorium Equipment | 1 to 25 |
| Vehicles/Bin lifters | 1 to 7 |
| Infrastructure Assets | 16 to 28 |
| Dwellings | 54 |

Where an item of PPE asset has major components whose cost is significant in relation to the total cost of the item, the components are depreciated separately. Materiality levels have been assessed and a materiality level of £0.5m for major components has been applied.

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

If assets no longer meet the criteria to be classified as Assets Held for Sale, they are reclassified back to

non-current assets and valued at the lower of their carrying amount before they were classified as held for sale; adjusted for depreciation, amortisation or revaluations that would have been recognised had they not been classified as held for sale, and their recoverable amount at the date of the decision not to sell. 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 CIES 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 and credited to the Capital Receipts Reserve. The balance on the Capital Receipts Reserve 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). 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 fixed assets is fully provided for under separate arrangements for capital financing. Amounts are appropriated to the Capital Adjustment Account from the General Fund Balance in the Movement in Reserves Statement.

xx 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 a 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 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.

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, 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.

Contingent liabilities

A contingent liability arises when 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 only 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.

xxi Reserves

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

Certain reserves are kept to manage the accounting processes for non-current assets, financial instruments, retirement and employee benefits and do not represent usable resources for the Council – these reserves are explained in the relevant policies.

xxii Revenue Expenditure Funded From Capital Under Statute

Expenditure incurred during the year that may be capitalised under statutory provisions but does not result in the creation of a non-current asset has been charged as expenditure to the relevant service in the CIES in the year. Where the Council has determined to meet the cost of this expenditure from existing capital resources or by borrowing, a transfer in the Movement in Reserves Statement from the General Fund Balance to the Capital Adjustment Account then reverses out the amounts charged so that there is no impact on the level of council tax.

xxiii 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. VAT receivable is excluded from income.

xxiv 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 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:

- a) In the principal market for the asset or liability, or
- b) 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 assumptions that market participants would use when pricing the asset or liability, assuming that market participants act in their economic best interest.

When measuring 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 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
- Level 3 - unobservable inputs for the asset or liability

2. ACCOUNTING STANDARDS THAT HAVE BEEN ISSUED BUT HAVE NOT YET BEEN ADOPTED

Under the Code of Practice on Local Authority Accounting in the United Kingdom 2020/21, the Council is required to disclose information setting out the impact of an accounting change required by a new accounting standard that has been issued but not yet adopted by the code.

The following Accounting Standards and amendments have been issued but will not be adopted until the 2021/22 financial year.

a) Definition of a business: Amendments to IFRS 3 Business combinations

The amendments are changes to Appendix A Defined terms, the application guidance, and the illustrative examples of IFRS 3 only. They:

- clarify that to be considered a business, an acquired set of activities and assets must include, at a minimum, an input and a substantive process that together significantly contribute to the ability to create outputs;
- narrow the definitions of a business and of outputs by focusing on goods and services provided to customers and by removing the reference to an ability to reduce costs;
- add guidance and illustrative examples to help entities assess whether a substantive process has been acquired;
- remove the assessment of whether market participants are capable of replacing any missing inputs or processes and continuing to produce outputs;
- add an optional concentration test that permits a simplified assessment of whether an acquired set of activities and assets is not a business.

There is no anticipated impact for West Lindsey District Council

b) Interest Rate Benchmark Reform: Amendments to IFRS 9, IAS 39 and IFRS 7

These amendments clarify that entities would continue to apply certain hedge accounting requirements assuming that the interest rate benchmark on which the hedged cash flows and cash flows from the hedging instrument are based will not be altered as a result of interest rate benchmark reform.

There is no anticipated impact for West Lindsey District Council

c) Interest Rate Benchmark Reform - Phase 2: Amendments to IFRS 9, IAS 39, IFRS 7, IFRS 7, IFRS 16

These amendments introduce a practical expedient for modifications required by the reform, clarify that hedge accounting is not discontinued solely because of the IBOR reform, and introduce disclosures that allow users to understand the nature and extent of risks arising from the IBOR reform to which the entity is exposed to and how the entity manages those risks as well as the entity's progress in transitioning from IBORs to alternative benchmark rates, and how the entity is managing this transition.

There is no anticipated impact for West Lindsey District Council

d) **IFRS 16 Leases:** This will require the Council as Lessee to recognise most leases on the balance sheet as right of use assets with corresponding lease liabilities. The implementation of this standard has been delayed to 2022/23.

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:

Future Government Funding

There is a high degree of uncertainty about future levels of funding for local government. However, the Council has a robust Financial Strategy and a 5 year Financial Plan which illustrates that this uncertainty is not yet sufficient to provide an indication that the assets of the Council might be impaired as a result of a need to close facilities and reduce levels of service provision. The provisions in the Code on the going concern requirements reflect the economic and statutory environment in which local authorities operate. As the Council cannot be dissolved without statutory prescription, the accounts will be prepared on a going concern basis.

Leases

The Council has examined the 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 financial 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 the interest and principal repayments.

Business Rates

The Council collects a net income of £10.4m from Business Rates. The assumptions made about the outcome of appeals against the Valuation Office Listed Rateable Value, becomes a significant and critical judgement. Assessments are made based on previous experience of the 2005 and 2010 list and also any settled appeals against the 2017 list. The Council's share of any reduction is 40%. Any impact on the overall position is mitigated by a safety net of 7.5% of our baseline funding which is approximately £0.226m. As the Council is in the Lincolnshire Business Rates Pool, the Pool will ensure that no partner will lose more than 7.5% of their baseline funding. However, due to a technical adjustment if the Council did enter the safety net it would only impact the general fund the year after this happens.

4. ASSUMPTIONS MADE ABOUT THE FUTURE AND OTHER MAJOR SOURCES OF ESTIMATION UNCERTAINTY

The Statement of Accounts contains estimated figures that are based on assumptions made by the Council about the future or that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However, because balances cannot be determined with certainty, actual results could be materially different from the assumptions and estimates.

Items in the Council's Balance Sheet at 31 March 2021 for which there is a significant risk of material adjustment in the forthcoming financial year are:

Revenue Costs and Reserves

The outbreak of the Novel Coronavirus (COVID-19), declared by the World Health Organisation as a Global Pandemic on 11 March 2020 has impacted on global financial markets and market activity is being impacted in many sectors. Subsequent lockdowns through 2020/21 has significantly impacted the Council's ability to

generate income and this is anticipated to continue into at least the first quarter of 2021/22. The Council continues to perform additional duties due to the demands placed on Local Government to deliver Business Rate Grant Support. This has resulted in additional costs, which in turn could have an adverse affect on the Council's reserves.

Business Rates

Since the introduction of the Business Rates Retention Scheme effective from 1 April 2013, Local Authorities are liable for successful appeals against business rates charged to businesses in 2020/21 and earlier financial years in their proportionate share. Therefore, a provision has been recognised for the best estimate of the amount that businesses may have been overcharged up to March 2021. The estimate has been calculated using the analysis of successful appeals to date against the 2010 and 2017 rating lists.

Property Plant and Equipment

Property assets are included on the basis of a full valuation and assessed useful lives undertaken on 31 March 2021. Where possible the valuer has avoided applying indices to calculate the 31 March valuation.

The assessment of useful lives is subject to revision and the valuation would therefore be expected to change accordingly. The carrying value of these long term assets at the end of the reporting period was £34.871m (£35.489m 2019/20).

The impact of a change in valuation or useful life as at 31 March 2021 would affect the carrying value of the asset in the balance sheet and the subsequent charge for depreciation or impairment in the CIES.

The UK has now officially left the EU and the transition period ended 31 December 2020. Whilst the deal provides a more certain position in relation to the UK's future relationship with the EU, the full implications will take some time to realise. A period of uncertainty therefore remains in relation to many factors that impact the construction markets and the associated costs. There is some evidence that demand may increase in 2021 which would have a positive effect on prices.

In addition, the Covid-19 pandemic has impacted on global financial markets and market activity is being impacted in many sectors. Whilst property markets are mostly functioning again, retail and specific trading related assets/sectors such as Car Parks continue to be faced with an unprecedented set of circumstances caused by Covid-19. There is an absence of relevant/sufficient market evidence for the external valuers to base their judgement. These assets are therefore reported as being subject to 'material uncertainty' as set out in VPS 3 and VPGA 10 for the RICS Valuation - Global Standards. The valuations therefore have less certainty and should be viewed with a higher degree of caution than what would normally be the case.

Pensions Liability

The estimation of the net liability to pay pensions depends on a number of judgements relating to the discounts 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 by Lincolnshire County Council, the administering authority for the Local Government Pension Scheme, to provide expert advice about the assumptions to be applied. During 2020/21 the Council's Actuaries advised that the net pension liability had increased by £9.658m to £47.453m. The increase in net pension liability is due to the change in derivation of future assumed RPI and CPI inflation. In addition there has been a change in the demographic assumption which takes account of life expectancy changes due to the emerging impacts of the Covid-19 pandemic. The table below illustrates the potential financial impact of changes in the specific assumptions applied by the Actuary in future years:

| Sensitivity Analysis | Approx. % increase to Employer Liability | Approx. monetary amount £'000 |
|---|---|--------------------------------------|
| Change in Assumptions at 31 March 2021 | | |
| 0.1% decrease in Real Discount Rate | 1.98% | 2,107 |
| 1 Year increase in member life expectancy | 4.83% | 5,139 |
| 0.1% increase in Salary Increase Rate | 0.32% | 341 |
| 0.1% in the Pension Increase Rate | 1.64% | 1,748 |

A full valuation of the Pension Scheme was undertaken during 2019/20, as at 31st March 2019.

Arrears

At 31st March 2021 the Council had arrears of £9.805m outstanding mainly in respect of sundry debtors, Business Rates and housing benefit overpayments debtors. A review of balances outstanding, recovery performance and future looking review has resulted in an impairment allowance of £1.748m. However, if circumstances were to deteriorate then an additional loss allowance would be required and an assessment made if a lifetime credit allowance should be applied.

Fair Value

When the fair values of financial assets and financial liabilities cannot be measured based on quoted prices in active markets (Level 1 inputs), their fair value is measured using valuation techniques (eg quoted prices for similar assets or liabilities in active markets or the discounted cashflow model). 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. However changes in the assumptions used could affect the fair value of the council's assets and liabilities.

With regard to fair value estimates of Surplus and Investment Properties, where Level 1 inputs are not available, the Council employs RICS qualified valuers (Wilks, Head & Eve) to identify the most appropriate valuation techniques to determine fair value. All valuations are 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 Council's valuation experts work closely with finance officers on a regular basis regarding all valuation matters. Information about the valuation techniques and inputs used in determining the fair value of the council's assets and liabilities is disclosed in Note 15, 16 and 17.

With regards assets valued at fair value, no assets are classed as level 1 in the Fair Value Hierarchy. The majority of these assets are Level 2 which utilises quoted market place prices with adjustments for location and condition. The Council has three assets valued at Level 3 of the Fair Value Hierarchy, an Aggregate Site and two oil wells. The significant unobservable inputs used in the fair value measurement include estimated cashflows from the assets and assumptions regarding rental values. Significant changes in any of the unobservable inputs or the level two assumptions would result in a significantly higher or lower fair value measurement for these assets.

5. MATERIAL ITEMS OF INCOME AND EXPENDITURE

For the purpose of this disclosure note the Council considers material items to be those greater than £750k. In 2020/21 the Council received the following Covid Grants.

£7.375m where the Council was the Principal for Government/Non Public Body and had discretion in how these grants were deployed. Of this £5.325m has been spent. The remaining £2.050m is in the Council's ear-marked reserves, revenue grants unapplied £0.46m and Financial Budget Risks £0.434m, for allocation in 2021/22. £0.164m was moved to the Council's General Fund Balance and £1.01m was held as a creditor on the balance sheet to be repaid in 2021/22.

6. EVENTS AFTER THE REPORTING PERIOD

The Statement of Accounts was authorised for issue by the Assistant Director of Finance, Business Support, Property (S151 Officer) on 1 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 as at 31 March 2021, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.

7. EXPENDITURE AND FUNDING ANALYSIS

The objective of the expenditure and funding analysis is to demonstrate to council tax payers how the funding available to the Council (for example, government grants, council tax and business rates) for the year has been used in providing services in comparison with those resources consumed or earned by authorities in accordance with generally accepted accounting practices. It also shows how this expenditure is allocated for decision making purposes between the Council's service clusters. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement.

| 2019/20 Restated | | | | 2020/21 | | |
|--|---------------------------|---|--|--|---------------------------|---|
| Net Expenditure Chargeable to General Fund | Adjustments (See Note 7a) | Net Expenditure in the Comprehensive Income & Expenditure statement | | Net Expenditure Chargeable to General Fund | Adjustments (See Note 7a) | Net Expenditure in the Comprehensive Income & Expenditure statement |
| £'000 | £'000 | £'000 | | £'000 | £'000 | £'000 |
| 1,398 | 707 | 2,105 | Our People | 1,639 | 2,261 | 3,900 |
| 3,470 | 1,700 | 5,170 | Our Place | 3,942 | 2,445 | 6,387 |
| 5,693 | 3,392 | 9,085 | Our Council | 5,188 | 553 | 5,741 |
| 0 | 0 | 0 | Covid19 Business Support Grants | 0 | 0 | 0 |
| 10,561 | 5,799 | 16,360 | Net Cost of Services | 10,769 | 5,259 | 16,028 |
| (10,901) | 2,548 | (8,353) | Other Income and Expenditure | (16,303) | 56 | (17,239) |
| (340) | 8,347 | 8,007 | (Surplus) or Deficit | (5,534) | 5,315 | (219) |
| (19,682) | | | Opening General Fund Balance 31 March | (20,020) | | |
| 2 | | | Less/Plus | | | |
| (340) | | | Net Adjustment (Surplus) or Deficit in Year | (1) (5,534) | | |
| (20,020) | | | Closing General Fund Balance 31 March | (25,555) | | |

NB: In 2020/21 the Council's reporting areas under the Council's Themes of Our People, Our Place and Our Council were restructured to reflect the new management structure. For comparison purposes the figures for 2019/20 have therefore been amended to reflect the new structure.

7(a). NOTE TO THE EXPENDITURE AND FUNDING ANALYSIS

This note provides a reconciliation of the main adjustments to Net Expenditure Chargeable to the General Fund Balance to arrive at the amounts in the Comprehensive Income and Expenditure Statement. The relevant transfers between reserves are explained in the Movement in Reserves Statement.

| ADJUSTMENTS BETWEEN FUNDING AND ACCOUNTING BASIS | | | | | | | | |
|--|---|-----------------------------|-------------------|--|----------------------------------|---|-----------------------------|-------------------|
| 2019/20 Restated | | | | | 2020/21 | | | |
| Adjustments for Capital Purposes | Net Change for the Pensions Adjustments | Other Statutory Differences | Total Adjustments | Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts | Adjustments for Capital Purposes | Net Change for the Pensions Adjustments | Other Statutory Differences | Total Adjustments |
| (Note 1) | (Note 2) | (Note 3) | | | (Note 1) | (Note 2) | (Note 3) | |
| £'000 | £'000 | £'000 | £'000 | | £'000 | £'000 | £'000 | £'000 |
| 352 | 353 | 2 | 707 | Our People | 2,185 | 68 | 8 | 2,261 |
| 952 | 756 | (8) | 1,700 | Our Place | 2,305 | 121 | 19 | 2,445 |
| 3,272 | 128 | (8) | 3,392 | Our Council | 339 | 187 | 27 | 553 |
| 0 | 0 | 0 | 0 | Covid19 Business Support Grants | 0 | 0 | 0 | 0 |
| 4,576 | 1,237 | (14) | 5,799 | Net Cost of Services | 4,829 | 376 | 54 | 5,259 |
| 936 | 1,046 | 566 | 2,548 | Other income and expenditure from the Expenditure and Funding Analysis | (3,665) | 851 | 2,870 | 56 |
| 5,512 | 2,283 | 552 | 8,347 | Difference between General Fund Surplus or Deficit and Comprehensive Income and Expenditure Statement Surplus or Deficit on the Provision of Services | 1,164 | 1,227 | 2,924 | 5,315 |

NB: In 2020/21 the Council's reporting areas under the Council's Themes of Our People, Our Place and Our Council were restructured to reflect the new management structure. For comparison purposes the figures for 2019/20 have therefore been amended to reflect the new structure.

NOTES TO THE EXPENDITURE AND FUNDING ANALYSIS

1) Adjustments for Capital Purposes

The adjustments for capital purposes column adds in depreciation and impairment and revaluation gains and losses in the services line, and for:

- **Other Operating Expenditure** - adjusts for capital disposals with a transfer of income on disposal of assets and the amounts written off for those assets.
- **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.
- **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.

2) Net change for the pensions' 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 Council 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 Comprehensive Income and Expenditure Statement.

3) Other Statutory Adjustments

Other statutory adjustments 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 statutory adjustments column recognises adjustments to the General Fund for the timing differences for premiums and discounts.
- The charge under **Taxation and non-specific grants 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.

SEGMENTAL INCOME

Income received on a segmental basis is analysed below:

| 2019/20 Restated Income from Services £'000 | | 2020/21 Income from Services £'000 |
|---|---|--|
| (906) | Our People | (767) |
| (1,950) | Our Place | (1,807) |
| (2,361) | Our Council | (2,796) |
| (5,217) | Total Income analysed on a segmental basis | (5,370) |

NB: In 2020/21 the Council's reporting areas under the Council's Themes of Our People, Our Place and Our Council were restructured to reflect the new management structure. For comparison purposes the figures for 2019/20 have therefore been amended to reflect the new structure.

Included within the Segmental Income note for 2020/21 is the following material income for services provided in 2020/21

Our Council: £0.958m of income relating to Green Waste Service Charges (£0.919m in 2019/20)

Our Place: £1.029m Development Control Application Fees (£0.949m in 2019/20)

In 2020/21 The Council also received £0.878m of income in relation to Green Waste for services to be provided in 2021/22 this is held as a Short Term Creditor on the Balance Sheet. This income will not be recognised in the Comprehensive Income and Expenditure Statement or Segmental Income Note until 2021/22.

9. EXPENDITURE AND INCOME ANALYSED BY NATURE

The Council's expenditure and income is analysed as follows:

| 2020/21 | | | | | | |
|--|-----------------|----------------|----------------|---------------------------------|-------------------|-----------------|
| Expenditure/Income | Our People | Our Place | Our Council | Covid19 Business Support Grants | Corporate Amounts | Total |
| | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 |
| Expenditure | | | | | | |
| Employee benefits expenses | 1,834 | 4,480 | 5,462 | 0 | 0 | 11,776 |
| Other services expenses | 17,376 | 1,737 | 3,427 | 2,750 | 0 | 25,290 |
| Depreciation, amortisation, impairment | 3,137 | 5,017 | 339 | 0 | 0 | 8,493 |
| Interest payments | 0 | 0 | 0 | 0 | 2,161 | 2,161 |
| Precepts and levies | 0 | 0 | 0 | 0 | 2,508 | 2,508 |
| Disposal of assets | 0 | 0 | 0 | 0 | 552 | 552 |
| Total Expenditure | 22,347 | 11,234 | 9,228 | 2,750 | 5,221 | 50,780 |
| Income | | | | | | |
| Fees, charges and other service income | (767) | (1,807) | (2,796) | 0 | 0 | (5,370) |
| Interest & investment income | 0 | 0 | 0 | 0 | (2,642) | (2,642) |
| Income from Council Tax and Non-Domestic Rates | 0 | 0 | 0 | 0 | (13,262) | (13,262) |
| Government grants & contributions | (17,680) | (3,040) | (691) | (2,750) | (5,564) | (29,725) |
| Total Income | (18,447) | (4,847) | (3,487) | (2,750) | (21,468) | (50,999) |
| (Surplus) or Deficit on the Provision of Services | 3,900 | 6,387 | 5,741 | 0 | (16,247) | (219) |

The Council's expenditure and income is analysed as follows:

| 2019/20 Restated | | | | | | |
|--|-----------------|----------------|----------------|---------------------------------|-------------------|-----------------|
| Expenditure/Income | Our People | Our Place | Our Council | Covid19 Business Support Grants | Corporate Amounts | Total |
| | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 |
| Expenditure | | | | | | |
| Employee benefits expenses | 1,976 | 4,485 | 5,575 | 0 | 0 | 12,036 |
| Other services expenses | 18,273 | 1,991 | 2,833 | 0 | 0 | 23,097 |
| Depreciation, amortisation, impairment | 1,113 | 1,166 | 3,272 | 0 | 0 | 5,551 |
| Interest payments | 0 | 0 | 0 | 0 | 2,663 | 2,663 |
| Precepts and levies | 0 | 0 | 0 | 0 | 2,382 | 2,382 |
| Disposal of assets | 0 | 0 | 0 | 0 | 2,800 | 2,800 |
| Total Expenditure | 21,362 | 7,642 | 11,680 | | 7,845 | 48,529 |
| Income | | | | | | |
| Fees, charges and other service income | (906) | (1,950) | (2,361) | 0 | 0 | (5,217) |
| Interest & investment income | 0 | 0 | 0 | 0 | (2,634) | (2,634) |
| Income from Council Tax, Non-Domestic Rates | 0 | 0 | 0 | 0 | (12,823) | (12,823) |
| Government grants & contributions | (18,351) | (522) | (234) | 0 | (741) | (19,848) |
| Total Income | (19,257) | (2,472) | (2,595) | 0 | (16,198) | (40,522) |
| (Surplus) or Deficit on the Provision of Services | 2,105 | 5,170 | 9,085 | 0 | (8,353) | 8,007 |

NB: In 2020/21 the Council's reporting areas under the Council's Themes of Our People, Our Place and Our Council were restructured to reflect the new management structure. For comparison purposes the figures for 2019/20 have therefore been amended to reflect the new structure.

10. ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

This note details the adjustments that are made to the total comprehensive income and expenditure recognised by the 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.

Capital Receipts Reserve

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

Capital Grants Unapplied

The Capital Grants Unapplied Account (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.

| | Usable reserves | | | |
|---|----------------------|---------------------------|----------------------------------|-------------------------------|
| | General Fund Balance | Capital Receipts Reserves | Capital Grants Unapplied Account | Movement in Unusable Reserves |
| | £'000 | £'000 | £'000 | £'000 |
| 2020/21 Adjustments between accounting basis & funding basis under regulations | | | | |
| Adjustments to Revenue Resources | | | | |
| Amounts by which income and expenditure included in the Comprehensive Income and Expenditure Statement are different revenue for the year calculated in accordance with statutory requirements | | | | |
| Pension Costs (transferred to (or from) the Pensions Reserve) | (1,227) | 0 | 0 | 1,227 |
| Council Tax and NNDR (transfers to or from Collection Fund Adjustment Account) | (2,848) | 0 | 0 | 2,848 |
| Holiday pay transferred to the Accumulated Absences Reserve | (54) | 0 | 0 | 54 |
| Reversal of entries included in the Surplus or Deficit on the Provision of Services in relation to capital expenditure (these items are charged to the Capital Adjustment Account) | (6,126) | 0 | 0 | 6,126 |
| Amount by which finance costs/income in the CIES are different from finance costs/income for the year in accordance with statutory requirements | (22) | 0 | 0 | 22 |
| Total Adjustments to Revenue Resources | (10,277) | 0 | 0 | 10,277 |
| Adjustments between Revenue and Capital Resources | | | | |
| Transfer of non current asset sale proceeds from revenue to Capital Receipts Reserves | 588 | (158) | 0 | (430) |
| Repayment of Loan Principal | 0 | (33) | 0 | 33 |
| Statutory provision for the repayment of debt (transfer from the Capital Adjustment Account) | 251 | 0 | 0 | (251) |
| Voluntary provision for the repayment of debt (transfer from the Capital Adjustment Account) | 707 | 0 | 0 | (707) |
| Capital expenditure financed from revenue balances (transfer to the Capital Adjustment Account) | 1,576 | 0 | 0 | (1,576) |
| Total Adjustments between Revenue and Capital Resources | 3,122 | (191) | 0 | (2,931) |
| Adjustments to Capital Resources | | | | |
| Use of Capital Receipts Reserves to finance capital expenditure | 0 | 2,520 | 0 | (2,520) |
| Capital grants and contributions unapplied credited to the CIES | 1,842 | 0 | (1,842) | 0 |
| Cash Payments in relation to Deferred Capital Receipts | 0 | (65) | 0 | 65 |
| Use of Capital Receipts Reserves to finance statutory provision on loans funded by borrowing | 0 | 30 | 0 | (30) |
| Application of capital grants to finance capital expenditure | 0 | 0 | 12 | (12) |
| Total Adjustments to Capital Resources | 1,842 | 2,485 | (1,830) | (2,497) |
| Total Adjustments | (5,313) | 2,294 | (1,830) | 4,849 |

| 2019/20 Adjustments between accounting basis & funding basis under regulations | Usable reserves | | | Movement in Unusable Reserves £'000 |
|--|----------------------|---------------------------|----------------------------------|--|
| | General Fund Balance | Capital Receipts Reserves | Capital Grants Unapplied Account | |
| | £'000 | £'000 | £'000 | |
| Adjustments to Revenue Resources | | | | |
| Amounts by which income and expenditure included in the Comprehensive Income and Expenditure Statement are different from revenue for the year calculated in accordance with statutory requirements | | | | |
| Pension Costs (transferred to (or from) the Pensions Reserve) | (2,283) | 0 | 0 | 2,283 |
| Council Tax and NNDR (transfers to or from Collection Fund Adjustment Account) | (450) | 0 | 0 | 450 |
| Holiday pay transferred to the Accumulated Absences | 15 | 0 | 0 | (15) |
| Reversal of entries included in the Surplus or Deficit on the Provision of Services in relation to capital expenditure (these items are charged to the Capital Adjustment Account) | (7,886) | 0 | 0 | 7,886 |
| Amount by which finance costs/income in the CIES are different from finance costs/income for the year in accordance with statutory requirements | (116) | 0 | 0 | 116 |
| Total Adjustments to Revenue Resources | (10,720) | 0 | 0 | 10,720 |
| Adjustments between Revenue and Capital Resources | | | | |
| Transfer of non current asset sale proceeds from revenue to Capital Receipts Reserves | 455 | (455) | 0 | 0 |
| Repayment of Loan Principal | 0 | (23) | 0 | 23 |
| Statutory provision for the repayment of debt (transfer from the Capital Adjustment Account) | 91 | 0 | 0 | (91) |
| Capital expenditure financed from revenue balances (transfer to the Capital Adjustment Account) | 2,638 | 0 | 0 | (2,638) |
| Total Adjustments between Revenue and Capital Resources | 3,184 | (478) | 0 | (2,706) |
| Adjustments to Capital Resources | | | | |
| Use of Capital Receipts Reserves to finance capital expenditure | 0 | 359 | 0 | (359) |
| Capital grants and contributions unapplied credited to the CIES | 27 | 0 | (27) | 0 |
| Reversal of previous year grant applied to Capital Financing | (838) | 0 | 0 | 838 |
| Use of Capital Receipts Reserves to finance statutory provision on loans funded by borrowing | 0 | 18 | 0 | (18) |
| Application of capital grants to finance capital expenditure | 0 | 0 | 78 | (78) |
| Total Adjustments to Capital Resources | (811) | 377 | 51 | 383 |
| Total Adjustments | (8,347) | (101) | 51 | 8,397 |

11. MOVEMENT IN EARMARKED RESERVES

This note sets out the amounts set aside from the General Fund balance in Earmarked Reserves to provide financing for future expenditure plans and the amounts posted back from Earmarked Reserves to meet General Fund expenditure in 2020/21.

| | Balance at 31 March 2019 | Transfer out 2019/20 | Transfer in 2019/20 | Balance at 31 March 2020 | Transfer out 2020/21 | Transfer in 2020/21 | Balance at 31 March 2021 |
|---|-----------------------------|-------------------------|------------------------|-----------------------------|-------------------------|------------------------|-----------------------------|
| | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 |
| Project Investment Reserve | 1,447 | (125) | 200 | 1,522 | (394) | 526 | 1,654 |
| Budget Smoothing | 624 | (309) | 777 | 1,092 | (67) | 3,065 | 4,090 |
| Community Grant/ Support Schemes | 555 | (167) | 90 | 478 | (223) | 2 | 257 |
| Contingencies Fund | 1,514 | (56) | 784 | 2,242 | (698) | 434 | 1,978 |
| Investment for Growth Fund and feasibility | 8,546 | (2,261) | 1,035 | 7,320 | (1,467) | 511 | 6,364 |
| Carbon Reduction | 61 | (61) | 0 | 0 | 0 | 0 | 0 |
| Maintenance of Facilities | 472 | (129) | 165 | 508 | (154) | 103 | 457 |
| Members Initiative Fund | 144 | (144) | 0 | 0 | 0 | 0 | 0 |
| Property Asset Fund | 825 | (82) | 0 | 743 | (63) | 0 | 680 |
| Regeneration and Growth Fund | 179 | (105) | 0 | 74 | (45) | 0 | 29 |
| Revenue Grants Unapplied | 521 | (102) | 156 | 575 | (315) | 626 | 886 |
| Service Investment | 413 | (297) | 584 | 700 | (522) | 850 | 1,028 |
| Waste Management Fund | 533 | (376) | 377 | 534 | (79) | 339 | 794 |
| Total | 15,834 | (4,214) | 4,168 | 15,788 | (4,027) | 6,456 | 18,217 |

| Reserve Name | Purpose |
|--|---|
| Project Investment Reserve | To fund projects in support of the Corporate Plan and Financial Strategy |
| Budget Smoothing | To effectively manage cyclical budget issues i.e. Elections, Local Development Framework etc. |
| Community Grants/Support Schemes | To support vulnerable communities, area management, community engagement and support communities by providing funding to leverage external funding. |
| Contingencies Fund | To support areas of volatility i.e. Business Rate appeals, valuations of investment properties, insurance etc. |
| Investment for Growth and Feasibility Fund | To support housing regeneration and economic growth schemes |
| Carbon Reduction | To fund transformation projects |
| Maintenance of Facilities | To meet future Asset Management Plan requirements |
| Members Initiative Fund | To provide Members with funding to issue small grants to community projects |
| Property Assets Fund | To support strategic property related projects |
| Regeneration and Growth Fund | To support local business growth through grant funding |
| Revenue Grants Unapplied | Revenue grants which have yet to be expended |
| Service Investment | To support service development initiatives, including IT upgrades and replacement programmes |
| Waste Management Fund | To support service development and replacement vehicle programme |

12. OTHER OPERATING EXPENDITURE

| 2019/20 £'000 | | 2020/21 £'000 |
|------------------|--|------------------|
| 2,020 | Parish Council Precepts | 2,134 |
| 362 | Drainage Board Levies | 374 |
| 2,800 | (Gains)/Losses on the disposal of non-current assets | 552 |
| 5,182 | Total | 3,060 |

13. FINANCING AND INVESTMENT INCOME AND EXPENDITURE

| 2019/20 £'000 | | 2020/21 £'000 |
|------------------|---|------------------|
| 369 | Interest payable and similar charges | 224 |
| 1,038 | Net interest on the net defined benefit liability/(asset) | 847 |
| (193) | Interest receivable and similar income | (238) |
| (1,185) | Income and Expenditure in relation to investment properties and changes in their fair value | (1,314) |
| 29 | Total | (481) |

14. TAXATION AND NON SPECIFIC GRANT INCOME AND EXPENDITURE

| 2019/20 £'000 | | 2020/21 £'000 |
|------------------|---|------------------|
| (8,532) | Council Tax income | (8,823) |
| (4,291) | Non Domestic Rates Income and Expenditure | (4,439) |
| (1,667) | Non ring-fenced Government Grants | (1,539) |
| 0 | Covid 19 Grants | (2,473) |
| 926 | Capital grants and contributions | (1,552) |
| (13,564) | Total | (18,826) |

The positive figure of £0.926m in 2019/20 for Capital Grants and contributions is made up of £0.838m which is due to the amendment of a grant funding agreement and the residual is the recognition of grants received in prior years which require unwinding.

15. PROPERTY PLANT AND EQUIPMENT

| Movements in 2020/21 | Other Land & Buildings | Vehicles, Plant, Furniture & Equipment | Infrastructure Assets | Community Assets | Surplus Assets | Assets Under Construction | Total Property, Plant & Equipment |
|--|------------------------|--|-----------------------|------------------|----------------|---------------------------|-----------------------------------|
| | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 |
| Cost or Valuation at April 2020 | 22,717 | 5,037 | 377 | 105 | 3,097 | 6,134 | 37,467 |
| Additions | 0 | 107 | 0 | 0 | 0 | 3,840 | 3,947 |
| Revaluation increase/(decrease) recognised in the Revaluation Reserve | (419) | 0 | 0 | 0 | (23) | 0 | (442) |
| Revaluation increase/(decrease) recognised in the (Surplus)/Deficit on the Provision of Services | (2,529) | 0 | 0 | 0 | 1 | 0 | (2,528) |
| Derecognition - Disposals | (508) | (17) | 0 | 0 | 0 | 0 | (525) |
| Derecognition - Other | 0 | (1,039) | 0 | 0 | (11) | (40) | (1,090) |
| Other movements in cost or valuation | 6,477 | 530 | 0 | 0 | 0 | (7,007) | 0 |
| At 31 March 2021 | 25,738 | 4,618 | 377 | 105 | 3,064 | 2,927 | 36,829 |
| Accumulated Depreciation & Impairment At April 2020 | 0 | (1,851) | (127) | 0 | 0 | 0 | (1,978) |
| Depreciation charge | (348) | (595) | (10) | 0 | (3) | 0 | (956) |
| Depreciation written out to the Revaluation Reserve | 251 | 0 | 0 | 0 | 2 | 0 | 253 |
| Depreciation written out to the (Surplus)/Deficit on the Provision of Services | 90 | 0 | 0 | 0 | 1 | 0 | 91 |
| Derecognition - Disposals | 7 | 17 | 0 | 0 | 0 | 0 | 24 |
| Derecognition - Other | 0 | 608 | 0 | 0 | 0 | 0 | 608 |
| Other Movements in Cost or Valuation | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| At 31 March 2021 | 0 | (1,821) | (137) | 0 | 0 | 0 | (1,958) |
| Net Book value | | | | | | | |
| At 31 March 2021 | 25,738 | 2,797 | 240 | 105 | 3,064 | 2,927 | 34,871 |
| At 31 March 2020 | 22,717 | 3,186 | 250 | 105 | 3,097 | 6,134 | 35,489 |

| Comparative Movements in 2019/20 | Other Land & Buildings | Vehicles, Plant, Furniture & Equipment | Infrastructure Assets | Community Assets | Surplus Assets | Assets Under Construction | Total Property, Plant & Equipment |
|--|------------------------|--|-----------------------|------------------|----------------|---------------------------|-----------------------------------|
| | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 |
| Cost or Valuation at April 2019 | 18,802 | 4,335 | 377 | 106 | 7,183 | 3,281 | 34,084 |
| Additions | 0 | 1,128 | 0 | 0 | 0 | 9,540 | 10,668 |
| Revaluation increase/(decrease) recognised in the Revaluation Reserve | (238) | 0 | 0 | 0 | (255) | 0 | (493) |
| Revaluation increase/(decrease) recognised in the (Surplus)/Deficit on the Provision of Services | (3,208) | 0 | 0 | 0 | 106 | 0 | (3,102) |
| Derecognition - Disposals | 0 | (268) | 0 | 0 | (3,040) | 0 | (3,308) |
| Derecognition - Other | 0 | (377) | 0 | (1) | (4) | 0 | (382) |
| Other movements in cost or valuation | 7,361 | 219 | 0 | 0 | (893) | (6,687) | 0 |
| At 31 March 2019 | 22,717 | 5,037 | 377 | 105 | 3,097 | 6,134 | 37,467 |
| Accumulated Depreciation & Impairment At April 2019 | 0 | (1,947) | (117) | 0 | 0 | 0 | (2,064) |
| Depreciation charge | (277) | (531) | (10) | 0 | (13) | 0 | (831) |
| Depreciation written out to the Revaluation Reserve | 242 | 0 | 0 | 0 | 3 | 0 | 245 |
| Depreciation written out to the (Surplus)/Deficit on the Provision of Services | 44 | 0 | 0 | 0 | 1 | 0 | 45 |
| Derecognition - Disposals | 0 | 251 | 0 | 0 | 0 | 0 | 251 |
| Derecognition - Other | 0 | 376 | 0 | 0 | 0 | 0 | 376 |
| Other Movements in Cost or Valuation | (9) | 0 | 0 | 0 | 9 | 0 | 0 |
| At 31 March 2020 | 0 | (1,851) | (127) | 0 | 0 | 0 | (1,978) |
| Net Book value | | | | | | | |
| At 31 March 2020 | 22,717 | 3,186 | 250 | 105 | 3,097 | 6,134 | 35,489 |
| At 31 March 2019 | 18,802 | 2,388 | 260 | 106 | 7,183 | 3,281 | 32,020 |

Depreciation

The following useful lives and depreciation rates have been used in the calculation of depreciation:

- Other Land and Buildings: 25 - 60 years
- Vehicles, Plant, Furniture and Equipment: 1 - 25 years
- Infrastructure: 16 - 28 years
- Surplus: 49 - 51 years

Capital Commitments

At 31 March 2021, the Council had entered into one contract for the construction or enhancement of property, plant and equipment in 2020/21 was still ongoing, and future years budgeted to cost £1.847m. Similar commitments at 31 March 2020 were almost £1.047m. The commitment remaining is Caenby Corner Depot £1,846,564.49

Effects of Changes in Estimates

There have been no major changes in relation to estimated asset life, residual asset values, depreciation method or disposal costs in 2020/21 that would have a material effect.

Revaluations

The Council carries out a full revaluation of its property portfolio every five years. The last full revaluation was carried out on 31 March 2019. In the intervening years a valuation review is carried out. Valuations were carried out as at 31 March 2021 by appointed valuers, Wilks, Head and Eve LLP in accordance with the methodologies and basis for estimation set out in the professional standards of the Royal Institute of Chartered Surveyors (RICS). Valuations of vehicles, plant, furniture and equipment are based on depreciated replacement cost with an annual impairment review.

| | Other Land & Buildings £'000 | Vehicles, Plant & Equipment £'000 | Surplus Assets £'000 | Other PPE Assets £'000 | Total £'000 |
|---|---------------------------------|--------------------------------------|-------------------------|---------------------------|----------------|
| Carried at Historical Cost | 0 | 2,797 | 0 | 3,272 | 6,069 |
| Valued at Current Value as at 31 March 2020 | 25,738 | 0 | 3,064 | 0 | 28,802 |
| Total Cost or Valuation | 25,738 | 2,797 | 3,064 | 3,272 | 34,871 |

The significant assumptions applied in estimating the current values are:

- no allowance has been made for liability of taxation upon disposal;
- the instant build approach has been used for Depreciated Replacement Cost valuations;
- valuations have been provided at gross cost and do not include an allowance for purchasers cost;
- that good title can be shown and all valid planning permissions and statutory approvals are in place;
- that the property is connected and has a right to use mains services and that sewers, main services and roads giving access to it have been adopted;
- that an inspection of those parts not inspected would not reveal defects that would affect the valuation;
- that the testing of electrical or other services would not reveal defects that would cause the valuation to alter;
- that there are no deleterious or hazardous materials or existing or potential environmental factors that would affect the valuation.

In addition, the Covid-19 pandemic has impacted on global financial markets and market activity is being impacted in many sectors. Whilst property markets are mostly functioning again, retail and specific trading related assets/sectors such as Car Parks continue to be faced with an unprecedented set of circumstances caused by Covid-19. Our valuer informs us in their valuation report that there is an absence of relevant/sufficient market evidence for the external valuers to base their judgement and that these assets are therefore reported as being subject to 'material valuation uncertainty' as set out in VPS 3 and VPGA 10 for the RICS Valuation - Global Standards. The year-end valuations for these assets, which represent £2.5m of the Council's £34.9m total Plant, Property and Equipment balance, therefore have less certainty and should be viewed with a higher degree of caution than what would normally be the case.

Assets Valued at Fair Value

With regard to assets valued at fair value, no assets within the portfolio are classed at Level 1 in the fair value hierarchy i.e. unadjusted prices in active markets for identical assets.

For the remaining assets the majority are classed at Level 2 i.e. quoted prices that are observable for the asset with adjustments being made based on perhaps location and condition.

| 2019/20 £'000 | Level 2 Significant Observable Inputs | 2020/21 £'000 |
|------------------|---------------------------------------|------------------|
| 2,835 | Surplus Assets | 3,063 |
| 2,835 | Fair Value as at 31 March | 3,063 |

The valuations have been based on the market approach using current market conditions and recent sales prices and other relevant information for similar assets in the local authority area. Market conditions for these asset types are such that the level of observable inputs is significant leading to the properties being categorised at Level 2 in the fair value hierarchy.

Level 3 inputs comprise unobservable inputs for an asset used to measure fair value in circumstances where market data is not available as there is little, if any, market activity for the asset at the measurement date.

There are three assets that are assessed at Level 3 i.e. where unobservable inputs have been used to measure fair value.

Two oil well sites plus an aggregate site (total Balance Sheet Value £0.248m) have been based on known and estimated cash flows from the properties. These assets are therefore categorised as Level 3 in the fair value hierarchy as the measurement technique uses significant unobservable inputs to determine the fair value measurements (and there is no reasonably available information that indicates that market participants would use different assumptions).

For level 3 assets the following quantitative data shows the effect on their fair value measurement.

| Asset | Valuation technique used to measure fair value | Unobservable Inputs | Range | Sensitivity |
|----------------|--|---------------------|---------|--|
| Oil Well Site | Adopting the expected cash flows from the properties | Yields | 4% - 9% | Changes in income, yields, term length will result in a lower or higher fair value |
| Aggregate Site | Adopting the expected cash flows from the properties | Yields | 4% - 9% | Changes in income, yields, term length will result in a lower or higher fair value |

16. INVESTMENT PROPERTIES

The following table summarises the movement in the fair value of investment properties over the year:

| 2019/20 £'000 | | 2020/21 £'000 |
|------------------|---|------------------|
| 15,342 | Balance at start of year: | 20,949 |
| 5,682 | Purchases | 0 |
| 0 | subsequent expenditure | 0 |
| (75) | Net gain/(Loss) from fair value adjustments | 29 |
| 20,949 | Balance at End of the year | 20,978 |

Gains or losses arising from changes in the fair value of the investment property are recognised in the Surplus or Deficit on the Provision of Services – Financing and Investment Income and Expenditure line.

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.

| 2019/20 £'000 | Income & Expenditure | 2020/21 £'000 |
|------------------|--|------------------|
| (1,300) | Rental income from investment property | (1,325) |
| 41 | Direct operating expenses arising from Investment property | 41 |
| (1,259) | Net (Gain)/Loss | (1,284) |

There are no restrictions on the Council's ability to realise the value inherent in its investment property 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 their repairs, maintenance or enhancement.

Fair Value Hierarchy

The fair value of the Council's investment property is measured annually at each reporting date.

All valuations are carried out by the Council's external valuers Wilks, Head & Eve in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors. The Council's valuation experts work closely with finance officers reporting directly to the chief financial officer on a regular basis regarding all valuation matters.

As at 31 March 2021 the Council holds seven properties classed as investment properties. All seven properties are categorised within Level 2 of the fair value hierarchy i.e. based on observable inputs for the asset. There have been no transfers from or to any of the other hierarchy groups during the year. Accounting policy xvi includes details of how assets based on fair value are valued. For assets within Level 2 observable inputs for the asset either directly or indirectly are used.

Details of the Councils investment properties and information about the fair value hierarchy as at 31 March are as follows:

| 2019/20 £'000 | Level 2 Significant Observable Inputs | 2020/21 £'000 |
|------------------|---------------------------------------|------------------|
| 1,155 | Retail | 1,155 |
| 2,551 | Hotel | 2,313 |
| 2,523 | Leisure | 2,523 |
| 9,301 | Manufacturing | 9,552 |
| 5,419 | Commercial Unit | 5,435 |
| 20,949 | Fair Value as at 31 March | 20,978 |

17.**INTANGIBLE ASSETS**

The Council accounts for its software as intangible assets, to the extent that the software is not an integral part of a particular IT system and accounted for as part of the hardware item of Property, Plant and Equipment. The intangible assets include purchased licenses. The Council has no internally generated software.

All software is given a finite useful life, based on assessments of the period that the software is expected to be of use to the Council. The useful life assigned to the major software suites used by the Council is seven years.

The carrying amount of intangible assets is amortised on a straight-line basis. Amortisation has been charged on Intangible Assets in both 2019/20 and 2020/21. The movement on Intangible Asset balances during the year is as follows:

| 2019/20 £'000 | | 2020/21 £'000 |
|--------------------------|---|--------------------------|
| | Balance at start of year: | |
| 444 | Gross carrying amounts | 444 |
| (262) | Accumulated amortisation | (311) |
| 182 | Net carrying amount at start of year | 133 |
| | Movements: | |
| 0 | Purchases | 37 |
| 0 | Other disposals | 0 |
| (49) | Amortisation for the period | (49) |
| 0 | Other changes | 0 |
| 133 | Net carrying amount at end of year | 121 |
| | Comprising: | |
| 444 | Gross carrying amounts | 481 |
| (311) | Accumulated amortisation | (360) |
| 133 | Total | 121 |

18. FINANCIAL INSTRUMENTS

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

| Financial Assets | Non-Current | | | | Current | | | | 2019/20 | 2020/21 |
|-----------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | Investments | | Debtors | | Investments | | Debtors | | Total | Total |
| | 31 March 2020 | 31 March 2021 | 31 March 2020 | 31 March 2021 | 31 March 2020 | 31 March 2021 | 31 March 2020 | 31 March 2021 | 31 March 2020 | 31 March 2021 |
| | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 |
| Fair Value through profit or loss | 3,116 | 3,093 | 0 | 0 | 40 | 0 | 0 | 0 | 3,156 | 3,093 |
| Amortised Cost | 48 | 48 | 977 | 1,256 | 8,775 | 13,988 | 2,747 | 3,859 | 12,547 | 19,151 |
| Total Financial Assets | 3,164 | 3,141 | 977 | 1,256 | 8,815 | 13,988 | 2,747 | 3,859 | 15,703 | 22,244 |
| Non-Financial Assets | 20,949 | 20,978 | 0 | 0 | 0 | 0 | 1,171 | 4,291 | 22,120 | 25,269 |
| Total | 24,113 | 24,119 | 977 | 1,256 | 8,815 | 13,988 | 3,918 | 8,150 | 37,823 | 47,513 |

| Financial Liabilities | Non-Current | | | | Current | | | | 2019/20 | 2020/21 |
|------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | Borrowings | | Creditors | | Borrowings | | Creditors | | Total | Total |
| | 31 March 2020 | 31 March 2021 | 31 March 2020 | 31 March 2021 | 31 March 2020 | 31 March 2021 | 31 March 2020 | 31 March 2021 | 31 March 2020 | 31 March 2021 |
| | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 |
| Amortised Cost | 16,500 | 16,500 | 0 | 3,136 | 3,581 | 3,577 | 5,518 | 12,068 | 25,599 | 35,281 |
| Total Financial Liabilities | 16,500 | 16,500 | 0 | 3,316 | 3,581 | 3,577 | 5,518 | 12,068 | 25,599 | 35,281 |
| Non-Financial Liabilities | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 16,500 | 16,500 | 0 | 3,316 | 3,581 | 3,577 | 5,518 | 12,068 | 25,599 | 35,281 |

Material Soft Loans Made by the Council

The Council has not made any soft loans, employee car loans, or reclassifications during the financial year.

Financial Instruments Designated at Fair Value through Profit or Loss

The Council has invested £3m in Pooled Investment Property Funds (CCLA Property Fund) which are measured at Fair Value on the Balance Sheet at £3.093m (£3.116m 2019/20) based on their quoted price in an active market for identical shares. Gains and Losses are reflected in the CIES in Financing Income and Expenditure and due to a statutory override (the Ministry of Communities, Housing and Local Government (MCHLG) agreed a temporary statutory override commencing in 2019/20 to allow Local Authorities a period of 5 years to adjust their portfolio holdings) in year gains and losses are transferred via the MIRS to the Pooled Investment Adjustment Account. The cumulative gains held total £0.093m. As an investment fund, prices can go up as well as down.

Fair Value of Equity Instruments designated at Fair Value through Other Comprehensive Income

The Council does not have any Equity Instruments designated at fair value through Other Comprehensive Income

Income, Expense, Gains and Losses

The gains and losses recognised in the Comprehensive Income and Expenditure Statement in relation to financial instruments are made up as follows:

| 2019/20 | 2019/20 | | 2020/21 | 2020/21 |
|---|--|--|---|--|
| £'000 | £'000 | | £'000 | £'000 |
| Surplus or Deficit on the Provision of Services | Other Comprehensive Income and Expenditure | | Surplus or Deficit on the Provision of Services | Other Comprehensive Income and Expenditure |
| | | Net (Gains)/Losses on: | | |
| 116 | 0 | Financial assets measured at fair value through the profit or loss | 22 | 0 |
| 11 | 0 | Financial assets measured at amortised cost | (168) | 0 |
| 127 | 0 | Total Net (Gains)/Losses | (146) | 0 |
| | | Interest Income | | |
| (160) | 0 | Financial assets measured at fair value through the profit or loss | (154) | 0 |
| (149) | 0 | Financial assets measured at amortised cost | (106) | 0 |
| (309) | 0 | Total Interest Revenue | (260) | 0 |
| | | Interest Expense | | |
| 355 | 0 | Financial Liabilities measured at amortised cost | 391 | 0 |
| 355 | 0 | Total Fee Income | 391 | 0 |
| | | Fee Expense | | |
| 20 | 0 | Financial assets measured at fair value through the profit or loss | 19 | 0 |
| 3 | 0 | Financial liabilities measured at amortised cost | 1 | 0 |
| 23 | 0 | Total Fee Expense | 20 | 0 |

Fair Values of Financial Assets

Some of the Councils financial assets are measured at fair value on a recurring basis and are described in the following table, including valuation technique use to measure them.

| Recurring fair value measurements | Input Level in fair value hierarchy | Valuation Technique Used to measure fair value | As at 31/03/2020 £'000 | As at 31/03/2021 £'000 |
|--|-------------------------------------|---|---------------------------|---------------------------|
| Fair Value through Profit or Loss CCLA Property Fund | Level 1 | Unadjusted quoted prices in active markets for identical shares | 3,116 | 3,093 |
| Total | | | 3,116 | 3,093 |

Transfers between Levels of the Fair Value Hierarchy

There has been no transfers between input levels during the year.

Changes in Valuation Technique

There has been no change in the valuation technique used during the year for financial instruments.

The Fair Values of Financial Assets and Liabilities that are not measured at Fair Value (but for which Fair Value Disclosures are Required)

Except for the financial assets carried at fair value (described in the above table), all other financial liabilities and financial assets held by the Council are carried in the Balance Sheet at amortised cost and have been assessed as Level 2. The fair values are calculated as follows:

| 2019/20 £'000 | 2019/20 £'000 | | 2020/21 £'000 | 2020/21 £'000 |
|------------------|------------------|---|------------------|------------------|
| Carrying Amount | Fair Value | | Carrying Amount | Fair Value |
| 978 | 1,029 | Loans and Receivables (Long Term Debtors) | 941 | 978 |
| 0 | 0 | Finance Lease Liabilities | 0 | 0 |
| (3,507) | (3,507) | Non PWLB Borrowing | (3,502) | (3,502) |
| (16,575) | (25,010) | PWLB Borrowing | (16,575) | (21,615) |

Fair value can be assessed by calculating the present value of the cash flows that take place over the remaining life of the instruments, using the following assumptions:

For loans receivable and leases - agreed at market rates. Fair Value is therefore calculated on the net present value of future cashflows over their remaining term and assuming no early repayment or impairment is recognised.

For loans borrowed from the PWLB fair value is calculated under PWLB debt redemption procedures by applying the premature repayment calculation. The PWLB would raise a penalty charge for early redemption (a premium) for additional interest that will not now be paid which would result in an exit price being £21.615m.

The authority has a continuing ability to borrow at concessionary rates (0.2 base points below standard rate) from the PWLB rather than from the markets. A supplementary measure of the additional interest that the authority will pay as a result of its PWLB commitments for fixed rate loans is to compare the terms of these loans with the new borrowing rates available from the PWLB. If a value is calculated on this basis, the carrying amount of £16.500m would be valued at £17.853m.

Short-term debtors and creditors are carried at cost (invoiced or billed amount) as this is a fair approximation of their value.

19. DEBTORS

| 2019/20 £'000 | | 2020/21 £'000 |
|------------------|--------------------------------|------------------|
| 565 | Central Government Bodies | 3,173 |
| 287 | Other Local Authorities | 2,138 |
| 0 | NHS Bodies | 0 |
| 1,158 | Other Entities and Individuals | 1,112 |
| 208 | Trade | 156 |
| 530 | Prepayments | 409 |
| 2,748 | Total | 6,988 |

20. CASH AND CASH EQUIVALENTS

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

| 2019/20 £'000 | | 2020/21 £'000 |
|------------------|--------------------------|------------------|
| 1 | Cash held by the Council | 2 |
| 164 | Bank Current Accounts | 128 |
| 8,650 | Short-term Deposits | 13,858 |
| 8,815 | Total | 13,988 |

21. CREDITORS

| 2019/20 £'000 | | 2020/21 £'000 |
|------------------|--------------------------------|------------------|
| 860 | Central Government Bodies | 7,906 |
| 681 | Other Local Authorities | 508 |
| 0 | NHS Bodies | 0 |
| 3,977 | Other Entities and Individuals | 3,979 |
| 5,518 | Total | 12,393 |

22.**PROVISIONS**

| | Outstanding Legal Cases | Injury & damage Compensation Claims | Business Rates | Other Provisions | Total |
|------------------------------------|------------------------------------|--|-----------------------|-----------------------------|----------------|
| | £'000 | £'000 | £'000 | £'000 | £'000 |
| Balance at 1 April 2020 | 0 | (25) | (769) | (153) | (947) |
| Additional provisions made in year | 0 | (23) | (185) | (207) | (415) |
| Unused amounts reversed in year | 0 | 0 | 74 | 153 | 227 |
| Amounts used in year | 0 | 10 | 80 | 0 | 90 |
| Balance at 31 March 2021 | 0 | (38) | (800) | (207) | (1,045) |

Long term provisions total £0.038m and relate to injury compensation claims. A settlement date for these claims is unknown at this stage. Short term provisions total £1.007m and relate to the cost of employee's accrued leave and Business Rates rating appeals. All of these provisions should be settled within the next financial year

23.**USABLE RESERVES**

Movements in the Council's usable reserves are detailed in the Movement in Reserves Statement and also in Note 10 & 11.

24.**UNUSABLE RESERVES**

| 2019/20 | SUMMARY | 2020/21 |
|----------------|--|----------------|
| £'000 | | £'000 |
| (10,350) | Revaluation Reserve | (9,906) |
| 0 | Financial Instruments Revaluation Reserve | 0 |
| (9,423) | Capital Adjustment Account | (8,614) |
| 0 | Deferred Capital Receipts Reserve | (365) |
| 0 | Financial instruments Adjustment Account | 0 |
| (115) | Pooled Investment Funds (statutory override) | (93) |
| 37,795 | Pensions Reserve | 47,453 |
| 102 | Collection Fund Adjustment Account | 2,950 |
| 154 | Accumulated Absences Account | 207 |
| 18,163 | Total Unusable Reserves | 31,632 |

Revaluation Reserve

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

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

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

| Restated 2019/20 £'000 | Revaluation Reserve | 2020/21 £'000 |
|----------------------------------|--|----------------------|
| (13,211) | Balance at 1 April | (10,350) |
| (1,263) | Upward revaluations of assets | (405) |
| 1,511 | Downward revaluation of assets and impairment losses not charged to Surplus/Deficit on the Provision of Services | 594 |
| 248 | (Surplus) or Deficit on revaluation of non-current assets not posted to the (Surplus) or Deficit on the Provision of Services | 189 |
| 82 | Difference between fair value depreciation and historical cost depreciation | 96 |
| 2,531 | Accumulated gains on assets sold or scrapped | 159 |
| 2,613 | Amount written off to the Capital Adjustment Account | 255 |
| (10,350) | Balance at 31 March | (9,906) |

Capital Adjustment Account

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

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

The account also contains revaluation gains accumulated on Property, Plant and Equipment before April 2007, the date that the Revaluation Reserve was created to hold such gains.

Note 10 provides details of the source of all the transactions posted to the account, apart from those involving the Revaluation Reserve.

| 2019/20 £'000 | Capital Adjustment Account | 2020/21 £'000 | 2020/21 £'000 |
|------------------|---|------------------|------------------|
| (12,372) | Balance at 1 April | | (9,423) |
| | Reversal of items relating to capital expenditure debited or credited to the CIES | | |
| 831 | Charges for depreciation and impairment of non-current assets | 956 | |
| 3,058 | Revaluation losses on Property, Plant and Equipment | 2,437 | |
| 49 | Amortisation of intangible assets | 49 | |
| 1,613 | Revenue expenditure funded from capital under statute | 5,051 | |
| 6 | Credit loss on Loans funded by Capital | (2) | |
| 3,112 | Amounts of non-current assets written off on disposal or sale as part of the (gain)/loss on disposal to the CIES | 982 | |
| 8,669 | | | 9,473 |
| (2,613) | Adjusting amounts written out of the Revaluation Reserve | | (255) |
| 6,056 | Net written out amount of the cost of non-current assets consumed in the year | | 9,218 |
| | Capital Financing Applied in the year: | | |
| (359) | Use of Capital Receipts Reserve to finance new capital expenditure | (2,520) | |
| (858) | Capital grants and contributions credited to the CIES that have been applied to capital Financing | (3,318) | |
| 837 | Reversal of previous year grant applied capital financing | 0 | |
| (78) | Applications of grants to capital financing from the Capital Grant Unapplied Account | (12) | |
| (91) | Statutory provision for the financing of capital investment charged against the General Fund balance | (251) | |
| 0 | Voluntary provision for the financing of capital investment charged against the General Fund Balance | (707) | |
| (18) | Statutory provision charged against Capital Receipts Reserve for the repayment of loans funded by borrowing | (30) | |
| 23 | Loan Principal Repaid | 33 | |
| (2,638) | Capital expenditure charged against the General Fund balance | (1,575) | |
| (3,182) | | | (8,380) |
| 75 | Movement in market value of investment properties debited or credited to the Comprehensive Income & Expenditure Statement | | (29) |
| (9,423) | Balance at 31 March | | (8,614) |

Deferred Capital Receipts Reserve

The Council has awarded a leisure centre management contract which contains an embedded lease. The Deferred Capital Receipts Reserve offsets the outstanding debt included in long and short term debtors for the interest in the equipment acquired by the lessee. The balance is reduced each year, when payments are received, and recognised as a capital receipt.

| 2019/20 £'000 | Deferred Capital Receipts Reserve | 2020/21 £'000 |
|------------------|--|------------------|
| 0 | Balance at 1 April | 0 |
| 0 | Transfer of deferred sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement | (430) |
| 0 | Transfer to the capital receipts reserve upon receipt of cash | 65 |
| 0 | Balance at 31 March | (365) |

Pooled Investment Funds Adjustment Account

The Pooled Investment Funds Adjustment Account holds the Fair Value adjustments of Investments re-classified as Fair Value through the Profit and Loss (IFRS 9). There is a 5 year statutory override in place to prevent the fair value movement having an adverse effect on the CIES and General Fund. This unusable reserve will hold the fair value gains and losses until the investment is no longer held or the statutory override ends (Financial Year 2022/23).

| 2019/20 £'000 | Pooled Investment Funds Adjustment Account | 2020/21 £'000 |
|------------------|--|------------------|
| (231) | Balance at 1 April | (115) |
| 116 | Fair Value adjustment | 22 |
| (115) | Balance at 31 March | (93) |

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.

| 2019/20 £'000 | Pensions Reserve | 2020/21 £'000 |
|------------------|--|------------------|
| 42,609 | Balance at 1 April | 37,795 |
| (7,097) | Remeasurement of the net defined benefit liability/(asset) | 8,431 |
| 4,196 | Reversal of items relating to retirement benefits debited or credited to the (Surplus) or Deficit on the Provision of services in the CIES | 3,384 |
| (1,913) | Employee pensions contributions and direct payments to pensioners payable in year | (2,157) |
| 37,795 | Balance at 31 March | 47,453 |

Collection Fund Adjustment Account

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

| 2019/20 £'000 | Collection Fund Adjustment Account | 2020/21 £'000 |
|------------------|--|------------------|
| (348) | Balance at 1 April | 102 |
| 450 | Amount by which Council Tax and Non-Domestic rating income credited to the CIES is different from Council Tax and Non-Domestic rating income calculated for the year in accordance with statutory requirements | 2,848 |
| 102 | Balance at 31 March | 2,950 |

Accumulated Absences Account

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

| 2019/20 £'000 | Accumulated Absences Account | 2020/21 £'000 |
|------------------|--|------------------|
| 168 | Balance at 1 April | 154 |
| (168) | Settlement or cancellation of accrual made at the end of the preceding year | (154) |
| 154 | Amounts accrued at the end of the current year | 207 |
| (14) | Amount by which officer remuneration charged to the CIES on an accruals basis is different from remuneration chargeable in year in accordance with statutory requirements | 53 |
| 154 | Balance at 31 March | 207 |

25. MEMBERS' ALLOWANCES

The following amounts were paid to Members of the Council during the year.

| 2019/20 £'000 | Members' Allowances | 2020/21 £'000 |
|------------------|-----------------------------------|------------------|
| 201 | Basic Allowance | 216 |
| 66 | Special Responsibility Allowances | 65 |
| 29 | Expenses | 7 |
| 296 | Total expenditure | 288 |

26. OFFICERS' REMUNERATION

| Post Title | | Salary (including fees & allowances) | Compensation for loss of office | Pensions Contributions | TOTAL |
|--|----------------|--------------------------------------|---------------------------------|------------------------|----------------|
| | | £ | £ | £ | £ |
| Chief Executive | 2020/21 | 122,325 | | 35,560 | 157,885 |
| | 2019/20 | 101,752 | | 27,457 | 129,209 |
| Director of Corporate Services (Left 31/03/21 - previously Acting Director of Governance) | 2020/21 | 83,432 | | 23,935 | 107,367 |
| | 2019/20 | 76,845 | | 19,072 | 95,917 |
| Assistant Director Operational & Commercial Services (previously Interim Assitant Director of Operations) | 2020/21 | 69,919 | | 20,145 | 90,064 |
| | 2019/20 | 66,798 | | 17,555 | 84,353 |
| Assistant Director Finance, Business Support & Property Services (S151)* (previously Finance and Business Support Manager) | 2020/21 | 69,259 | | 19,834 | 89,093 |
| | 2019/20 | 63,924 | | 16,409 | 80,333 |
| Assistant Director Planning & Regeneration (started 05/12/2019) | 2020/21 | 54,725 | | 15,909 | 70,634 |
| | 2019/20 | 16,739 | | 4,517 | 21,256 |
| Assistant Director Homes & Communities (started 01/10/2020) | 2020/21 | 31,250 | | 9,084 | 40,334 |
| | 2019/20 | 0 | | 0 | 0 |
| Assistant Director Change Management & Regulatory Services (started 07/12/2020) | 2020/21 | 21,411 | | 6,224 | 27,635 |
| | 2019/20 | 0 | | 0 | 0 |
| Executive Director of Economic & Commercial Growth (Left 01/04/2020) | 2020/21 | 264 | 66,705 | 77 | 67,046 |
| | 2019/20 | 95,105 | | 25,663 | 120,768 |
| Strategic Lead - Customer First (Left 30/09/2020) | 2020/21 | 34,880 | 52,085 | 10,139 | 97,104 |
| | 2019/20 | 67,893 | | 18,320 | 86,213 |

*Assistant Director Finance, Business Support & Property Services (S151) appointed to post on 1st July 2020.

The Council has now re-structured its Senior Management Team from a previous 3 Director Model to a Chief Executive model, work which commenced in the previous financial year. Post titles have been updated to reflect this change in the management structure and there has been a change in the posts that report direct to the Head of Paid Service (Chief Exeutive).

There were no taxable expenses allowances, other payments or bonus payments made to senior members of staff in 2019/20 or 2020/21.

The number of Council's employees (including senior officers) receiving more than £50,000 remuneration for the year (excluding employer's pension contributions but including redundancy payments for loss of office) were paid the following amounts:

| Number of Employees 2019/20 | Remuneration Band | Number of Employees 2020/21 |
|--------------------------------|----------------------|--------------------------------|
| 5 | £50,000 to £54,999 | 3 |
| 1 | £55,000 to £59,999 | 1 |
| 1 | £60,000 to £64,999 | 1 |
| 2 | £65,000 to £69,999 | 4 |
| 1 | £70,000 to £74,999 | 0 |
| 1 | £75,000 to £79,999 | 0 |
| 0 | £80,000 to £84,999 | 1 |
| 0 | £85,000 to £89,999 | 1 |
| 0 | £90,000 to £94,999 | 0 |
| 2 | £95,000 to £99,999 | 0 |
| 1 | £100,000 to £104,999 | 0 |
| 0 | £105,000 to £109,999 | 0 |
| 0 | £110,000 to £114,999 | 0 |
| 0 | £115,000 to £119,999 | 0 |
| 0 | £120,000 to £124,999 | 1 |
| 14 | Total | 12 |

The number of exit packages with total cost per band and total cost of the compulsory and other redundancies for the Council in 2020/21 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 | |
|---|---|----------|--------------------------------------|----------|--|----------|---|----------------|
| | 2019/20 | 2020/21 | 2019/20 | 2020/21 | 2019/20 | 2020/21 | 2019/20 | 2020/21 |
| £0- £20,000 | 0 | 1 | 2 | 0 | 2 | 1 | 10,860 | 6,998 |
| £20,001 -£40,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| £40,001 -£60,000 | 0 | 2 | 0 | 0 | 0 | 2 | 0 | 105,861 |
| Total | 0 | 3 | 2 | 0 | 2 | 3 | 10,860 | 112,859 |

27. 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 for non-audit services provided by the Council's external auditors. The appointed auditors are Mazars Ltd.

| 2019/20 £'000 | External Audit Costs | 2020/21 £'000 |
|------------------|---|------------------|
| 33 | Fees payable to the External Audit with regard to external audit services carried out by the appointed auditor for the year | 46 |
| 6 | Fees payable to the External Audit for the certification of grant claims and returns for the year | 6 |
| 3 | Fees payable in respect of other services provided by the External Audit during the year | 0 |
| 42 | Total | 52 |

28. GRANT INCOME

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

| 2019/20 £'000 | | 2020/21 £'000 |
|------------------|--|------------------|
| | Credited to Taxation and non Specific Grant Income: | |
| 4,387 | Business Rates Retention Scheme | 7,568 |
| 924 | Ministry of Housing, Communities and Local Government - New Homes Bonus | 736 |
| 0 | Ministry of Housing, Communities and Local Government - Covid 19 Grants | 2,473 |
| 25 | Capital Grants & Contributions - GLLEP Funding | 35 |
| 0 | Capital Grants & Contributions - S106 Beal Homes (Riverside Walk) | 17 |
| 0 | Capital Grants & Contributions - S106 Taylor Lindsey -Minister Fields | 1,500 |
| (951) | Capital Grants & Contributions prior year adjustments | 0 |
| 743 | Other Grants & Contributions | 803 |
| 5,128 | Total Non Specific Grant Income | 13,132 |
| | Credited to Services, Revenue Related: | |
| 17,055 | Department of Work & Pensions - Housing Benefit Allowance | 15,895 |
| 700 | Ministry of Housing, Communities and Local Government - Disabled Facilities Grants | 794 |
| 237 | Department of Work & Pensions - Housing Benefits Administration Grants | 247 |
| 46 | Lincolnshire County Council - GLLEP Funding | 2,754 |
| 0 | Ministry of Housing, Communities & Local Government Disabled Facilities Grants | 3,416 |
| 0 | Other Covid19 Grants | 494 |
| 1,088 | Other Grants & Contributions | 578 |
| 19,126 | Total Credited to Service | 24,178 |

Liabilities

The Council has received a number of grants, contributions and donations that have yet to be recognised as income as they have conditions attached to them that require the monies or property to be returned to the giver. The balances are included as liabilities on the Balance Sheet and at year end are as follows.

| 2019/20 £'000 | | 2020/21 £'000 |
|------------------|--|------------------|
| | Capital grants receipts in advance: | |
| 1,605 | S106 Agreements | 1,978 |
| 483 | HIF Southern SUE Funding | 483 |
| 175 | Lincolnshire County Council -GLLEP LOTS | 675 |
| | Revenue grants receipts in advance: | |
| 1,091 | DCLG - Business Rate Relief | 0 |
| 53 | DCLG - Covid-19 Support Grant | 0 |
| 0 | BEIS - Additional Restrictions Grant | 992 |
| 0 | Mr Big | 1 |
| 0 | DWP New Burdens | 2 |
| 0 | Cabinet Office - Transaction Risking Project | 49 |
| 0 | LGA Firebrand Training Grant | 7 |
| 0 | Arts Council Mayflower Grant | 40 |
| 3,407 | Total | 4,227 |

29. 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 of the accounts to assess the extent to which there exists the possibility that 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.

All Members and senior officers have been required to complete a related party declaration identifying the organisations with which they (and/or their closest family members) have influence and/or control, and which may have a related party interest with the Council.

UK Central Government

The UK 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 funding in the form of grants and prescribes the terms of many of the transactions that the Council has with other parties (e.g. Council Tax Bills and Housing Benefits). Grants received from Government Departments are set out in the analysis in Note 28.

Councillors

Councillors have direct control over the Council's financial and operating policies. The total of members' allowances paid in 2020/21 is shown in Note 25.

During 2020/21, 9 Councillors and 5 spouses/family members declared a related party interest with regard to being either a director or partner or having an interest in a company or organisations. A Councillor declared an interest in Hillcrest Park Properties Limited where a commercial loan of £0.2m was agreed, the loan is due to be repaid by the financial year 2028/29. The loan was provided after following the Council's loan procedures. The Council paid levies and additional drainage costs of £0.330m to four Internal Drainage

Boards where Councillors represented the Council, specifically; Witham 3rd IDB (3 councillors, £0.207m), Scunthorpe and Gainsborough Water Management Board (2 councillors, £0.057m), Upper Witham IDB (1 councillor, £0.047m), Ancholme IDB (1 councillor, £0.019m). In addition, the Council paid grants totalling £0.115m to voluntary organisations in which councillors have a position on the governing body. The relevant councillors did not take part in any discussion or decision relating to the grants. The Register of Members' Interest is available to be viewed on the Council's website. The Council acted as an agent for Central Government issuing Covid-19 Grants, £0.162m was paid to organisations where Officers had declared a related party interest.

www.west-lindsey.gov.uk

Senior Officers

All senior officers of the Council and the closest members of their families have the potential to significantly influence the policies of the Council although this is limited by the Council's scheme of delegation. One Officer is a trustee of Urban Challenge Ltd and a payment of £0.025m was made by the Council to the organisation. The Council's Assistant Director Commercial and Operational Services continues as a Director for WLDC Staffing Services Ltd, Surestaff Limited and WLDC Trading Limited. The Assistant Director for Planning and Regeneration became a Director to Market Street Renewal Ltd (part owned by WLDC) on 1st April 2020. The Council acted as an agent for Central Government issuing Covid-19 Grants, £0.031m was paid to organisations where Officers had declared a related party interest.

Other Public Bodies (Subject to Common Control by UK Central Government)

The Council has determined that material transactions have occurred with the following parties:

Lincolnshire County Council

Pension Fund as disclosed in Note 32

Preceptor as disclosed in the Collection Fund.

A number of Members of the Council are also elected Members of Lincolnshire County Council.

Lincolnshire Police & Crime Commissioner – preceptors as disclosed in the Collection Fund Note.

Parish Councils – a number of Members of the Council have been elected as Parish Councillors - Parish Precepts are disclosed in Note 12.

The Council has representation on the Central Lincolnshire Joint Strategic Planning Committee. Voting rights on the Committee are shared equally with the Council holding a 25% share. During 2020/21 the Council contributed £98,900 (£98,900 2019/20).

Entities Controlled or Significantly Influenced by the Council

In 2016/17 the Council acquired Surestaff (Lincs) Ltd and created a Teckal Company (WLDC Staffing Services Ltd that provides services solely to the Council) along with a holding company WLDC Trading Ltd all classed as subsidiaries in relation to the Council under group accounts, the Council being 100% shareholder of this group of companies. Surestaff (Lincs) Ltd and WLDC Staffing Services Ltd were established to provide temporary operational workers but not key management personnel to the Council. The director of the companies is Ady Selby, who is also the Assistant Director of Commercial and Operational Services for the Council. The Company secretary is Tracey Bircumshaw who is also the Assistant Director Finance, Business Support and Property Services for the Council.

The Council had the following transactions with each of the companies.

West Lindsey District Council Statement of Accounts 2020-21

| Surestaff Lincs Ltd | 2019/20 £ | 2020/21 £ |
|---|---------------------|---------------------|
| Council Received | 13,049 | 11,757 |
| Council Paid Out | 4,500 | 0 |
| Covid-19 Grant (Small Business Grant Fund - WLDC acting as agent) | 0 | 10,000 |
| Loans Balance Brought Forward | 32,000 | 32,000 |
| Loans Issued in the financial year | 4,500 | 0 |
| Less Loans Repaid in the financial year | 4,500 | 0 |
| Loans Outstanding 31 March | 32,000 | 32,000 |

| WLDC Staffing Services Ltd | 2019/20 £ | 2020/21 £ |
|------------------------------------|---------------------|---------------------|
| Council Received | 8,869 | 18,921 |
| Council Paid Out | 620,250 | 630,682 |
| Loans Balance Brought Forward | 22,000 | 22,000 |
| Loans Issued in the financial year | 0 | 2,000 |
| Loans Repaid in the financial year | 0 | 7,000 |
| Loans Outstanding 31 March | 22,000 | 17,000 |

WLDC Trading Ltd was created as a holding company for the purpose of governance. West Lindsey District Council is the sole shareholder and WLDC Trading Ltd holds 1 share in WLDC Staffing Services Ltd and 200 shares in Surestaff Lincs Ltd.

Group Accounts have not been produced for 2020/21 incorporating the financial position of Surestaff (Lincs) Ltd and WLDC Staffing Services Ltd.

In 2016/17 West Lindsey District Council became a 50% shareholder of Market Street Renewal Limited. In 2016/17 West Lindsey District Council became a 50% shareholder of Market Street Renewal Limited. Sally Grindrod-Smith Assistant Director Planning and Regeneration at West Lindsey District Council is a Director. The company was primarily set up for the development and renovation of Market Street in Gainsborough.

The Council had the following transactions with Market Street Renewal Ltd:

| Market Street Renewal Limited (MSRL) | 2019/20 £ | 2020/21 £ |
|---|---------------------|---------------------|
| Council Received | 20,114 | 28,342 |
| Council Paid Out | 0 | 0 |
| MSRL Share Capital | 200 | 200 |
| Loans balance brought forward | 375,000 | 375,000 |
| Loans issued in the financial year | 0 | 0 |
| Loans repaid in the financial year | 0 | 17,500 |
| Loans Outstanding 31 March | 375,000 | 357,500 |
| Grants issued | 0 | 0 |

Group Accounts for this Joint Venture would be incorporated into the accounts using the equity method which means a proportionate share of the balance sheet for the company along with the profit and loss would be brought into the Council Accounts. The Council judged that the preparation of Group Accounts is not necessary under the Code of Practice and is of no material benefit to the users of the Statements of Accounts in understanding the Council position.

30. CAPITAL EXPENDITURE AND 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 movement on the CFR is analysed in the second part of this note.

| 2019/20 £'000 | | 2020/21 £'000 |
|------------------|---|------------------|
| 23,081 | Opening Capital Financing Requirement Capital Investment | 37,905 |
| 1,128 | Property, Plant and Equipment | 107 |
| 9,540 | Assets Under Construction | 3,840 |
| 0 | Intangible Assets | 37 |
| 5,682 | Investment Properties | 0 |
| 0 | Long Term Shares Investment | 0 |
| 66 | Long Term Loan | 0 |
| 0 | Adjustment for non-capital loans | 0 |
| 1,613 | Revenue Expenditure Funded from Capital Under Statute | 5,051 |
| | Sources of Finance | |
| (359) | Capital Receipts | (2,520) |
| (936) | Government Grants and Contributions | (3,331) |
| 837 | Reversal of previous year grant applied capital financing | 0 |
| | <i>Sums set aside from Revenue:</i> | |
| (2,638) | Direct revenue contributions | (1,576) |
| (109) | Minimum Revenue Provision | (281) |
| 0 | Voluntary Revenue Provision | (707) |
| 37,905 | Closing Capital Financing Requirements | 38,525 |
| | Explanation of Movements in Year | |
| 14,824 | Increase/(Decrease) in underlying need to borrow (unsupported by Government financial assistance) | 620 |
| 0 | Assets Acquired under Finance Leases | 0 |
| 14,824 | Increase/(Decrease) in Capital Financing Requirement | 620 |

The reversal of £837,000 in 2019/20 relates to a change to a grant funding agreement where financing had been applied against capital spend in 2018/19.

31. LEASES

WEST LINDSEY DISTRICT COUNCIL AS LESSEE

Finance Leases

The Council acquired eight shops in 1989 on long term leases (125 years) with all rents payable at minimal/nominal amount.

The Council acquired an administrative building in 2013 on a long term lease (83 years) with rent payable at minimal/nominal amount.

The Council acquired an Investment Property during 2017/18 for £2.49m on long term lease (219 years) with future lease payments at minimal/nominal amount. This property is sub-let under an operating lease for a period of 25 years (with 15 years remaining).

The Council acquired a further Investment Property in 2018/19 for £2.52m - the overflow car park element of the purchase acquired on long term lease (135 years) with future lease payments at minimal/nominal amount. This property is sub-let under an operating lease for a period of 35 years (with 18 years remaining).

The assets acquired under these leases are carried as Property and Investment Properties in the Balance Sheet at the following carrying amounts:

| 2019/20 £'000 | | 2020/21 £'000 |
|------------------|--|------------------|
| 731 | Other Land and Buildings | 431 |
| 2,672 | Investment Properties | 2,434 |
| 0 | Vehicles, Plant, Furniture and Equipment | 0 |
| 3,403 | Total | 2,865 |

The minimum lease payments do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews. In 2020/21 no contingent rents were payable by the Council (2019/20 £0).

The Council has sub-let the properties held under these finance leases. At 31 March 2021 the minimum payments expected to be received under non-cancellable sub-leases was £5.54m (£5.91m at 31 March 2020).

Operating Leases

The Council has entered into operating leases for a depot and car park space, empty home and multi-function devices.

The future minimum lease payments due under non-cancellable leases in future years are:

| 2019/20 £'000 | | 2020/21 £'000 |
|------------------|---|------------------|
| 30 | Not later than one year | 17 |
| 32 | Later than one year and not later than five years | 22 |
| 4 | Later than five years | 5 |
| 66 | Total | 44 |

The expenditure charged to the Our Place and Our Council Cluster lines in the Comprehensive Income and Expenditure Statement during the year in relation to these leases was:

| 2019/20 £'000 | | 2020/21 £'000 |
|------------------|------------------------------|------------------|
| 31 | Minimum lease payments | 33 |
| (2) | Contingent rents | (6) |
| 4 | Sublease Payments Receivable | 4 |
| 33 | Total | 31 |

WEST LINDSEY DISTRICT COUNCIL AS LESSOR

Finance Leases

The Council leased out three properties on finance leases in the 1980's with remaining terms in excess of 60 years. A premium was paid on commencement of the lease term, for each property with annual rents payable on a peppercorn basis. The total existing use value of the three properties at 31 March 2021 was £0m (£0.29m as at 31 March 2020). The properties are themselves held by the Council on long leases. Based on the materiality of the values, the peppercorn rents and the length of the lease terms the Council has not assessed any gross investment in the leases.

Within the leisure centre management contract for the sites at Market Rasen (commencement 2020) and Gainsborough 2018) there is an embedded finance lease of gym equipment. The lease term is 8 years for each site, representing the estimated useful economic life of an asset. The gross investment in the lease is made up of the minimum lease payments expected to be received over the remaining term. There is no residual value anticipated for the gym equipment when the lease comes to an end. The minimum lease payments comprise settlement of the long-term debtor for the interest in the equipment acquired by the lessee and finance income that will be earned by the authority in future years while the debtor remains outstanding. The gross investment is made up of the following amounts:

| 2019/20 £'000 | | 2020/21 £'000 |
|------------------|---|------------------|
| | Finance lease debtor (net present value of minimum lease payments): | |
| 0 | Current | 63 |
| 0 | Non-Current | 353 |
| 0 | Unearned finance income | (51) |
| 0 | Total | 365 |

The gross investment in the lease and the minimum lease payments will be received over the following periods:

| | Gross investment in the lease | | Minimum Lease Payments | |
|---|-------------------------------|------------------|------------------------|------------------|
| | 2020/21 £'000 | 2019/20 £'000 | 2020/21 £'000 | 2019/20 £'000 |
| Not later than one year | 50 | 0 | 50 | 0 |
| Later than one year and not later than five years | 218 | 0 | 218 | 0 |
| Later than five years | 97 | 0 | 97 | 0 |
| Total | 365 | 0 | 365 | 0 |

The minimum lease payments do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews. In 2020/21 no contingent rents were receivable by the authority (£0 2019/20).

Operating Leases

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

For the provision of community services, such as sports facilities.

For economic development purposes to provide investment property returns to provide suitable affordable accommodation for local businesses and to bring empty properties back into use.

The net book value of these assets is £42.1m (2019/20 £38.3m)

The future minimum lease payments receivable in future years are:

| 2019/20 £'000 | | 2020/21 £'000 |
|------------------|---|------------------|
| 1,570 | Not later than one year | 1,668 |
| 5,601 | Later than one year and not later than five years | 6,368 |
| 9,250 | Later than five years | 9,475 |
| 16,421 | Total | 17,511 |

The minimum lease payments receivable do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews. In 2020/21 there were no contingent rents receivable by the Council (2019/20 £0).

32. DEFINED BENEFIT PENSION SCHEME

The Local Government Pension Scheme (LGPS) is a defined benefit statutory scheme, administered in accordance with the Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007, the Local Government Pension Scheme (Administration) Regulations 2008 and the Local Government Pension Scheme (Transitional Provisions) Regulations 2008. It is contracted out of the State Second Pension.

The Pension Fund is administered by Lincolnshire County Council who contracted the day to day administration of the fund to West Yorkshire Pension Fund (WYPF). Lincolnshire County Council continue to undertake the investment of the pension fund assets.

The key risk to the Council is the future payments that need to be made to pensioners under the defined benefit scheme and making sure these are adequately funded. Therefore, a professional Actuary is engaged by the County Council to assess the likely asset returns and future liabilities of the Council's sub fund within the overall Lincolnshire Pension Fund. The current Actuary is Barnett Waddingham. The following notes are based on the assumptions and reports received from the Actuary as at 31 March 2021. A full revaluation exercise is undertaken every 3 years, and this exercise was undertaken as at 31 March 2019, the next triennial review being due 31 March 2022. The 2019 Valuation assessed that the Council has a 77% funded scheme.

The Council can also make discretionary enhancements in accordance with its agreed policies. The additional costs resulting from historically awarding such discretions are included in the tables below.

Participation in Pension Schemes

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 two post-employment schemes:

The Local Government Pension Scheme, administered locally by Lincolnshire County Council – this is a funded defined benefit final salary 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.

Arrangements for the award of discretionary post-retirement benefits upon early retirement – this is an unfunded defined benefit arrangement, under which liabilities are recognised when awards are made. However, there are no investment assets built up to meet these pension liabilities, and cash has to be generated to meet actual pension payments as they eventually fall due.

The Lincolnshire Pension Fund 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 Lincolnshire County Council. Policy is determined in accordance with the Pension Fund Regulations. The investment managers of the Fund are appointed by the Committee and are detailed in Pension Fund Annual Report and Accounts, which can be found on the Pension Fund website at www.lincolnshire.gov.uk/pensions.

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 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 the amounts required by statute as described in the accounting policies note.

Discretionary Post-retirement Benefits

Discretionary post-retirement benefits on early retirement are an unfunded defined benefit arrangement, under which liabilities are recognised when awards are made. There are no plan assets built up to meet these pension liabilities, therefore the Council is required to meet the costs of any early retirements awarded.

Transactions Relating to Post-employment Benefits

The Council recognises the cost of retirement benefits in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge the Council is required to make 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 via the Movement in Reserves Statement. The following transactions have been made in the CIES and the General Fund Balance via the Movement in Reserves Statement (MIRS) during the year:

| 2019/20 £'000 | LOCAL GOVERNMENT PENSION SCHEME | 2020/21 £'000 |
|------------------|--|------------------|
| | Comprehensive Income and Expenditure Statement | |
| | Cost of Services | |
| 3,055 | Current Service Cost | 2,380 |
| 103 | Past Service Cost/(Gain) | 118 |
| | Financing and Investment Income and Expenditure | 39 |
| 1,038 | Net Interest Expense | 847 |
| 4,196 | Total Post-employment Benefits charged to the (Surplus) or Deficit on the Provision of Services | 3,384 |
| | Other Post-employment Benefits charged to the Comprehensive Income and Expenditure Statement | |
| | Remeasurement of the net defined benefit liability comprising: | |
| (5,608) | Return on plan assets (excluding the amount included in the net interest expense) | 10,742 |
| 3,378 | Actuarial Gains/(Losses) arising on changes in demographic assumptions | 990 |
| 8,086 | Actuarial Gains/(Losses) arising on changes in financial assumptions | (21,153) |
| 1,241 | Other actuarial Gains/(Losses) on assets | 990 |
| 11,293 | Total Post-employment Benefits charged to the Comprehensive Income and Expenditure Statement | (5,047) |
| | Movement in Reserves Statement | |
| (4,196) | Reversal of net charges made to the (Surplus) or Deficit for the Provision of Services for post-employment benefits in accordance with the Code. | (3,384) |
| | Actual amount charged against the General Fund Balance for the pensions in the year | |
| 1,825 | Employers' contributions payable to the scheme | 2,070 |
| 88 | Retirement benefits payable to pensioners | 87 |
| (2,283) | Net Movement in Reserves Statement (Note 11) | (1,227) |

Pensions Assets and Liabilities Recognised in the Balance Sheet

The amount included in the Balance Sheet arising from the Councils obligation in respect of its defined benefit scheme is as follows:

| 2019/20 £'000 | Balance Sheet | 2020/21 £'000 |
|------------------|--|------------------|
| (85,453) | Present value of the defined benefit obligation | (106,332) |
| 47,658 | Fair value of plan assets | 58,879 |
| (37,795) | Sub-total | (47,453) |
| | Other movements in the liability (asset) | 0 |
| (37,795) | Net liability arising from the defined benefit obligation | (47,453) |

Reconciliation of the Movements in the Fair Value of Scheme (Plan) Assets

| 2019/20 £'000 | Reconciliation of Fair Value of Scheme (Plan) Assets | 2020/21 £'000 |
|------------------|--|------------------|
| 52,419 | Opening fair value of scheme assets at 1 April | 47,658 |
| 1,256 | Interest Income | 1,090 |
| | Remeasurement Gains/(Losses) | |
| (5,608) | The return on plan assets, excluding the amount included in the net interest expense | 10,742 |
| 1,825 | Employer Contributions | 2,070 |
| 450 | Contributions paid by scheme participants | 463 |
| (2,684) | Benefits paid | (3,105) |
| 0 | Administration Expenses | (39) |
| 47,658 | Closing fair value of scheme assets at 31 March | 58,879 |

Reconciliation of present value of the scheme liabilities (defined benefit obligation)

| Funded Liabilities 2019/20 £'000 | Reconciliation of present value of the scheme liabilities (defined benefit obligation) | Funded Liabilities 2020/21 £'000 |
|---|--|---|
| 95,028 | Opening present value of scheme liabilities at 1 April | 85,453 |
| 3,055 | Current service cost | 2,380 |
| 2,294 | Interest cost | 1,937 |
| 450 | Contributions from scheme participants | 463 |
| | Remeasurement (Gains)/Losses | |
| (3,378) | Actuarial Gains/(Losses) arising on changes in demographic assumptions | (990) |
| (8,086) | Actuarial Gains/(Losses) arising on changes in financial assumptions | 21,153 |
| (1,241) | Other | (990) |
| 103 | Past service costs | 118 |
| (2,772) | Benefits paid | (3,192) |
| 85,453 | Closing present value of scheme liabilities at 31 March | 106,332 |

| 2019/20 | 2019/20 | Local Government Pension Scheme Asset Categories | 2020/21 | 2020/21 |
|--|------------------------------|---|--|------------------------------|
| Fair Value of Scheme Assets | % of Total Assets | | Fair Value of Scheme Assets | % of Total Assets |
| £'000 | % | | £'000 | % |
| | | Equity Instruments | | |
| 2,081 | 4 | Consumer | 0 | 0 |
| 1,397 | 3 | Manufacturing | 0 | 0 |
| 565 | 1 | Energy & Utilities | 0 | 0 |
| 1,334 | 3 | Financial Institutions | 0 | 0 |
| 1,667 | 3 | Health & Care | 0 | 0 |
| 3,263 | 7 | Information Technology | 0 | 0 |
| 486 | 1 | Other | 0 | 0 |
| | | Private Equity | | |
| 413 | 1 | All | 0 | 0 |
| | | Real Estate | | |
| 3,980 | 8 | UK Property | 6,157 | 10 |
| 313 | 1 | Overseas Property | 0 | 0 |
| | | Investment Funds & Unit Trusts | | |
| 14,920 | 31 | Equities | 42,238 | 72 |
| 8,907 | 19 | Bonds | 8,118 | 14 |
| 1,064 | 2 | Infrastructure | 0 | 0 |
| 6,983 | 15 | Other | 0 | 0 |
| | | Cash & Cash Equivalents | | |
| 285 | 1 | All | 2,366 | 4 |
| 47,658 | 100 | Total Assets | 58,879 | 100 |

All scheme assets have quoted prices in active markets.

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.

Both the Local Government Pension Scheme and discretionary benefits liabilities have been provided by Barnett Waddingham, an independent firm of actuaries, estimates for the Lincolnshire County Council Fund being based on the latest formal valuation of the scheme as at 31 March 2019.

Significant Assumptions used by the Actuary

The significant assumptions used by the actuary have been:

| Local Government Pension Scheme | | |
|---------------------------------|--|--------------|
| 2019/20 | | 2020/21 |
| % | Long Term Expected Rate of Return on Assets in the Scheme | % |
| 2.3 | Equity Investments | 2.0 |
| 2.3 | Bonds | 2.0 |
| 2.3 | Property | 2.0 |
| 2.3 | Cash | 2.0 |
| Years | Mortality Assumptions | Years |
| 21.4 | Longevity at 65 for current pensioners Men | 21.1 |
| 23.7 | Women | 23.6 |
| 22.4 | Longevity at 65 for future pensioners Men | 22.0 |
| 25.2 | Women | 25.0 |
| % | Financial Assumptions | % |
| 1.9 | Rate of Inflation | 2.8 |
| 2.2 | Rate of increase in salaries | 3.1 |
| 1.9 | Rate of increase in pensions | 2.8 |
| 2.3 | Rate for discounting scheme liabilities | 2.0 |
| % | Take up option to convert pension into maximum retirement lump sum - within HMRC limits | % |
| 50 | Pre April 2008 service - Maximum additional tax-free cash | 50 |
| 75 | Post April 2008 service - Maximum tax-free cash | 75 |

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the table above. The sensitivity analysis below has been determined based on reasonably possible changes of the assumptions occurring at the end of the reporting period and assumes for each change that only 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.

| Sensitivity Analysis | Approx. Increase to Employer Liability % | Approx. Monetary Amount £'000 |
|---|---|--------------------------------------|
| Change in Assumptions at 31 March 2021 | | |
| 0.1% decrease in Real Discount Rate | 1.98 | 2,107 |
| 1 Year increase in Member Life Expectancy | 4.83 | 5,139 |
| 0.1% increase in Salary Increase Rate | 0.32 | 341 |
| 0.1% in the Pension Increase Rate (CPI) | 1.64 | 1,748 |

The Lincolnshire County Council fund has approved a Funding Strategy Statement (FSS), the purpose of the FSS is:

- to establish a **clear and transparent fund-specific strategy** which will identify how employers' pension liabilities are best met going forward;
- to support the regulatory framework to maintain **as nearly constant employer contribution rates as possible**; and
- to take a **prudent longer-term view** of funding those liabilities

The objectives of the Fund's funding policy include the following:

- to ensure the long-term solvency of the Fund using a prudent long term view. This will ensure that sufficient funds are available to meet all members'/dependants' benefits as they fall due for payment;
- to ensure that employer contribution rates are reasonably stable where appropriate;
- to minimise the long-term cash contributions which employers need to pay to the Fund, by recognising the link between assets and liabilities and adopting an investment strategy which balances risk and return (NB this will also minimise the costs to be borne by Council Tax payers);
- to reflect the different characteristics of different employers in determining contribution rates. This involves the Fund having a clear and transparent funding strategy to demonstrate how each employer can best meet its own liabilities over future years; and
- to use reasonable measures to reduce the risk to other employers and ultimately to the Council Tax payer from an employer defaulting on its pension obligations.

Impact on the Council's Cash Flows

The objectives of the scheme are to keep employers' contributions at as constant a rate as possible. The County Council has agreed a strategy with the scheme's actuary to achieve a funding level of 100% over the next 20 years. Funding levels are monitored on an annual basis. The next triennial valuation is due to be completed on 31 March 2022.

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 31 March 2014 (or service after 31 March 2015 for other main existing public service pension schemes in England and Wales). 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 expects to pay £2.373m in contributions in 2021/22.

The weighted average duration of the defined benefit obligation for scheme members is 16.8 years as at 31 March 2021, and are as they stood at the most recent actuarial valuation as at 31 March 2019.

33.

CONTINGENT LIABILITIES

Grant Claims

The Council submits grant claims for substantial amounts each year. From time to time interpretation of legislation may be a matter of professional and technical judgement. In this context it may lead to possible grant qualifications by external auditors. It is not possible to produce a reliable forecast for the cost of any grant qualifications.

The Council also acts as the Accountable Body for a range of grant funding that is or has been paid for the benefit of third parties. In the role of Accountable Body, the Council has to agree to the repayment of grants should there be a breach of the terms and conditions of the grant. Whilst every effort is taken to administer the grants to minimise any risk of financial loss to the Council, this risk cannot be eliminated. However, it is not possible to make a reliable forecast of any grant claw back arising from Accountable Body status.

Business Rates Appeals

The Council has made a provision for Business Rates appeals based upon its best estimates of the actual liability as at the year-end in known appeals. Whilst it is not possible to quantify appeals that have not yet been lodged with the Valuation Office the Council has made a provision based on historic trends however, there is a risk that national and local appeals may have a future impact on the accounts in excess of that provision.

Historic Planning Fees

The Council may be required to refund some historic planning fees under the Planning Guarantee, as denoted by Regulation 9A of the Town and Country Planning Regulations 2013. This only applies to applications submitted after 1 October 2013, which took more than 26 weeks to determine, and never had an agreed extension of time in writing.

It is not possible to quantify the number of requests yet to be lodged so there is a risk to the Council that further requests may have a future impact on the accounts.

VAT Partial Exemption

The Council has breached the in year Partial Exemption de minimis which could result in a repayment of circa £1.1m. However, we have submitted our case to HMRC that this breach was a result of exceptional capital expenditure in year (Crematorium design and construction) and as evidenced over a 7 year period. At this time HMRC have issued a notification that they consider the breach to be exceptional but not insignificant and that £740k relating to 2019/20 is repayable. The Council, with the support of tax advisors will be appealing this decision.

34. CONTINGENT ASSETS

Right to Buy Sharing Agreement

As with other agreed stock transfers, the Council has entered into an agreement with ACIS relating to any future sales of the transferred housing stock to existing tenants.

The Council will receive capital receipts each year up to 2028 for any properties sold. The value of the receipt is calculated using a formula that takes the net income forgone from the total proceeds from the sale of dwellings. It is difficult to ascertain how much the Council might receive but an average amount of circa £0.128m over the last 2 financial years has been received.

VAT on Postages

Historically Royal Mail postal services have been VAT exempt. Following a case by TNT against Royal Mail in April 2009 it was found that Royal Mail were too loose on their interpretation of public/universal postal services. Therefore Councils should have had the ability to recover input tax on business postal services going back to 1973.

The Councils VAT advisors are now involved in a high court Claim for Damages restitution against Royal Mail through the legal firm Mishcon De Reya. Currently over 180 Councils stand behind this claim.

In addition, a claim is being made to the HMRC for output tax on exempt charges over the past 4 years.

It is difficult to determine how much the Council might receive should the claims prove to be successful but it could be in the region of £0.350m.

Truck Cartel

In April 2017 the European Commission published a decision on a truck cartel case in that truck manufacturers had colluded on price and emission technologies for a period of 14 years from 1997 to 2011. This decision could have an impact for the Council in that a claim may be due relating to any trucks (mainly larger trucks such as waste collection vehicles) that the Council either purchased or leased during those years. At this stage the claim is in its infancy and it could take quite a while before the size of the claim or an outcome is known.

HIF Grant

A Grant Funding agreement exists between the Council and Homes England for a Housing Infrastructure Fund £2.193m. The grant will assist in the delivery of 796 homes in the Southern Neighbourhood by Keepmoat Homes. The HIF Grant must be fully recovered by the Council and a legal charge has therefore been placed on the land. A roof tax of £2,755.25 per property will be payable, due as each block of 45 properties are completed. As the roof tax is dependent on completion of properties, it is uncertain how quickly this money will be repaid to the Council.

Grant and Contributions

The Council is in the process of embarking on an ambitious programme of regeneration works within Gainsborough covering commercial, housing and leisure development. Funding of this investment will come not only from the Councils own resources but also via grants and contributions secured from external sources. Until these are 100% confirmed it is not possible to estimate the amount of expected future grants and contributions.

35. NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS

Key risks

The Council's activities expose it to a variety of financial risks. The key risks are:

- **Credit risk** - the possibility that other parties might fail to pay amounts due to the Council
- **Liquidity risk** - the possibility that the Council might not have funds available to meet its commitment to make payments
- **Re-financing risk** - the possibility that the Council might be required to renew a financial instrument on maturity at disadvantageous rates or terms
- **Market risk** - the possibility that financial loss might arise for the Council as a result of changes in measures as interest rate movements and stock market movements.

Overall procedures for managing risk

The Council's overall risk management programme focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the resources available to fund services.

Risk management is carried out by officers in the Financial Services team, under policies approved by the Council in the annual Treasury Management Strategy. The Council provides written principles for overall risk management, as well as written policies (Treasury Management Practices – TMPs) covering specific areas, such as interest rate risk, credit risk, and the investment of surplus cash.

Credit Risk

Credit risk arises from deposits with banks and financial institutions, as well as any credit exposures to the Council's customers. This risk is minimised through the Annual Investment Strategy, which requires that deposits are not made with financial institutions unless they meet identified minimum credit criteria, in accordance with the Fitch, Moody's and Standard & Poors Credit Ratings Services. The Annual Investment Strategy also considers maximum amounts and time limits with a financial institution located in each category.

The credit criteria in respect of financial assets held by the Council are detailed below:

The Council uses creditworthiness service provided by Link Asset Services. This service uses a sophisticated modelling approach with credit ratings from all three rating agencies - Fitch, Moody's and Standard and Poor's, forming the core element. However, it does not rely solely on the current credit ratings of counterparties but also uses the following as overlays:

- credit watches and credit outlooks from credit rating agencies
- CDS spreads to give early warning of likely changes in credit ratings
- sovereign ratings to select counterparties from only the most creditworthy countries
- Banks 1 – good credit quality – the Council will only use banks which :-
 - are UK banks: and/or
 - are non-UK and domiciled in a country which has a minimum sovereign Long Term rating of AA and have, as a minimum, the following Fitch, Moody's and Standard and Poors credit ratings (where rated):
 - Short Term F1
 - Long term A

- Banks 2 – Part nationalised UK banks – Royal Bank of Scotland. (These banks can be included if it continues to be part nationalised or it meets the ratings in Banks 1 above).
- Banks 3 – The Councils own banker for transactional purposes. If the bank falls below the above criteria, although in this case balances will be minimised in both monetary size and time.
- Bank subsidiary and treasury operation – The Council will use these where the parent bank has provided an appropriate guarantee or has the necessary ratings outlined above.
- Building Societies – The Council will use all societies which meet the ratings for banks outlined above.
- Money Market Funds – AAA
- Enhanced Money Market Funds - AAA
- UK Government (including gilts, treasury bonds and the DMADF)
- Local authorities, parish Councils etc.
- Supranational institutions
- Local Authority Property Asset Fund
- Corporate Bond Funds
- Covered Bonds

A limit of £2m per counterparty will be applied to the use of Non-Specified investments largely determined by the long term investment limits.

Except for Local Authority Property Asset Fund which will have a limit of £4m.

The full Investment Strategy for 2020/21 was approved by Full Council on 2 March 2020 and is available on the Council's website.

Customers for goods and services are assessed, taking into account their financial position, past experience and other factors, with individual credit limits being set in accordance with internal ratings in accordance with parameters set by the Council.

The Council's maximum exposure to credit risk in relation to its investments in financial institutions of £3m (£3m 2019/20) cannot be assessed generally as the risk of any institution failing to make interest payments or repay the principal sum will be specific to each individual institution. Recent experience has shown that it is rare for such entities to be unable to meet their commitments. A risk of irrecoverability applies to all of the Council's deposits. However, given the current unprecedented Covid-19 situation and the policy of containment; there is an impact on movement, economic activity and property markets (occupational and investment), the scale of the uncertainty surrounding property pricing and valuations means valuation estimates of the Property Fund should be viewed as less reliable than normal and therefore carry an uncertainty warning on value and performance. As such, it will only even out over time as greater evidence emerges from more efficient markets. The fund has been frozen for investments and redemptions at this time until the markets stabilise.

Amounts Arising from Expected Credit Loss

The changes in the loss allowance for each class of financial instrument i.e. investments at amortised cost, trade receivables etc:

| Asset Class (amortised cost) | 12 Month expected credit loss | Lifetime expected credit losses - not credit impaired | Lifetime expected credit losses - credit impaired | Lifetime credit losses - sim- plified approach | Total |
|---|----------------------------------|---|--|---|----------------|
| | £'000 | £'000 | £'000 | £'000 | £'000 |
| Opening Balance as at 1 April 2020 | 0 | (37) | (4) | (1,387) | (1,428) |
| Transfers: | | | | | |
| Individual financial assets transferred to lifetime ex- pected credit losses credit impaired | 0 | 0 | (10) | 10 | 0 |
| Amounts Written off | 0 | 0 | 0 | 38 | 38 |
| Changes in models/risk pa- rameters | 0 | 0 | 0 | 167 | 167 |
| At 31 March 2021 | 0 | (37) | (14) | (1,172) | (1,223) |

Credit risk exposure

The Council has the following exposure to credit risk at 31 March 2021:

| | Credit Risk Rating | Gross Carrying amount £'000 |
|---|---|--|
| 12-Month expected credit losses | AAA - Very Low AA - Very Low Very Low | 4,820 9,001 3,093 |
| Significant increase in credit risk since initial recognition | Very High High Medium Low Very Low | 32 0 23 375 566 |
| Credit-impaired at 31 March | Standard Debtors High Risk | 13 |
| Simplified Approach | Standard Debtors - Medium Risk Benefit Debtors - Medium Risk | 328 1,744 |
| At 31 March 2021 | | 19,995 |

Excludes statutory debtors Council Tax and NNDR

The Council initiates a legal charge on property where, for instance, clients can not afford to pay immediately, usually in cases where the Council has carried out works to buildings in default of the owner. The total collateral at 31 March 2021 was £0.078m (£0.041m 31 March 2020)

Liquidity Risk

The Council manages its liquidity position through the risk management procedures above (the setting and approval of prudential indicators and the approval of the treasury and investment strategy reports), as well as through a comprehensive cash flow management system, as required by the CIPFA Code of Practice. This seeks to ensure that cash is available when needed.

The Council has ready access to borrowings from the money markets to cover any day to day cash flow need, and the PWLB and money markets for access to longer term funds. The Council is also required to provide a balanced budget through the Local Government Finance Act 1992, which ensures sufficient monies are raised to cover annual expenditure. Therefore, there is no significant risk that it will be unable to raise finance to meet its commitments under financial instruments. Instead, the risk is that the authority will be bound to replenish a proportion of its borrowing at a time of unfavourable interest rates.

The Maturity analysis of financial liabilities is as follows:

| 31 March 2020 £'000 | Maturity Analysis of Financial Assets | 31 March 2021 £'000 |
|--------------------------------|--|--------------------------------|
| 11,562 | Less than 1 year | 17,847 |
| 8 | Between 1 and 2 years | 8 |
| 0 | Between 2 and 3 years | 0 |
| 4,133 | More than 3 years | 4,389 |
| 15,703 | Total | 22,244 |

Refinancing and Maturity Risk

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

The approved treasury indicator limits for the maturity structure of debt and the limits placed on investments placed for greater than one year in duration are the key parameters used to address this risk. The Council approved treasury and investment strategies address the main risks and the central treasury team address the operational risks within the approved parameters. This includes:

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

| 31 March 2020 £'000 | Maturity Analysis of Financial Liabilities | 31 March 2021 £'000 |
|------------------------------------|---|------------------------------------|
| 9,099 | Less than 1 year | 15,645 |
| 0 | Between 1 and 2 years | |
| 2,500 | Between 2 and 5 years | 5,636 |
| 5,500 | Between 5 and 25 years | 5,500 |
| 8,500 | Between 25 and 50 years | 8,500 |
| 25,599 | Total | 35,281 |

Market Risk

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

- Borrowings at variable rates - the interest expense charged to the Surplus or Deficit on the Provision of Services will rise
- Borrowing at fixed rates - the fair value of the liabilities borrowings will fall
- Investments at variable rates - the interest income credited to the Surplus or Deficit on the Provision of Services will rise
- Investments at fixed rates - the fair value of the assets will fall

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

The approved treasury indicator limits for the maturity structure of debt and the limits placed on investments placed for greater than one year in duration are the key parameters used to address this risk. The Council's

approved treasury and investment strategies address the main risks and the central treasury team address the operational risks within the approved parameters. This includes monitoring the maturity profile of investments to ensure sufficient liquidity is available for the Council's day to day cash flow needs, and the spread of longer term investments provide stability of maturities and returns in relation to the longer term cash flow needs.

At 31 March 2021, if all interest rates had been 1% higher (with all other variables held constant) the financial effect would be:

| | £'000 |
|--|----------|
| Increase in interest receivable on variable rate investments | 3 |
| Impact on Surplus or Deficit on the Provision of Service | 3 |
| Decrease in fair value of fixed rate borrowings liabilities (no impact on the Surplus or Deficit on the Provision of Services or Other Comprehensive Income and Expenditure) | 4,016 |

The approximate impact of a 1% fall in interest rates would be as above but with the movements being reversed. These assumptions are based on the same methodology as used in the Note 19 – Fair Value of Assets and Liabilities carried at Amortised Cost.

Price Risk

The Council, excluding the Pension Fund, does not generally invest in equity shares or marketable bonds.

However, the Council holds £3m in the CCLA property fund that has a carrying value as at 31 March 2021 of £3.093m. However, any movements in price will not impact on the General Fund Balance as regulations are currently in force to remove the impact of the fair value movements on the tax payer.

Foreign Exchange Risk

The Council has no financial assets or liabilities denominated in foreign currencies. It therefore has no exposure to loss arising from movements in exchange rates.

36. CASH FLOW STATEMENT - OPERATING ACTIVITIES

The cash flow for operating activities include the following items:

| 2019/20 | | 2020/21 |
|----------|-------------------|--------------|
| £'000 | | £'000 |
| 311 | Interest received | 268 |
| (306) | Interest paid | (397) |
| 5 | Total | (129) |

37. RECONCILIATION OF LIABILITIES ARISING FROM FINANCING ACTIVITIES

| Reconciliation 2020/21 | As at 1 April £'000 | Financing cash flows £'000 | Non-cash changes | | As at 31 March £'000 |
|--|------------------------|----------------------------------|----------------------|----------------|-------------------------|
| | | | Acquisition £'000 | Other £'000 | |
| Long-term borrowings | 16,500 | 0 | 0 | 0 | 16,500 |
| Short-term borrowings: | | | | | |
| Lease Liabilities | 0 | 0 | 0 | 0 | 0 |
| Other Short Term borrowing | 3,581 | 0 | 0 | (4) | 3,577 |
| Total liabilities from financing activities | 20,081 | 0 | 0 | (4) | 20,077 |

| Reconciliation 2019/20 | As at 1 April £'000 | Financing cash flows £'000 | Non-cash changes | | As at 31 March £'000 |
|--|------------------------|----------------------------------|----------------------|----------------|-------------------------|
| | | | Acquisition £'000 | Other £'000 | |
| Long-term borrowings | 11,000 | 5,500 | 0 | 0 | 16,500 |
| Short-term borrowings: | | | | | |
| Lease Liabilities | 0 | 0 | 0 | 0 | 0 |
| Other Short Term borrowing | 32 | 3,500 | 0 | 49 | 3,581 |
| Total liabilities from financing activities | 11,032 | 9,000 | 0 | 49 | 20,081 |

38. AGENCY SERVICES

In accordance with the Code, the collection and distribution of National Non-Domestic Rates (NNDR) and Council Tax is deemed to be an agency arrangement. The costs of collection of NNDR and the surplus or deficit on the Collection Fund for the year, are shown in the Collection Fund Statement.

The Council acted as an Agency of the Government in the distribution of £27.116m grants in relation to Business Support Grants. Of this £23.347m has been issued to Businesses. The remaining £3.769m is a creditor on the Council's balance sheet to be repaid to Government in 2021/22.

39. GROUP ACCOUNTS

The Council judged that the preparation of Group Accounts is not necessary under the Code of Practice and is of no material benefit to users of the Statement of Accounts in understanding the Council's financial position. Details of entities controlled or significantly influenced by the Council can be found in Note 30.

40. TRUST FUNDS

The Council acts as a custodian for funds of Hemswell Resident Company Ltd who's purpose is to supply estate management and other services to a private estate at Hemswell Cliff. The funds are held as a bare trust known as the Reserve Account with West Lindsey District Council acting as Trustee and Hemswell Resident Company Ltd as Beneficiary. The Council takes no decision on the funds use, however is contracted to provide services to the Company. The fund is currently £0.078m which is held as cash with a corresponding creditor liability on our balance sheet.

COLLECTION FUND ACCOUNT

Supplementary Financial Statements and Explanatory Notes

The Collection Fund

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 distribution to local authorities and the Government of Council Tax and Business Rates (NNDR).

The Council has a statutory requirement to operate a Collection Fund as a separate account to the General Fund. The purpose of the Collection Fund therefore is to isolate the income and expenditure relating to Council Tax and Business Rates. The administrative costs associated with the collection process are charged to the General Fund.

In 2013/14 the Local Government finance regime was revised with the introduction of the retained business rates scheme. The main aim of the scheme is to give Councils a greater incentive to grow businesses in the district. It does, however, also increase the financial risk due to non-collection and the volatility of the Business Rates tax base.

The scheme allows the Council to retain a proportion of the total Business Rates received. In 2020/21 The Council's Share was 40%, Lincolnshire County Council 10% and Central Government 50%.

Business Rates Surpluses and Deficits declared by West Lindsey District Council in relation to Collection Fund are apportioned to the relevant bodies in the subsequent financial year in their respective proportions.

The Code of Practice followed by Local Authorities in England stipulates that the Collection Fund Income and Expenditure Account is included in the Council's accounts. The Collection Fund Balance Sheet meanwhile is incorporated into the Council's Balance Sheet.

| 2019/20 | | | COLLECTION FUND ACCOUNT | | | 2020/21 | | |
|----------------------|-------------------------|----------------|---|------|----------------------|-------------------------|----------------|--|
| Council Tax £'000 | Business Rates £'000 | Total £'000 | Income / Expenditure | Note | Council Tax £'000 | Business Rates £'000 | Total £'000 | |
| | | | Income | | | | | |
| 55,174 | 0 | 55,174 | Net Council Tax Receivable | 1 | 57,195 | 0 | 57,195 | |
| 0 | 0 | 0 | Section 13A 1C Transfer from General Fund | | 479 | 0 | 479 | |
| 0 | 17,637 | 17,637 | Net Business Rates Receivable | 2 | 0 | 11,197 | 11,197 | |
| 0 | 376 | 376 | Transitional Protection Payments receivable | | 0 | 43 | 43 | |
| 55,174 | 18,013 | 73,187 | Total Income | | 57,674 | 11,240 | 68,914 | |
| | | | Expenditure | | | | | |
| | | | <i>West Lindsey District Council</i> | | | | | |
| 8,324 | 6,966 | 15,290 | Precepts, Demands & Shares | | 8,663 | 7,299 | 15,962 | |
| 220 | 344 | 564 | Distributed Surplus/(Deficit) | | 215 | (336) | (121) | |
| | | | <i>Lincolnshire County Council</i> | | | | | |
| 38,168 | 1,742 | 39,910 | Precepts, Demands & Shares | | 40,110 | 1,825 | 41,935 | |
| 995 | 290 | 1,285 | Distributed Surplus/(Deficit) | | 988 | (216) | 772 | |
| | | | <i>Lincolnshire Police & Crime Commissioner</i> | | | | | |
| 7,129 | 0 | 7,129 | Precepts, Demands & Shares | | 7,538 | 0 | 7,538 | |
| 176 | 0 | 176 | Distributed Surplus/(Deficit) | | 184 | 0 | 184 | |
| | | | <i>Central Government</i> | | | | | |
| 0 | 8,708 | 8,708 | Precepts, Demands & Shares | | 0 | 9,123 | 9,123 | |
| 0 | (181) | (181) | Distributed Surplus/(Deficit) | | 0 | (24) | (24) | |
| | | | | | 0 | | | |
| 0 | 105 | 105 | Cost of Collection Allowance | | 0 | 103 | 103 | |
| 1 | 0 | 1 | Write offs of uncollectable amounts | | 0 | 0 | 0 | |
| 208 | 208 | 416 | Increase/(Decrease) in Impairment Allowance | | 322 | 399 | 721 | |
| 0 | 263 | 263 | Increase/(Decrease) in Provision for Appeals | | 0 | 77 | 77 | |
| 0 | 0 | 0 | Transitional Protection Payments | | 0 | 0 | 0 | |
| 0 | 197 | 197 | Disregarded Amounts | | 0 | 205 | 205 | |
| 0 | 62 | 62 | Prior Year Adjustment | | 0 | 0 | 0 | |
| 55,221 | 18,704 | 73,925 | Total Expenditure | | 58,020 | 18,455 | 76,475 | |
| 1,808 | (13) | 1,795 | Surplus or (Deficit) b/fwd 1 April | | 1,761 | (704) | 1,057 | |
| (47) | (691) | (738) | Surplus or (Deficit) arising during the year | 3 | (346) | (7,215) | (7,561) | |
| 1,761 | (704) | 1,057 | Surplus or (Deficit) c/fwd 31 March | | 1,415 | (7,919) | (6,504) | |

NOTES TO THE COLLECTION FUND ACCOUNT

1. COUNCIL TAX

Council tax income derives from charges raised according to the value of residential properties that have been classified into eight Valuation Bands (A to H). Individual charges are calculated by estimating the amount of income required to be taken from the Collection Fund by Lincolnshire County Council, Lincolnshire Police and Crime Commissioner and West Lindsey District Council together with each Parish requirement. This is then divided by the Council Tax base i.e. the number of properties in each valuation band for 2020/21 this was converted to an equivalent number of Band D dwellings and adjusted for discounts. The basic amount of Council Tax for a Band D property including an average parish charge is £1,806.69 (£1,747.25, 2019/20) and is multiplied by the ratio specified for the particular band to give an individual amount due.

The Council Tax Base for 2020/21 was 29,986.98 (29,532.83 2019/20). This increase between financial years is as a result of the reduction in long term empty properties, and new properties added to the rating list. The tax base for 2020/21 was approved by the Council meeting in January 2020 and was calculated as follows:

| Valuation Band | No of Dwellings on Valuation List | | Equivalent Dwellings after discounts, exemptions and reliefs and Local Council Tax Support Scheme | | Ratio to Band D | Number of Band D Equivalent Dwellings | |
|---|-----------------------------------|---------------|---|---------------|-----------------|---------------------------------------|---------------|
| | 2019/20 | 2020/21 | 2019/20 | 2020/21 | | 2019/20 | 2020/21 |
| Disabled | 0 | 0 | 22 | 25 | 5/9 | 13 | 14 |
| Band A | 16,214 | 16,405 | 10,239 | 10,490 | 6/9 | 6,826 | 6,993 |
| Band B | 8,055 | 8,122 | 6,585 | 6,645 | 7/9 | 5,121 | 5,168 |
| Band C | 7,647 | 7,708 | 6,635 | 6,712 | 8/9 | 5,898 | 5,966 |
| Band D | 5,758 | 5,827 | 5,285 | 5,369 | 9/9 | 5,285 | 5,369 |
| Band E | 3,452 | 3,502 | 3,220 | 3,268 | 11/9 | 3,936 | 3,994 |
| Band F | 1,433 | 1,457 | 1,340 | 1,365 | 13/9 | 1,935 | 1,972 |
| Band G | 521 | 522 | 492 | 486 | 15/9 | 820 | 810 |
| Band H | 67 | 67 | 48 | 50 | 18/9 | 95 | 100 |
| Total | 43,147 | 43,610 | 33,866 | 34,410 | | 29,929 | 30,387 |
| Deduction for non-collection, new build, demolition and other adjustments | | | | | | (508) | (516) |
| Band D Equivalent for Council Tax Base | | | | | | 29,421 | 29,871 |
| Band D Equivalent for Contributions in Lieu | | | | | | 112 | 116 |
| Council Tax Base (Band D equivalent) | | | | | | 29,533 | 29,987 |

2.**BUSINESS RATES**

Business Rates (NNDR) are determined on a national basis by Central Government which sets an annual non-domestic rating multiplier amounting to 51.2p in 2020/21 (50.4p in 2019/20). The non-domestic rate multiplier for small businesses is 49.9p in 2020/21 (49.1p in 2019/20). Subject to the effects of transitional arrangements, local businesses pay rates calculated by multiplying their rateable value by this multiplier. Local rateable values totalled £48.991m at 1 December 2019 and were used to calculate the Business Rates Retention scheme amounts for 2020/21 (£48.836m in 2019/20). The Local rateable values totalled £49.037m at 31 March 2021. (£48.373m at 31 March 2020).

The introduction of the Business Rates Retention Scheme in 2013/14 resulted in local authorities retaining a proportion of the total collectible rates due rather than paying the whole Business Rates to the central pool (WLDC 40%, Lincolnshire County Council 10% and Central Government 50%).

The business rates shares payable for 2020/21 were estimated before the start of the financial year as £1.825m (£1.742m 2019/20) to Lincolnshire County Council, £9.123m (£8.708m 2019/20) to Central Government with £7.299m (£6.966m 2019/20) retained by West Lindsey District Council. These sums have been paid in 2020/21 and charged to the Collection Fund in year.

When the scheme was introduced, Central Government set a baseline level for each authority identifying the expected level of retained business rates and a top up or tariff amount to ensure that all Authorities receive their baseline amount. Tariffs due from Authorities are payable to Central Government or if the authority is part of a Business Rates Pool, to the administering authority. The tariff is used to finance the top ups to those authorities who do not achieve their targeted baseline funding. In this respect the Council paid a tariff of £3.583m in 2020/21. (£3.525m 2019/20) to the Lincolnshire Business Rates Pool.

The total income from business rate payers collected in 2020/21 was £11.1977m (£17.637m 2019/20).

In addition to the tariff, a 'safety net' figure is calculated at 92.5% for 2020/21 (92.5% for 2019/20) of baseline amount which ensures that authorities are protected to this level of Business Rates income. The safety net figure for the Council is £2.796m (£2.751m 2019/20). The comparison of business rate income to the safety net uses the total income collected from business rate payers and adjusts for losses in collection, losses on appeal, transitional protection payments, the cost of collection and the revision to Small Business Rate Relief.

3. COLLECTION FUND SURPLUSES AND DEFICITS

The year-end surplus or deficit on the Council Tax Collection Fund is distributed between billing and precepting authorities in the proportion of the precepts raised. The calculation of the year end position is made on the 15 January each year and is taken into consideration when setting the Council Tax for the following year. In 2020/21 the Council received £0.215m (£0.220m in 2019/20), its share of the 2019/20 Council Tax estimated surplus.

The actual cumulative Collection Fund deficit of £6.504m at 31 March 2021 (£1.057m surplus 31 March 2020). This is made up of NNDR deficit of £7.919m (£0.704m 31.3.20) and Council Tax Surplus of £1.415m (£1.761m 31.3.21). There has been an increase in the provision for appeals in 2020/21 with the total provision at £1.999m. (£1.921m 2019/20)

For the purpose of these accounts the accumulated surplus/(deficit) is attributed in relevant amounts for both Council Tax and Business Rates to the precepting bodies' (debtor)/creditor accounts and the billing authority (WLDC) as follows:

| 2019/20 | | | 2020/21 | | |
|--------------|----------------|--|--------------|----------------|----------------|
| CTAX | Business Rates | | CTAX | Business Rates | Total |
| £'000 | £'000 | | £'000 | £'000 | £'000 |
| 273 | (375) | West Lindsey District Council | 218 | (3,168) | (2,950) |
| 1,254 | (210) | Lincolnshire County Council | 1,006 | (792) | 214 |
| 234 | 0 | Lincolnshire Police and Crime Commissioner | 191 | 0 | 191 |
| 0 | (119) | Central Government | 0 | (3,959) | (3,959) |
| 1,761 | (704) | Balance at 31 March | 1,415 | (7,919) | (6,504) |

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF WEST LINDSEY DISTRICT COUNCIL REPORT ON THE FINANCIAL STATEMENTS

Opinion on the financial statements

We have audited the financial statements of West Lindsey District Council ("the Council") for the year ended 31 March 2021, which comprise the Comprehensive Income and Expenditure Statement, the Movement in Reserves Statement, the Balance Sheet, the Cash Flow Statement, the Collection Fund and notes to the financial statements, including a summary of significant accounting policies. 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 the Council as at 31st March 2021 and of its expenditure and income for the year then ended; and
- have been properly prepared 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 section of our report. We are independent of the Council 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 we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Effect of the Covid-19 pandemic on the valuation of land and buildings

We draw attention to note 4 of the financial statements, which describes the effects of the Covid-19 pandemic on the valuation of the Council's land and buildings. As disclosed in note 4 of the financial statements, the Council's valuer included a specific 'material valuation uncertainty' declaration in their report in respect of the Council's retail and specific trading related and car park assets in this group of assets. The Council states at note 4 that consequently less certainty and a higher degree of caution should be attached to these assets than what would normally be the case. Our opinion is not modified in respect of this matter.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Assistant Director, Finance Business Support and Property Services (S151)'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 Council's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue. Our responsibilities and the responsibilities of the Assistant Director, Finance Business Support and Property Services (S151) with respect to going concern are described in the relevant sections of this report.

Other information

The Assistant Director, Finance Business Support and Property Services (S151) is responsible for the other information. The other information comprises the information included in the Statement of Accounts, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

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

We have nothing to report in this regard.

Responsibilities of the Assistant Director, Finance Business Support and Property Services (S151) for the financial statements

As explained more fully in the Statement of the Chief Financial Officer's Responsibilities, the Assistant Director, Finance Business Support and Property Services (S151) is responsible for the preparation of the Statement of Accounts, which includes the financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21, and for being satisfied that they give a true and fair view. The Assistant Director, Finance Business Support and Property Services (S151) is also responsible for such internal control as the Assistant Director, Finance Business Support and Property Services (S151) determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

The Assistant Director, Finance Business Support and Property Services (S151) is required to comply with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 and prepare the financial statements on a going concern basis on the assumption that the functions of the Council will continue in operational existence for the foreseeable future. The Assistant Director, Finance Business Support and Property Services (S151) is responsible for assessing each year whether or not it is appropriate for the Council to prepare its accounts on the going concern basis and disclosing, as applicable, matters related to going concern.

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 material misstatements in respect of irregularities, including fraud. Based on our understanding of the Council we identified that the principal risks of non-compliance with laws and regulations related to the Local Government Act 2003 (and associated regulations made under section 21), the Local Government Finance Acts of 1988, 1992 and 2012, and the Accounts and Audit Regulations 2015, and we considered the extent to which non-compliance might have a material effect on the financial statements.

We evaluated the Assistant Director, Finance Business Support and Property Services (S151)'s incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls) and determined that the principal risks were related to posting manual journal entries to manipulate financial performance, management bias through judgements and assumptions in significant accounting estimates and significant one-off or unusual transactions.

Our audit procedures were designed to respond to those identified risks, including non-compliance with laws and regulations (irregularities) and fraud that are material to the financial statements. Our audit procedures included but were not limited to:

- discussing with management and the Governance and Audit Committee the policies and procedures regarding compliance with laws and regulations;
- communicating identified laws and regulations throughout our engagement team and remaining alert to any indications of non-compliance throughout our audit; and
- considering the risk of acts by the Council which were contrary to applicable laws and regulations, including fraud.

Our audit procedures in relation to fraud included but were not limited to:

- making enquiries of management and the Governance and Audit Committee on whether they had knowledge of any actual, suspected or alleged fraud;
- gaining an understanding of the internal controls established to mitigate risks related to fraud;
- discussing amongst the engagement team the risks of fraud; and
- addressing the risks of fraud through management override of controls by performing journal entry testing.

There are inherent limitations in the audit procedures described above and the primary responsibility for the prevention and detection of irregularities including fraud rests with management and the Governance and Audit Committee. As with any audit, there remained a risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal controls.

We are also required to conclude on whether the Assistant Director, Finance Business Support and Property Services (S151)'s use of the going concern basis of accounting in the preparation of the financial statements is appropriate. We performed our work in accordance with Practice Note 10: Audit of financial statement and regularity of public sector bodies in the United Kingdom, and Supplementary Guidance Note 01, issued by the National Audit Office in April 2021.

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

Report on the Council's arrangements for securing economy, efficiency and effectiveness in its use of resources

Matter on which we are required to report by exception

We are required to report to you if, in our opinion, we are not satisfied that the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2021.

We have not completed our work on the Council's arrangements. On the basis of our work to date, having regard to the guidance issued by the Comptroller and Auditor General in April 2021, we have not identified any significant weaknesses in arrangements for the year ended 31 March 2021.

We will report the outcome of our work on the Council'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.

Responsibilities of the Council

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

We are required under section 20(1)(c) of the Local Audit and Accountability Act 2014 to satisfy ourselves that the Council 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 Council's arrangements for securing economy, efficiency and effectiveness in its use of resources are operating effectively.

We have undertaken our work in accordance with the Code of Audit Practice, having regard to the guidance issued by the Comptroller and Auditor General in April 2021.

Matters on which we are required to report by exception under the Code of Audit Practice

We are required by the Code of Audit Practice to report to you if:

- we issue a report in the public interest under section 24 of the Local Audit and Accountability Act 2014;
- we make a recommendation under section 24 of the Local Audit and Accountability Act 2014; or
- we exercise any other special powers of the auditor under sections 28, 29 or 31 of the Local Audit and Accountability Act 2014.

We have nothing to report in these respects.

Use of the audit report

This report is made solely to the members of West Lindsey District Council, as a body, in accordance with part 5 of the Local Audit and Accountability Act 2014 and as set out in paragraph 44 of the Statement of Responsibilities of Auditors and Audited Bodies published by Public Sector Audit Appointments Limited. Our audit work has been undertaken so that we might state to the members of the Council those matters we are required to state to them in an auditor's 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 members of the Council, as a body, for our audit work, for this report, or for the opinions we have formed.

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 Council's Whole of Government Accounts consolidation pack;
- the work necessary to satisfy ourselves that the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources.

Mark Dalton, Key Audit Partner
For and on behalf of Mazars LLP
5th Floor
3 Wellington Place
Leeds
LS1 4AP
xx November 2021

GLOSSARY OF TERMS

ACCOUNTING POLICIES

Those principles, basis, conventions, rules and practices applied by an entity that specify how the effects of transactions and other events are to be reflected in its financial statements through:

- Recognising
- Selecting measurement bases for, and
- Presenting assets, liabilities, gains, losses and changes to reserves.

Accounting policies do not include estimation techniques.

Accounting policies define the process whereby transactions and other events are reflected in financial statements. For example, an accounting policy for a particular type of expenditure may specify whether an asset or loss is to be recognised, the basis on which it is to be measured, and where in the revenue account or Balance Sheet it is to be presented.

ACCRUALS

Sums included in the final accounts of the Council to cover income or expenditure attributable to the accounting period for which payments have not been received/made in the financial year. Local authorities accrue for both revenue and capital expenditure.

AMORTISATION

The measure of the consumption or other reduction in the useful life of an intangible asset, charged annually to service revenue accounts.

AUTHORISED LIMIT

This represents the legislative limit on the Council's external debt under the Local Government Act 2003.

BALANCES

Surplus of income over expenditure that may be used to finance expenditure. Balances can be earmarked in the accounts for specific purposes. Those that are not, represent resources set aside for such purposes as general contingencies and cash flow management.

BALANCE SHEET

A statement of the recorded assets, liabilities and other balances at a specific date at the end of an accounting period.

BEIS -

Department of Business Energy and Industrial Strategy

BILLING AUTHORITIES

Those authorities that set the Council Tax and collect the Council Tax and Non-Domestic Rates.

BUSINESS RATES/NATIONAL NON DOMESTIC RATES (NNDR)

See National Non Domestic Rates (NNDR).

CAPITAL ADJUSTMENT ACCOUNT

The Capital Adjustment Account contains the amounts which are required by statute to be set aside from

capital receipts and revenue for the repayment of external loans, as well as amounts of revenue, usable capital receipts and contributions which have been used to fund capital expenditure and to repay borrowing (Minimum Revenue Provision). It also accumulates depreciation impairment and write off of fixed assets on disposal.

CAPITAL CHARGES

Annual charges to service revenue accounts to reflect the cost of fixed assets used in the provision of services, an example being depreciation.

CAPITAL EXPENDITURE

Spending that produces or enhances an asset, like land, buildings, roads, vehicles, plant and machinery. Definitions are set out in Section 40 of the Local Government and Housing Act 1989. Any expenditure that does not fall within the definition must be charged to a revenue account.

CAPITAL PROGRAMME

The capital projects a Council proposes to undertake over a set period of time. The usual period covered by a capital programme is five years.

CAPITAL RECEIPTS

The proceeds from the sale of fixed assets such as land and buildings. Capital receipts can be used to repay any outstanding debt on fixed assets or to finance new capital expenditure within rules set down by Government. Capital receipts cannot, however, be used to finance revenue expenditure.

CHARTERED INSTITUTE OF PUBLIC FINANCE AND ACCOUNTANCY (CIPFA)

The professional accountancy body concerned with local authorities and the public sector.

COLLECTION FUND

The Collection Fund is a statutory fund set up under the provisions of the National Local Government Finance Act 1988. It includes the transactions of the charging Council in relation to Non-Domestic Rates and Council Tax and illustrates the way in which the fund balance is distributed to Central Government, preceptors and the General Fund.

COMMUNITY ASSETS

These are fixed assets that the Council intends to hold in perpetuity, that have no determinable useful life and that may have restrictions on their disposal. Examples of community assets are parks and historic buildings not used in the direct provision of services

CONTINGENT LIABILITIES

Potential losses for which a future event will establish whether a liability exists and for which it is inappropriate to set up a provision in the accounts.

CONSTRUCTION CONTRACTS

A contractual obligation for the construction or enhancement of Property, Plant and Equipment.

COUNCIL TAX

The main source of local taxation to local authorities. Council Tax is levied on households within its area by the billing Council and the proceeds are paid into its Collection Fund for distribution to precepting authorities and for use by its own General Fund.

COUNCIL TAX BASE

The Council Tax Base of an area is equal to the number of band "D" equivalent properties. It is calculated by counting the number of properties in each of the eight Council Tax bands and then converting this into an

equivalent number of band "D" properties (e.g. a band "H" property pays twice as much Council Tax as a band "D" property and therefore is equivalent to two band "D" properties). For the purpose of calculating Formula Grant, the Government assumes a 100% collection rate. For the purpose of calculations made by a local Council of the basic amount of Council Tax for its area for each financial year, the Council makes an estimate of its collection rate and reflects this in the tax base.

CREDIT RISK EXPOSURE

The value of the position exposed to default. Credit Risk is the risk that a financial loss will be incurred if a counterparty to a transaction does not fulfil its financial obligations in a timely manner.

CURRENT EXPENDITURE

Expenditure on running costs such as that in respect of employees, premises and supplies and services./

DEFERRED CREDITS/DEFERRED CAPITAL RECEIPTS

These transactions arise when fixed assets are sold and the amounts owed by the purchasers are repaid over a number of years, e.g. mortgages or financial leases out. The balance is reduced by the amount repayable in any financial year.

DEPRECIATION

Charges reflecting the wearing out, consumption or other reduction in the useful life of a fixed asset.

DCLG

Department of Communities and Local Government

EARMARKED RESERVES

These are reserves set aside for a specific purpose or a particular service or type of expenditure.

EMOLUMENTS

All sums paid to or receivable by an employee and any sums due by way of expenses allowance (as far as those sums are chargeable to UK income tax) and the money value of any other benefits received other than in cash. Pension contributions payable by either employee or employer are excluded.

EXPECTED CREDIT LOSS

The utilisation of historic, current and forward-looking information to assess the expected impairment of a financial instrument that are possible with 12 months of the reporting date or lifetime of the financial instrument.

EXTERNAL AUDIT

The independent examination of the activities and accounts of local authorities to ensure that the accounts have been prepared in accordance with legislative requirements and proper practices and to ensure that the Council has made proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

FAIR VALUE

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 as the measurement date.

FEES AND CHARGES

Income raised by charging users of services for the facilities. For example, Councils usually make charges for the use of leisure facilities, car parks and the collection of trade refuse etc.

FINANCE LEASE

Arrangement whereby the lessee is treated as owner of the leased asset and is required to include such assets within fixed assets on the Balance Sheet.

FINANCIAL INSTRUMENT

Contracts which give rise to a financial asset of one organisation and a financial liability.

FINANCIAL INSTRUMENT ADJUSTMENT ACCOUNT

An account that holds the accumulated difference between the financing costs included in the Comprehensive Income and Expenditure Account and the accumulated financing costs required in accordance with regulations to be charged to the General Fund Balance.

FINANCIAL REPORTING STANDARDS (FRS)

A statement of accounting practice issued by the Accounting Standards Board.

FINANCIAL YEAR

The Council's financial year commences on 1 April and ends on 31 March the following year.

FIXED ASSET

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

GENERAL FUND

The main revenue fund of a billing Council. Day to day spending on services is met from this Fund.

GROSS EXPENDITURE

The total cost of providing Council services before taking into account income from government grants and fees and charges for services.

HERITAGE ASSETS

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.

IMPAIRMENT

Impairment occurs when that value of an asset has reduced. This can be either as a result of a general fall in prices or by a clear consumption of economic benefits such as by physical damage to the asset. Examples of factors which may cause such a reduction in value include evidence of obsolescence or physical damage to the asset.

INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)

Accounting standards adopted from 1 April 2010 for Local Government entities.

INFRASTRUCTURE ASSETS

Expenditure on works of construction or improvement but which have no tangible value, such as construction of or improvement to highways.

INTERNAL AUDIT

An independent appraisal function established by the management of an organisation for the review of the internal control system as a service to the organisation. It objectively examines, evaluates and reports on the adequacy of internal control as a contribution to the proper economic, efficient and effective use of resources. Every Council is required to maintain an adequate and efficient internal audit. A review of the effectiveness of the internal audit function of a Council has to be considered and approved by the Council's Members each year.

INTANGIBLE ASSETS

Capital expenditure which does not result in the creation of a tangible fixed asset but which gives the Council a controllable access to future economic benefits, e.g. software licences.

INVESTMENTS

Deposits with approved institutions.

LONG TERM DEBTORS

Amounts due to the Council more than one year after the Balance Sheet date.

MINIMUM REVENUE PROVISION (MRP)

The minimum annual provision from revenue towards a reduction in a Council's overall borrowing requirement.

MAIN ACCOUNT STATEMENTS

- Comprehensive Income and Expenditure Statement (CIES)

A financial statement which records the day to day activity of the Council

- Movement in Reserves Statement (MIRS)

This statement shows the movement in the year on the different reserves held by the Council

- The Balance Sheet

This statement shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Council

- Cash Flow Statement

This statement shows the changes in cash and cash equivalents of the Council during the reporting period

MCHLG

Ministry of Communities, Housing and Local Government

NATIONAL NON-DOMESTIC RATE (NNDR)/BUSINESS RATES

Business rates is the common term used for national non domestic rates (NNDR) which is the levy on business property. It is based on a national rate in the pound applied to the 'rateable value' of the property. The Government determines a national rate poundage each year which is applicable to all Local Authorities. Local Authorities collect the non-domestic rate but the proceeds are apportioned on a % basis (currently 50% Central Government, 40% Council, 10% County Council).

NET EXPENDITURE

Gross expenditure less gross income.

NON-OPERATIONAL ASSET

Fixed assets held by the Council but not directly used or consumed in the delivery of its services. This would include properties and land that are Held For Sale or Surplus.

OPERATIONAL ASSET

Fixed assets held by the Council and used or consumed in the delivery of its services.

OPERATING LEASE

An arrangement whereby the risks and rewards of ownership of the leased asset remain with the leasing company, or lessor.

OPERATIONAL BOUNDARY

This reflects the maximum anticipated level of external debt consistent with budgets and forecast cash flows.

PENSION FUND

An employees' pension fund maintained by a Council, or a group of authorities, in order to make pension

payments on retirement of participants. It is financed from contributions from the employing Council, the employee and investment income.

PRECEPT

The levy made by precepting authorities on billing authorities, requiring the latter to collect income from council taxpayers on their behalf.

PRECEPTING AUTHORITIES

Those authorities that are not billing authorities (i.e. do not collect Council Tax or NDR) and precept upon the billing Council, which then collects it on their behalf. Lincolnshire County Council, Lincolnshire Police Authority/Police and Crime Commissioner, Lincolnshire Fire and Rescue Authority and Parish Councils all precept upon West Lindsey District Council.

PROVISIONS

Sums set aside to meet future expenditure where a specific liability is known to exist but that cannot be measured accurately.

RELATED PARTIES

Two or more parties are related parties when at any one time in the financial period:

- One party has direct or indirect control of the other party;
- The parties are subject to common control from the same source;
- One party has influence over the financial or operational policies of the other party to an extent that the other party might be inhibited from pursuing at all times its own separate interests;
- The parties, in entering a transaction are subject to influence from the same source to such an extent that one of the parties to the transaction has subordinated its own separate interests.

Examples of related parties of a Council include:

- UK Central Government;
- Local authorities and other bodies precepting or levying demands on the Council Tax;
- Its subsidiary and associated companies;
- Its joint ventures and joint venture partners;
- Its Members;
- Its Senior Officers.

For individuals identified as related parties, the following are also presumed to be related parties:

- Members of close family, or the same household;
- Partnerships, companies, trusts and other entities in which the individual, or a member of their close family or the same household, has a controlling interest.

REPORTING STANDARDS

The Code of Practice prescribes the accounting treatment and disclosures for all normal transactions of a local authority. It is based on International Financial Reporting Standards (IFRS), International Accounting Standards (IAS), International Public Sector Accounting Standards (IPSAS) and International Financial Reporting Interpretations Committee (IFRIC) plus UK Generally Accepted Accounting Practice (GAAP) and Financial Reporting Standards (FRS) including Statements of Standard Accounting Practice (SSAP).

REVALUATION RESERVE

This records unrealised revaluation gains arising since 1st April 2007 from holding assets. It also records any reductions in the value of assets subject to the limit of any previous increases in the value of the same asset.

It should be noted that this reserve and the Capital Adjustment Account are matched by fixed assets within the Balance Sheet. They are not resources available to the Council and are therefore termed 'Unusable'.

REVENUE EXPENDITURE FUNDED FROM CAPITAL UNDER STATUTE (REFCUS)

Expenditure of a capital nature for which there is no tangible asset acquired by the Council. This would include capital grants or renovation grants to private persons.

REVENUE SUPPORT GRANT (RSG)

This funding is the Government Grant provided by the Department of Communities and Local Government (DCLG) that is based on the Government's assessment as to what should be spent on local services. The amount provided by the DCLG is fixed at the beginning of each financial year, and is announced as part of the Comprehensive Spending Review.

SEGMENTAL

An analysis of income or expenditure over the Council's reporting service clusters.

SOFT LOANS

A "soft loan" is where a loan has been made for policy reasons, rather than as a financial instrument. These loans may be interest free or at rates below prevailing market rates. Commonly, such loans are made to local organisations that undertake activities that the Council considers will have benefit to the local population.

STATEMENT OF ACCOUNTS

Local authorities are required to prepare, in accordance with proper practices, a Statement of Accounts in respect of each financial year, which contains prescribed financial statements and associated notes. Members of the Council must publish and issue the Statements for Audit by 31 May and approve the Statements by 31 July following the end of the financial year.

STATEMENT OF RECOMMENDED PRACTICE (CODE)

The accounts have been produced in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom: A Statement of Recommended Practice.

TOTAL COST

The total cost of a service or activity includes all costs that relate to the provision of the service (directly or bought in) or to the undertaking of the activity. Gross total cost includes employee costs, expenditure relating to premises and transport, supplies and services, third party payments, transfer payments, support services and depreciation charges. This includes an appropriate share of all support services and overheads that need to be apportioned.

TRADING OPERATIONS

Services provided to users on a basis such as quoted price or schedule of rates and within a competitive environment.

USABLE CAPITAL RECEIPTS

Amounts available to finance capital expenditure in future years.

USABLE RESERVES

Amounts set aside in the accounts for future purposes that fall outside the definition of provisions. They include general balances and reserves that have been earmarked for specific purposes. Expenditure is not

ANNUAL GOVERNANCE STATEMENT 2020/21

1. SCOPE OF RESPONSIBILITY

West Lindsey District Council is responsible for ensuring that its business is conducted in accordance with the law and proper accounting standards, and that public money is safeguarded, properly accounted for and used economically, efficiently and effectively. West Lindsey District Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, West Lindsey District Council has put in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, which includes arrangements for the management of risk.

During 200/21, West Lindsey District Council has worked to its code of corporate governance. This follows the principles set out in guidance provided by CIPFA/SOLACE in 2016 within their Delivering Good Governance in Local Government Framework. The purpose of the Framework is to assist local government to take responsibility for developing and shaping an informed approach to governance, aimed at achieving the highest standards in a measured and proportionate way. A copy of the authority's framework is on the Council's website contained within the Codes and Protocols section of The Constitution.

This Annual Governance Statement explains how West Lindsey District Council has complied with the code and also meets the requirements of Accounts and Audit (England) Regulations 2015, regulations 4(3) and 4(4), which requires all relevant bodies to prepare and publish an annual governance statement.

2. THE PURPOSE OF THE GOVERNANCE FRAMEWORK

The governance framework comprises the systems and processes, culture and values by which the authority is directed and controlled and its activities through which it accounts to, engages with and leads its communities. It enables the authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate services that represent value for money. The framework has been reviewed during the year and is deemed to be relevant and robust.

The system of internal control is an important part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of West Lindsey District Council's policies, aims and objectives, to evaluate the likelihood and potential impact of those risks being realised and to manage them efficiently, effectively and economically.

The governance framework has been in place at West Lindsey District Council for the year ended 31st March 2021 and up to the date of approval of the statement of accounts at a meeting of the Governance and Audit Committee on 29th September 2021.

3. THE GOVERNANCE FRAMEWORK & REVIEW OF EFFECTIVENESS

The Governance Framework is presented in detail at Appendix One with commentary about improvements made during the year and improvements still required. Some of the key features of the Governance Framework are set out below.

The Council's governance arrangements have been severely tested by the Covid-19 Pandemic. This has caused severe disruption to the manner in which the Council usually progresses its decision making and wider operations. Governance procedures and protocols concerning the holding of Committee meetings, the functioning of internal Programme Boards, performance reporting, information governance, business continuity and emergency planning and consideration of risk, have all been tested with revised arrangements put in place and regular advisory messages relayed to staff. Staff have reacted in a positive fashion, with a larger majority operating remotely with the result that Council business has been delivered largely as expected.

Many members of staff have been re-assigned to new priority areas of work to ensure that the vulnerable and those most in need, are assisted and are not adversely affected by the impacts of the Pandemic. Much effort has also been spent on ensuring that businesses receive the financial support afforded them by government and also advice and assistance to ensure they continue to operate in a safe manner and/or were able to re-open in line with all relevant public health guidelines. Covid Marshalls have been appointed to re-enforce social distancing messages and to provide visibility and support for residents and businesses, as well as checking that necessary regulations are adhered to.

The Council's uses its Constitution as a basis from which decision making, delegations and matters relating to the ability to meet legislative and statutory requirements are considered. As a result of lockdown and social distancing requirements over the last year, the Council no longer had the ability to hold council meetings and make decisions in the usual manner. Therefore, using the Constitution as a guide, revised arrangements were put in place to ensure that delegated decisions could be made promptly and in a sound manner. For matters that did not require new legislation e.g the ability to hold virtual meetings, the Constitution provided a solid framework to support the implementation of the revised arrangements.

Throughout the statement, where the pandemic has impinged on governance related matters, specific reference has been made to the impact and the Council's response is detailed.

The Council is working to its Corporate Plan covering the period 2019-2023. It sets out the Council's vision for the District and sets out key strategic objectives which will deliver desired outcomes for communities. The Corporate Plan is explicitly aligned to the Medium Term Financial Plan (MTFP) and Executive Business Plan which details key corporate activity over a three year time frame which will support the achievement of the Council's aims and objectives. This ensures that the aspirations in the Corporate Plan are realistic within the context of the funding constraints placed on the Council. Progress against the priorities detailed within the Corporate Plan is reported annually, as is the on-going relevance of the Plan which takes into account feedback from surveys conducted with the citizens of West Lindsey.

The Constitution of West Lindsey District Council establishes the roles and responsibilities of the Full Council, Policy Committees, scrutiny and officer functions, with clear delegation arrangements and protocols for effective communication in respect of the authority and partnership arrangements.

The Constitution is reviewed annually to ensure it continues to be fit for purpose.

The Constitution also contains rules of procedures (standing orders and financial regulations) that define clearly how decisions are taken and where authority lies for decisions. The statutory roles of Head of the Paid Service, Monitoring Officer and Chief Financial Officer are described, together with their contributions to provide robust assurance on governance and to ensure that expenditure is lawful and in line with approved budgets and procedures. The influence and oversight exerted by these posts is backed by the post-holders' membership of the Council's Management Team.

West Lindsey District Council has developed, communicated and embedded codes of conduct, defining the standards of behaviour for both Members and staff. During the year the Council has engaged meaningfully in consultation on the production of a new Standards Code for Members and will be looking to adopt the new Code during 2021. In addition, training needs are identified through development appraisals and reviews, enabling individuals to undertake their present roles effectively and have the opportunity to develop to meet their own and the Council's current and future needs.

West Lindsey District Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review is informed by:

1. The Combined Assurance Report – made up from:
 - a) Feedback from senior managers within the Authority who have responsibility for the development and maintenance of the governance environment and its effectiveness within their areas
 - b) The findings of the Annual Audit Work Plan
 - c) Third Party assessment e.g. peer review, external consultancy
2. The Annual Review of Comments, Compliments and Complaints
3. The Annual Monitoring Officer Report and Review of The Constitution
4. The Annual Review of the Effectiveness of Internal Audit
5. Reviews of Whistleblowing
6. The Annual Review of Fraud
7. The Head of Internal Audit's Annual Report
8. Comments made by the external auditors and other review agencies and inspectorates

These reviews have been considered by the Governance and Audit Committee as well as a draft version of this governance statement. As a result the arrangements are deemed as being fit for purpose.

The areas already addressed and those to be specifically addressed via an action plan to be developed in the coming year are outlined below.

4. SIGNIFICANT GOVERNANCE ISSUES

Over the last year the Council has consolidated its progress made over previous years in embedding its corporate governance arrangements and procedures and to consistently communicate the message across the organisation that governance is an essential component of corporate activity. However, as major projects have developed and commercial initiatives have been pursued, the Council has been cognisant of the need to ensure governance and decision making processes do not inhibit the successful achievement of desired outcomes. Hence, the Council's attitude to risk and governance have been the subject of much discussion to determine the right balance between probity and the taking of opportunities.

This work has been recognised by the Head of Internal Audit. Taking account of the activity and changes within the Council during 2020/21 and the audit and consultancy work the audit team have undertaken, she has concluded that the Council's arrangements for governance, risk and financial control are performing well, with arrangements for internal control performing adequately. This is an improved position compared to the opinion offered last year, whereby all four elements were deemed to be performing adequately.

The capacity and capability of the Council to deliver its objectives is regularly reviewed. This ensures that staffing requirements are appropriate to support both operational and programme delivery. Where appropriate, expert subject matter advice has been externally sourced to provide expertise and objective thinking in support of a number of the Council's key projects. This approach continues to serve the Council well.

We also continue to review and refresh where appropriate, the main processes which constitute the Council's performance and governance framework. This includes considerations relating to performance and project management, partnership arrangements, risk management, procurement and contract management. We aim to provide clear guidance and support and regularly undertake workshops with staff to ensure that procedures are fully understood and are routinely applied. Work has also been undertaken to review the Council's Portfolio Board structure to provide appropriate support and scrutiny in relation to project development and to realise effective delivery.

The Council continues to work closely with a combination of colleagues from Lincolnshire Procurement and Lincolnshire Legal Shared Services to ensure that governance arrangements supporting the Council's growth and commercial agendas are robust. Where appropriate, additional relevant external professional advice is sought to review particular proposals and help steer decision making. Additionally, to expedite efficient decision making, arrangements are in place to hold concurrent policy and resourcing committee meetings, to secure policy/project and resourcing approvals within the same session.

Training for staff and Members has also taken place during 2020/21, as have workshop sessions and regular feedback to Members and the Management Team on governance related matters and a number of other subject areas. These have been held on a virtual basis and feedback has been positive.

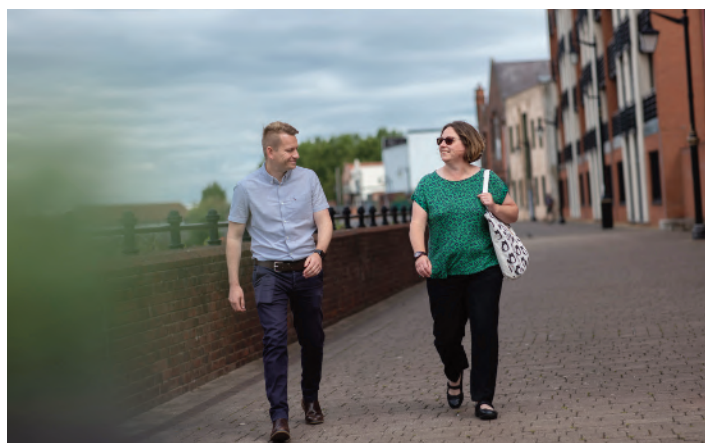
A refresh of measures to be incorporated into the Council's Progress and Delivery reporting has been undertaken to ensure that we report against meaningful aspects of service delivery and also track and record progress against the ambitions detailed within the Council's Corporate Plan.

During 2020/21 West Lindsey District Council has also regularly reviewed progress against the significant issues identified in the previous year's AGS (2019/20). Six-monthly update reports have been presented to the Council's Management Team and the Governance and Audit Committee. Issues that have been sufficiently progressed and so are now removed from the AGS (2019/20) action plan are:

1. Implement senior management restructure
2. The production of the Council's Climate and Sustainability Strategy
3. Address issues arising out of effectiveness of Governance & Audit Committee survey

Matters relating to the remaining three issues have been rolled over into the action plan for 2020/21 as detailed below:

4. Post-pandemic recovery response & plans – this will have a change of emphasis to 'Living with Covid' and how the Council adapts to this in respect of how it functions
5. Review of the effectiveness and understanding of corporate procurement procedures – a number of actions have to be concluded before matters have been fully addressed.
6. Maintain oversight and assurance on progress of the Peer Review action plan – Good progress has been made against this, however a number of individual items within the plan will appear on the action plan for 2020/21.



5. SIGNIFICANT CURRENT ISSUES TO BE A FOCUS IN 2021/22

During 2020/21, the Council will pay attention to a number of issues as described below and will continue to stress the message across the organisation that governance is a core component of corporate activity. Hence all officers are required to play a part in ensuring that our processes and systems are robust and adhered to.

On-going 'testing' of our processes will be undertaken and we will continue to work in a collaborative manner with colleagues from both Internal and External Audit.

Those issues that have been identified as requiring particular attention during 2021/22 are produced below. These were identified by Management Team; via reference to Internal Audit opinion and through the work undertaken to complete the Council's Combined Assurance Report for 2020/21. Progress will be made in 2021/22; monitored by the Management Team and the Governance and Audit Committee.

The significant issues identified are:

1. Living with Covid-19 roadmap
2. Complete review of corporate procurement procedures
3. Ensure compliance to meet the standards of the Financial Management Code
4. Produce a Cultural Strategy*
5. Clarify what 'social regeneration' means to the Council, what it will deliver and how to resource it*

* Emanating from the Peer review action plan.

Over the coming year we will address the above matters via an action plan to further enhance our governance arrangements. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operation as part of our next annual review.

There have been no significant events or developments relating to the governance system between the year-end and the date on which the Statement of Accounts were signed by the responsible financial officer.

Signed:

Date:



Signed:

Date:

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**GOVERNANCE AND AUDIT
COMMITTEE**

Tuesday 9th November 2021

**Local Government and Social Care Ombudsman (LGSCO)
Annual Review Letter Report 2020/21**

Report by:

Mr Ian Knowles, Chief Executive

Contact Officer:

Natalie Kostiuk
Customer Experience Officer
natalie.kostiuk@west-lindsey.gov.uk

Purpose / Summary:

Report on the Local Government and Social Care Ombudsman (LGSCO) Annual Review letter 2020/21 covering complaints referred to them between April 2020 and March 2021. Examining upheld complaints, learning actions and benchmarking with other authorities.

RECOMMENDATION(S):

That committee members welcome this report regarding the Local Government and Social Care Ombudsman Annual Review Letter 2020/21, scrutinise its contents and are assured that the current complaint handling procedures are functioning adequately.

IMPLICATIONS

Legal:

None arising from this report.

Financial : FIN/93/22/GA/SL

The LGSCO recommended one payment which is included within this report, which was £450 funded from existing overall resources. There are no further financial implications.

Staffing :

None arising from this report.

Equality and Diversity including Human Rights :

None arising from this report.

Data Protection Implications :

None arising from this report.

Climate Related Risks and Opportunities:

None arising from this report.

Section 17 Crime and Disorder Considerations:

None arising from this report.

Health Implications:

None arising from this report.

Title and Location of any Background Papers used in the preparation of this report :

Link to the Local Government and Social Care Ombudsman website –
Annual Review Letter for West Lindsey District Council:

[Annual LGSCO Review Letters - West Lindsey District Council](#)

Link to the Local Government and Social Care Ombudsman website –
Complaint Decisions for West Lindsey District Council:

[LGSCO Decisions - West Lindsey District Council](#)

Link to the Local Government and Social Care Ombudsman website –
Overall 2020/21 Performance for West Lindsey District Council:

[West Lindsey District Council Performance 2020/21](#)

Risk Assessment :

Not Applicable

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

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Executive Summary

This report examines the Local Government and Social Care Ombudsman (LGSCO) Annual Review Letter 2021 covering complaints that were either received or decided by them during the 2020/21 period.

To allow authorities to respond to the Covid-19 pandemic, the LGSCO did not accept new complaints and stopped investigating existing cases between the 18th March 2020 and 29th June 2020. This reduced the number of complaints the LGSCO received and decided in the 2020/21 year.

Historical data on complaints referred to the LGSCO is included along with comparison to previous year's figures and findings.

Finally the report compares how West Lindsey District Council has performed overall nationally and in comparison to 20 other similar local authorities in terms of the number of complaints referred, investigated and upheld by the LGSCO.

During the 2020/21 period a total of 15 new complaints were referred to the LGSCO. 67% (10) of these complaints related to Planning and Development services (including Planning Enforcement), 3 were regarding Environmental Protection services, 1 related to Housing Enforcement and 1 was in reference to other matters.

One complainant was given advice and signposted elsewhere.

Nine of the complaints received by the LGSCO were closed after initial enquiries were made, this is when the LGSCO decide that they are unlikely to find fault or maladministration or that any harm or injustice has occurred. 8 of these complaints related to Planning and Development (including Planning Enforcement), 3 complainants were advised that they had a route of appeal and 5 complaints were not investigated as the LGSCO felt that the complaints were not warranted.

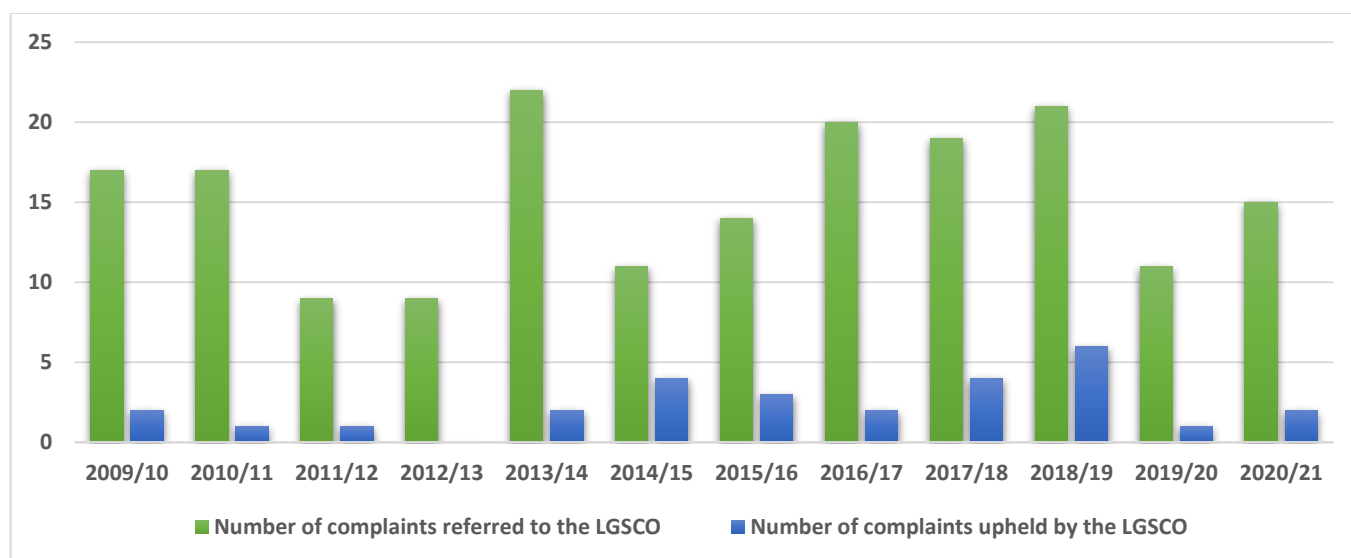
In total the LGSCO carried out detailed investigations into 2 of the complaints referred to them, 1 regarding Planning and Development Services and 1 for Environmental Protection/ASB services.

Both of the complaints investigated were upheld. Although no specific recommendations were made for the Planning and Development complaint learning took place and improvements were made. The LGSCO made several recommendations in regards to the Environmental Protection/ASB complaint, these are detailed within the upheld complaints section of this report (Section 3).

Three of the complaints referred to the LGSCO between April 2020 and March 2021 were still under consideration or investigation when the Annual Review letter for 2020/21 was published therefore those 3 outstanding complaints and the decisions reached will be detailed in next year's report.

1. Introduction

- 1.1 If a customer is dissatisfied with the outcome of their complaint or the way it has been handled by West Lindsey District Council they are entitled to refer their complaint to the LGSCO for review.
- 1.2 The LGSCO will only investigate a complaint once it has been dealt with in full via the West Lindsey District Council Customer Experience Policy Complaints Process and only if it meets their criteria for investigation:
<https://www.LGSCO.org.uk/make-a-complaint/what-we-can-and-cannot-look-at>
- 1.3 Issues that have another formal route of appeal or tribunal will not be investigated by the LGSCO.
- 1.4 There is no cost to the authority for work carried out by the LGSCO.
- 1.5 Each year the LGSCO publish an Annual Review letter for each authority which details the number of complaints referred to them, investigated by them and upheld by them. Information regarding compliance with LGSCO recommendations is also included. The full 2021 Annual Review Letter can be found in **Appendix 1** of this report.
- 1.6 The information published by the LGSCO allows each authority to examine their own performance and how they compare to other similar councils.
- 1.7 LGSCO investigations and decisions on complaints allow us to learn and make improvements to the way we run our services and deal with customers on a daily basis. We can also learn from LGSCO complaints and decisions made for other authorities, when decisions are published these are shared with Team Managers.
- 1.8 The graph below illustrates how many WLDC complaints have been referred to and upheld by the LGSCO each year since 2009. As you can see there was a slight increase during 2020/21 but the numbers still remain below average when compared to the previous 10 year period.



**Number of upheld complaints for 2012/13 unknown due to change in LGSCO procedures.*

1.9 The LGSCO do not necessarily investigate all of the complaints that are referred to them. During the 2020/21 period 15 new complaints were referred to the LGSCO but only 2 of them were investigated. This should be taken into consideration when examining the number and percentage of upheld complaints.

2. Annual Review Letter Figures

2.1 In total 15 new complaints were referred to the LGSCO in 2020/21, this is more than the previous year when 11 were referred but a lot lower when compared to years prior to 2019/20 where an average of 20 complaints were referred to them each year. The table below illustrates which services the complaints related to compared with the previous four years.

| | Benefits and Council Tax | Corporate and Other Services | Environment Services | Highways and Transport | Housing | Planning and Development | Other | Total |
|---------|--------------------------|------------------------------|----------------------|------------------------|---------|--------------------------|-------|-------|
| 2020/21 | 0 | 0 | 3 | 0 | 1 | 10 | 1 | 15 |
| 2019/20 | 4 | 1 | 1 | 0 | 1 | 4 | 0 | 11 |
| 2018/19 | 4 | 1 | 3 | 0 | 1 | 11 | 0 | 20 |
| 2017/18 | 3 | 2 | 2 | 0 | 0 | 12 | 0 | 19 |
| 2016/17 | 3 | 1 | 4 | 1 | 2 | 9 | 0 | 20 |

2.2 During 2020/21 the majority (67%) of the complaints referred to the LGSCO were relating to Planning and Development services. As you can see, historically the majority of complaints referred to the LGSCO have related to Planning and Development, there has been an increase again following a decrease last year. It should be highlighted that there were no complaints relating to Benefits and Council Tax referred to the LGSCO during the 2020/21 period.

2.3 It should be noted that the Planning and Development category includes Planning Enforcement complaints. Two of the complaints included in this year's figures for Planning and Development relate to complaints regarding the Planning Enforcement service.

2.4 LGSCO investigations into 3 of the complaints received during 2020/21 were not completed by the end of March 2021, these complaints are included in the received figures within this report but not the decision figures. The outcome of those 3 complaints will be included in the Annual Review Letter 2022 and will be reported on next year.

2.5 In total 12 decisions were made by the LGSCO during the 2020/21 period. The table below shows information on the complaints that were decided including the dates they were received and decided by the LGSCO, the service they related to and the decision made.

| Category and LGSCO Reference | Received | Decided | Decision | Decision Reason |
|--|----------|----------|--------------------------------|--|
| Planning & Development 20000869 | 06/06/20 | 20/01/21 | Upheld | Maladministration, no Injustice |
| Planning & Development 20001598 | 15/07/21 | 30/11/20 | Closed after initial enquiries | Not warranted by alleged injustice |
| Planning & Development 20003728 | 20/08/20 | 01/10/20 | Closed after initial enquiries | 26(6)(b) appeal to Minister |
| Environmental Services & Public Protection & Regulation 20006845 | 22/10/20 | 26/03/21 | Upheld | Maladministration and Injustice |
| Planning & Development 20007423 | 03/11/20 | 17/12/20 | Closed after initial enquiries | Not warranted by alleged injustice |
| Housing 20007790 | 12/11/20 | 13/01/21 | Closed after initial enquiries | 26(6)(a) tribunal Other |
| Other 20007997 | 16/11/20 | 16/11/20 | Advice given | Signpost - go to advice agency |
| Planning & Development 20008185 | 18/11/20 | 05/01/21 | Closed after initial enquiries | Not warranted by alleged maladministration/service failure |
| Planning & Development 20008369 | 23/11/20 | 08/01/21 | Closed after initial enquiries | 26(6)(b) appeal to Minister |
| Planning & Development 20009713 | 24/12/20 | 08/02/21 | Closed after initial enquiries | 26(6)(b) appeal to Minister |
| Planning & Development 20011724 | 04/02/21 | 24/03/21 | Closed after initial enquiries | Not warranted by alleged maladministration/service failure |
| Planning & Development 20012203 | 15/02/21 | 26/03/21 | Closed after initial enquiries | Not warranted by alleged maladministration/service failure |

2.6 During 2020/21 there were no complaints that were referred back to West Lindsey District Council for a local resolution. This occurs when a customer has not initially made their complaint known to us or given us the chance to investigate and resolve their complaint internally. The LGSCO will only investigate complaints once they have been investigated via the authority under the Council's complaint process.

2.7 One complainant was given advice and signposted to a more appropriate advice agency.

2.8 In total 9 complaints were closed after initial enquiries were made. This occurs when the LGSCO receive a complaint and consider the initial information including details of the complaint. If the LGSCO decide that it is unlikely that any fault or maladministration will be found or that any harm or injustice has occurred they will not investigate the matter further. The LGSCO will also take this approach to complaints where an appeal or tribunal route is available to the complainant.

2.9 Eight of the complaints that were closed after initial enquiries related to Planning and Development services, 3 of these complainants were advised that they had a route of appeal via the Minister and 5 were not investigated as the complaint was not warranted by the alleged maladministration or service failure.

2.10 The LGSCO carried out detailed investigations into 2 of the complaints received, these were in relation to Planning and Development and Environmental Protection Services.

- 2.11 Both of the complaints that were investigated by the LGSCO were upheld as fault was identified, maladministration was found in both cases but it was found that only 1 of the upheld complaints caused injustice.
- 2.12 As the LGSCO only carried out 2 detailed investigations and both investigations led to the complaints being upheld the overall upheld rate for 2020/21 was 100%.
- 2.13 The upheld rate has increased in comparison to previous years despite a smaller number of complaints being taken forward to the investigation stage. The table below shows how these figures compare over the last 5 years.
- 2.14 The decrease in the number of complaints referred to the LGSCO overall and the reduction in the number of complaints that the LGSCO felt were justified and warranted investigation could be attributed to the work of the Customer Experience Officer and the amended more centralised complaints handling process. It is acknowledged that smaller numbers have led to a higher upheld percentage however the cases referred to the LGSCO have been more complex in nature and we welcome a fresh pair of eyes on these matters to assist us in identifying how we can do things differently in the future.

| | 2020/21 | 2019/20 | 2018/19 | 2017/18 | 2016/17 |
|--|----------------|----------------|----------------|----------------|----------------|
| Complaints and enquiries received by the LGSCO | 15 | 11 | 20 | 20 | 19 |
| Number of detailed investigations carried out by the LGSCO | 2 | 5 | 10 | 10 | 11 |
| Number of complaints upheld by the LGSCO | 2 | 1 | 6 | 4 | 2 |
| Upheld complaint percentage % | 100% | 20% | 60% | 40% | 18% |

3. Upheld Complaints

- 3.1 In total the LGSCO carried out detailed investigations for 2 complaints, this is less than in previous years. Both of the complaints were upheld. The tables below show information on the complaints investigated and the remedy that was recommended by the LGSCO. The received and decided dates illustrate the length of time it took the LGSCO to investigate the complaints and reach a final decision.
- 3.2 It should be noted that the term ‘maladministration’ which is used by the LGSCO covers a broad spectrum of issues that may arise, from a small accidental human or system administration error or mistake to a deliberate and malicious action.

| Service and LGSCO Reference | Received | Decided | Decision | Decision Reason |
|--|------------|------------|----------|---------------------------------|
| Planning & Development 20000869 | 06/06/2020 | 20/01/2021 | Upheld | Maladministration, no Injustice |
| Days to resolve 228 days | | | | |
| Remedy | | | | |
| No remedy required | | | | |
| Service Improvement Recommendations | | | | |
| No recommendations were made within the LGSCO’s final decision. | | | | |
| Learning and Improvement Actions | | | | |
| The maladministration identified was in relation to a human error that occurred when the officer’s report was being written, it was accidentally saved on a personal drive and an incomplete version was published by mistake. The planning team were briefed on this complaint and the LGSCO’s decision report, the investigation findings were used as evidence to support the procurement and implementation of a new document management system for Planning services. | | | | |

| Service and LGSCO Reference | Received | Decided | Decision | Decision Reason |
|---|------------|------------|----------|---------------------------------|
| Environmental Services & Public Protection & Regulation 20006845 | 22/10/2020 | 26/03/2021 | Upheld | Maladministration and Injustice |
| Days to resolve 155 days | | | | |
| Remedy | | | | |
| Financial redress: Avoidable distress/time and trouble, Provide services, Procedure or policy change/review, Provide training and/or guidance | | | | |
| <ul style="list-style-type: none"> • Pay Mr B £450 to recognise the distress, time and trouble we caused him. • Commence an investigation into the noise nuisance issue. We should ensure we record our decision making properly and appropriately. • If the Councils investigation leads to any action the Council should consider a financial remedy payment to Mr B for the period we failed to investigate. The LGSCO suggested that we should consider a monthly payment for any loss of amenity. This amount should take into consideration the severity of the loss, circumstances of the complaint and impact on daily life. | | | | |

Service Improvement Recommendations

The Council should:

- Remind relevant staff of the community trigger review process and when to inform a customer of this option.
- Remind relevant officers of the importance of proper and appropriate record keeping of decision making.
- Review its policy and procedure of how it works with other agencies in respect of noise nuisance and ASB complaints. It should conduct the review with the fault and learning points of this investigation in mind. It should provide the Ombudsman with evidence of any changes to prevent a recurrence of the fault.

Learning and Improvement Actions

An email was sent to relevant officers regarding the Community Trigger Review Process and amendments to the Environmental Policy in regards to how we will liaise with other agencies.

Information regarding the Community Trigger Review Process is now included on our standard letters.

The policy for Environmental Protection has been reviewed and amended:

Section 3.6 now states *“Where there are complaints that contain both statutory nuisance and other regulatory issues (i.e. Anti – Social Behaviour) the Council will use the relevant powers available to deal with the specific complaint. This may mean that multiple powers and multiple officers are used across single cases in order to ensure that the overall complaint is resolved. For example, if an ASB case includes a noise complaint, the Council will investigate the noise and the ASB as separate cases in line with its statutory obligations. Where the complaints involve different agencies, it will be made clear to the complainant and any other parties involved, which agency is responsible for which aspects.*

Where possible the Council will ensure that there is a lead officer for the overall case to ensure that there is a coordinated response to the customer. Information in relation to the case or cases will be shared across the relevant agencies in order to ensure that each party is aware of the current position.” - All relevant staff are aware of this amendment to the policy.

The relevant officers have been advised and reminded of the importance of proper and appropriate record keeping via email. Updates have also been made to the decision making form which is used by the team. This is merged through our database, can be used at any step, and is used for any decision recording the officer feels necessary. Our procedures have been updated to include to this process.

3.3 The details below include the details and findings of the 2 complaints that were investigated and upheld.

3.4 **20000869 Planning & Development (Upheld) Maladministration, no Injustice**

The maladministration (report issue) was identified at the internal complaint investigation stage, an explanation and apology were provided in the complaint response. The complainant proceeded to refer their complaint to the LGSCO as they were still of the opinion that the application should not have been given permission.

Mr and Mrs C complained that when processing a planning application the Council failed to refer the case to the planning committee for decision, failed to properly consider the application and the impact it would have on surrounding properties, failed to keep site visit notes, failed to respond to Mr and Mrs C's communications and conducted an unclear decision-making process.

The LGSCO found no fault in how the Council considered the planning application but identified some maladministration because the Council produced three versions of the officer's report, but noted however that this did not affect the overall decision.

Prior to this complaint being referred to the LGSCO the reason why three versions of the officer's report had been published was investigated as part of the formal complaint process and it was found to be due to an administration error on the case officer's part. The LGSCO addressed this in their final decision where they stated:

"The Council accepts it should not have produced more than one version of the report and has apologised. I do not consider any further remedy appropriate here. That is because I am satisfied the production of three different reports did not affect the overall decision-making process. Instead, the evidence I have seen satisfies me it was the delegated officer that wanted the planning officer to set out more of his reasoning in the report in relation to the impact the development would have on one neighbouring property.

I have seen no evidence to suggest the delegated officer granted permission based on a misunderstanding about what was being proposed or how it would impact on neighbouring properties. In those circumstances I consider the Council's apology satisfactory remedy. I also understand the Council has briefed the whole planning team on the process to follow when creating and amending reports as well as the planning officer involved in this case to prevent a similar situation happening again. I welcome that."

No recommendations were made within the LGSCO's final decision. However learning did take place - The planning team were briefed on this complaint and the LGSCO's decision report, the investigation findings were used as evidence to support the procurement and implementation of a new document management system for Planning services.

3.5 20006845 Environmental Services & Public Protection & Regulation (Upheld) Maladministration and Injustice

The maladministration identified by the LGSCO was not picked up at the internal complaint investigation stage - there was an agreed procedure of how we would deal with reports when other agencies are involved and specifically when the police were the lead agency but it didn't detail what action we would/could take when certain elements were included, for example when there is a noise nuisance element to a wider ASB case.

Mr B complained about the way the Council responded to his reports of noise nuisance from his neighbour. He also complained about the way the Council handled his complaint and did not feel we answered all his complaint points.

Mr B said the Council's failure to properly investigate the noise and take any action had caused him and his family distress. He said it had seriously affected his mental health and wellbeing, and that of his family.

Our understanding at the time the noise issues were brought to our attention was that the Police were leading on the investigations as they were part of a wider Anti-Social Behaviour complaint that the Police were dealing with. However, the LGSCO found fault with the Council for the way we communicated with Mr B about his noise complaint. The LGSCO decided that the communication was misleading. They said it implied we were working with the police and would update Mr B but, we were not investigating the matter and closed the case. We also told Mr B we were following a procedure, but the procedure did not exist.

The LGSCO found fault with the Council for the decision making about the use of monitoring equipment. The LGSCO decided that we failed to record our decision making at the time. Our retrospective justification did not explain why we did not discuss the possibility of monitoring equipment with the police. The police asked the Council for advice and we failed to provide any. The LGSCO said that we should have taken professional responsibility for the action we could have taken to support the investigation.

The LGSCO also found that the Council delayed telling Mr B about the community trigger review process. Mr B's situation appears to fit the criteria for the process, and it would have been an opportunity for the issues to be resolved at an earlier stage. By the time the Council told Mr B about this he had already complained to the LGSCO.

The LGSCO could not say what the outcome of the noise investigation would have been. But they did say that the Council's failure to investigate and our lack of recorded decision-making casts doubt over our decisions. This uncertainty caused Mr B distress.

The LGSCO say that the Council also misled Mr B in some of its communication and delayed telling him about his right to request the community trigger review.

The LGSCO concluded that the Council should investigate the noise issue. The Council should also make a financial payment to recognise the distress, time and trouble we caused him.

The following actions were agreed:

Within one month of the LGSCO's final decision the Council should:

- Pay Mr B £450 to recognise the distress, time and trouble we caused him.
- Commence an investigation into the noise nuisance issue. We should ensure we record our decision making properly and appropriately.
- If the Council's investigation leads to any action the Council should consider a financial remedy payment to Mr B for the period we failed to investigate. The LGSCO suggested that we should consider a monthly payment for any loss of amenity. This amount should take into consideration the severity of the loss, circumstances of the complaint and impact on daily life.

Within two months of the LGSCO's final decision the Council should:

- Remind relevant staff of the community trigger review process and when to inform a customer of this option.
- Review our policy and procedure of how we work with other agencies in respect of noise nuisance and ASB complaints. We should conduct the review with the fault and learning points of this investigation in mind. We should provide the Ombudsman with evidence of any changes to prevent a recurrence of the fault.
- Remind relevant officers of the importance of proper and appropriate record keeping of decision making.

The recommended actions were completed within the set timescales:

A noise investigation was instigated by the Environmental Protection team as recommended by the LGSCO in their final decision. When the Environmental Protection Officer made contact with the complainant to arrange a noise monitoring visit the complainant explained that in view of the level of noise required under statute to be deemed as a nuisance they had given the matter consideration and decided that at that point in time there wouldn't be sufficient evidence for respective enforcement from the Council.

The complainant stated that as it stood it would be beneficial to indefinitely postpone the proposed visits and if the situation was to worsen they would contact WLDC again.

Therefore the noise investigation case was closed and the third recommendation listed above became irrelevant.

4. Compliance with Ombudsman Recommendations

- 4.1 The LGSCO produce and report statistics on compliance with the recommendations they make in relation to upheld complaints. The LGSCO's recommendations are specific and often include a timeframe for completion, allowing them to follow up with authorities and seek evidence that the recommendations have been implemented.
- 4.2 There were no recommendations that were due for compliance during the 2020/21 period. The recommendations made in regards to the upheld complaint included above were only agreed at the end of March 2020 so the compliance period fell into the next year 2021/22. These will be covered in next year's annual review letter and report.

5. Learning from LGSCO Complaint Investigations

- 5.1 In comparison to the previous year and the extensive learning and improvements that took place during that time there have been fewer learning opportunities available in 2020/21 as there has only been one upheld complaint where recommendations have been made.
- 5.2 When the recommendations for the upheld complaint were received the Environmental Protection and Community Safety team were briefed on the complaint, the LGSCO's findings and the recommendations made. The process for joint agency working in terms of noise nuisance and ASB has been updated and more consideration will be made in the future as to the most appropriate level of noise assessment that needs to take place depending on the circumstances. Staff have been reminded of the community trigger

review process and when to inform a customer of this option and the importance of proper and appropriate record keeping of decision making.

6. Comparison with other Local Authorities Nationally

- 6.1 The LGSCO deals with complaints for 356 local authorities in total.
- 6.2 West Lindsey District Council is number **188**/356 overall in terms of the number of complaints referred to the LGSCO for each authority, the highest being 561 complaints referred for Birmingham City Council. Last year (2019/20) West Lindsey District Council were number 278/371 overall.
- 6.3 In terms of the number of upheld complaints West Lindsey District Council is number **203**/365 overall. Birmingham City Council had the highest number of upheld complaints with 107 complaints being upheld by the LGSCO. Last year (2019/20) West Lindsey District Council were number 298/371 overall.
- 6.4 Compared to the previous period (2019/20) West Lindsey District Council has moved to a higher position in the chart in all the areas mentioned above but the numbers of complaints referred to the LGSCO and investigated remain very low overall.
- 6.5 The tables that show results for all authorities can be accessed here: <https://www.LGSCO.org.uk/information-centre/reports/annual-review-reports/local-government-complaint-reviews>

7. How we compare with other similar Local Authorities

- 7.1 A list of 20 local authorities that are similar to West Lindsey District Council in terms of size, population and services provided has been compiled so that some meaningful benchmarking and comparison can take place.
- 7.2 The tables in **Appendix 2** of this report show how WLDC compares to the other 20 similar local authorities.
- 7.3 In terms of the number of complaints referred to the LGSCO West Lindsey District Council is number **5**/21 compared to similar local authorities. Last year (2019/20) West Lindsey District Council were number 15/21.
- 7.4 West Lindsey District Council is joint number **2**/21 in terms of the number of upheld complaints when compared to similar local authorities, but please keep in mind that only 2 complaints were upheld. Last year (2019/20) West Lindsey District Council were number 17/21 overall.

Appendix 1- LGSCO Annual Review Letter 2021

21 July 2021

By email

Mr Knowles
Executive Director of Resources
West Lindsey District Council



Dear Mr Knowles

Annual Review letter 2021

I write to you with our annual summary of statistics on the decisions made by the Local Government and Social Care Ombudsman about your authority for the year ending 31 March 2021. At the end of a challenging year, we maintain that good public administration is more important than ever and I hope this feedback provides you with both the opportunity to reflect on your Council's performance and plan for the future.

You will be aware that, at the end of March 2020 we took the unprecedented step of temporarily stopping our casework, in the wider public interest, to allow authorities to concentrate efforts on vital frontline services during the first wave of the Covid-19 outbreak. We restarted casework in late June 2020, after a three month pause.

We listened to your feedback and decided it was unnecessary to pause our casework again during further waves of the pandemic. Instead, we have encouraged authorities to talk to us on an individual basis about difficulties responding to any stage of an investigation, including implementing our recommendations. We continue this approach and urge you to maintain clear communication with us.

Complaint statistics

This year, we continue to focus on the outcomes of complaints and what can be learned from them. We want to provide you with the most insightful information we can and have focused statistics on three key areas:

Complaints upheld - We uphold complaints when we find some form of fault in an authority's actions, including where the authority accepted fault before we investigated.

Compliance with recommendations - We recommend ways for authorities to put things right when faults have caused injustice and monitor their compliance with our recommendations.

Failure to comply is rare and a compliance rate below 100% is a cause for concern.

Satisfactory remedy provided by the authority - In these cases, the authority upheld the complaint and we agreed with how it offered to put things right. We encourage the early resolution of complaints and credit authorities that accept fault and find appropriate ways to put things right.

Finally, we compare the three key annual statistics for your authority with similar types of authorities to work out an average level of performance. We do this for County Councils, District Councils, Metropolitan Boroughs, Unitary Councils, and London Boroughs.

Your annual data will be uploaded to our interactive map, [Your council's performance](#), along with a copy of this letter on 28 July 2021. This useful tool places all our data and information about councils in one place. You can find the decisions we have made about your Council, public reports we have issued, and the service improvements your Council has agreed to make as a result of our investigations, as well as previous annual review letters.

I would encourage you to share the resource with colleagues and elected members; the information can provide valuable insights into service areas, early warning signs of problems and is a key source of information for governance, audit, risk and scrutiny functions.

As you would expect, data has been impacted by the pause to casework in the first quarter of the year. This should be considered when making comparisons with previous year's data.

Supporting complaint and service improvement

I am increasingly concerned about the evidence I see of the erosion of effective complaint functions in local authorities. While no doubt the result of considerable and prolonged budget and demand pressures, the Covid-19 pandemic appears to have amplified the problems and my concerns. With much greater frequency, we find poor local complaint handling practices when investigating substantive service issues and see evidence of reductions in the overall capacity, status and visibility of local redress systems.


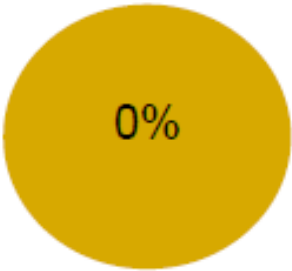
With this context in mind, we are developing a new programme of work that will utilise complaints to drive improvements in both local complaint systems and services. We want to use the rich evidence of our casework to better identify authorities that need support to improve their complaint handling and target specific support to them. We are at the start of this ambitious work and there will be opportunities for local authorities to shape it over the coming months and years.

An already established tool we have for supporting improvements in local complaint handling is our successful training programme. During the year, we successfully adapted our face-to-face courses for online delivery. We provided 79 online workshops during the year, reaching more than 1,100 people. To find out more visit www.LGSCO.org.uk/training.

Yours sincerely,



Michael King
Local Government and Social Care Ombudsman
Chair, Commission for Local Administration in England

| Complaints upheld | | |
|---|--|--|
|  | <p>100% of complaints we investigated were upheld.</p> <p>This compares to an average of 53% in similar authorities.</p> | <p style="text-align: center;">2 upheld decisions</p> <p>Statistics are based on a total of 2 detailed investigations for the period between 1 April 2020 to 31 March 2021</p> |
| Compliance with Ombudsman recommendations | | |
| <p>No recommendations were due for compliance in this period</p> | | |
| Satisfactory remedy provided by the authority | | |
|  | <p>In 0% of upheld cases we found the authority had provided a satisfactory remedy before the complaint reached the Ombudsman.</p> <p>This compares to an average of 16% in similar authorities.</p> | <p style="text-align: center;">0 satisfactory remedy decisions</p> <p>Statistics are based on a total of 2 detailed investigations for the period between 1 April 2020 to 31 March 2021</p> |

NOTE: To allow authorities to respond to the Covid-19 pandemic, we did not accept new complaints and stopped investigating existing cases between March and June 2020. This reduced the number of complaints we received and decided in the 20-21 year. Please consider this when comparing data from previous years.

Appendix 2- Comparison with 20 similar local authorities – Complaints Received

| Local Government & Social Care OMBUDSMAN | Adult Social Care | Benefits and Tax | Corporate and Other Services | Education and Children's Services | Environmental Services, Public Protection and Regulation | Highways and Transport | Housing | Planning and Development | Other | Total Received |
|--|-------------------|------------------|------------------------------|-----------------------------------|--|------------------------|----------|--------------------------|----------|----------------|
| South Somerset District Council | 0 | 0 | 3 | 0 | 1 | 0 | 2 | 15 | 0 | 21 |
| South Hams District Council | 0 | 1 | 1 | 0 | 5 | 0 | 1 | 10 | 0 | 18 |
| Stratford-on-Avon District Council | 0 | 4 | 3 | 0 | 1 | 0 | 4 | 5 | 0 | 17 |
| Allerdale Borough Council | 0 | 0 | 4 | 1 | 6 | 0 | 1 | 4 | 0 | 16 |
| West Lindsey District Council | 0 | 0 | 0 | 0 | 3 | 0 | 1 | 10 | 1 | 15 |
| Mid Suffolk District Council | 0 | 1 | 0 | 0 | 1 | 0 | 2 | 10 | 0 | 14 |
| Derbyshire Dales District Council | 0 | 1 | 1 | 0 | 4 | 0 | 1 | 6 | 0 | 13 |
| East Lindsey District Council | 0 | 2 | 3 | 0 | 2 | 0 | 1 | 5 | 0 | 13 |
| Babergh District Council | 0 | 0 | 3 | 0 | 1 | 0 | 2 | 6 | 0 | 12 |
| Breckland District Council | 0 | 0 | 1 | 0 | 1 | 0 | 2 | 7 | 0 | 11 |
| Daventry District Council | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 9 | 0 | 11 |
| North Kesteven District Council | 0 | 1 | 1 | 0 | 1 | 0 | 1 | 7 | 0 | 11 |
| Selby District Council | 0 | 2 | 0 | 0 | 0 | 0 | 2 | 7 | 0 | 11 |
| Tonbridge District Council | 0 | 1 | 0 | 0 | 2 | 0 | 0 | 7 | 0 | 10 |
| South Holland District Council | 0 | 1 | 1 | 0 | 0 | 0 | 2 | 5 | 0 | 9 |
| Colnvald District Council | 0 | 2 | 1 | 0 | 1 | 0 | 0 | 4 | 0 | 8 |
| King's Lynn & West Norfolk Council | 0 | 1 | 0 | 0 | 0 | 0 | 3 | 4 | 0 | 8 |
| North Devon District Council | 0 | 0 | 0 | 0 | 1 | 0 | 2 | 4 | 0 | 7 |
| Mid Devon District Council | 0 | 0 | 1 | 0 | 1 | 0 | 2 | 2 | 0 | 6 |
| Hambleton District Council | 0 | 0 | 1 | 0 | 2 | 0 | 0 | 2 | 0 | 5 |
| Copeland Borough Council | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 |

Notes

These statistics include all complaints and enquiries that were received from 01 April 2020 to 31 March 2021.

To allow authorities to respond to the Covid-19 pandemic, we did not accept new complaints and stopped investigating existing cases between March and June 2020. This reduced the number of complaints we received and decided in the 20-21 year.

Some cases are received and decided in different business years. This means the number of complaints and enquiries received may not match the number of decisions made.

For more information on how to interpret our statistics, please visit: <https://www.lgo.org.uk/information-centre/reports/annual-review-reports/interpreting-local-authority-statistics>

Appendix 2 continued- Comparison with 20 similar local authorities – Complaints Decided

| Local Government & Social Care OMBUDSMAN | Invalid or Incomplete | Advice Given | Referred Back for Local Resolution | Closed after Initial Enquiries | Not Upheld | Upheld | Total | Uphold Rate (%) | Average uphold rate (%) of similar authorities |
|---|--------------------------|--------------|---------------------------------------|-----------------------------------|------------|----------|-----------|-----------------|---|
| South Hams District Council | 0 | 0 | 9 | 7 | 0 | 5 | 21 | 100% | 53% |
| Daventry District Council | 1 | 0 | 3 | 4 | 1 | 2 | 11 | 67% | 53% |
| East Lindsey District Council | 2 | 0 | 2 | 6 | 3 | 2 | 15 | 40% | 53% |
| North Devon District Council | 0 | 0 | 2 | 0 | 3 | 2 | 7 | 40% | 53% |
| South Holland District Council | 0 | 0 | 2 | 1 | 0 | 2 | 5 | 100% | 53% |
| Stratford-on-Avon District Council | 2 | 1 | 4 | 4 | 2 | 2 | 15 | 50% | 53% |
| West Lindsey District Council | 0 | 1 | 0 | 9 | 0 | 2 | 12 | 100% | 53% |
| Allerdale Borough Council | 1 | 0 | 3 | 2 | 1 | 1 | 8 | 50% | 53% |
| Breckland District Council | 0 | 0 | 4 | 5 | 1 | 1 | 11 | 50% | 53% |
| Derbyshire Dales District Council | 0 | 0 | 5 | 5 | 0 | 1 | 11 | 100% | 53% |
| Harrogate District Council | 0 | 0 | 1 | 0 | 0 | 1 | 2 | 100% | 53% |
| Kirk Lynn & West Norfolk Council | 0 | 0 | 5 | 1 | 2 | 1 | 9 | 33% | 53% |
| Mid Devon District Council | 1 | 1 | 2 | 2 | 2 | 1 | 9 | 33% | 53% |
| Southern Somerset District Council | 0 | 0 | 8 | 11 | 0 | 1 | 20 | 100% | 53% |
| Babergh District Council | 1 | 0 | 4 | 5 | 1 | 0 | 11 | 0% | 53% |
| Copeland Borough Council | 1 | 0 | 0 | 0 | 0 | 0 | 1 | | 53% |
| Cotswold District Council | 0 | 0 | 1 | 3 | 1 | 0 | 5 | 0% | 53% |
| Mid Suffolk District Council | 1 | 2 | 4 | 3 | 0 | 0 | 10 | | 53% |
| North Kesteven District Council | 0 | 0 | 4 | 7 | 1 | 0 | 12 | 0% | 53% |
| Selby District Council | 0 | 2 | 2 | 3 | 2 | 0 | 9 | 0% | 53% |
| Torriford District Council | 0 | 0 | 2 | 3 | 3 | 0 | 8 | 0% | 53% |

Notes

These statistics include all complaints and enquiries that were decided from 01 April 2020 to 31 March 2021.

To allow authorities to respond to the Covid-19 pandemic, we did not accept new complaints and stopped investigating existing cases between March and June 2020. This reduced the number of complaints we received and decided in the 20-21 year.

Some cases are received and decided in different business years. This means the number of complaints and enquiries received may not match the number of decisions made.

For more information on how to interpret our statistics: <http://www.lgo.org.uk/information-centre/reports/annual-review-reports/interpreting-local-authority-statistics>



**Governance and Audit
Committee**

Tuesday, 9 November 2021

Subject: Member Development Annual Report

Report by:

Monitoring Officer

Contact Officer:

Ele Snow
Democratic and Civic Officer

Ele.Snow@west-lindsey.gov.uk

Purpose / Summary:

To review Member Development for the past 12 months and to agree relevant actions into Civic Year 2022/23

RECOMMENDATION(S):

- 1. To accept this report as an accurate reflection of Member Development for the period October 2020 to September 2021; and**
- 2. To support the proposed action plan regarding future development sessions and initial preparations for the 2023 Full Induction**

IMPLICATIONS

Legal: Members must receive training to sit on certain previously agreed Committees. If this training is not provided, the Council could be open to judicial review.

Financial: FIN/124/22/SL

Member Development has existing budget of £9,000 pa for 2021/2022 and 2022/2023. There are no new financial implications at this stage and it is hoped that any proposals could be contained within existing budgets.

Staffing: Any staffing requirements for training events or development opportunities would be met within existing staff numbers.

Equality and Diversity including Human Rights: As far as possible, sessions are provided in differing formats and at a variety of times in order to accommodate individual requirements.

Data Protection Implications: None identified

Climate Related Risks and Opportunities: Priority is given to providing sessions in a virtual capacity where possible in order to minimise the need for Councillors to travel, thus helping to reduce associated emissions.

Section 17 Crime and Disorder Considerations: None identified

Health Implications: None identified

Title and Location of any Background Papers used in the preparation of this report :

Risk Assessment: N/A

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

X

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

X

1 Introduction

- 1.1 The Governance and Audit Committee is responsible for the monitoring of Member Development and has committed to receiving an annual report in order to maintain oversight.
- 1.2 The last report was received by the Committee in October 2020 and detailed the impact on the provision of Member Development sessions caused by the Covid-19 pandemic.
- 1.3 Over the 12 months since the last report, Member Development sessions have continued to run, albeit on a smaller scale. This has been primarily due to reduced resources available within the Democratic Services Team. However, with a refreshed team structure in place and recruitment underway, there will be increased capacity to move forward with renewed focus.
- 1.4 Member Development continues to be a priority for the Democratic Services Team, with Officers committing to continue the work of the Member Development Group with plans for the coming year and the 2023 Full Induction Programme following the all-out elections.

2 Summary of Development Sessions October 2020 – September 2021

2.1 Table of Development Sessions

| Month | Session Title | Note |
|--------------------------|---|---|
| November 2020 | Mid Year MTFP and Revised Budget | Workshop |
| January 2021 | Treasury Management | |
| February / March 2021 | LGiU Finances Series | A series of four sessions covering basics of financial understanding for Members and focussed sessions on the MTFP and Budget |
| May > July 2021 | By-Election Induction Programme | Amended programme owing to national restrictions: series of 1-2-1 sessions with newly elected Councillor and key Officers |
| May 2021 | Planning Development Session – Determining a Planning Application | First of a series of sessions open to District Councillors and Parish / Town Councils |
| | Budget Consultation | Workshop |
| | Levelling Up Fund | Workshop |

| | | |
|----------------|--|----------|
| June 2021 | Planning Development Session – The Role of Councillors & Parish Councils in Planning | |
| | Future Delivery of WL Markets | Workshop |
| July 2021 | Planning Development Session – Highways & Flood Risk | |
| August 2021 | Selective Licensing | Workshop |
| September 2021 | Planning Development Session – Heritage in Planning | |
| | Emergency Planning | |

- 2.2 Overall, attendance at Member Development sessions for the period of October 2020 to September 2021 has increased, with some sessions seeing over 30% attendance. This is an increase on previous years and is considered to be as a result of sessions being held online. Without the need to travel, Councillors need only commit to the time of the session, rather than accommodating sometimes up to an hour's travel either side of the session. There are initial signs that attendance may be on the wane, however, this will be monitored over the coming months with figures reported back to the Member Development Group as necessary.
- 2.3 Initial concerns regarding ease of discussion in virtual sessions appear to have been unfounded, with sessions continuing to generate the same levels of discussion seen in face-to-face sessions.
- 2.4 It is anticipated that, for the foreseeable future, sessions will continue to be provided in a virtual setting. This is in recognition of the continuing risk of Covid-19, the Council's focus on 'virtual first' and informal feedback from Councillors. Future delivery options will be revisited, particularly for the Full Induction Programme.
- 2.5 Officers have recognised that the agreed roll out of the online learning platform, LearningPool, is yet to take place. A small number of individual Councillors have been provided access to the system however it has not yet become the 'go-to' platform for online learning sessions. This will be addressed within the Democratic Services Team and in collaboration with the Member Development Group.

3 Member Development Group

- 3.1 The next meeting of the Member Development Group will be scheduled to take place in November 2021. The primary focus, aside from the roll-out of LearningPool, will be the 2023 Full Induction Programme. There are expected to be significant changes to the 2019 programme, not only in delivery options but also relevance of subject areas covered.

- 3.2 The Member Development Group will also be asked to identify any development needs for the coming 18 months prior to the election. Following a meeting of the Corporate Policy and Resources Committee, it has been requested that Emergency Planning sessions be scheduled on an annual basis.
- 3.3 Officers will also discuss future reporting expectations with the Member Development Group as it is anticipated that there will be the need for approval of the Full Induction Programme, outside of the usual report annual reporting timeframe.

4 Proposed Action Plan

- 4.1 The table below details the proposed actions to be taken by Officers, in collaboration with the Member Development Group.

| Action | Timescale |
|---|---------------------------------------|
| Meeting of the Member Development Group (MDG) | November 2021 |
| Agree future development sessions from December 2021 to April 2022 | November 2021 (at the MDG meeting) |
| Agree the timeframe for the roll-out of LearningPool | November 2021 (at the MDG meeting) |
| Commence discussions regarding Full Induction Programme 2023 (content, delivery options) | November 2021 (at the MDG meeting) |
| Meeting of the MDG – review initial plan for Full Induction Programme, agree development sessions for 2022/23 | March 2022 |
| Annual Reporting to align with the Civic Year | May 2022 |
| Meeting(s) of the MDG | Between June 2022 – December 2022 |
| Full Induction Programme 2023 to be approved by the Committee | By December 2022 |

5 Conclusion

- 5.1 The upcoming months will see a significant increase in Member Development focussed work. Working with the Member Development Group to finalise the schedule for the next 18 months as well as the Full Induction Programme, there will be increased opportunity for Member involvement, by attendance at sessions as well as shaping the future delivery options. Increased Officer capacity will also enable further expansion of the Member Development work stream.

5.2 Members are asked to:

5.2.1 Accept this report as an accurate reflection of Member Development for the period October 2020 to September 2021; and

5.2.2 Support the proposed action plan regarding future development sessions and initial preparations for the 2023 Full Induction.

Agenda Item 6e



**Governance and Audit
Committee**

Tuesday, 9 November 2021

Subject: Internal Audit Quarter 2 Progress Report 21/22

Report by:

Lucy Pledge (Head of Service – Corporate Audit & Risk Management – Lincolnshire County Council)

Contact Officer:

Emma Redwood, Assistant Director of People and Democratic Services
emma.redwood@west-lindsey.gov.uk

Purpose / Summary:

The report gives members an update of progress, by the Audit partner, during the Period June 2021 to October 2021, against the 2021/2022 annual programme agreed by the Audit Committee in April 2021.

The report also raises matters that may be relevant to the Audit Committee role.

RECOMMENDATION(S):

That Members consider the content of the report and identify any actions required.

IMPLICATIONS

Legal:

None directly arising from this report

Financial :

None directly arising from this report

Staffing :

None directly arising from this report

Equality and Diversity including Human Rights :

None directly arising from this report

Data Protection Implications :

None directly arising from this report

Climate Related Risks and Opportunities:

None directly arising from this report

Section 17 Crime and Disorder Considerations:

None directly arising from this report

Health Implications:

None directly arising from this report

Title and Location of any Background Papers used in the preparation of this report :

Risk Assessment :

n/a

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

Executive Summary

If the main body of your report is longer than 4 sides of A4 then you are required to complete an executive summary. Please summarise the entire content of the report, its purpose and the decisions you require on one side of A4.

1 Introduction

1.1

Internal Audit Progress Report



West Lindsey District Council November 2021

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Benchmarking

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-
- 1 - Assurance Definitions
 - 2 - Details of Overdue Actions
 - 3 - Internal Audit Plan 2021/22 – Progress to Date

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Amanda Hunt – Principal Auditor

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This report has been prepared solely for the use of Members and Management of **West Lindsey District Council**. Details may be made available to specified external organisations, including external auditors, but otherwise the report should not be used or referred to in whole or in part without prior consent. No responsibility to any third party is accepted as the report has not been prepared, and is not intended for any other purpose.

The matters raised in this report are only those that came to our attention during the course of our work— there may be weaknesses in governance, risk management and the system of internal control that we are not aware of because they did not form part of our work programme, were excluded from the scope of individual audit engagements or were not brought to our attention. The opinion is based solely the work undertaken as part of the agreed internal audit plan.

Introduction

The purpose of this report is to:

- Provide details of the audit work during the period June 2021 to October 2021
- Advise on progress of the 2021/22 plan
- Raise any other matters that may be relevant to the Audit Committee role

Key Messages

During the period we have completed four assurance audits and have six audits currently in progress with one of these at draft report stage. We have now completed 40% of the revised plan (Appendix 3).

The four audit which have been completed are:-

- Together 24 – High
- Housing Benefit Subsidy – High
- Grants Given - High
- Covid Business Grants – Substantial

The seven which are currently in progress include:-

- ICT Helpdesk – Draft report
- Local Land Charges – Draft report
- Follow-up – Fieldwork
- Insurance - Fieldwork
- ICT Network infrastructure – Fieldwork
- Flooding – Terms of Reference
- Key Project Enterprise Resource Planning System – Terms of Reference

We have put the Value for money audit on hold whilst we establish the External Audit coverage to avoid any duplication.

We have commenced the Combined Assurance work with an initial session being held in October with Management Team outlining the purpose and responsibilities. Meetings with the Assistant Directors are being set up.

Further details of these are found within the body of the report and Appendix 3.

Overall there are 12 agreed actions remaining to be implemented (1 High, 10 Medium and 1 Low). There are no overdue actions outstanding. Appendix 2 includes the statistics and sets out those actions where the implementation date has been extended.

3
HIGH
ASSURANCE

1
SUBSTANTIAL
ASSURANCE

0
LIMITED
ASSURANCE

0
LOW
ASSURANCE

0
OTHER
REPORTS

High Assurance

Together 24

The Together 24 Programme is being managed and monitored through a formal programme management process. In our view this represents a sound framework of control, and continued implementation of the arrangements as the programme progresses through its successive tranches will put the Council in a good place to achieve its five approved objectives.

The Programme's objectives, governance and management arrangements are clearly and collectively set out in the Programme's Business Case and supporting project documentation, including its Stakeholder-, Benefit- and Risk-Management strategies. This is in addition to extensive supporting methodology documentation and timetabled implementation plans which robustly set out how the planned tranches and key activities (service reviews, resulting business cases etc.) will be conducted as and when.

The Programme formally commenced in August 2020 and whilst COVID-19 lockdowns have had a direct impact on staff resource, to-date the Programme remains broadly on-track; with evidence that implementation plans are being suitably adjusted to ensure effective progression of the Programme towards its ultimate December 2024 deadline.

The Council's recognition of the need for sound engagement with stakeholders is apparent; key stakeholder groups have been profiled, and tailored engagement and communication plans put in place are being operated as part of a managed change management process.

Housing Benefit Subsidy

As part of the work undertaken to support the subsidy claim, we examined thirty cases in respect of payments made in the 2020/21 financial year.

One error was identified. Whilst the total benefit paid was accurately calculated, the subsidy classification for temporary accommodation was incorrect in one claim examined. This was in relation to a part-week benefit award and is a known fault with the Northgate Revenues and Benefits application. We are advised that the Council, along with external audit and the supplier of the system, are aware of this issue. As such there is no recommendation necessary at this time. Within the one claim where this error was present, this resulted in an under claim of subsidy of £3.75.

High Assurance

Grants Given

Our review of the effectiveness of the controls in place in the awarding of Community grants from the Councillor Initiative fund and Match Funding has provided a high assurance opinion.

There is a clear process and criteria in place for determining whether or not applicants are eligible for funding from both funds. This is supported by detailed guidance notes for applicants which is readily available. This includes all stages of the grant process from submitting application through to project monitoring and evaluation.

Processes in place ensure that applications are reviewed ensuring separation of duties and alignment with core outcomes. Match funding grants go through a panel of Councillors after officer recommendation.

Funding is supported by a grant funding agreement, no funding is released prior to the signing of this by applicants.

There is a reconciliation process in place ensuring grant spend is monitored and aligned to budgets. This is completed on a regular basis ensuring budgets are maintained and all payments from the grant are accounted for.

Substantial Assurance

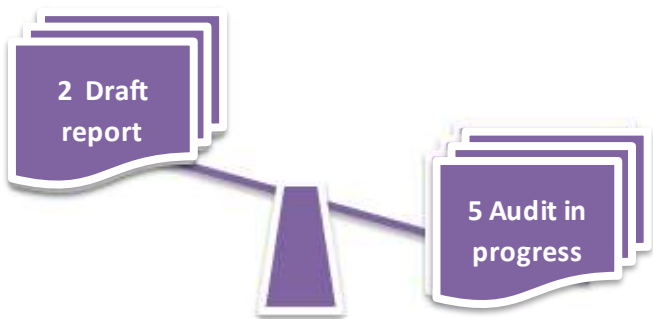
Covid Business Grants

The purpose of the Covid Grant Schemes was to provide funding to eligible businesses impacted by Covid-19. In line with Government guidance, WLDC's emphasis was very much around the speed of payments to support businesses early on in the pandemic, with additional assurance checks (which applications would normally be subject to) being captured through Post Payment checks. Our review of the initial Covid Grant Schemes confirmed government guidelines on initial checks were followed and that the additional assurance checks around eligibility of businesses and the verification of bank account details prior to payment; have been introduced for subsequent grant schemes allocated to support businesses through the ongoing pandemic. Where checks were not initially carried out, these form part of the ongoing post payment checks. As a result we have awarded a substantial assurance to this audit.

Processes were promptly and effectively introduced for the assessment of applications and subsequent distribution of funding. Where initial applications matched the information held by Business Rates, applications were automatically highlighted for payment, subject to the completion of the declaration. Where applications were not an exact match, these were subject to checks carried out by the Growth Team; initially these checks did not extend to bank account verification which may have indicated a fraudulent application. The checks carried out were in line with Government guidance for initial checks, with further checks being captured through the Post Payment checks. If this criteria was not met then payments to applicants, not eligible for the grant, may have been processed and therefore payments/overpayments would have been made.

We found that an amendment to the approved Discretionary Business Grants Fund Policy relating to the % of business-related costs against income had not been formalised. A lack of transparency around the assessment criteria may lead to potential for challenge, particularly from unsuccessful applicants.

It would be good practice for individuals involved in the assessment, verification, and payment of grant payments to have completed a declaration of interest form. We note that there was no requirement for individuals to have completed such a form prior to the administration of the Covid 19 schemes.



Audit reports at draft

We have two audits at draft report stage:

- ICT Helpdesk
- Local Land Charges

Work in Progress

We have the following audits in progress :

- Follow-up – Fieldwork
- ICT Network infrastructure – Fieldwork
- Insurance – Fieldwork
- Flooding – Terms of Reference
- Key Project ERP – Terms of Reference

Other Significant Work

We have completed a session with Management Team on the combined assurance process and are currently setting up meetings to discuss the Assurance map with each of the Assistant Directors. This will feed into the Combined Assurance report which will be presented to Committee in March 2022.



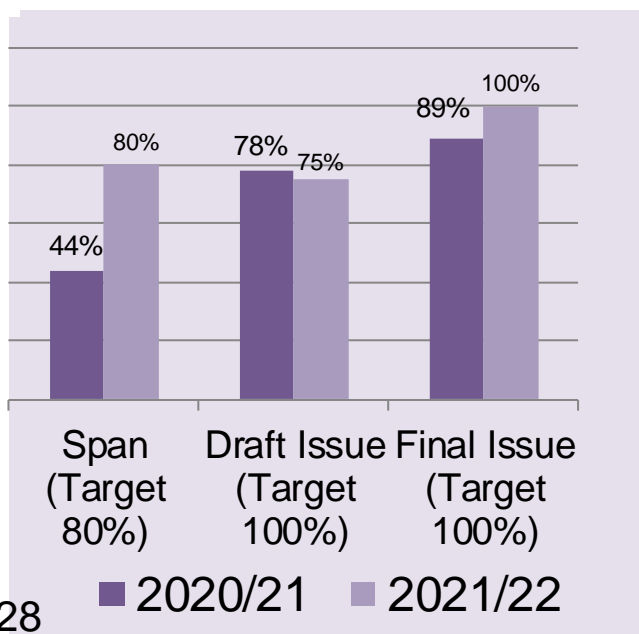


Internal Audit's performance is measured against a range of indicators. The statistics below show our performance on key indicators year to date.

Performance on Key Indicators

Positive feedback has been received

Plan completed 40%



Other Matters of Interest

A summary of matters that will be of particular interest to Audit Committee Members

The CIPFA logo consists of the letters 'CIPFA' in a bold, blue, sans-serif font, followed by a blue diagonal slash.

30
JUL
2021

Please find below some of the key extracts from the CIPFA Audit Committee Update Issue 35:

Supporting improvements to risk management arrangements

The Better Governance Forum held two discussion groups with members in April 2021 to discuss the experience of the pandemic and what it meant for risk management. The groups discussed how their arrangements had fared in supporting the organisation's management through the pandemic. The key areas for improvement identified by the groups were as follows:

- better integration with plans and management processes
- consistency across the organisation, and
- a focus on action.

When asked how improvements to risk management arrangements could be achieved both groups were consistent in their choice of the best action to take – investment in staff training and awareness of risk management.

The detailed results of the discussions are available in a briefing, the link to which can be found within the CIPFA Audit Committee Update Issue 35 (July 2021). The paper contains a summary of the findings identifying strengths and areas for improvement.

Audit Committee Guidance

In July the Ministry of Housing Communities and Local Government (MHCLG) issued a further update on progress against the Redmond Review recommendations. One of the areas reviewed as part of the consultation was guidance for Audit Committees which the MHCLG has recommended to be strengthened and updated to support effective audit committee arrangements. The consultation asks for comments on this proposal and whether it is agreed.



Other Matters of Interest

A summary of matters that will be of particular interest to Audit Committee Members

The updated guidance is likely to include the following:

- structure
- role of independent members
- how the committee interacts with full council
- reporting to those charged with governance
- core functions
- knowledge, expertise and training of audit committee members
- facility to meet privately with auditors.

Reporting to full council / those charged with governance

MHCLG is proposing to amend the Accounts and Audit Regulations so that the full council should receive the auditor's annual report from the local auditor. The purpose of this is to improve transparency to the public and ensure all members are aware of issues raised by the auditor and recommendations. It is also proposed that it is accompanied by a report from the audit committee containing its responses to the auditor's annual report.

The full CIPFA Audit Committee Update Issue 35 (July 2021) can be provided on request.

High

Our critical review or assessment on the activity gives us a high level of confidence on service delivery arrangements, management of risks, and the operation of controls and / or performance.

The risk of the activity not achieving its objectives or outcomes is low. Controls have been evaluated as adequate, appropriate and are operating effectively.

Substantial

Our critical review or assessment on the activity gives us a substantial level of confidence (assurance) on service delivery arrangements, management of risks, and operation of controls and / or performance.

There are some improvements needed in the application of controls to manage risks. However, the controls have been evaluated as adequate, appropriate and operating sufficiently so that the risk of the activity not achieving its objectives is medium to low.

Limited

Our critical review or assessment on the activity gives us a limited level of confidence on service delivery arrangements, management of risks, and operation of controls and/or performance.

The controls to manage the key risks were found not always to be operating or are inadequate. Therefore, the controls evaluated are unlikely to give a reasonable level of confidence (assurance) that the risks are being managed effectively. It is unlikely that the activity will achieve its objectives.

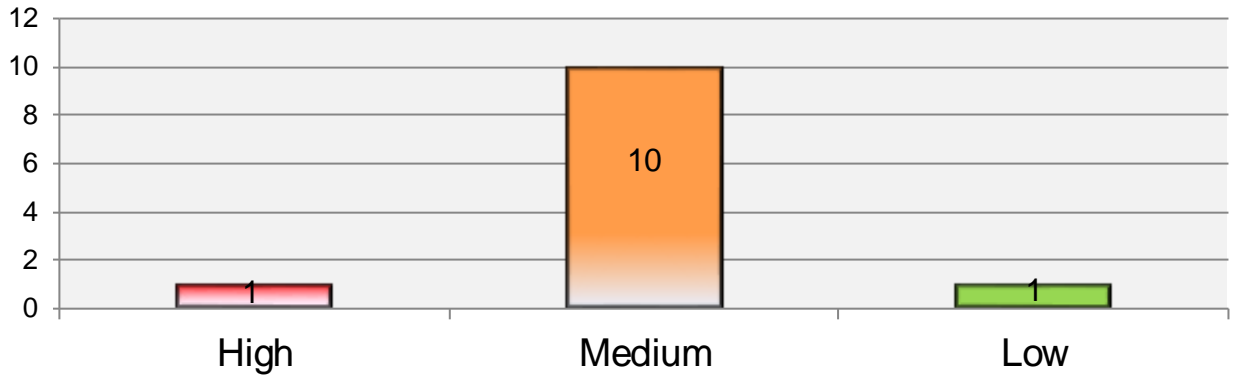
Low

Our critical review or assessment on the activity identified significant concerns on service delivery arrangements, management of risks, and operation of controls and / or performance.

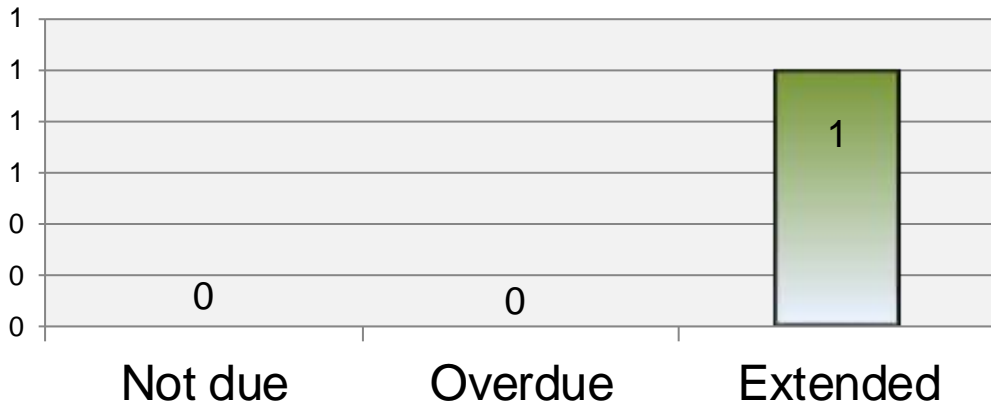
There are either gaps in the control framework managing the key risks or the controls have been evaluated as not adequate, appropriate or are not being effectively operated. Therefore the risk of the activity not achieving its objectives is high.

Outstanding Audit Actions for all audits at 30 September 2021

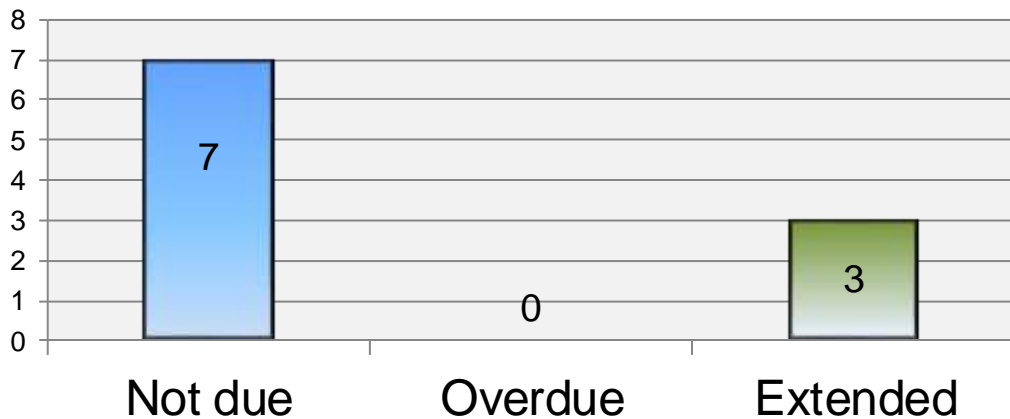
All Actions remaining to be implemented



High Priority Actions remaining to be implemented



Medium Priority Actions remaining to be implemented



Details of those outstanding are provided in the following pages.

Details of the overdue Agreed Actions where the implementation date has been extended since July 2021

| Audit | Priority | Agreed Action | Owner | Original due date | Current due date | Comments |
|---|----------|--|----------------|-------------------|------------------|--|
| WLDC 2019/20-08 - Programme and Project management | Medium | Implement P3M3 maturity model assessments for all programmes. | Darren Mellors | 31/12/2020 | 31/12/2021 | In Feb'21 the Portfolio Board agreed to Postpone P3M3 until Autumn 2021. Work started in September to establish appropriate external resource. A report is ready to progress to MT in October with the recommendation to commission an external consultant. With the work to be fully completed by 31/12/21. |
| WLDC 2020/21-05 - Homelessness | Medium | Develop Change4Lincs delivery plan with partners | Rachel Parkin | 30/06/2021 | 31/10/2021 | In June 2021 was awaiting Change4Lincs to appoint a partnership lead and date extended to Sept. 2021. A new partnership lead is now in place but has only been in place for 2 weeks and currently looking to recruit to a number of other posts. Delivery Plan will be produced by end of October 2021. |
| WLDC 2020/21-05 - Homelessness | Medium | Develop lettings policy for Viable Housing Solution to provide pathway to housing solution for those not eligible for housing register | Rachel Parkin | 30/06/2021 | 31/10/2021 | Was being worked on and a previous extension requested to July 2021. Currently being worked on and will be in place by 31/10/21 |

| Audit | Scope of Work | Start Planned Date | Start Actual Date | End Actual Date | Rating |
|----------------------------------|--|---|-------------------|-----------------|--|
| 2020/21 ICT Helpdesk | <p>Joint review with NKDC to review the effectiveness and efficiency of the helpdesk</p> <p>The previously unallocated ICT days have been added to this review to enable a deeper dive into Performance & Delivery</p> | Q4 Jan – Mar 20 | November 2020 | | Draft Report |
| 2020/21 Covid 19 Business Grants | To provide assurance over claims in relation to the Small Business Grant Fund (SBGF) and Retail, Hospitality and Leisure Grants (RHLG). | Q4/Q1 Mar- Jun 21 | May 2021 | Sept 2021 | Substantial |
| 2020/21 Together 24 | To provide assurance over the governance arrangements in place | Q4 Jan – Mar 21 Revised to April 2021 | April 2021 | Sept 2021 | High |
| Key Control Testing | Delivery of key control testing to enable Head of Internal Audit to form an opinion on the Council's financial control environment. | Q4 | | | |
| Grants awarded | To provide assurance that there are robust arrangements in place for the issuing of grants across the council and grant conditions are monitored and complied with | Q2 | July 2021 | Sept 2021 | High |
| Insurance | To provide assurance around the adequacy and effectiveness of processes within the insurance function | Q1 Revised to Q3 | Sept 2021 | | Fieldwork |
| Value for Money (VFM) | To provide assurance that the Council takes all reasonable steps to achieve Value for Money in the delivery of its services. | Q1 | | | On hold pending further information on External Audit coverage |

| Audit | Scope of Work | Start Planned Date | Start Actual Date | End Actual Date | Rating |
|---|--|--------------------|-------------------|-----------------|-------------------|
| Strategic Risk - Inability to maintain critical services and deal with emergency events | To provide assurance that the processes in place to support the management of this strategic risk are operating effectively | Q3 | | | |
| Flood Management | To provide assurance that adequate arrangements are in place between the council and the LLFA to both prevent and respond to flooding - Client wide review | Q2 | | | TOR being drafted |
| Carbon Management | To provide assurance that the plans in place to tackle climate change are relevant, fit for purpose and achievable | Q4 | | | |
| Local Land Charges | To provide assurance over the operational arrangements in place with a core focus on performance management | Q2 | July 2021 | | Draft report |
| Wellbeing | Review of delivery and effectiveness of the Council's elements of the wellbeing contract. - Client wide review | Q4 | | | |
| Enterprise Resource Planning system | Consultancy review to advise and support on system controls during the implementation of this new system | Q1-3 | | | Scoping review |
| ICT Disaster Recovery & Backup | To provide assurance that backups are robust, working effectively and that disaster recovery arrangements are in place and also periodically tested. | Q4 | | | |

| Audit | Scope of Work | Start Planned Date | Start Actual Date | End Actual Date | Rating |
|--|--|--------------------|-----------------------|-----------------|---------------------|
| ICT - Cloud/ Housed Services | Review of several cloud hosted solutions to ascertain the level of due diligence undertaken of selected providers and the adequacy of security arrangements in place | Q3 | | | |
| ICT - Network Infrastructure & Security | Review of the network architecture and design from a security perspective to determine whether adequate security mechanisms are in place and operating effectively. | Q1 | Sept 2021 | | Fieldwork |
| Follow-ups:- Vulnerable Communities Golden Thread | To provide management with assurance that actions from previous key audits have been implemented and this has led to improved outcomes. | Q1 | Aug 2021 Sept 2021 | | Fieldwork |
| Combined Assurance | Updating the assurance map and completing the Combined Assurance report. | Q3 | | | Preparation ongoing |

Governance and Audit Committee Workplan as at 1 November 2021

Purpose:

This report provides details of reports scheduled for committee for the 2018/19 and 2019/20 electoral cycles.

Recommendation:

1. That members note the report.

| Date | Title | Lead Officer | Purpose of the report |
|------------------------|--|--|--|
| 9 NOVEMBER 2021 | | | |
| 28 Sep 2021 | Audited Statement of Accounts | Caroline Capon, Corporate Finance Team Leader | Audited Statement of Accounts |
| 18 Sep 2021 | Report to those charged with Governance - EXTERNAL AUDIT COMPLETION REPORT - ISA 260 | Caroline Capon, Corporate Finance Team Leader | To present to those charged with governance, the External Audit report on the quality of the Statement of Accounts and Annual Governance Statement 2020/21. |
| 17 Nov 2021 | Local Government and Social Care Ombudsman (LGO) Annual Review Letter Report 2020/21 | Natalie Kostiuk, Customer Experience Officer | Report on the Local Government and Social Care Ombudsman Annual Review letter 2020/21 covering complaints referred to them between April 2020 and March 2021. Examining upheld complaints, learning actions and benchmarking with other authorities. |
| 9 Nov 2021 | Internal Audit Quarter 2 Report 21/22 | Katie Storr, Democratic and Elections Team Manager | From Assurance Lincolnshire |
| 9 Nov 2021 | Member Development Annual Report | Ele Snow, Democratic and Civic Officer | To review Member Development for the previous Civic Year and to agree relevant actions for the current Civic Year |
| 11 JANUARY 2022 | | | |
| 7 Mar 2022 | Draft Treasury Management Strategy 2022-23 | Caroline Capon, | Draft Treasury Management Strategy |

Corporate Finance Team
Leader

| | | | |
|-------------|---|--|---|
| 11 Jan 2022 | Internal Audit Quarter 3 Report 21/22 | Katie Storr, Democratic and Elections Team Manager | From Assurance Lincolnshire |
| 7 Mar 2022 | Opting-In to Public Sector Audit Appointments Ltd | Tracey Bircumshaw, Assistant Director of Finance and Property Services and Section 151 Officer | Public Sector Audit Appointments Limited (PSAA), being an appointing person for the purposes of the Regulations, invites West Lindsey District Council (the authority) to become an opted-in authority in accordance with the Regulations |

8 MARCH 2022

| | | | |
|------------|---|---|---|
| 8 Mar 2022 | Accounts Closedown 2021/22 Accounting Matters | Caroline Capon, Corporate Finance Team Leader | To review and approve the accounting policies, actuary assumptions and materiality levels that will be used for the preparation of the 2021/22 accounts. For the External Auditor to explain the process of the External Audit of the Statement of Accounts and approach to the Value for Money audit 2021/22. |
|------------|---|---|---|

| | | | |
|------------|---|--|--|
| 8 Mar 2022 | Internal Audit Draft Annual Plan 2022/2023 | Katie Storr, Democratic and Elections Team Manager | From Assurance Lincolnshire |
| 8 Mar 2022 | External Audit Strategy Memorandum (Plan) for 2021/22 | Caroline Capon, Corporate Finance Team Leader | To present the 2021/22 External Audit Strategy from our External Auditors, Mazars. |

12 APRIL 2022*

| | | | |
|-------------|---|--|--|
| 12 Apr 2022 | Internal Audit Quarter 4 Report 21/22 | Katie Storr, Democratic and Elections Team Manager | From Assurance Lincolnshire |
| 12 Apr 2022 | Certification of Grants and Returns 2020/21 | Caroline Capon, Corporate Finance Team Leader | To present the Housing Benefit Subsidy Claim Audit for 2020/21 from our External Auditor, Mazars |

* Strategic Risks and Constitution Review to be added to this meeting.