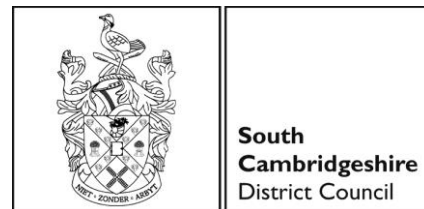


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20 November 2023

To: Chair – Councillor Michael Atkins
Vice-Chair – Councillor Peter Sandford
Members of the Audit and Corporate Governance Committee –
Councillors Geoff Harvey, Mark Howell, Helene Leeming, Richard Stobart
and Heather Williams

Quorum: 3

Substitutes: Councillors Graham Cone, Sue Ellington, Dr. Richard Williams,
Bunty Waters, James Hobro, Dr Lisa Redrup, Pippa Heylings and
Jose Hales

Dear Councillor

You are invited to attend the next meeting of **Audit and Corporate Governance Committee**, which will be held in **Council Chamber - South Cambs Hall** at South Cambridgeshire Hall on **Tuesday, 28 November 2023** at **10.00 a.m.**

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution ***in advance of*** the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully
Liz Watts
Chief Executive

The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you.

Agenda		Pages
1. Apologies for Absence To receive Apologies for Absence from Committee members.		
2. Declarations of Interest		
3. Minutes of Previous Meeting To confirm the minutes of the meeting held on 12 October 2023 as a correct record.		5 - 10

4. **Final External Audit Results Report - Report to Follow**
5. **Completion of Accounts for 2020/21** **11 - 144**
6. **Governance Risk and Control Update** **145 -
156**
7. **Ombudsman Annual Review Letter 2022/23** **157 -
176**
8. **Matters of Topical Interest**
9. **Date of Next Meeting**
The next meeting of the Committee is scheduled for 19 March 2024 at 10 am.

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

Notes to help those people visiting the South Cambridgeshire District Council offices

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Security

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You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. Failure to do so, will result in the Chairman suspending the meeting until such items are removed.

Disturbance by Public

If a member of the public interrupts proceedings at a meeting, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared. The meeting will be suspended until order has been restored.

Smoking

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Food and Drink

Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. You are not allowed to bring food or drink into the meeting room.

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Agenda Item 3

South Cambridgeshire District Council

Minutes of a meeting of the Audit and Corporate Governance Committee held on
Thursday, 12 October 2023 at 10.00 a.m.

PRESENT:	Councillor Michael Atkins – Chair	
Councillors:	Geoff Harvey Richard Stobart	Helene Leeming Heather Williams
Officers:	Patrick Adams Kevin Ledger Peter Maddock Tara Nutbeam-King	Senior Democratic Services Officer Senior Policy and Performance Officer Head of Finance Corporate Fraud Manager
Auditors:	Janet Dawson Mark Russell Jonathan Tully	E & Y E & Y Head of Shared Internal Audit

Councillor John Williams was in attendance, by invitation.

1. **Apologies for Absence**

Apologies for Absence were received from Councillor Peter Sandford.

2. **Declarations of Interest**

Councillor Richard Stobart declared an Other Registerable Interest as the Director of South Cambs Investment Partnership and South Cambridgeshire Projects.

3. **Minutes of Previous Meeting**

The minutes of the meeting held on 26 July 2023 were agreed as a correct record.

It was noted that a member of the public had submitted a question, but he was not present at the meeting.

4. **External Audit Update Report on 2020/21 Accounts - Report to Follow**

Janet Dawson presented her report on the audit of the 2020/21 accounts. She explained that the audit had found that the value of investment properties had been overstated by £8.5m, as it was leasehold not freehold. This valuation had been accepted by officers. The figures on the pension fund were being checked. Officers would have to respond to these queries which would result in an updated set of Financial Statements. She estimated that the audit was 95% complete and she assured the Committee that the auditors had the resources to complete their work on the 2020/21 accounts in time for November's Committee meeting.

The Head of Finance reported that communication between officers and auditors

had improved but further progress could be made. It was noted that part of the challenge in responding to the auditors' queries was that they related to historic information. The Head of Finance agreed that the accounts should be signed off in November.

Mark Russell assured the Committee that the re-evaluation of assets would not have any impact on the Council's General Fund and that information from any third parties had been received and so auditors only needed to liaise with officers to get the information they required. The Head of Finance explained that the valuation related to three investment properties acquired by the Council. The authority had since sold one of these properties.

Janet Dawson expected that the auditors would be able to start the auditing of the 2021/22 accounts soon after the 2020/21 accounts were agreed. Guidance was still expected from the Government on whether overdue audits could be subjected to a less thorough inspection in order to address the national issue of bringing local authority audits up to date. The Head of Finance reported that he expected that the Committee would receive a report on the 2021/22 accounts in the new year.

In response to concerns regarding staff turnover, it was noted that the accountancy team had a stable workforce and two officers had been employed specifically to work on the overdue accounts. One cause of delays was the need to deal with third parties when carrying out valuations.

Councillor Heather Williams stated that officers had worked very hard under pressure during the pandemic and should be thanked. She highlighted two points that needed to be amended:

- Note 24 on page 55 referred to 2019/20 and so needed to be updated.
- Note 5 on page 48 referred to the war in Ukraine but had the wrong date.

The Committee **noted** the report.

5. **Completion of Accounts for 2020/21**

The Head of Finance presented this report on the Statement of Accounts for 2020/21. He reported that the Committee would not be finalising the accounts at this meeting. It was hoped that the Statement of Accounts would be signed off in November. He reported that the adjustments had altered the balance sheet by £2.4m.

The Chair expressed his thanks to the accountancy team for their work on the accounts, which were substantially complete.

The Committee **noted** the report.

6. **Key Amnesty Project**

The Corporate Fraud Manager explained that at the beginning of the year an awareness campaign had been launched on social housing fraud and the report provided the results of this campaign.

The Head of Finance explained that it had been timely to carry out the initiative after the pandemic and the project had been jointly run with the housing team. Corporate Fraud Manager stated that the project had been well communicated with tenants and overall officers were satisfied with its results. There had been an increase in attempted fraud over the last two years and housing officers could report their concerns to the anti-fraud team.

In response to questioning, the Corporate Fraud Manager explained that the subletting of social housing by tenants was a major challenge. There was a robust process in place regarding the right to buy process and resources were in place to investigate any examples of fraud.

It was noted that fraud could be detected early through data matching, as work on single person discounts had shown.

It was agreed that the Council had a moral obligation to detect and deal with fraud.

The Committee **noted** the report.

7. Six-Monthly Strategic Risk Report

The Policy and Performance Officer presented his report on risks over the last six months. The Chair requested that the next six-monthly report be considered by the Committee in the new year, instead of November, to avoid the Committee having two reports in a row.

The Policy and Performance Officer agreed to review whether there was sufficient training for both officers and councillors, as it had been suggested that the shortage of technical skills meant that there was insufficient funding for professional development.

Councillor Heather Williams asked that the risk relating to IT be reviewed, as this was a cause of constant frustration to councillors. She stated that the Local Plan and Five Year Land Supply was at risk and the risk of reputational damage to the Council regarding the four-day week should be highlighted.

In response to concerns, the Head of Finance assured the Committee that the issue of cyber security was being discussed and due to its complexity it was likely that extra resources would be allocated to it.

The Head of Finance explained that risks regarding the cost of living crisis had been updated. The Government's fair funding review had been pushed back to 2026/27.

It was agreed that members of the Committee should be provided with further details of the control measures relating to SR24 and SR26.

The Policy and Performance Officer explained that the Council's Corporate Management Team regularly reviewed the Risk Register. He assured the

Committee that he report any risk that was removed from the register, with a rationale for this decision.

The Committee **noted** the report and looked forward to seeing an update early in the new year.

8. **Governance Risk and Control Update**

The Head of Internal Audit introduced this report, which updated the Committee on topical news items on governance matters.

The Head of Finance stated that the new asset registration system was a vast improvement on the previous system. The new system was supported by CIPFA. One officer was an experienced user of the system and it was recognised that two to three other permanent members of staff needed to be trained up.

In response to questioning the Head of Finance expressed concern regarding the Office of Local Government's use of comparative data, which did not recognise the difference between the debt imposed on council's Housing Revenue Accounts and debt affecting General Funds.

In response to questioning, the Head of Internal Audit recognised the potential benefits of Artificial Intelligence to the Council and assured the Committee that discussions were ongoing on this matter.

The Chair suggested that the risk of future extreme weather in the UK should be included in the Risk Register.

The Committee **noted** the report.

9. **Treasury Management - Annual Report 2022/2023**

The Head of Finance presented the annual report on treasury management. Overall the Council had done well out of its investments.

In response to questioning the Head of Finance explained that this authority maintained a list of councils that had issued a Section 114 notice, effectively declaring bankruptcy, and a list of those authorities that had put out warnings regarding their financial positions. He assured the Committee that there had not been any instances of the Council investing with another authority, which had then been able to pay the money back.

The Chair suggested that authorities responsible for education and social care appeared to be more at risk of a Section 114 statement than lower tier authorities.

It was agreed that in relation to paragraph 20 on page 183 it would be useful to have a lowest threshold figure. The Head of Finance assured the Committee that it had never been below £7 million.

The Committee **noted** the report.

10. Treasury Management Performance Report: Quarter Ending 30 September 2023

The Head of Finance presented this report on the latest treasury management position. Overall it was good news, with an extra £700,000 being paid into the budget.

In response to questioning, the Head of Finance explained that the figure for long term borrowing was historic. The gap between returns on long term and short term borrowing had narrowed considerably. He explained that the interest rate on borrowing was approximately 5.4% whilst the Council could get a 6% return on investments.

In response to questioning, the Head of Finance explained that the Council received regular updates from Link, CIPFA and the Financial Times on how to avoid risky investments. Regularly meetings were held with treasury advisers.

The Committee **noted** the report.

11. Matters of Topical Interest

The Head of Internal Audit reported that the Council meeting on 5 October had agreed to amend the Constitution to allow the Committee to appoint an Independent Person, subject to the definition of the term “resident” by the Civic Affairs Committee. The Audit and Corporate Governance Committee could then oversee the recruitment process.

12. Date of Next Meeting

The Committee noted that its next meeting would take place on 28 November at 10 am.

The Meeting ended at 12.00 p.m.

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Agenda Item 5



Report to:	Audit and Governance	28 th November 2023
Lead Cabinet Member:	Councillor John Williams, Lead Cabinet Member for Finance	
Lead Officer:	Peter Maddock, Head of Finance	

COMPLETION OF ACCOUNTS FOR 2020/21.

Executive Summary

1. The statement of accounts for the year 2020/21 are attached for approval at Appendix A. Once approved and signed the auditors can complete their final processes before they sign the accounts. There is also a balance sheet comparison showing the changes made since the accounts were presented in October 2023 and the final audited accounts re-produced at Appendix B.

Recommendations

2. That Committee approve the audited statement of accounts for 2020/21 as presented in Appendix A.
3. That Committee note that the 2020/21 accounts audit is now complete save for final closing procedures to be carried out by the Auditors.

Details

Statement of Accounts 2020/21

4. The audited statement of accounts for 2020/21 is reproduced as Appendix A to this report. There is also a Balance Sheet comparison with the changes shown since the accounts presented in October 2023 and the final set as presented to this committee, in Appendix B.
5. The final set of accounts as presented has a few further amendments to those reported at the October meeting and these are detailed below.
6. It was verbally reported in October that following work by the valuer at EY they could not agree the Investment Property valuation provided by the Council's valuer and in their opinion the value was overstated by £8.587m. Given that the valuation is an estimate at a point in time and when the accounts for 2021/22 are

produced the value assigned will again change it was felt that further work on this was of little value so the council has accepted the valuation provided by EY.

7. It has since come to light that the valuer from EY has a similar issue with the values of some of the Council's Housing stock in that in their opinion the properties concerned are undervalued by £13.213m. Again, as in the situation in the previous paragraph it was felt best to accept the revision proposed for the same reason.
8. The final adjustment relates to the pensions liability where the figure in the audit summary report was incorrect and as a result the liability was understated by £73,000.
9. The overall effect of these adjustments is to increase the Balance sheet total by £4.553m.
10. There have also been a number of disclosure changes requested by the auditors within the various notes, including an analysis of future lease payments expected to be received by the Council (Note 31).

Options

11. The report asks the committee to approve the accounts. The committee has this with its terms of reference so not carrying out this function could not be recommended.

Implications

12. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered:-

Financial and Fraud Risk

13. Timely and robust consideration of the Council's budgets is vital to ensure that financial statements are correctly stated, financial procedures are followed and that the financial position of the Council is effectively managed and monitored.
14. The assessment and management of fraud risk is an integral part of the final accounts and audit process and the Council is required to report on any fraud experienced and the arrangements it has in place to prevent and detect fraud. The Council has robust arrangements in place that includes our corporate fraud team, internal audit and this committee has fraud risk and management within its terms of reference.

Legal

15. There is a requirement under the Accountancy and Audit Regulations for Council's to present their accounts for the preceding financial year for audit by 31st of May each year and for those accounts to be audited and published by 31 July each year.

Risks/Opportunities

16. There is a risk that the financial statements are incorrectly stated with consequential impacts. The purpose of the external audit is to mitigate this risk. This is still a significant risk going forward but with dedicated experienced resources now tasked with dealing with auditor queries and accounts completion the risk should be mitigated.

Alignment with Council Priority Areas

A modern and caring Council

17. Producing an annual statement of accounts is key to supplementing the financial information already in the public domain, to ensure the full transparency of the Council's financial affairs.

Appendices

Appendix A Final Statement of Accounts for 2020/21
Appendix B Balance Sheet comparison.

Report Author:

Peter Maddock – Head of Finance
Telephone: (01954) 713072

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St Mary's Church, Linton Village

South Cambridgeshire District Council

Statement of Accounts 2020/21

Please note that figures are rounded to the nearest thousand (where applicable) throughout the document and may not sum due to rounding

A3 sized printed copies, for the visually impaired, are available upon request from;

accountancy@scamb.gov.uk

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1. Introduction

This report has been compiled to provide a summary of the development and performance of the Council over the financial year, outline planned future developments in service delivery including revenue and capital investment plans and to provide assistance in understanding the financial statements and the Council's financial position.

2. Key Facts about South Cambridgeshire

South Cambridgeshire is a vibrant rural district at the heart of the rapidly growing East of England region. We are home to world-leading centres of science and technology such as Granta Park, the Babraham Institute and Genome Campus at Hinxton, to the Imperial War Museum at Duxford and some of England's oldest villages and newest and most exciting modern communities.

South Cambridgeshire is the second largest and most populous district in Cambridgeshire covering approximately 350 square miles of countryside, completely surrounding Cambridge City.

It is largely rural with most of the population of around 162,000 living in small, relatively isolated, outlying rural settlements, and with larger settlements situated on strategic routes into Cambridge such as Histon, Milton and Cambourne, and Cambridge Fringe developments such as Orchard Park and Trumpington Meadows. It is at the centre of a number of important corridors of growth; London-Stansted-Cambridge, Norwich-Cambridge and Oxford-Cambridge. Cambourne is the largest settlement, with approximately 12,300 residents, and construction at Northstowe and Waterbeach has begun, both of which will become significant towns in the district.

Overall, South Cambridgeshire is a prosperous area with high levels of economic activity and low levels of unemployment. The district forms part of the Cambridge Sub-Region. It is also a key location within the London-Stansted-Cambridge corridor and on the key Oxford to Cambridge Arc. The district is a key contributor to the growth that makes Greater Cambridge a major driver of UK economic prosperity, competing for inward investment on a global stage with areas such as Massachusetts, California, Europe and the Far East.

3. South Cambridgeshire District Council Business Plan 2019-2024

The Business Plan 2019-2024 is the document that sets out the Council's vision and strategic objectives, providing the context for the agreement of financial strategies and subsequent departmental budgets to deliver them. The Plan contains:

- Our Vision for the district;
- Four Strategic Objectives setting out how the Vision will be achieved, delivered through 20 key actions;
- What we will do to achieve each objective, and what success will look like;
- Key performance measures.

Our Strategic Objectives are as follows:

Growing Local Businesses and Economies - We will support businesses of all sizes, including rural enterprise and farming, to help create new jobs and opportunities near to where people live.

Housing that is truly affordable for everyone to live in - We will build vibrant communities in locations where people have good access to facilities and good transport links, so they can genuinely afford to live a happy and healthy life.

Being Green to our Core - We will create a cleaner, greener and zero-carbon future for our communities.

A Modern and Caring Council - We will provide our customers with high-quality services, strive to reduce costs, build on what we are good at to generate our own income, and make decisions in a transparent, open and inclusive way.

Narrative Statement

Current and Future Developments

The high level priorities are underpinned by a number of more detailed actions going forward that help ensure the priorities are being met.

With regard to growing local businesses and economies the immediate objective is to provide support to local business through a support team and promoting the local area enterprise zones. Other longer term objectives have also been set which involve partnership working to promote the district in terms of tourism and business support, encouraging shopping locally and providing affordable housing for essential and key workers.

With regard to housing that is truly affordable for everyone to live in, the Council has set an ambitious house building programme to deliver up to 75 new properties per annum by 2022/23 and improve the energy efficiency of existing dwellings. Plans also include improving liaison with parish council's regarding potential housing development in their area. There are also plans to combat homelessness and be a significant partner driving the new town development at Northstowe.

The Council is committed to reducing its carbon footprint and this is driven by the green to our core priority. Improving recycling rates, trialling electric waste vehicles with a view to greening the fleet, Carrying out works at the Council offices to improve energy efficiency and generate our own power through renewable energy and stem the increasing incidence of fly tipping across the district. Longer term aims look at promoting cycling, walking and the use of public transport to, where possible, move people away from car use and further promote recycling, waste reduction and deter fly tipping.

With regard to a modern and caring council the objectives look at increasing efficiency with more reliance on technology, streamlining processes generally, signposting customers to the use of on line forms and generating more income from Council activities to support service delivery. Longer term aims look at supporting voluntary groups to deliver local projects and developing members to better equip them to serve their local communities.

Performance and Plans

The following link, [Performance and Plans](#), provides information on the Council's KPI performance and business plans actions update for each quarter since 2018-19.

4. Political and Management Structure

South Cambridgeshire District Council was represented by a total of 57 Councillors until May 2018. Following a boundary review the number reduced to 45. During 2020/21, the breakdown of councillors by political group was as follows:

Liberal Democrat	30
Conservative	11
Independent Group	2
Labour	2

The Council operates a Leader and Cabinet model of governance under which the Leader of the Council, elected by the whole Council to serve a four-year term of office, appoints a Cabinet of up to ten councillors, each of which are given a Portfolio to reflect a corporate priority. The Cabinet implements the strategic policy and budgetary framework agreed by all Councillors each February. It is held to account by the Scrutiny and Overview Committee which comprises of 14 members and met 8 times during the financial year.

The Council's Leadership Team is responsible for ensuring that the plans agreed by Council and Cabinet are delivered. At 31 March 2021, the Team consisted of the Chief Executive and Head of Paid Service (Liz Watts), supported by:

- Chief Operating Officer – Anne Ainsworth

Narrative Statement

- Head of Finance, Section 151 Officer - Peter Maddock
- Head of Transformation – Jeff Membrey
- Head of Housing – Peter Campbell
- Director of Shared Planning (Joint with Cambridge City Council) – Stephen Kelly
- Head of Waste and Environment – Trevor Nicoll
- Head of HR and Corporate Services – Susan Gardner Craig
- Monitoring Officer – Rory McKenna

The Council's three statutory officers are as follows:

- Head of Paid Service - Liz Watts
- Head of Finance, Section 151 Officer - Peter Maddock
- Monitoring Officer – Rory McKenna

Further details about these arrangements, and how they operated during 2020/21, are set out in the Annual Governance Statement accompanying these Accounts.

5. Summary of Financial Performance

The financial year began with the setting of the budget in February 2020. The following sections describe the actual performance against this budget. The Council incurs both revenue and capital expenditure. The revenue account, known as the General Fund, bears the cost of providing day to day services. The capital account shows the net cost of transactions to buy or sell land, property or other assets, build new property, make improvements and provide grants or loans to other bodies to undertake this type of activity. The tables below show the outturn position and variances for the General Fund (services for the whole community) and the Housing Revenue Income and Expenditure Account (Council housing). The overall financial position of the Council is reflected in its Comprehensive Income & Expenditure Account and its Balance Sheet shown in these Accounts.

When the council tax for the financial year ending 31 March 2021 was set in February 2020, the surplus was estimated at £1.451m (Appropriation to General Fund Balance line). The budget was revised to a deficit of £2.275m in the year. The actual outturn reported to cabinet was a deficit of £1.994m, there were further adjustments since then, decreasing the deficit to £1.550m with a final variance of £0.444m against the reported Outturn. The details of this are shown in the table below.

Narrative Statement

General Fund Summary					
	Revised Budget	Reported Outturn	Revised Outturn	Variance Reported vs Revised Outturn	Variance Revised Budget vs Revised Outturn
Net Expenditure	2020/21	2020/21	2020/21	2020/21	2020/21
	£'000	£'000	£'000	£'000	£'000
Portfolio					
Chief Executive & Chief Operatig Officer	854	843	1,092	(249)	(238)
Finance	4,345	3,196	3,655	(459)	690
HR & Corporate Services	1,239	1,203	1,203	0	36
Housing	2,111	1,928	1,760	168	351
Shared Waste & Environment	8,416	9,804	8,843	961	(427)
Transformation	2,371	2,023	2,024	(1)	347
Planning	5,726	5,381	5,379	2	347
Operational Net Cost	25,062	24,378	23,956	422	1,106
City Deal and Drainage Levy	712	935	934	1	(222)
Investment Income and Expenditure	(4,214)	(4,147)	(2,947)	(1,200)	(1,267)
Appropriation to/(from) Earmarked Reserves	(550)	1,795	10,860	(9,065)	(11,410)
Accounting Reversals	6,444	4,197	(4,272)	8,469	10,716
Net Operational Budgets	2,392	2,780	4,575	(1,795)	(2,183)
Total Expenditure	27,454	27,158	28,531	(1,373)	(1,077)
Government Grants	(2,898)	(2,898)	(12,018)	9,120	9,120
Council Tax	(9,562)	(9,562)	(9,525)	(37)	(37)
Business Rates Income	(9,479)	(8,937)	148	(9,085)	(9,627)
Business Rates Pool Gain	(1,100)	(1,439)	(1,439)	0	339
Covid Support Grant	(1,922)	(1,922)	(3,741)	1,819	1,819
Business Rates - Collection Fund Surplus	(119)	(307)	(307)	0	188
Council Tax - Collection Fund Surplus	(99)	(99)	(99)	0	0
Income from Taxation and Government Grants	(25,179)	(25,164)	(26,981)	1,817	1,802
Appropriation (to)/from General Fund	2,275	1,994	1,550	444	725

Narrative Statement

Housing Revenue Account

The Housing Revenue Account (HRA) summarises the transactions relating to the provision, management and maintenance of Council houses and flats. Although this account is also included within the core financial statements it represents such a significant proportion of the services provided by the Council that it is a requirement that it has a separate account. The account has to be self-financing and there is a prohibition on cross subsidising to or from the council tax payer. The HRA statement and notes are included after the main statement notes.

Housing Revenue Account	Budget	Reported Outturn	Revised Outturn	Variance Reported vs Revised Outturn	Variance Budget vs Revised Outturn
	£000	£000	£000	£000	£000
	2020/21	2020/21	2020/21	2020/21	2020/21
Housing Management	5,957	6,007	5,027	980	930
Housing Repairs	3,775	3,793	5,024	(1,231)	(1,249)
Depreciation	6,666	6,666	7,147	(481)	(481)
Interest Payable	7,179	7,193	7,193	0	(14)
Capital Expenditure Funded from Revenue	9,188	7,844	7,836	8	1,352
Other Items	365	424	210	214	155
Gross Expenditure	33,130	31,927	32,437	(510)	693
Rents	(29,331)	(29,070)	(29,135)	65	(196)
Charges for services and facilities	(1,423)	(1,229)	(1,134)	(95)	(289)
Interest on Balances	(691)	(1,034)	(1,034)	0	343
Gross Income	(31,445)	(31,333)	(31,303)	(30)	(142)
Amount (to)/from HRA Balance	1,685	594	1,134	(540)	551

The table above shows the variances against the final 2020/21 budget for the HRA with an overall variance of £0.551m (underspend).

* Dwelling Rents - An increase in the rental income for the year due to the budget still containing the assumption that we might need to hold void properties pending sale, to meet the high value voids levy proposed by central government. This policy has now been withdrawn.

* Interest Receivable - An increase in the interest received on cash balances due to the average interest rate achieved on investments being at 2.95% well above the 2.74% estimated.

* Supervision & Management - The charge to the HRA for Corporate Management was reassessed and resulted in a lower charge than previously and now better reflects the actual cost to the HRA. Overall the outturn position was a draw on the HRA reserves of £1.134m against a budget that assumed a £1.685m contribution from reserves. HRA reserves stood at £3.080m at 31 March 2021.

Narrative Statement

Capital

Capital expenditure produces assets capable of providing benefits to the community for several years to come. Total expenditure for the year amounted to £59.270m (including Refcus). The programme included £26.895m spent on investment property and £15.976m being invested through the HRA in the Council's own housing stock and new build initiatives.

Treasury Management

At 31 March 2021, investments (including those classed as cash equivalents) totalled £112.376m. These investments produced interest of £3.01m, which was used towards the cost of services. The Council has debt of £230.123m, which comprises of £205.123m funding Housing Revenue Account assets and £25m General fund borrowing of over 1 years duration.

Balances and Reserves

The balances on the General Fund and the Housing Revenue Account were at £12.21m and £3.08m respectively as at 31 March 2021 (excluding earmarked reserves). This compares to the proposed minimum level of balances of £2.5m (General Fund) and £2.0m (Housing Revenue Account). These will be used to meet the cost of services in future years and to control any increases in council tax/rents.

Reserves available for capital expenditure stood at £13.33m, consisting of the usable capital receipts reserve and capital grants unapplied.

Covid-19 Pandemic and Aftermath

In March 2020 the Government announced a lockdown where many businesses were forced to close and people asked to stay at home. The Government provided significant financial support to businesses in April 2020 that was administered by the Council and eligibility linked to whether a business was trading and registered for Business Rates at the beginning of the lockdown.

There were also a number of other similar grant schemes and business rates reliefs introduced to support businesses through the pandemic.

In the early months of 2020/21 the Council experienced a number of businesses and individuals who withheld their Business Rates or Council Tax over fears of financial hardship and as a result Council cashflow suffered.

In response to that the government announced a few schemes to support Councils:-

- Financial support in the form of un-ringfenced grant to fund additional expenditure as a result of the pandemic in areas such as Revenues and Benefits, Homelessness, Waste and Planning.
- An income guarantee scheme which provided support for income losses as a result of the pandemic
- A delay in the collection of the Business rates central share for a couple of months.
- A furlough scheme where the government paid a proportion of salaries where employees were unable to work because of the lockdown though South Cambs had few employees that were eligible.
- Financial support to pass onto to those who couldn't work where they also received some form of support to pay their Housing costs and Council Tax.

There were also a number of smaller more targeted grants provided for specific types of covid related expenditure. The second half of the year saw a return to normal collection rates on both Business rates and Council Tax and indeed those that withheld payments earlier in the year generally caught up.

Narrative Statement

The Medium Term Financial Strategy (MTFS) took into account the impact of the pandemic but in truth the financial impact on the Council was minimal.

Council Tax

Historically, the Council Tax set by the Council is substantially below the average charged by other shire districts as the Council used a proportion of its reserves to keep down the amount of Council Tax residents would have to pay. Without the use of reserves, the Council Tax would be at its higher, underlying level. The increasing gap between the actual and underlying council tax reflects the expectation that government grant will continue to decrease in future years and that the Council's expenditure demands will increase further than projected income, requiring the continuing use of reserves and/or additional savings or income generation; this assumption and others is monitored and reviewed in the Council's financial strategy on a regular basis.

Reporting Cycle

The General Fund and Housing Revenue Account budgets are presented to Cabinet and Council for approval every year, in February, and are published on the Council website.

During the year, expenditure and income is monitored and significant variances reported to Cabinet. The Council's Forward Plan providing information on key reports is published on the Council's website

The Council regularly monitors performance against key performance indicators, this information and the Corporate Plan is available on the Council website.

The Current Economic Climate and Other Significant Risks

The Government's actions to reduce the fiscal deficit, mainly by reducing public spending have resulted in substantial cuts for local government. The Council's medium term financial strategy is identified in its strategic risk register with an assessed risk of high impact / likely. The financial situation is dependent amongst other things on the continuation of New Homes Bonus and the redistribution of retained business rates.

The Homelessness Reduction Act has significantly increased duties owed by the Council, this added to increased costs to meet statutory obligations meaning Homelessness budget pressures are a considerable risk now and in the future. The Council is likely to see increased demand for the service and more in-depth support and assessment for those that do approach the Council.

Affordable Housing

Following on from the Housing Revenue Account self-financing debt settlement at the end of March 2012, the Council has embarked upon a new build development programme. In 2020/21 construction was completed on 64 new homes, with the new build programme continuing into 2021/22. No existing market homes were acquired in 2020/21 for letting as affordable housing by the authority.

Ermine Street Housing

In November 2012 approval was given by Council to set up a subsidiary housing company, registered as South Cambs Ltd and trading as Ermine Street Housing with a principal activity being the management of both purchased and leased properties for the purpose of residential lettings.

The link [Ermine Street Housing](#) opens the website for this company which provides information about it's services.

Narrative Statement

Ermine Street Housing has a growing portfolio of both owned and leased market housing stock, with a year-end portfolio of 190 leased properties and 465 properties acquired for rental across Cambridgeshire, Suffolk, Northamptonshire, Leicestershire, Nottinghamshire and Leeds. Further additions are planned over the next year to achieve a portfolio of 500 owned properties. A full business case was reported to Council in the autumn of 2015. This has been updated annually since, with the latest being agreed in February 2020.

As an independent but wholly owned subsidiary and in accordance with proper practices as set out in the Chartered Institute of Public Finance and Accountancy Code of Practice; the Council has prepared group accounts to show the overall financial position and results of the District Council.

Greater Cambridge Partnership (formerly known as the Greater Cambridge City Deal)

The Greater Cambridge Partnership (GCP) is a partnership of local councils, including South Cambridgeshire, business and academia to deliver the City Deal (an agreement with Central Government). The Partnership constitutes a 15-year plan to improve the infrastructure of the area, supporting economic growth and securing long-term prosperity and quality of life for the people of Cambridge and South Cambridgeshire. The other partners to the Partnership are Cambridge City Council, Cambridgeshire County Council, the GCGP Local Enterprise Partnership (now part of the Cambridgeshire and Peterborough Combined Authority) and Cambridge University.

A thriving and vibrant city region, Greater Cambridge has achieved rapid growth and economic success through world-leading innovation and collaboration between entrepreneurs and academics. It has the highest cluster of technology firms in the UK and competes on a global stage as a gateway for high-tech investment into the UK. However, this success and the area's appeal as an attractive place to live and work, has resulted in significant transport congestion, a shortage of housing and access to relevant skills. These issues have to be addressed to secure future economic growth and quality of life. Through the deal, the GCP has secured powers and funding from Central Government to make vital improvements to secure future economic growth and quality of life in the city region. The GCP aims to deliver over £1 billion of investment, thousands of new homes and jobs, and improved transport links. The 15-year plan focuses on four key issues: Transport, Housing, Skills and Innovation.

Cambridgeshire and Peterborough Combined Authority- Devolution

The Cambridgeshire and Peterborough Combined Authority was formally constituted in March 2017, following a Devolution deal with government which is planned to unlock hundreds of millions of pounds of new funding for the county, including £100 million for affordable homes. On 23rd May 2018 Councillor Bridget Smith was appointed Leader of the Council following the elections on May 3rd 2018, in succession to Councillor Topping who had previously represented the Council on the Combined Authority.

.....
Peter Maddock
Head of Finance, Section 151 Officer
Date:

The Statement of Responsibilities

The Authority's Responsibilities

The Authority 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 Authority, that officer is the Head of Finance (Section 151 Officer);
- Manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets; and
- Approve the Statement of Accounts.

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Councillor Atkins

Chairman of the Audit and Corporate Governance Committee

Head of Finance, Section 151 Officer's Responsibilities

The Head of Finance, Section 151 Officer is responsible for the preparation of the Authority's Statement of Accounts in accordance with proper practices as set out in the CIPFA Code of Practice on Local Authority Accounting in the United Kingdom ('the Code').

In preparing this Statement of Accounts, the Section 151 Officer has:

- Selected suitable accounting policies and then applied them consistently;
- Made judgements and estimates that were reasonable and prudent; and
- Complied with the Code of Practice.

The Section 151 Officer has also:

- Kept proper accounting records which were up to date; and
- Taken reasonable steps for the prevention and detection of fraud and other irregularities.

The Statement of Accounts presents a true and fair view of the financial position of the Authority at 31 March 2021 and its income and expenditure for the year then ended.

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Peter Maddock

Head of Finance, Section 151 Officer

Comprehensive Income and Expenditure Statement

This statement shows the accounting cost in the year of providing service 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 regulations; this may be different from the accounting cost. The taxation position is shown in the Movement in Reserves Statement.

Restated 2019/20				2020/21		
Gross Spend	Gross Income	Net Spend		Gross Spend	Gross Income	Net Spend
£000	£000	£000	Note	£000	£000	£000
				Continuing Operations		
2,757	(5)	2,752		1,400	(308)	1,092
4,231	(506)	3,725		7,317	(3,662)	3,655
1,675	(236)	1,439		1,501	(298)	1,203
28,114	(25,398)	2,716		28,603	(26,843)	1,760
16,834	(9,453)	7,381		16,187	(7,344)	8,843
1,649	(59)	1,590		2,206	(182)	2,024
10,558	(5,138)	5,420		10,849	(5,470)	5,379
21,946	(32,869)	(10,923)		20,439	(30,269)	(9,830)
87,764	(73,664)	14,100		88,502	(74,376)	14,126
				Net Cost of Services		
6,560	(1,762)	4,798		6,788	(2,985)	3,803
9,767	(3,664)	6,103		9,667	(20,015)	(10,348)
0	(27,004)	(27,004)		0	(32,275)	(32,275)
104,091	(106,094)	(2,003)		104,957	(129,651)	(24,694)
				(Surplus) / Deficit on Provision of Services		
					(29,019)	(Surplus) / Deficit on Revaluation of Property Plant & Equipment
					(17,555)	Actuarial (Gains) / Losses on Pension Assets / Liabilities
						(35,585)
						21,158
						(48,577)
						Total Comprehensive Income and Expenditure
						(39,121)

Movement in Reserves Statement

This statement shows the movement in the year on the different reserves held by the authority, analysed into usable reserves (i.e. those that can be applied to fund expenditure or reduce local taxation) and other resources. The surplus or deficit on the provision of services line shows the true economic cost of providing the authority's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund Balance and the Housing Revenue Balance before any discretionary transfers to or from earmarked reserves undertaken by the Council.

Movements in Reserves during 2019/20	Note	General Fund Balance	Ear-marked Reserves (Gen.)	Housing Revenue Account	Ear-marked Reserves (HRA)	Major Repairs Reserve	Capital Receipts Reserve	Capital Grants Un-applied	Total Usable Reserves	Total Unusable Reserves	Total Reserves
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Balance as at 01 April 2019		(13,435)	(28,283)	(10,012)	(9,500)	0	(11,052)	(658)	(72,940)	(233,236)	(306,176)
Total Comprehensive Income and Expenditure		5,106	0	(7,109)	0	0	0	0	(2,003)	(46,574)	(48,577)
Adjustment Between Accounting and Funding Basis Under Regulations	7	(9,224)	0	12,907	0	(807)	(779)	(20)	2,077	(2,077)	0
(Increase) / Decrease in Year		(4,118)	0	5,798	0	(807)	(779)	(20)	74	(48,651)	(48,577)
Transfer to Earmarked Reserves	8	3,796	(3,796)	0	0	0	0	0	0	0	0
(Increase) / Decrease in Year		(322)	(3,796)	5,798	0	(807)	(779)	(20)	74	(48,651)	(48,577)
Balance as at 31 March 2020	B/S	(13,757)	(32,079)	(4,214)	(9,500)	(807)	(11,831)	(678)	(72,866)	(281,887)	(354,753)
Movement in reserves during 2020/21											
Total Comprehensive Income and Expenditure	CIES	(17,673)	0	(7,021)	0	0	0	0	(24,694)	(14,427)	(39,121)
Adjustment Between Accounting and Funding Basis Under Regulations	7	8,363	0	8,155	0	(2,538)	(792)	(33)	13,155	(13,155)	0
(Increase) / Decrease in Year		(9,310)	0	1,134	0	(2,538)	(792)	(33)	(11,539)	(27,582)	(39,121)
Transfer to Earmarked Reserves	8	10,860	(10,860)	0	0	0	0	0	0	0	0
(Increase) / Decrease in Year		1,550	(10,860)	1,134	0	(2,538)	(792)	(33)	(11,539)	(27,582)	(39,121)
Balance as at 31 March 2021	B/S	(12,207)	(42,939)	(3,080)	(9,500)	(3,345)	(12,623)	(711)	(84,405)	(309,469)	(393,874)

Balance Sheet

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the authority. The net assets of the authority (assets less liabilities) are matched by the reserves held by the authority. Reserves are reported in two categories. The first category of reserves are usable reserves, i.e. those reserves that the authority may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use (for example the Capital Receipts Reserves that may only be used to fund capital 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.

31 March 2020			31 March 2021
£000		Note	£000
549,195	Property, Plant & Equipment	12	593,891
24,600	Investment Properties	12a	60,881
535	Intangible Assets	36	661
74,676	Long Term Investments	13	89,551
747	Long Term Debtors	14	747
649,753	Total Long Term Assets		745,731
10,108	Short Term Temporary Investments	13	3,548
290	Inventories	-	248
6,055	Debtors and Prepayments	16	20,388
19,360	Cash & Cash Equivalents	17	19,277
35,813	Total Current Assets		43,461
(49,901)	Short Term Creditors	18	(58,257)
(2,400)	Revenue Grants- Receipts in Adv.	18	0
(10,000)	Short Term Borrowing	15	(19,000)
(1,301)	Cash & Cash Equivalents	17	(2,062)
(4,736)	Provisions	19	(4,645)
(68,338)	Total Current Liabilities		(83,964)
(57,352)	Pensions Liability	32	(81,231)
(205,123)	Long Term Loans	13	(230,123)
(262,475)	Total Long Term Liabilities		(311,354)
354,753	Net Assets		393,874
(72,866)	Usable Reserves	MIRS	(84,405)
(281,887)	Unusable Reserves	MIRS/ 20	(309,469)
(354,753)	Total Reserves		(393,874)

Cash Flow Statement

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

2019/20			2020/21
£000		Note	£000
2,003	Net Surplus/(Deficit) on Provision of Services	CIES	24,694
46,501	Adjustments to net surplus or deficit on the provision of services for non-cash movements	21	(6,587)
12,105	Adjustment for items included in the net surplus or deficit on the provision of services that are investing and financing activities	21	(18,066)
60,609	Net cash flows from Operating Activities		41
(29,866)	Investing Activities	22	(13,951)
(18,532)	Financing Activities	23	13,067
12,211	Net Increase or (Decrease) in cash and cash equivalents		(844)
5,848	Cash and Cash Equivalents at the beginning of the reporting period	17	18,059
18,059	Cash and Cash equivalents at the end of the reporting period	17	17,215

1 Accounting Policies

1.1 General Principles

The Statement of Accounts summarises the Council's transactions for the relevant financial year and its position at the Balance Sheet date of 31 March. The Council is required to prepare an annual Statement of Accounts by the Accounts and Audit (England) Regulations 2011 in accordance with proper accounting practices. These practices comprise the Code of Practice on Local Authority Accounting in the United Kingdom (2020/21) and the Service Reporting Code of Practice (2020/21) supported by International Financial Reporting Standards (IFRS).

The underlying concepts of the accounts include the:

- Council being a 'going concern' – all operations continuing
- Accrual of income and expenditure – placing items in the year in which the liability is incurred

The accounting statements are prepared with the objective of presenting a true and fair view of the financial position and transactions of the Council.

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. The accounting policies are reviewed on an annual basis to ensure that they are appropriate, compliant with accepted accounting practice and relevant to the Council's ongoing business activity.

1.2 Accruals of Income and Expenditure

The accounts of the Council are maintained on an accruals basis, that is, sums due to the Council for goods/services provided or due from the Council for goods/services received during the year are included as income or expenditure whether or not the cash has actually been received or paid in the year. Any differences between the actual amounts and accrued amounts will be reflected in the accounts of the following year.

Exceptions to this principle relate, for example, to quarterly payments where payments are charged in the year rather than apportioning charges between financial years. This policy is consistently applied each year and, therefore, does not have a material effect on the year's accounts. Grants payable to other organisations are included in the accounts on a payment basis.

Where income and expenditure has been recognised in the accounts but cash has not been received or paid, a debtor or creditor is recorded in the balance sheet. The Council adopted a policy of a £5,000 de-minimus level on all manual accruals (debtors and creditors) for 2020/21.

1.3 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. They include deposits in constant Net Asset Value money market funds that are available for withdrawal with 24 hours' notice. Cash equivalents are investments that mature in three months or less from the date of acquisition 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 Authority's cash management.

Notes to the Statement of Accounts

1.4 Charges to Revenue for Non-Current Assets

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

- depreciation attributable to the asset 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 losses can be written off
- amortisation of intangible assets attributable to the service.

Any depreciation, revaluation and impairment losses and amortisation charged to the relevant accounts is reversed out in the movement in reserves statement and transferred to the capital adjustment account so that these charges are not met by council tax or rents.

The provisions for charges to revenue for non-current assets in the HRA were amended on 1 April 2012 following the introduction of self-financing. The Authority is required to charge the Housing Revenue Account a notional amount of depreciation; calculated in a similar way to the major repairs allowance. The notional depreciation charge is reserved to fund similar major repairs and improvements works. The transition period continued until 2017-18, with a full depreciation charge equivalent to the whole capital adjustment transfer being charged to the Housing Revenue Account from then onwards.

The Authority is required to charge an annual provision to revenue as a contribution towards reducing its overall borrowing requirement. This provision, known as the Minimum Revenue Provision (MRP), is an amount calculated on a prudent basis determined by the Authority in accordance with statutory guidance. No minimum revenue provision is currently charged on the debt acquired in relation to Housing Revenue Account self-financing as this is outside the scope of the MRP regime.

1.5 Council Tax and Non Domestic Rates

The Council as a billing authority acts as an agent, collecting council tax and non-domestic rates (NDR) on behalf of Cambridgeshire County Council and Cambridgeshire & Peterborough Police & Crime Commissioner (i.e. the major preceptors which also includes central government for NDR) and as principal, it collects council tax and NDR for itself. Billing authorities are required by statute to maintain a separate fund (known as the Collection Fund) for the collection and distribution of amounts due in respect of council tax and NDR. Under the legislative framework for the Collection Fund, billing authorities, major preceptors and central government share proportionately the risks and rewards that the amount of council tax and NDR collected could be less or more than predicted.

Accounting for Council Tax and NDR

The council tax and NDR income included in the Comprehensive Income and Expenditure Statement is the Council's share of accrued income for the year. However, regulations determine the amount of council tax and NDR that must be included in the Council's General Fund. Therefore, the difference between the income included in the Comprehensive Income and Expenditure Statement and the amount required by regulation to be credited to the General Fund, is taken to the Collection Fund Adjustment Account and included as a reconciling item in the Movement in Reserves Statement.

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

Notes to the Statement of Accounts

1.6 Exceptional Items

Any material exceptional items are included within the cost of the relevant individual service or, if a degree of prominence is necessary in order to give a fair presentation of the accounts, separately identified on the face of the comprehensive income and expenditure account. Details of any such exceptional items are given in the explanatory notes.

1.7 Events After the Reporting Period

Events after the balance sheet date are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Statement of Accounts is authorised for issue. There are two types of events:

- for 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.
- for 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.

1.8 Financial Instruments

Financial Liabilities

Financial liabilities are recognised on the balance sheet when the Authority becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value and carried at their amortised cost. Annual charges to the financing and investment section of the Income and Expenditure Account for interest are based on the carrying amount of the liability, multiplied by the effective rate of interest for the instrument. The effective rate of interest is the rate that discounts estimated future cash payments over the life of the instrument to the fair value at which it was originally recognised.

The only financial liabilities for this Council are trade payables of short duration, measured at original or estimated invoice amount, and long term borrowing which is shown in the balance sheet as the outstanding principal repayable with interest charged to the comprehensive income and expenditure account being the amount payable for the year in accordance with the loan agreement.

Gains and losses on the repurchase or early settlement of borrowing are credited and debited to the financing and investment income and expenditure line in the Comprehensive Income and Expenditure Statement in the year of repurchase or settlement. However, where repurchase has taken place as part of a restructuring of the loan portfolio that involves the modification or exchange of existing instruments, the premium or discount is respectively deducted from or added to the amortised cost of the new or modified loan and the write-down to the Comprehensive Income and Expenditure Statement is spread over the life of the loan by an adjustment to the effective interest rate.

Where premiums and discounts have been charged to the Comprehensive Income and Expenditure Statement, regulations allow the impact on the General Fund balance to be spread over future years. The reconciliation of amounts charged to the Comprehensive Income and Expenditure Statement to the net charge required against the General Fund balance is managed by a transfer to or from the Financial Instruments Adjustment Account in the Movement in Reserves Statement.

Financial Assets

Financial assets consist of:

- loans and receivables and
- available-for-sale assets – financial instruments

Notes to the Statement of Accounts

The financial assets applicable to this Council are loans and receivables which have the defining characteristics of fixed and determinable payments and are not quoted in an active market and, equity shares in the Local Capital Finance Company (Municipal Bond Agency) with no quoted market prices.

Loans and receivables are recognised on the balance sheet when the Authority becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value. They are subsequently carried at amortised cost. Annual credits to the financing and investment section of the comprehensive income and expenditure account for interest are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument. For most of the loans and receivables owed to the Council, the amount shown in the balance sheet is the outstanding principal or invoice amount receivable and interest credited to the comprehensive income and expenditure account is the amount receivable for the year in the loan agreement.

1.9 Government Grants and Contributions

Government grants and other contributions and donations are recognised as due to the Authority when there is a reasonable assurance that:

- the Authority will comply with the conditions attached to the payment, and
- the grants or contributions will be received.

Amounts recognised as due to the Authority are not credited to the comprehensive income and expenditure statement until such conditions (as distinct from a restriction) 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, i.e. if the grant or contribution is not used as intended, then it has to be repaid.

Restrictions are stipulations that limit or direct the purposes for which a transferred asset may be used, but do not specify that future economic benefits or service potential are required to be returned to the transferor if not deployed as specified. The key difference between a condition and a restriction is that a condition requires the grant funder or donor to have a right to the return of their monies or the donated asset (or similar equivalent compensation).

Monies advanced as grants and contributions for which conditions have not been satisfied are carried in the balance sheet as creditors (receipts in advance). When conditions are satisfied, the grant or contribution is credited to the relevant service (attributable revenue grants and contributions) or to the taxation and non-specific grant income section (non-ring-fenced revenue grants and all capital grants) in the comprehensive income and expenditure statement.

When the conditions of a grant have been met and it has been reflected as income in the comprehensive income and expenditure statement, the Council still has discretion to carry the grant income forward through an earmarked reserve if it deems this appropriate. This could arise in cases where there is no condition on the timescale in which the grant can be spent, but it has not been spent at the year-end.

In relation to capital grants or contributions recognised as income in the comprehensive income and expenditure statement, where the expenditure has not been incurred at the balance sheet date, the grant recognised as income is transferred to the Usable Reserve (Capital Grants Unapplied Account) representing capital resources not yet utilised.

Where capital grants are credited to the comprehensive income and expenditure statement, they are

- to the capital grants unapplied reserve if the grant has yet to be used to finance capital expenditure or
- to the capital adjustment account if the grant has been used to finance capital expenditure

Amounts in the capital grants unapplied reserve are transferred to the capital adjustment account when they are applied to fund capital expenditure.

Notes to the Statement of Accounts

1.10 Employee Benefits

Short-term employee benefits (those that fall due wholly within 12 months of the year-end), such as wages and salaries, paid annual leave and paid sick leave, flexi-leave and time off in lieu for current employees, are recognised as an expense in the year in which employees render service to the Council. An accrual is made against services in the Surplus or Deficit on the Provision of Services for the cost of holiday entitlements and other forms of leave earned by employees but not taken before the year-end and which employees can carry forward into the next financial year. The accrual is made at the remuneration rates applicable in the following financial year. Any accrual made is required, under statute, to be reversed out of the General Fund or HRA Balance by a credit to the Accumulating Compensated Absences Adjustment Account in the Movement in Reserves Statement.

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.

Termination benefits are charged to the appropriate service line in the Comprehensive Income and Expenditure Account when the council can demonstrate that it is committed to either terminating the employment of an officer or has made an offer of voluntary redundancy even if the officer has not left the council by 31 March.

Post-Employment Benefits (Pensions)

Post-employment benefits are employee benefits (other than termination and short-term benefits) that are payable after the completion of employment.

Employees of the Authority are eligible to be members of the Local Government Pension Scheme, administered by Cambridgeshire County Council, which is accounted for as a defined benefit Scheme whereby:

- The Authority's share of the liabilities of the pension fund are included in the balance sheet on an actuarial basis using the projected unit cost method, that is, 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 earnings for current employees;
- these liabilities are then discounted to their value at current prices, using a discount rate based on the indicative rate of return on high quality corporate bonds;
- the Authority's share of the assets of the pension fund are included in the balance sheet at their fair value being:

Quoted securities	current bid price
Unquoted securities	professional estimate
Unitised securities	current bid price
Property	market value;

The change in the net pension liability is analysed into seven components:

- current service cost being the increase in liabilities as a result of years of service earned in the current year where the cost is allocated in the comprehensive income and expenditure statement to the services for which the employees worked;
- past service cost being the increase or decrease in liabilities arising from decisions in the current year affecting liabilities incurred in past years where the cost is charged or credited to non-distributed costs in the comprehensive income and expenditure account;
- net interest on the net defined benefit liability (asset), that is, the net interest expense for the authority being the change during the period in the net defined benefit liability (asset) that arises from the passage of time charged

Notes to the Statement of Accounts

where the cost is charged to financing and investment income and expenditure in the comprehensive income and expenditure statement;

- expected return on assets being expected annual investment return on the fund assets, excluding amounts included in net interest on the defined benefit liability (asset), based on the average of the expected long term returns where the return is credited to the financing and investment section of the comprehensive income and expenditure account;
- gains or losses on settlements, being the result of actions to relieve the Authority of liabilities, and curtailments, being events that reduce the expected future service or accrual of benefits of employees, where the gain or losses are credited or charged to non-distributed costs in the comprehensive income and expenditure account;
- actuarial gains and losses being changes in the net pensions liability that arises because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions where the gains and losses are credited or charged to the pensions reserve; and
- contributions paid to the pension fund in the year being the payments made by the Authority as employer, that is, cash paid as employer's contribution to the pension fund in settlement of liabilities; not accounted for as an expense.

The charges and credits to the comprehensive income and expenditure account mentioned above are reversed out in the movement in reserves statement to the pensions reserve and replaced with the contributions paid.

The negative balance on the pensions reserve in the balance sheet measures the future liability in respect of benefits due to members of the fund.

Employees of the Council are members of the Local Government Pensions Scheme (LGPS), administered by Cambridgeshire County Council. This scheme provides defined benefits to members (retirement lump sums and pensions), earned as employees work for the Council.

- The liabilities of the LGPS 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 protected earnings for current employees.
- Liabilities are discounted to their value at current prices, using an appropriate discount rate (based on the indicative rate of return on high quality corporate bonds as identified by the actuary).

Notes to the Statement of Accounts

Discretionary Benefits

The Authority also has powers to make discretionary awards of retirement benefits in the event of early retirement. Any liabilities estimated to arise as a result of an award to any employee are accrued in the year of the decision to make the award.

1.11 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. 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 financing charge (debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement).

Operating Leases

Rentals paid under operating leases are charged to the Comprehensive Income and Expenditure Statement as an expense of the services benefiting from use of the leased property, plant or equipment. Charges are made on a straight-line basis over the life of the lease.

The Council as Lessor

Finance Leases

Where the Council grants a finance lease over a property, the relevant asset is written out of the Balance Sheet as a disposal whilst an appropriate debtor balance is created to reflect the amount owed.

Operating Leases

Where the Council grants an operating lease over a property the asset is retained in the Balance Sheet. Rental income is credited to the Other Operating Expenditure in the Comprehensive Income and Expenditure Statement. Credits are made on a straight-line basis over the life of the lease.

1.12 Overheads and Support Services

The costs of overheads and support services are charges to those services which benefit from the provision of the overheads and support services in accordance with the costing principles in the Service Reporting Code of Practice. The full cost of overheads and support services are charged out to users in proportion to the benefits received, with the exception of:

- Corporate and Democratic Core - costs relating to the Authority's status as a multi-functional, democratic organisation, and
- Non-distributed costs include pension costs, relating to past service costs and gains and losses on settlements and curtailments, and any depreciation and impairment are reversed out in the movement in reserves statement.

These two categories were defined in the Service Reporting Code of Practice and accounted for as separate headings in the Comprehensive Income and Expenditure Statement, these are now reported in line with the management reporting structure of the Council in accordance with the Expenditure and Funding Analysis in the revised Code of Practice.

1.13 Intangible Assets

Expenditure, on an accruals basis, for assets that do not have physical substance but are identifiable and controlled by the Council (e.g. software licences) are capitalised where they will bring benefit for more than one year. The balance is amortised (charged) to the relevant service revenue account over the economic life of the investment to reflect the pattern of consumption of benefits.

1.14 Property, Plant and Equipment

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

Recognition

Expenditure on the acquisition, creation or enhancement of property, plant and equipment is capitalised on an accruals basis, provided that it is probable that the future economic benefits or service potential associated with the asset will flow to the Authority and the cost of the asset can be measured reliably. Expenditure that maintains but does not add to the asset's potential to deliver future economic benefits or service potential, i.e. repairs and maintenance, is charged as an expense when it is incurred.

Measurement

Assets are initially measured at cost, comprising the purchase price and 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 the Authority.

Assets are then carried in the balance sheet using the following measurement bases:

- Infrastructure, community assets- historical cost
- Assets under construction- historical cost
- Dwellings- fair value, determined using the basis of existing use value for social housing
- Investment property- fair value

Notes to the Statement of Accounts

- Assets held for sale- current value
- Non-commercial assets held for sale- lower of carrying amount and fair value less costs to sell
- Non-property assets that have short useful lives and/or low values- depreciated historical cost basis is used as a proxy for fair value, and
- All other assets- fair value, which for this purpose is interpreted as being met by provision of a market value figure which will reflect all potential uses.

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. Assets included in the balance sheet at fair value and market values are revalued sufficiently regularly (at least every five years) to ensure that their carrying amount is not materially different from their fair value at the year-end. Valuations are undertaken by a professionally qualified valuer and also carry out a material change review at year end to ensure revaluations are kept up to date. Revaluations also take place when there has been a significant change to the asset (e.g. major building works).

Increases in valuations are matched by credits to the revaluation reserve to recognise unrealised gains. Exceptionally, gains might be credited to the comprehensive income and expenditure statement where they arise from the reversal of a loss previously charged to a service.

Decreases in valuations are accounted for by writing down the balance (if any) of revaluation gains in the revaluation reserve for that asset and then charging any remaining decrease in value to the relevant service in the comprehensive income and expenditure statement.

The revaluation reserve only contains revaluation gains recognised since 1 April 2007, the date of its formal implementation. Gains arising before that date have been consolidated into the capital adjustment account.

Impairment

Assets are assessed at the end of each year 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 an impairment loss is reversed subsequently, the reversal is credited to the relevant service 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 on all property, plant and equipment calculated on a straight-line allocation over their useful lives. An exception is made for assets without a determinable finite useful life, i.e. freehold land and certain community assets, if any, and assets that are not yet available for use, i.e. assets under construction, if any.

The residual value of an item of property, plant and equipment and its useful life are reviewed at the end of each financial year and, if expectations differ from previous reviews or there has been a significant change in the consumption of economic benefits or service potential, the change is accounted for as a change in accounting estimate.

Where property, plant and equipment assets have major components whose cost is significant in relation to the total cost of the asset, depreciation on the components has been calculated and is not materially different from depreciation on the depreciable part of the whole asset. Components have not, therefore, been depreciated separately.

Revaluation gains are also depreciated by an amount equal to the difference between the current value depreciation charges on the assets and the historic cost depreciation charges on the assets, with this difference being transferred each year from the revaluation reserve to the capital adjustment account.

Notes to the Statement of Accounts

Componentisation

Each part of an item of property, plant and equipment with a cost that is significant in relation to the total cost of the item is depreciated separately. Where there is more than one significant part of the same asset which has the same useful life and depreciation method, such parts are grouped together in determining the depreciation charge.

The Council has determined that dwellings and other property is subject to componentisation and are assessed against two components determined by the Council's valuer, namely land and buildings, components within buildings being assessed annually for materiality.

Disposal and Non-Current Assets Held for Sale

An asset is reclassified as an asset held for sale when it becomes probable that the carrying amount of the asset will be recovered principally through a sale transaction. The asset is re-valued immediately before reclassification and then carried at the lower of this amount and fair value less costs to sell. Any subsequent decrease to fair value less costs to sell is posted to the other operating expenditure section in the comprehensive income and expenditure account but any gains in fair value are only recognised up to the amount of any previously recognised losses. Depreciation is not charged on assets held for sale.

Assets no longer meeting the criteria to be classified as assets held for sale 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, the carrying amount of the asset in the balance sheet is written off and any receipts on disposal are credited to the other operating expenditure section in the comprehensive income and expenditure account so that this section shows the net gain or loss on the disposal of non-current assets. The net gain or loss is then reversed out in the movement in reserves statement with the carrying amount transferred to the capital adjustment account and the receipts on disposal credited to the capital receipts reserve so that the net gain or loss is not met by council tax or rents.

Any revaluation gains in the revaluation reserve in respect of the asset are transferred to the capital adjustment account.

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts.

A proportion of capital receipts relating to housing disposals (net of statutory deductions and allowances) is payable to Central Government and shown in the other operating expenditure section in the comprehensive income and expenditure.

1.15 Investment Property

Investment properties are those held solely to earn rental income or for capital appreciation or both. They are initially valued at cost but are not depreciated, they are revalued every year and held on the balance sheet at fair value. The income from rentals is posted to the Comprehensive Income and Expenditure Statement within the financing and investment income and expenditure line and is income to the general fund, also any revaluation gain or loss is posted to the same line but then reversed out via the Movement in Reserves Statement to the Capital Adjustment Account to avoid this charge being made against the general fund balance.

Notes to the Statement of Accounts

1.16 Provisions, Contingent Liabilities and Contingent Assets

Provisions

Provisions are made where an event has taken place that gives the Authority a legal or constructive obligation in the future that probably requires settlement by transfer of economic benefits or service potential, and a reliable estimate can be made of the amount of the obligation. Provisions are charged as an expense to the appropriate service in the comprehensive income and expenditure statement in the year that the Authority 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 the relevant risks and uncertainties. Any payments eventually made are charged against the provision, provisions are reviewed at the end of each financial year and any reduction in the need for the provision is credited back to the relevant service.

Contingent Liabilities

Contingent liabilities arise where events have taken place which give the Authority possible obligations whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Authority. Contingent liabilities also arise where a provision would otherwise be made but either it is not probable that a settlement 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

Contingent assets arise where events have taken place which gives the Authority possible assets whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Authority. Contingent assets are not recognised in the balance sheet but disclosed in a note to the accounts where it is probable that there will be an inflow of economic benefits or service potential.

Developers' Contributions

Developers' contributions are monies received from developers under Section 106 of the Town and Country Planning Act 1990 for future expenditure on affordable housing, drainage, community costs and development etc. Any unused balances of these contributions at the Balance Sheet date are shown as receipts in advance under creditors until such time as the terms and conditions of receipt have been fully satisfied.

1.17 Reserves

The Council has set aside certain revenue and capital amounts as earmarked reserves for future policy purposes or to cover contingencies. All other fund balances represent working balances for the purpose of the specific fund and are made up of accumulated surpluses and deficits derived over a period of time. All earmarked fund balances and reserves are reviewed periodically as to their size and appropriateness.

Reserves are created by transferring 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 unusable reserves and are kept to manage the accounting processes for non current assets, financial instruments, local taxation, retirement and employee benefits are explained in the relevant policies.

Notes to the Statement of Accounts

1.18 Revenue Expenditure Funded from Capital under Statute

Expenditure which is incurred during the year and 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 comprehensive income and expenditure statement. Such expenditure which is met from capital resources or from borrowing is then transferred out in the movement in reserves statement from the General Fund balance to the Capital adjustment account, and then reverses out the charge so that there is no impact on the council tax.

1.19 Value Added Tax (VAT)

VAT is included as an expense only to the extent that it is not recoverable from HMRC. VAT receivable is excluded from Income.

1.20 Group Accounts

The boundary for Group Accounts is determined by the extent of the Council's control or influence over an entity, and the materiality of the relationship to users of the Council's accounts.

A subsidiary is an entity which the Council controls through the power to govern its financial and operational activities, so as to obtain benefits from the entity. Control is deemed to exist where the Council owns more than half of the entity.

An associate is an entity where the Council has significant influence over decision making, but stopping short of control. It is normally presumed that significant influence exists where the Council owns 20% or more of the entity.

A jointly controlled entity exists where the Council is party to the contractually and binding agreed shared control of an organisation, where strategic financial and operating decisions require unanimous consent of the parties sharing control.

Group accounts have been prepared for South Cambs Ltd (trading as Ermine Street Housing) and Shire Homes Lettings Limited, both wholly owned subsidiaries of South Cambridgeshire District Council. Investments in the subsidiary companies are recognised in the Balance Sheet as unquoted equity investments at cost.

Private sector organisations adopted IFRS16- Leases on 1st April 2019 with retrospective application for 2018/19 as comparator. However, the formal adoption of this standard in the public sector has been delayed until 1st April 2021. As such there is a difference in accounting policies for both 2020/21 and 2019/20 as comparator between South Cambridge District Council (parent) and its subsidiaries (SC Ltd and Shire Homes). The Code mandates that where differing accounting policies exist within group boundaries that the parent's accounting policies must be applied to the subsidiaries and consolidated. However, the Code outlines that where these adjustments are consider immaterial, they can be over ridden. SCDC consider the IFRS16 implications included in 2020/21 SC Ltd and Shire Homes statement of accounts immaterial to the group. Therefore, the 2020/21's group figures includes IFRS16 figures from subsidiaries only.

The IFRS16 figures applicable to SC Ltd and Shire Homes are outlined below by year and type. These are considered immaterial and accounted for in this document as specified above.

	2019/20		2020/21	
	SCLtd	Shire Homes	SC Ltd	Shire Homes
	£000	£000	£000	£000
PPE	347	335	0	919
ST Creditors	(347)	(341)	(575)	(457)
LT Creditors	(205)	(271)	(2,121)	(476)

Notes to the Statement of Accounts

1.21 Going Concern

The CIPFA Code confirms that local authority accounts must be prepared on a going concern basis. The Covid-19 restrictions created significant issues for many businesses and residents and as a result from April 2020, Council income was initially affected detrimentally as payers sought to defer payments or were unable to pay at all. Things did improve during the second half of the financial year. The government provided support in a number of ways:-

- a) Financial support in the form of grant funding for additional costs incurred as a result of the pandemic and an income compensation scheme to provide some replacement funding for that lost due to the pandemic.
- b) Additional grants to fund specific new burdens that fell on the Council.
- c) Deferral of central government payments relating to the Business Rates central share.

Notes to the Statement of Accounts

Balances held by the Council

Date	General Fund	Housing	Earmarked Reserves
31/03/2021	12.2m	3.1m	52.4m
31/03/2022	15.2m	5.3m	53.9m
31/03/2023	17.5m	3.3m	53.4m
31/03/2024	18.8m	2.8m	54.7m
31/03/2025	21.9m	2.4m	52.6m

The balances in the table remain above the minimum thresholds set by the Council's s 151 officer and both the General Fund and Earmarked Reserves are expected to be at higher levels than at 31/3/2020. The HRA balance is at a lower level but a significant amount of revenue resources are applied to expenditure within the capital programme and this funding is set based on affordability and maintaining the HRA balance above the £2m threshold.

The UK economy continues to face uncertainty due to the ongoing financial challenges associated with the COVID-19 pandemic and high inflation levels. The Bank of England has increased the base rate several times since 2022/23, which affects interest rates for mortgages and loans. Inflation is used to drive expenditure and income assumptions in revenue budget planning. The Council lends its cash balances externally to generate a return for delivering council services while managing security and liquidity. Short term loans were used in 2022/2023 to fund the capital program, and external borrowing is anticipated in 2023/2024, factoring in available interest rates. Cost pressures from inflation, energy prices, and national living wage pressures and Interest rates have all been taken into account for the 2023/2024 budget.

Cash position: The Council is expected to have a projected cash balance of £7.6m by the end of March 2025, this is compared to £19m at the end of March 2021. Despite uncertainties arising from the post Covid-19 aftermath, along with high inflation and rising interest rates, the Council remains confident in its ability to maintain sufficient cash reserves to support its operations in the medium term. This is supported by a thorough review of the cash flow forecast, which extends for a period of twelve months beyond the signing of the accounts. In addition, the Council has the flexibility to borrow short-term funds for revenue purposes if needed. With adequate reserves and investments, the Council's cash position is secure and sustainable.

Subsidiary companies

The Council's subsidiary companies' ability to continue as a going concern is dependent on their ability to generate profit in the medium term, where applicable, and/or the continued support of the Council.

The Council has provided cash in the form of loans to its subsidiary Ermine Street Housing for the purchase of property and with regard to Shire Homes Ltd to meet the operating deficit. During the twelve months from the date of approval of the accounts this is expected to continue and there is a parent guarantee in place to that effect.

Due to the parent guarantee from the Council for the subsidiary companies, the subsidiary accounts have been prepared on a going concern basis:

accounts are authorised for issue. If there is any short-term liquidity requirements over the next twelve months from approval date these will be met on the basis of the guarantee in place.

Conclusion: The Council concludes that it is appropriate to prepare the financial statements on a going concern basis, and that the Council will continue as a going concern, based on the review of the forecasted reserve and cash position 12 months from the signing of the accounts.

Notes to the Statement of Accounts

2 Accounting Standards That Have Been Issued but Have Not Yet Been Adopted

At the balance sheet date, the following new standards and amendments to existing standards have been published but not yet adopted by the Code of Practice of Local Authority Accounting in the United Kingdom:

- IFRS 16 Leases will require local authorities that are lessees to recognise most leases on their balance sheets as right-of-use assets with corresponding lease liabilities (there is recognition for low-value and short-term leases). CIPFA/LASAAC have deferred implementation of IFRS16 for local government to 1 April 2024.
- IAS 19 Employee Benefits will require the remeasurement of net pension asset/liability following plan amendments, curtailments or settlements to be used to determine current service cost and net interest for the remainder of the year after the change to the plan. The updating of these assumptions only applies to changes from 1st April 2020 and, since this could result in positive, negative or no movement in the net pension liability, no prediction can be made of the possible accounting impact.

3 Critical Judgements in Applying Accounting Policies

In applying the accounting policies set out in note 1 (accounting policies), the Council has had to make certain judgements about complex transactions or those involving uncertainty about future events, this includes a degree of uncertainty about the levels of funding for local government. However, the Authority has determined that this uncertainty is not yet sufficient to provide an indication that the assets of the Authority might be impaired as a result of a need to reduce levels of service provision or through changes to arrangements for service provision.

4 Assumptions Made About the Future and Other Major Sources of Estimation/Uncertainty

The preparation of financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for the revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates.

The key judgements and estimation uncertainty that have a significant risk of causing material adjustment to the carrying amounts of assets and liabilities within the next financial year are:

Pensions Liability

The main item in the Council's balance sheet as at 31 March for which there is a significant risk of material adjustment is the estimation of the pension liability by a consulting Actuary engaged by the pension fund administrator, Cambridgeshire County Council.

The estimation is over several decades where a small change in one of the assumptions can have a large effect on the liability and the Actuary has provided the following sensitivity analysis.

<i>Change in assumption</i>	2019-20 Inc. in Liability (£m)	2020-21 Inc. in Liability (£m)
<i>0.5% decrease in real discount rate</i>	16.15	22.71
<i>0.5% increase in salary increase rate</i>	1.42	1.89
<i>0.5% increase in pension increase rate</i>	14.61	20.37

Notes to the Statement of Accounts

Fair Value Measurement

When the fair value of assets and liabilities cannot be measured based on quoted prices in an active market (Level 1 inputs), their fair value is measured using valuation techniques. Where possible, the inputs to these valuation techniques are based on observation 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 Authority's assets and liabilities.

Where Level 1 input is not available, the Authority employs relevant experts to identify the most appropriate valuation techniques to determine fair value.

The most significant assets that the Authority has measured at fair value in the Balance Sheet where Level 1 inputs are not available are Investment Properties (Group Accounts) and Surplus Property, Plant and Equipment. Significant changes in any of the unobservable inputs in these valuations would result in significantly higher/lower fair value measurements.

Information about the valuation techniques and inputs used in determining the fair value of the Authority's assets and liabilities can be found in Notes 12, 15 and 20.

Property, Plant and Equipment

Assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance that will be incurred in relation to individual assets. If the Council did not sustain its current spending on repairs and maintenance the useful lives currently assigned to assets may be reduced.

If the useful life of assets is reduced, depreciation increased and the carrying value of the asset will decrease. The largest category of assets is Council dwellings and it is estimated that the annual depreciation charge for these would increase by approximately £600,000+ for every year that useful lives had to be reduced.

Investment Properties

The Council updated the investment strategy during 2020/21 and a further three properties were purchased during 2020/21. The intention of the purchases is to benefit from the income stream generated to support service provision, as a result the properties meet the definition of an investment property. Rental income and changes in valuation fall within the heading financing and investment income and expenditure in the Comprehensive Income and Expenditure Statement and the year end valuations in the Balance Sheet and note 12b.

5 Events After Balance Sheet Date

The draft Statement of Accounts were authorised for issue by the S151 Officer (Peter Maddock) on 22 December 2022. Events taking place after this date are not reflected in the financial statements or notes. Where events taking place before this date provided information about conditions existing at 31 March 2021, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.

The financial statements and notes have not been adjusted for any events which took place after 31 March 2021 to issue / certification date. There were no events within that period that would be relevant to an understanding of the authority's financial position

Notes to the Statement of Accounts

6 Expenditure and Funding Analysis

(a) Adjustments between Funding & Accounting Basis

The Expenditure and Funding Analysis is complementary to the Movement in Reserves Statement and Comprehensive Income & Expenditure Account. The overall purpose of the Expenditure and Funding Analysis is to analyse the amounts reported in the Comprehensive Income and Expenditure Account as operating reporting segment outturn totals across specific types of Reserves.

2019/20 Restated				2020/21				
Net Expenditure Chargeable to the General Fund & HRA Balances	Adjustments between Funding and Accounting Basis Capital	Adjustments between Funding and Accounting Basis Other	Net Expenditure in the CIES		Net Expenditure Chargeable to the General Fund & HRA Balances	Adjustments between Funding and Accounting Basis Capital	Adjustments between Funding and Accounting Basis Other	Net Expenditure in the CIES
£000	£000	£000	£000		£000	£000	£000	£000
2,699	0	53	2,752	Chief Executive & Chief Operating Officer	1,070	0	22	1,092
3,619	0	106	3,725	Finance	3,672	(70)	53	3,655
636	751	52	1,439	HR and Corporate Services	1,177	0	26	1,203
596	1,838	282	2,716	Housing	776	830	154	1,760
5,824	772	785	7,381	Shared Waste & Environment	7,629	809	405	8,843
1,483	0	107	1,590	Transformation	1,959	0	65	2,024
4,874	0	546	5,420	Planning	5,053	0	326	5,379
(12,719)	1,439	357	(10,923)	Housing Revenue Account (HRA)	(12,860)	2,833	197	(9,830)
7,012	4,800	2,288	14,100	Net Cost of Service	8,476	4,402	1,248	14,126
(5,332)	(15,623)	4,852	(16,103)	Other Income and Expenditure	(16,652)	(32,235)	10,067	(38,820)
1,680	(10,823)	7,140	(2,002)	(Surplus) / Deficit on provision of services	(8,176)	(27,833)	11,315	(24,694)
(23,447)				Opening General Fund and HRA Balance	(17,971)			
1,680				(Surplus)/Deficit on General Fund and HRA	(8,176)			
3,796				Transfer to/from Earmarked Reserves	10,860			
(17,971)				Closing General Fund and HRA Balance	(15,287)			

Notes to the Statement of Accounts

(b) Expenditure and Funding by Nature

2019/20	Subjective Analysis	2020/21
£000		£000
	Expenditure	
29,340	Employee Expenses (including Benefits)	30,816
47,809	Other Service Expenses	46,602
11,417	Depreciation, Amortisation and Impairment	12,169
7,237	Interest Payments	7,252
6,086	Precepts and Levies	6,310
1,728	Pen. Int. costs & expected return on assets	1,334
474	Payment to Housing Capital Receipts Pool	474
104,091	Total Expenditure	104,957
	Income	
(49,505)	Fees, Charges and Other Service Income	(46,733)
(24,157)	Government Grants/Contributions (Services)	(28,066)
(1,762)	Gain on the disposal of assets	(2,987)
(6,185)	Government Grants/Contributions (Central)	(15,171)
(2,870)	Interest and Investment Income	(3,006)
(794)	Net income in relation to inv. prop. and changes in fair value	(16,584)
(14,847)	Income From Council Tax	(15,506)
(5,974)	Business Rates Income and Expenditure	(1,598)
(106,094)	Total Income	(129,651)
(2,003)	(Surplus)/Deficit on Provision of Services	(24,694)

Notes to the Statement of Accounts

7 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.

	Gen. Fund	Hou. Rev. Account	Major Repairs Reserve	Capital Receipts Reserve	Capital Grant Un-applied	Movement in Unusable Reserves
2020/21	£000	£000	£000	£000	£000	£000
Adjustments Involving the Capital Receipts Reserve						
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the CIES	826	4,143		(4,969)		
Transfer from Deferred Capital receipts on receipt of cash						
Used to finance new Capital Expenditure				3,703		(3,703)
Contribution towards administrative costs of non-current asset disposals						
Contribution to finance the payments to the Government capital receipts pool	(474)			474		
Adjustments Primarily Involving the Capital Grants Unapplied Account						
	33				(33)	
Adjustments Involving the Capital Adjustment Account						
Charges for depreciation and impairment of non-current assets	(1,623)	(7,147)				8,770
Upward/(Downward) revaluation of non-current assets	70	(2,833)				2,763
Amortisation of intangible assets	(358)					358
Capital Grants and contributions applied	718	1,045				(1,763)
Revenue expenditure funded from Capital under statute	(704)					704
Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the CIES	(341)	(1,678)				2,019
Statutory provision for repayment of debt (MRP)	870					(870)
Movement in Fair Value of Investment Properties	14,786					(14,786)
Capital expenditure charged against the General Fund and HRA balances	5,517	7,836				(13,353)
Adjustments Involving the Deferred Capital Receipts Reserve						
Transfer to Deferred Capital Receipts Reserve upon revaluation of rents to mortgages.						
Adjustments relating to the Major Repairs Reserve						
Depreciation transferred from HRA		7,147	(7,147)			
Use of the MRR to finance new capital exp			4,609			(4,609)
Adjustments involving the Pensions Reserve						
Reversal of items relating to retirement benefits debited/credited to the CIES	(2,392)	(329)				2,721
Adjustments involving the Collection Fund Adjustment Account						
Amount by which council tax and business rate income credited to the CIES is different from that calculated in accordance with statutory requirements	(8,261)					8,261
Adjustments Involving the Accumulated Absences Account						
Amount by which officer remuneration charged to the CIES on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	(304)	(29)				333
Total Adjustments	8,363	8,155	(2,538)	(792)	(33)	(13,155)

Notes to the Statement of Accounts

	Gen. Fund	Hou. Rev. Account	Major Repairs Reserve	Capital Receipts Reserve	Capital Grant Un-applied	Movement in Unusable Reserves
2019/20	£000	£000	£000	£000	£000	£000
Adjustments Involving the Capital Receipts Reserve						
Transfer of cash sale proceeds credited as part of the gain\loss on disposal to the CIES	1,430	5,092		(6,522)		
Transfer from Deferred Capital receipts on receipt of cash						
Used to finance new Capital Expenditure				5,269		(5,269)
Contribution towards administrative costs of non-current asset disposals				-		
Contribution to finance the payments to the Government capital receipts pool	(474)			474		
Adjustments Primarily Involving the Capital Grants Unapplied Account						
	20				(20)	
Adjustments Involving the Capital Adjustment Account						
Charges for depreciation and impairment of non-current assets	(1,496)	(6,545)				8,041
Upward/(Downward) revaluation of non-current assets	(1,796)	(1,426)				3,222
Amortisation of intangible assets	(159)					159
Capital Grants and contributions applied	69	890				(959)
Revenue expenditure funded from Capital under statute	(723)					723
Amounts of non-current assets written off on disposal or sale as part of the gain\loss on disposal to the CIES	(1,198)	(3,431)				4,629
Statutory provision for repayment of debt (MRP)	581					(581)
Capital expenditure charged against the General Fund and HRA balances	1,071	12,373				(13,444)
Adjustments Involving the Deferred Capital Receipts Reserve						
Transfer to Deferred Capital Receipts Reserve upon revaluation of rents to mortgages.						0
Adjustments relating to the Major Repairs Reserve						
Depreciation transferred from HRA		6,545	(6,545)			0
Use of the MRR to finance new capital exp			5,738			(5,738)
Adjustments involving the Pensions Reserve						
Reversal of items relating to retirement benefits debited\credited to the CIES	(3,768)	(591)				4,359
Adjustments involving the Collection Fund Adjustment Account						
Amount by which council tax and business rate income credited to the CIES is different from that calculated in accordance with statutory requirements	(2,781)					2,781
Adjustments Involving the Accumulated Absences Account						
Amount by which officer remuneration charged to the CIES on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements						
Total Adjustments	(9,224)	12,907	(807)	(779)	(20)	(2,076)

8 Movements in Earmarked Reserve

	Balance 01 April 2019	Transfers In	Transfers Out	Balance 31 March 2020	Transfers In	Transfers Out	Balance 31 March 2021
	£000	£000	£000	£000	£000	£000	£000
Business Rates Growth	(6,230)	0	5,230	(1,000)	(7,784)		(8,784)
Infrastructure	(3,318)	(1,682)	0	(5,000)		25	(4,975)
Greater Cambridge City Deal	(3,131)	(3,336)	2,138	(4,329)	(507)	507	(4,329)
Renewables	(4,475)	(1,511)	1,248	(4,738)	(2,080)	1,078	(5,740)
Pensions	(471)	0	147	(324)		127	(197)
Vehicle Renewables	(1,906)	(1,578)	1,039	(2,445)	(771)		(3,216)
Accommodation	(331)	(277)	388	(220)	(300)	38	(482)
Transformation Reserves	(4,026)	0	123	(3,903)		357	(3,546)
Electoral Registration	(109)	(165)	217	(57)	(58)		(115)
Land Charges	(396)	0	56	(340)		237	(103)
Environmental	(361)	(101)	146	(316)	(3)	161	(158)
Planning	(2,642)	(3,888)	1,882	(4,648)		55	(4,593)
Other	(41)	(37)	45	(33)	(3)	7	(29)
Homelessness	(452)	(423)	256	(619)	(364)	342	(641)
Community Development	(113)	(144)	120	(137)	(228)	84	(281)
Housing	(281)	(18)	4	(295)		37	(258)
Property Investment	0	(3,548)	0	(3,548)	(203)	14	(3,737)
Covid-19	0	(36)	36	0	(1,378)		(1,378)
HomeLink	0	(387)	260	(127)			(127)
Software Fund	0	0	0	0	(250)		(250)
General Fund	(28,283)	(17,131)	13,335	(32,079)	(13,929)	3,069	(42,939)
Self Insurance	(1,000)	0	0	(1,000)	0	0	(1,000)
Investment Repayment	(8,500)	0	0	(8,500)	0	0	(8,500)
Housing Revenue Account	(9,500)	0	0	(9,500)	0	0	(9,500)
Total Earmarked Reserves	(37,783)	(17,131)	13,335	(41,579)	(13,929)	3,069	(52,439)

Notes to the Statement of Accounts

9 Other Operating Income and Expenditure

31 March 2020		31 March 2021
£000		£000
5,618	Parish Council Precepts	5,882
197	Internal Drainage Boards	201
271	Enterprise Zones	226
474	Payments to the Government Housing Pool	474
(1,762)	(Gains) / losses on the disposal of non-current assets	(2,980)
4,798	Total	3,803

10 Financing and Investment Income and Expenditure

31 March 2020		31 March 2021
£000		£000
7,237	Interest payable and similar charges	7,252
1,728	Pensions interest cost	1,334
(2,870)	Interest receivable and similar income	(3,006)
6	Inc. and exp. in relation to inv. prop. and changes in their fair value	(15,927)
6,101	Total	(10,348)

11 Taxation and Non Specific Grant Income and Expenditure

31 March 2020		31 March 2021
£000		£000
(14,847)	Council Tax Income	(15,506)
(5,972)	Non Domestic Rate Income	(1,598)
(5,226)	Non-ring fenced Government Grants (see note 28 for breakdown)	(14,123)
(959)	Capital Grants and Other Contributions (see note 28 for breakdown)	(1,048)
(27,004)	Total	(32,275)

Notes to the Statement of Accounts

12 Property, Plant and Equipment

Depreciation starting in the year after acquisition is provided for on non-current assets by writing down the cost (or re-valued amount) less estimated residual value, on a straight-line basis to the appropriate revenue account over the following periods:

- * Council dwellings – 13 to 54 years,
- * Buildings other than dwellings – 8 to 40 years,
- * Vehicles, plant and equipment – 3 to 14 years.

No depreciation is charged on surplus assets, assets held for sale or freehold land in accordance with standard accounting policies. The depreciation charged on dwelling stock is reversed out at 31 March each year when the housing stock is revalued so this charge has no impact on the fair value of the housing stock as recorded in the Balance Sheet.

	Council Dwellings	Other Land & Buildings	Vehicles, Plant & Equipment	Infra-structure Assets	Assets Under Construction	Surplus Assets	Total
	£000	£000	£000	£000	£000	£000	£000
Gross Book Value 01 April 2020	495,179	29,555	10,926	1,379	16,801	1,574	555,414
Adjustments	0	0	(41)	0	0	1	(40)
Additions	5,456	174	601	133	10,879	5,459	22,702
Revaluation credited to Revaluation Reserve	26,190	1,294	0	0	0	(16)	27,468
Revaluation Applied to the CIES	(2,796)	47	0	0	0	615	(2,134)
Derecognition- Disposals	(1,994)	0	0	0	0	(40)	(2,034)
Transfers	11,738	0	0	0	(11,738)	0	0
Gross Book Value 31 March 2021	533,773	31,070	11,486	1,512	15,942	7,593	601,376
Depreciation 01 April 2020	0	(23)	(6,073)	(123)	0	0	(6,219)
Depreciation in Year	(7,118)	(457)	(1,149)	(46)	0	0	(8,770)
Adjustments		(3)	1	2	0	0	0
Depreciation w/o to Revaluation Reserve	7,066	423	0	0	0	0	7,489
Depreciation written out to CIES	0	0	0	0	0	0	0
Derecognition- Disposals	15	0	0	0	0	0	15
Depreciation 31 March 2021	(37)	(60)	(7,221)	(167)	0	0	(7,485)
Net Book Value 31 March 2021	533,736	31,010	4,265	1,345	15,942	7,593	593,891

Notes to the Statement of Accounts

	Council Dwellings	Other Land & Buildings	Vehicles, Plant & Equipment	Infrastructure Assets	Assets Under Construction	Surplus Assets	Total
	£000	£000	£000	£000	£000	£000	£000
Gross Book Value 01 April 2019	468,337	26,692	10,114	1,379	6,210	1,168	513,900
Adjustments -other movements		(152)					(152)
Asset reclassification (to)/from Assets under construction	5,732				(5,732)		0
Asset reclassification (to)/from Surplus Assets and Assets Held for Sale						1,564	1,564
Additions	6,923	385	812	0	16,323	53	24,496
Revaluation credited to Revaluation Reserve	26,118	2,987	0	0	0	(51)	29,054
Revaluation Applied to the CIES	(9,019)	(357)	0	0	0	13	(9,363)
Derecognition- Disposals	(2,912)	0	0	0	0	(1,173)	(4,085)
Gross Book Value 31 March 2020	495,179	29,555	10,926	1,379	16,801	1,574	555,414
Depreciation 01 April 2019	0	0	(5,028)	(77)	0	0	(5,105)
Depreciation in Year	(6,544)	(398)	(1,045)	(46)	0	0	(8,033)
Depreciation w/o to Revaluation Reserve	(32)	(3)	0	0	0	0	(35)
Depreciation written out to CIES	6,561	378	0	0	0	0	6,939
Derecognition- Disposals	15	0	0	0	0	0	15
Depreciation 31 March 2020	0	(23)	(6,073)	(123)	0	0	(6,219)
Net Book Value 31 March 2020	495,179	29,532	4,853	1,256	16,801	1,574	549,195

Revaluations

It is a requirement that all Property, Plant and Equipment required to be measured at fair value is re-valued at least every five years. The Council carries out a programme that will ensure the valuer undertakes an annual desk top revaluation review with an in depth valuation at least every five years.

Valuations, with an effective date of 31 March 2021, on the bases set out in the statement of accounting policies have been carried out for all land and buildings, as follows:

- Council dwellings relating to the Housing Revenue Account, by Wilks, Head & Eve LLP and
- Non-operational assets relating to the Housing Revenue Account, by Mr Paul Gedge, MRICS, District Valuer, East of England
- Other land and buildings, by Mr Paul Gedge, MRICS, District Valuer, East of England.

The Council is not aware of any events or circumstances which indicate that the amounts stated in the balance sheet for non-current assets may not be realisable, as at the balance sheet date. Council dwellings are valued on the prescribed basis set out in note 1.14.

The valuation of operational property was on the basis of existing use value. Further detail on the basis for valuation is set out in the statement of accounting policies 1.14.

Surplus assets are valued at fair value (at level 2 of the fair value hierarchy) as at 31 March 2021. This value represents the development potential based on a value per net developable acre taking into account planning risk.

Details on investment property valuation can be found in Note 12a.

Vehicles, Plant and Equipment as short life operational assets, are held at historical cost less depreciation.

Notes to the Statement of Accounts

	Council Dwellings £000	Other Land & Buildings £000	Vehicles, Plant & Equipment £000	Infra-structure Assets £000	Assets Under Construction £000	Surplus Assets £000	Total £000
Carried Historical Cost	0	0	11,486	1,512	15,942	0	28,940
Valued at Current Value as from:							
31 March 2021	533,773	31,070	0	0	0	6,599	571,442
31 March 2020						994	994
Total Cost or Valuation	533,773	31,070	11,486	1,512	15,942	7,593	601,376

Notes to the Statement of Accounts

12a Investment Properties

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

31 March 2020	31 March 2021
£000	£000
(850) Rental income from investment property	(1,845)
57 Direct operating expenses arising from investment property	703
(793) Net (gain)/loss	(1,142)

There are no restrictions on the authority's ability to realise the value inherent in its investment property or on the authority's right to the remittance of income and the proceeds of disposal. The authority has no contractual obligations to purchase, construct or develop investment property or repairs, maintenance or enhancement.

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

31 March 2020	31 March 2021
£000	£000
- Balance at the start of the year	24,600
Additions:	
25,400 Purchases	21,494
(800) Net gains/losses from fair value adjustments	14,787
24,600 Balance at the end of the year	60,881

All investment properties have been valued based on level 2 (office/commercial units) observable inputs for the asset either directly or indirectly using a market approach and that their current use is their highest and best use. The updated valuations were carried out as at 4 December 2020 by Paul Gedge MRCIS Senior Surveyor DVS East.

The office and commercial units located in the local authority area are measured using the market approach, it uses prices and other relevant information generated by market transactions involving identical or comparable (i.e. similar) assets.

The authority's office and commercial units are therefore categorised as Level 2 in the fair value hierarchy as the measurement technique uses observable inputs to determine the fair value measurements. The inputs used took the form of analysed and weighted market evidence such as sales, rentals and yields in respect of comparable properties in the same or similar locations at or around the valuation date.

In estimating the fair value of the authority's investment properties, the highest and best use of the properties is their current use.

Notes to the Statement of Accounts

13 Investments and Borrowing

Credit risk arises from investments with banks and other financial institutions, as well as credit exposures to the Council's customers.

The following shows the original principal sum invested at 31 March analysed by the nature of the financial institution and by maturity, these investments (other than South Cambs Ltd) are fixed time and callable deposits where the deposits are redeemed for the same value as the amount invested. The deposits are with United Kingdom banks and building societies and, therefore, no provision is made for possible loss of principal.

31 March 2020	Investments	31 March 2021
£000		£000
9,504	Local Authorities	0
72,180	South Cambs Limited	84,572
5,046	Clearing Banks	14,011
0	Subsidiaries of Clearing Banks	0
0	Banks (other)	0
9,863	Money Market Funds	6,267
0	Building Societies with assets: >£10 billion	0
5,055	Housing Association	5,048
2,495	Other	2,478
104,145		112,376
(19,360)	Less: cash and cash equivalents	(19,277)
84,785	Total	93,099

31 March 2020		31 March 2021	31 March 2021	31 March 2021
		Short Term	Long Term	Total
£000	Principal Investment analysed by maturity	£000	£000	£000
10,000	2019/20	0	0	0
74,044	2020/21	3,500	0	3,500
0	2021/22	0	88,868	88,868
741	Accrued Interest	48	683	731
84,785		3,548	89,551	93,099

Notes to the Statement of Accounts

Long Term Borrowing for HRA Financing

In March 2012 the Council obtained 41 individual loans with maturity dates between 2037 and 2057 from the Public Works Loan Board (PWLB) to finance the one-off payment to buy the Council out of the negative subsidy position at the end of 2011/12. The loans have been included in the Balance Sheet at amortised cost, administration charges where incurred are charged directly to the Housing Revenue Income and Expenditure Account. An analysis of the PWLB long term liability is provided below:

31 March 2020		31 March 2021
£000		£000
(85,000)	Repayable within 25 years	(110,000)
(50,000)	Repayable within 30 years	(50,000)
(50,000)	Repayable within 35 years	(50,000)
(20,123)	Repayable within 40 years	(20,123)
(205,123)	Net Carrying Amount at end of the year	(230,123)

14 Long Term Debtors

31 March 2020		31 March 2021
£000		£000
418	Webbs Hole Sluice	418
329	Long Term Loans	329
747	Net Carrying Amount at end of the year	747

15 Financial Instruments

Categories of Financial Instruments

Categories of Financial Assets	Long Term		Current	
	31 March 2020	31 March 2021	31 March 2020	31 March 2021
	£000	£000	£000	£000
Financial assets held at amortised costs				
Investments (Principal amount)	74,676	88,868	10,108	3,500
Investments Accrued Interest	0	683	0	48
Cash & Cash Equivalents	0	0	0	19,277
Debtors	747	747	2,112	8,427
Total Financial Assets	75,423	90,298	12,220	31,252

Notes to the Statement of Accounts

Financial liabilities held at amortised costs				
Loans (principal amount)	(205,123)	(230,123)	(10,000)	(19,000)
Interest Accrued	0	0	0	0
Cash & Cash Equivalents	0	0	0	(2,062)
Current Creditors	0	0	(30,204)	(8,341)
Total Financial Liabilities	(205,123)	(230,123)	(40,204)	(29,403)

¹Debtors Reconciliation to Balance Sheet	Long Term		Current	
	31 March	31 March	31 March	31 March
	2020	2021	2020	2021
	£000	£000	£000	£000
Included in Financial Assets	747	747	2,112	8,427
Debtors that do not meet the definition of a financial assets:				
Statutory Debtors	0	0	3,943	14,806
Prepayments	0	0	0	154
Total Debtors	747	747	6,055	23,387

²Creditors Reconciliation to Balance Sheet	Long Term		Current	
	31 March	31 March	31 March	31 March
	2020	2021	2020	2021
	£000	£000	£000	£000
Included in Financial Liabilities	0	0	(30,204)	(8,341)
Creditors that do not meet the definition of a financial liability:				
Statutory Creditors	0	0	(17,297)	(26,494)
Receipts in Advance	0	0	(2,400)	(23,422)
Total Creditors	0	0	(49,901)	(58,257)

Notes to the Statement of Accounts

Income and Expense Gains and Losses

Items of Income, Expense, Gains and Losses Recognised in the Comprehensive Income and Expenditure Statement

The follow table provides a breakdown of the financial instrument items of income, expenditure and gains/ losses recognised in the CIES

Financial instrument items of income, expenditure and gains/losses recognised in the CIES	2019/20			2020/21		
	Financial Liabilities: Amortised Cost	Financial Assets: Amortised Cost	Total	Financial Liabilities: Amortised Cost	Financial Assets: Amortised Cost	Total
	£000	£000	£000	£000	£000	£000
Interest Expense	7,237	0	7,237	7,252	0	7,252
Impairment losses	0	0	0	0	0	0
Total expense in (surplus) or deficit on the provision of services	7,237	0	7,237	7,252	0	7,252
Interest Income	0	(2,870)	(2,870)	0	(3,006)	(3,006)
Dividend Income	0	0	0	0	0	0
Total income in (surplus) or deficit on the provision of services	0	(2,870)	(2,870)	0	(3,006)	(3,006)
Net (Gain)/Loss for the year	7,237	(2,870)	4,367	7,252	(3,006)	4,246

Notes to the Statement of Accounts

Fair Values of Assets and Liabilities

Financial liabilities and assets are carried in the balance sheet at amortised cost. Their fair value can be assessed by calculating the present value of cash flows that will take place over the remaining term of the instruments, using the following assumptions.

For trade payables, bank deposits and trade receivables, being of short duration, and for long term mortgages, being at variable rates, the carrying value in the balance sheet is considered approximate to their fair value.

For investments, which are mainly at fixed rates, fair value has not been calculated as this is the same as its carrying value.

Estimated ranges of interest rates at 31 March 2021 of 1.1% to 1.27% (0.545% to 0.73% at 31 March 2020) for SCDC loans from the Public Works Loans Board based on premature repayment rates at that date.

Fair value is the amount determined by knowledgeable, willing parties in an arm's length transaction. Local authorities are required to follow the fair value hierarchy prescribed by paragraphs 76-90 of IFRS13. This hierarchy categorises into three levels the inputs to valuation techniques used to measure fair value, these include:

- Level 1 inputs- quoted prices (unadjusted) in active markets for identical assets or liabilities that the Authority can access at the measurement date
- Level 2 inputs- inputs other than quoted prices included within level1 that are observable for the asset or liability, either directly or indirectly
- Level 3 inputs- unobservable inputs for the asset or liability

The fair value hierarchy gives the highest priority to quoted prices (unadjusted) in active markets for identical assets or liabilities (Level 1 inputs) and the lowest priority to unobservable inputs (Level 3 inputs).

The fair values and carrying values are considered to be the same with the exception of the following;

	31 March 2020		31 March 2021	
	Carrying Amount	Fair Value	Carrying Amount	Fair Value
	£000	£000	£000	£000
Financial liabilities				
Long term borrowing	(205,123)	(349,105)	(230,123)	(285,015)
Total Financial Liabilities	(205,123)	(349,105)	(230,123)	(285,015)

The fair value of the long term PWLB loans measures the economic effect of the terms agreed with the PWLB compared with estimates of the terms that would be offered for a market transaction undertaken at the balance sheet date. The difference between the carrying amount and the fair value measure the additional interest that the Council will pay over the remaining terms of the loans under the agreements with the PWLB, against what would be paid if the loans were at prevailing rates.

The fair value of the loans from the PWLB has been assessed using the new loans rate. IFRS13 and the Code require that in the absence of a quoted price for a liability, fair value should be measured from the perspective of a market participant. For PWLB loans, measurement is therefore required from the perspective of the PWLB, assessing the price

Notes to the Statement of Accounts

that they would be able to secure if they were to sell the loans in an orderly market transaction. However, it is sometimes not possible to find observable active markets.

If the Council were to seek to take advantage of the lower prevailing market rates by repaying current PWLB loans, the PWLB would charge a penalty and the Council would have to pay an early redemption rate. The exit price for PWLB loans including this penalty would be over £250m.

The fair value of the liabilities is greater than the carrying amount because the Council's loan portfolio includes fixed rate loans where the interest rate payable is greater than the prevailing rates at the balance sheet date.

16 Short Term Debtors and Payments in Advance

An analysis of debtors falling due within one year is shown below:

31 March 2020		31 March 2021
£000		£000
2,225	Central Government Bodies	8,968
1,887	Local Authorities	7,300
46	NHS	36
4,838	Other Entities and Individuals	6,929
86	Payments in Advance	154
9,082	Total debtors and payments in advance	23,387
	Less: Provision for Bad Debts / Impairment	
(59)	Council Tax Arrears- Council share	(76)
(156)	NDR Arrears- Council share	(433)
(568)	Housing (HRA)	(722)
(2,244)	Sundry Debtors (customer debt)	(1,768)
(3,027)	Total provisions for bad debts / impairments	(2,999)
6,055	Total net figure	20,388

The credit risk associated with accounts payable to the Council is reflected in the provisions made in the accounts for doubtful debts.

Notes to the Statement of Accounts

17 Cash and Cash Equivalents

The balance of cash and cash equivalents is made up of the following elements:

31 March 2020 £000	31 March 2021 £000
19,360 Short-term Deposits with Money Market Funds	19,277
(1,301) Bank Overdrafts	(2,062)
18,059 Total Cash and Cash Equivalents	17,215

18 Short Term Creditors and Revenue Grants Receipts in Advance

An analysis of creditors falling due within one year is shown below:

Restated 31 March £000	31 March 2021 £000
(13,463) Central Government Bodies	(16,523)
(6,234) Local Authorities	(9,949)
0 NHS	0
(23,027) Other Entities and Individuals - S106 (see breakdown in note 18a)	(22,690)
(5,080) Other Entities and Individuals -Other	(7,372)
(2,097) Receipts in Advance	(1,723)
(49,901) Total creditors and receipts in advance	(58,257)

31 March 2020 £000	31 March 2021 £000
Revenue grants- Receipts in Advance	
(2,400) Section 31 Business rates	0
(2,400)	0

Notes to the Statement of Accounts

18(a) Capital Grants and Contributions

Developer (S106) Contributions:

Developers' contributions are monies received from developers under section 106 of the Town and Country Planning Act 1990 which contribute to the infrastructure costs for drainage and to community arts and development and are detailed below:

31 March 2020		31 March 2021
£000	Developer (S106) Contributions:	£000
	Capital	
(19,019)	Commutated sums	(18,689)
0	Partnership works on awarded watercourses	0
0	Drainage	0
(472)	Community Transport Initiative	(1,259)
(3,158)	Affordable Housing s106	(2,235)
(22,649)		(22,183)
	Revenue	
(54)	Sustainability s106 Orchard park	(54)
(50)	Public art s106 Orchard Park	(50)
(72)	Community development s106	(121)
(30)	Electoral arrangements	(26)
(172)	Waste Management	(256)
(378)		(507)
(23,027)		(22,690)

19 Provisions

Provisions included in the balance sheet consist of provisions for bad and doubtful debts, which have been netted off against debtors as shown in the Balance Sheet and Note 16.

New arrangements for the retention of business rates came into effect on 1 April 2013, at which time the Council assumed liability for refunding ratepayers who have successfully appealed against the rateable value of their properties on the rating list, which will include amounts that were paid over to central Government in respect of 2012/13 and prior years. A provision for the appeals liabilities of £4.645m has been recognised in the 2020/21 accounts (£4.479m in 2019/20), and the in-year movement is shown in Note 33.

Notes to the Statement of Accounts

Short Term (Business Rates)	Accumul- ated Absences Provision	Total		Short Term (Business Rates)	Long Term
£000	£000	£000		£000	£000
(3,503)	(257)	(3,760)	Balance at 01 April 2020	(4,479)	0
(1,249)	0	(1,249)	Additional provisions made in 2020/21	(615)	0
273	0	273	Amounts used in 2020/21	449	0
0	0	0	Unused amounts reversed in 2020/21		
(4,479)	(257)	(4,736)	Balance as at 31 March 2021	(4,645)	0

20 Unusable Reserves

Movements in Usable Reserves are shown in detail on the Movement in Reserves Statement.

31 March 2020 £000			31 March 2021 £000
(123,973)	Revaluation Reserve	(a)	(157,216)
(215,916)	Capital Adjustment Account	(b)	(242,720)
57,352	Pension Reserve	(c)	81,231
(88)	Deferred Capital Receipts Reserve	(d)	(97)
482	Collection Fund Adjustment Account	(e)	8,743
257	Accumulated Absences Account	(f)	590
(281,886)			(309,469)

(a) Revaluation Reserve

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

- revalued downwards or impaired and the gains are lost
- used in the provision of services and 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 reserve was created. Accumulated gains arising before that date are consolidated into the balance on the Capital Adjustment Account.

Notes to the Statement of Accounts

31 March 2020 £000		31 March 2021 £000
	(98,053) Balance at 1 April	(123,973)
(31,382)	Upward revaluation of assets	(37,594)
2,362	Downward revaluation of assets and impairment losses not charged to the (Surplus)/Deficit on Provision of Services	2,009
(29,020)	(Surplus) or Deficit on revaluation of non current assets not posted to the (Surplus)/Deficit on the Provision of Services	(35,585)
1,459	Difference between fair value depreciation and historical cost depreciation	1,894
1,641	Accumulated gains on assets sold or scrapped	448
3,100	Net amount transferred to the Capital Adjustment Account	2,342
(123,973)	Balance at 31 March	(157,216)

(b) 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 provision. The account is debited with the cost of acquisition, construction or enhancement as depreciation, impairment losses and amortisations are charged to the CIES (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 enhancement.

The Account also contains revaluation gains accumulated on Property, Plant and Equipment before 1 April 2007, the date that the Revaluation Reserve was created to hold such gains.

Note 7 details the source of all the transactions posted to the Account, apart from those involving the Revaluation Reserve and Deferred Capital Receipts.

Notes to the Statement of Accounts

31 March 2020 £000		31 March 2021 £000
(203,604)	Balance at 1 April	(215,916)
	Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income & Expenditure Statement:	
8,041	Charges for depreciation and impairment of non-current assets	8,770
4,743	Revaluation impairment through CIES	5,631
(2,325)	Reversal of impairment on revaluation	(2,868)
159	Amortisation of intangible assets	358
723	Revenue expenditure funded from capital under statute	704
4,629	Amounts of non-current assets written off on disposal as part of the gain / loss on disposal posted to the CIES	2,019
(1,641)	Write out of revaluation gain on disposal from Revaluation Reserve	(448)
(1,459)	Depreciation, amortisation and impairment w/o from Revaluation Reserve	(1,894)
12,870	Net written out amount of the cost of non-current assets consumed in the year	12,272
	Capital financing applied in the year:	
(5,269)	Use of the Capital Receipts Reserve to finance new capital expenditure	(3,703)
(5,738)	Use of the Major Repairs Reserve to finance new capital expenditure	(4,609)
(959)	Capital grants and contributions credited to the CIES that have been applied to capital financing	(1,045)
0	Application of grants to capital financing from the Capital Grants Unapplied Account	(718)
(581)	Statutory provision for the financing of capital investment charged against the General Fund balance	(870)
(13,444)	Capital expenditure charged against the General Fund and HRA balances	(13,353)
(25,991)		(24,298)
800	Movements in the market value of Investment Properties credited to the CIES	(14,786)
9	Other adjustment	8
(215,916)	Balance at 31 March	(242,720)

(c) Pension 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 CIES 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 employers contributions to the pension fund or eventually pays any pensions for which it is directly responsible. The debit balance of the Pension Reserve therefore shows a substantial shortfall in the benefits earned by the past and current employees and the

Notes to the Statement of Accounts

resources the Council have set aside to meet them. The statutory arrangements ensure the funding will have been set aside by the time the benefits come to be paid.

See Note 32 for further details of the Reserve Balance which equates to the Liability.

31 March 2020 £000		31 March 2021 £000
	70,548 Balance at 1 April	57,352
	(17,555) Remeasurements of the net defined benefit liabilities	21,158
	8,692 Reversal of items relating to retirement benefits debited or credited to the (Surplus)/Deficit on the Provision of Services in the Comprehensive Income & Expenditure Statement	7,373
	(4,333) Employer's pensions contributions and direct payments to pensioners payable in the year	(4,652)
	57,352 Balance at 31 March	81,231

(d) Deferred Capital Receipts

The Deferred Capital Receipts Reserve holds the gains recognised on the disposal of non-current assets but for which cash settlement has yet to take place. Under statutory arrangements, the Council does not treat these gains as useable for financing new capital expenditure until they are backed by cash receipts. When the cash is eventually received, amounts are transferred to the Capital Receipts Reserve.

31 March 2020 £000		31 March 2021 £000
	(88) Balance at 1 April	(88)
	0 Movement in year	(9)
	(88) Balance at 31 March	(97)

Notes to the Statement of Accounts

(e) Collection Fund Adjustment Account

The Collection Fund Adjustment Account represents the amount that the Council owes itself at the year end arising from the declared Collection Fund Surplus for the year. This amount is not permitted to be allocated to the General Fund under Statute hence its inclusion within this Reserve.

31 March 2020 £000		31 March 2021 £000
	(2,299) Balance at 1 April	482
2,835	Amount by which the non-domestic rates income credited to the Comprehensive Income & Expenditure Statement is different from non-domestic rates income calculated for the year in accordance with statutory requirements	8,215
(54)	Amount by which the council tax income credited to the Comprehensive Income & Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	46
	482 Balance at 31 March	8,743

(f) Accumulated Absence Reserve

The Accumulating Compensated Absence Reserve reflects the input of excess staff time utilised at the Balance Sheet Date which will be paid in kind beyond the Balance Sheet Date in the form of excess leave or flexi time carried forward.

31 March 2020 £000		31 March 2021 £000
	257 Balance at 1 April	257
(257)	Settlement or cancellation of accrual made at the end of previous year	(257)
257	Amounts accrued at the end of current year	590
	257 Balance at 31 March	590

Notes to the Statement of Accounts

21 Cash Flow Statement- Operating Activities

Adjust net surplus or deficit on the provision of services for non cash movements

31 March 2020		31 March 2021
£000		£000
8,441	Depreciation	9,127
2,933	Impairment and upward revaluations	(12,027)
20,894	Increase / (decrease) in creditors	5,956
975	Increase / (decrease) in provisions	(91)
4,359	(Increase) / decrease in debtors	(14,333)
(129)	(Increase) / decrease in inventories	41
4,359	Pension Liability	2,721
4,669	Carrying amount of Non-Current Assets sold	2,019
46,501	Total	(6,587)

Adjust for items included in the net surplus or deficit on the provision of services that are investing or financing activities

31 March 2020		31 March 2021
£000		£000
15,973	Creditors relating to Section 106 etc.	(337)
2,563	Creditors relating to Collection Fund Agencies	(6,971)
0	Debtors relating to Collection Fund Agencies	(5,759)
(6,431)	Proceeds from the sale of property and equipment, investment property and intangible assets	(4,999)
12,105	Total	(18,066)

Operating activities within the cashflow statement include the following cash flows relating to interest and other operating activities

Notes to the Statement of Accounts

31 March 2020 £000		31 March 2021 £000
	2,870 Interest Received	3,006
	(7,237) Interest Charge for the Year	(7,252)
	(4,367) Total	(4,246)

22 Cash Flow Statement- Investing Activities

31 March 2020 £000		31 March 2021 £000
	(49,955) Purchase of Property, Plant & Equipment, Investing Property	(44,635)
	6,658 Purchase of Short-term and Long-term Investments	(14,875)
	7,000 Purchase of Short-term and Long-term Borrowing	34,000
	6,431 Proceeds from Sale of Property, Plant & Equipment, Investment	4,999
	0 Proceeds from Short-term and Long-term Investments	6,560
	(29,866) Total	(13,951)

23 Cash Flow Statement- Financing Activities

31 March 2020 £000		31 March 2021 £000
	(15,973) Creditors relating to Section 106 etc.	337
	(2,559) Creditors relating to Collection Fund Agencies	6,971
	0 Debtors relating to Collection Fund Agencies	5,759
	(18,532) Total	13,067

24 Trading Operations

Notes to the Statement of Accounts

There were no trading operations at the Council in 2020/21 or prior.

25 Members Allowance

South Cambridgeshire District Council was represented by a total of 45 Councillors during the year.. Further information is available upon request from the Democratic Services Manager, South Cambridgeshire District Council, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA.

31 March 2020	31 March 2021
£	£
322,683 Allowances	350,792
25,808 Expenses	41
348,491 Total	350,833

26 Officer Remuneration

Senior Officer Remuneration:

	2020/21				
	Salary (including fees and allowances)	Benefits in Kind	Pension Contributions	Compensation for Loss of Office	Total Remuneration including Pension Contributions
Chief Executive	133,503	0	22,696	0	156,199
Interim Executive Director (Corporate Services)	35,008	0	4,727	0	39,735
Chief Operating Officer ¹	77,952	0	13,252	0	91,204
Head of Housing ⁴	67,851	0	11,442	0	79,293
Interim Head of Housing ⁵	8,400	0	0	0	8,400
Head of Waste & Environment	78,868	0	13,309	0	92,177
Joint Director for Planning and Economic Development ²	111,253	0	18,913	0	130,166
Head of Finance & Section151 Officer	79,090	0	13,445	0	92,535
Head of Human Resources & Corporate Services	78,391	0	13,234	0	91,625
Head of Transformation ⁶	53,489	0	9,093	0	62,582
Total	723,805	0	120,111	0	843,916

¹ Commenced employment 6 July 2020

Notes to the Statement of Accounts

² Shared Director with Cambridge City Council. 100% of Remuneration costs shown above. Costs shared 50:50.

⁴ Commenced employment 20 April 2020

⁵ Interim arrangements ended May 2020.

⁶ Commenced employment 30 June 2020

	2019/20				
	Salary (including fees and allowances)	Benefits in Kind	Pension Contributions	Compensation for Loss of Office	Total Remuneration including Pension Contributions
Chief Executive (began 23rd Sep'19)	71,952	0	11,535	0	83,487
Interim Executive Dir. (Corporate Services) ⁵	40,560	0	5,909	0	46,469
Director of Health & Env. Services (ended 7th Feb 2020) ^{2,4,6}	122,172	0	20,037	99,051	241,260
Head of Waste & Environment (began 1st Mar 2020) ⁶	6,446	0	1,096	0	7,542
Interim Head of Housing, prev Director of Housing (began Jan 2020)	21,900	0	0	0	21,900
Director of Planning & Economic Development. ³	108,275	0	18,407	0	126,682
Head of Finance & Section 151 Officer (began 15th April 2019) ⁵	71,276	0	12,117	0	83,393
Head of Human Resources & Corporate Services ⁵	85,062	0	13,967	0	99,029
Total	527,643	0	83,068	99,051	709,762

¹ Loss of office cost is additional pension contribution payable due to early retirement.

² Includes acting up to Chief Executive from 1st Mar'19 until permanent appointment in Sep'19, with remuneration.

³ Shared Director with Cambridge City Council, 100% of remuneration costs shown above, costs shared 50:50.

⁴ Includes acting as Dir. Of Housing from 23rd July 2018, without remuneration, until officer left Feb'20

⁵ New senior 'Leadership Team' structure introduced in 2019/20, Executive Director (Corporate Services) post deleted and four Head of Service posts added.

⁶ Director of Health & Environmental Services post superseded by Director of Waste & Environment post from 1st March 2020.

Notes to the Statement of Accounts

The number of employees, excluding Senior Officers shown below, whose remuneration was £50,000 or more were:

31 March 2020		31 March 2021
No of Employees	Remuneration Band	No of Employees
6	£50,000 - £54,999	9
4	£55,000 - £59,999	8
5	£60,000 - £64,999	5
2	£65,000 - £69,999	1
0	£70,000 - £74,999	1
0	£85,000 - £89,999	1
17	Total	25

Remuneration for these purposes includes all sums paid to or receivable by an employee and sums due by way of expenses allowances (as far as these sums are chargeable to UK income tax) and the money value of any other benefits other than in cash. As remuneration includes redundancy and compensation for loss of office, the number of employees in each salary band can vary from year to year. Pension contributions payable by either the employee or employer are excluded.

Termination Benefits

Exit packages are those that have been agreed by the Authority, i.e. those packages for which the Authority is demonstrably committed and, have been paid in 2020/21 or are committed to be paid within 12 months. The costs included are those termination benefits defined and measured in accordance with the Code of Practice and include all relevant redundancy costs, pension contributions in respect of early retirement, ex gratia payments and other departure costs.

	2020/21			
	No of Compulsory Redundancies	No of Other Departures	Total No of Exit Packages	Total Cost of Exit Packages in Each Band £000
Exit Package Cost Band (inc. special payments)				
£0 - £20,000	1	7	8	21
£20,001 - £40,000	1	0	0	24
£40,001 - £60,000	0	0	0	0
£80,001 - £100,000	0	0	1	0
£200,001 - £220,000	0	0	0	0
Total Cost Included in Bandings and in the CIES	2	7	9	45

Notes to the Statement of Accounts

	2019/20			
	No of Compulsory Redundancies	No of Other Departures	Total No of Exit Packages	Total Cost of Exit Packages in Each Band in £000
Exit Package Cost Band (inc. special payments)				
£0 - £20,000	1	1	2	10
£20,001 - £40,000	0	0	0	0
£40,001 - £60,000	0	0	0	0
£80,001 - £100,000	0	1	1	67
£200,001 - £220,000	0	0	0	0
Total Cost Included in Bandings and in the CIES	1	2	3	77

27 External Audit Fees

The Council has incurred the following costs in relation to the audit of the Statement of Accounts and certification of grant claims and returns:

31 March 2020	31 March 2021
£000	£000
193 External audit fees - EY LLP (Note 1)	40
15 Certification of Grant Claims & Returns - Housing Benefits - EY LLP	24
4 Certification of Grant Claims & Returns - Housing pooling capital receipts - Ensors Accountants LLP	4
212 Total	68

Note 1 The 2020/21 audit fee presented in the table above of £40k is the scale of fees as determined by the PSAA, the final fee for 2020/21 is still to be determined.

The final 2018/19 audit fee is not included in the table above, this was determined by PSAA to be £336k (£40k of scale fee and £296k of scale fee variation).

Notes to the Statement of Accounts

28 Grants and Contributions

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

31 March 2020		31 March 2021
£000		£000
	Credited to Taxation and Non-Specific Grant Income	
(2,473)	New Homes Bonus	(2,768)
(173)	Other non-ringfenced government grants	(131)
0	Covid grants	(2,088)
(2,580)	Business Rates	(9,134)
(959)	Capital Grants and Contributions	(1,050)
(6,185)	Total Grants and Contributions	(15,171)
	Credited to Services	
(22,900)	Department for Work and Pensions (DWP)- Housing Benefit	(22,200)
(19)	Cabinet Office (CO)- Electoral Registration	(11)
(235)	Ministry for Hou, Comm. and Local Government (MHCLG)	(242)
(340)	Other Government Grants	(789)
0	Covid Support Grants	(3,741)
(664)	Contributions from local authorities	(1,083)
(24,158)	Total Grants and Contributions	(28,066)
(30,343)	Total	(43,237)

Covid-19 Grants

As a result of the Covid-19 pandemic a significant amount of additional Government Grants were provided to local authorities. The accounting requirements differ depending on whether the Council is acting either a 'principal' or an 'agent' or whether they are non-ringfenced grants. In general terms if the Council has discretion on grant scheme criteria they are acting as a 'principal' and the transactions will be included in the CIES, where there is no discretion the Council acts as an 'intermediary agent' and the transactions will not be shown in the CIES. The most material transactions within the CIES relate to the Covid19 grants (£5.831m).

The table below details the most significant grants received and how they have been shown in the financial statements:

Notes to the Statement of Accounts

Grant Funding Name	Transaction Type	Allocation to SCDC £000	Expenditure by SCDC £000	Balance £000	Balance Held in
Local authority support grant	Principal (CIES - Spend on Services)	(1,922)	1,185	(737)	Earmarked Reserve
Self Isolation Funding	Agent	(216)	167	(49)	Creditors
COMF Bid Self Isolation	Principal	(43)	0	(43)	Earmarked Reserve
BEIS Business Support Grant (SBGF, RHGLF & LADGF)	Agent	(24,104)	24,003	(101)	Creditors
BEIS Business Support Grant (SBGF, RHGLF & LADGF)	Principal	(1,193)	1,193	0	N/A
DCLG BEIS Business Support Grant	Agent	(4,613)	0	(4,613)	Creditors
Local Govt Restrictions Grant (LRSG & ARG top up)	Agent	(11,301)	11,180	(121)	
LA Discretionary Grant	Principal	(130)	0	(130)	Earmarked Reserve
DCLG LCTS Covid-19 Hardship Grant	Discounted Council Tax Bills	(661)	502	(159)	Earmarked Reserve
COMF Business - Covid Plan	Principal (CIES)	(240)	20	(220)	Earmarked Reserve
Local Authority Compliance & Enforcement	Principal (CIES)	(57)	27	(30)	Earmarked Reserve
New Burdens - LA Discretionary Grant	Offset expenditure (CIES)	(167)	167	0	N/A
Prevention & Outbreak Management	Principal (CIES)	(150)	92	(58)	Earmarked Reserve
Sales, Fees & Charges Support Grant	Offset lost income (CIES)	(1,268)	1,268	0	N/A
Total Grant		(46,065)	37,417	(6,262)	
Total Grant	Agent	(40,234)	35,350	(4,884)	Creditors
Total Grant	Principal	(5,831)	4,454	(1,377)	Earmarked Reserves
Total		(46,065)	39,804	(6,261)	

29 Related Party Declarations

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. The Council holds a Register of Interests in which all members are required to declare any interests in accordance with the code of conduct which is open to the public.

The Council has two subsidiary companies wholly owned by the Council, South Cambs Limited (trading as Ermine Street Housing) and Shire Homes Lettings Limited. Transactions between these companies and the Council are accounted within the Council's group accounts (see Note G5).

Ermine Street Housing

Two employees (P Campbell and J Membery) and one member (Councillor I Sollom) are Directors of Ermine Street Housing. L Bisset (the Council's interim Director of Housing) resigned in May 2020 replaced by P Campbell (Head of Housing) appointed 04 May 2020 and J Membery (Head of Transformation) appointed 25 September 2020. During 2020/21, the Council charged £3,488,109 (£2,408,249 2019/20) for its services to Ermine Street Housing. Amounts owed at the end of the year by Ermine Street Housing to the Council total £84,949,218 (£72,450,996 2019/20) related to recharges for contracted services and short term loans taken out to purchase investment properties.

Shire Homes Limited

One officer (H Wood) and one member (Councillor P Fane) of the Council are the company directors. During 2020/21 expenditure of £262,103 (£211,021 2019/20) was paid to Shire Homes Lettings Limited for contracted services to manage the Council's private sector scheme and the Council charged £200,087 (£153,152 2019/20) for its services. At the end of 2020/21 the net amount of £96,863 (£53,640 2019/20) was outstanding to the Council by Shire Homes.

Care Network Cambridgeshire

One member (Councillor Sue Ellington) of the Council is the company director of Care Network Cambridgeshire. During 2020/21, grant of £18,500 (£18,500 2019/20) was paid by the Council.

Central Government

Central Government is responsible for providing the statutory framework within which the Council operates and provides a significant amount of its funding in the form of grants and prescribes the terms of many transactions that the Council has with other parties, for example Council Tax bills, housing benefits.

In 2020/21, there were no reported material related party transactions that are not disclosed elsewhere in the accounts.

30 Capital Expenditure and Financing

The total amount of capital enhancement incurred in the year is shown in the table below together with the resources that have been used to finance it. Where capital enhancement 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.

Notes to the Statement of Accounts

31 March 2020		31 March 2021		
		HRA	GF	Total
£000		£000	£000	£000
268,671	Opening Capital Financing Requirement	204,429	101,805	306,234
	Adjustment to Opening CFR		(141)	(141)
	Capital Investment			
12,725	Loan to South Cambs Ltd *		12,350	12,350
211	Intangible Assets		444	444
24,496	Property, Plant and Equipment	15,976	6,726	22,702
25,400	Investment Properties		21,494	21,494
723	Rev. Expenditure Funded from Capital Under Statute		704	704
	Sources of Finance			
(5,269)	Capital receipts	(2,712)	(991)	(3,703)
(13,444)	Revenue	(7,610)	(5,743)	(13,353)
(959)	Capital Grants	(1,045)	(718)	(1,763)
(5,738)	Major repairs reserve	(4,609)	0	(4,609)
(581)	MRP from Capital Adjustment Account		(870)	(870)
306,235	Total	204,429	135,060	339,489

* The loans made to South Cambs Limited, from cash balances, are recognised as capital in year, increasing the Council's underlying need to borrow.

31 Leases

Council as a lessee:

Finance Leases

The Council has two leases that are classified as finance lease. They are two travellers sites, Blackwell and Whaddon, which have been leased on a peppercorn rent over a lease term of 125 years from Cambridgeshire County Council (ending 08/05/2144).

The assets acquired under these leases are carried as property, plant and equipment in the Balance Sheet at the following net amounts:

	2020/21	2019/20
	£000s	£000s
Other Land and Buildings		
Blackwell Site	1,590	1,450
Whaddon Site	1,675	1,620
Total	3,265	3,070

Notes to the Statement of Accounts

There were no Minimum Lease Payments to report in 2020/21 and 2019/20.

Operating Leases

Following a full review of the Council's related agreements there are no embedded leases to report for 2020/21 (£0k in 2019/20)

The Council as a lessor:

The Council has no finance lease as a lessor.

Operating Leases

Where the Council grants an operating lease over a property or an item of plant or equipment, the asset is retained in the Balance Sheet. Rental income is recognised in the Comprehensive Income and Expenditure Statement.

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

	2020/21	2019/20
	£000s	£000s
Not later than one year	2,102	1,550
Later than one year and not later than five years	5,729	5,822
Later than five years	6,098	7,525
Total	13,929	14,897

32 Pensions

The Council participates in the national Local Government Pension Scheme which is a funded defined benefit (final salary) scheme and which also provide historic unfunded discretionary benefits, both of which are administered by Cambridgeshire County Council. With the funded scheme, the Council (the employer) and employees both pay contributions into the pension fund with the employer's contribution calculated every three years at a level intended to balance the scheme assets and liabilities over a twenty year period.

The transactions below have been made in the CIES during the year.

Notes to the Statement of Accounts

31 March 2020		31 March 2021
£000		£000
Comprehensive Income and Expenditure Statement		
6,964	Service Cost	6,039
1,728	Net Interest Charged	1,334
8,692	Net Charge made to the CIES	7,373
Re-Measurements in Other Comprehensive Income		
2,280	Return on Fund Assets in Excess of Interest	(26,622)
(15,584)	Changes in Financial Assumptions	46,221
(4,251)	Change in Demographic Assumptions	2,406
(17,555)	Re-Measurement of the Net Assets / (Defined Liability)	22,005
Pension Assets and Liabilities Recognised in the Balance Sheet		
(167,796)	Present Value of the Funded Obligation	(220,766)
(1,706)	Present Value of the Unfunded Obligation	(1,837)
112,150	Fair Value of Scheme Assets	141,372
(57,352)	Net Liability in the Balance Sheet	(81,231)

Reconciliation of the fair value of the Scheme Liabilities

Unfunded Liabilities	Funded Liabilities		Unfunded Liabilities	Funded Liabilities
2019/20			2020/21	
£000	£000		£000	£000
(2,035)	(179,602)	Net pensions liability at 1 April	(1,706)	(167,796)
(41)	(4,365)	Interest Cost	(41)	(3,883)
55	4,196	Change in Demographic Assumptions	(42)	(2,364)
203	15,381	Change in Financial Assumptions	(156)	(46,065)
0	(148)	Change in Other Assumptions		1,905
0	(6,964)	Current Service Cost		(6,039)
0	0	Past Service Cost Including Curtailments		0
0	(1,014)	Contributions by Scheme Participants		(1,134)
112	4,720	Estimated Benefits Paid	108	4,610
(1,706)	(167,796)	Net Pension Liability at 31 March	(1,837)	(220,766)

Notes to the Statement of Accounts

Reconciliation of the fair value of the Scheme Assets

31 March 2020		31 March 2021
£000		£000
111,089	Fair Value of the Plan Assets at 1 April	112,150
2,678	Interest on Assets	2,590
(2,132)	Return on Assets less Interest	25,564
4,333	Employer Contributions including Unfunded	4,652
1,014	Contributions by Scheme Participants	1,134
(4,720)	Benefits Paid	(4,610)
(112)	Contribution in respect of unfunded benefits	(108)
112,150	Fair Value of the Plan Assets at 31 March	141,372

Impact on the Authority's Cash Flows

The objectives of the scheme are to keep employers' contributions at as constant rate as possible. A strategy has been agreed 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 last triennial valuation was completed during 2019

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 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 estimated Employer contributions for the period to 31 March 2022 are £4,544,000.

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 the assumptions about mortality rates, salary levels etc.

Both the Local Government Pension Scheme and discretionary benefits liabilities have been estimated by Hymans Robertson LLP, an independent firm of actuaries, estimates for the fund being based on the latest full (triennial) valuation of the scheme as at 31 March 2016.

The principal assumptions used by the actuary have been:

Notes to the Statement of Accounts

2019/20		2020/21
	Mortality Assumptions	
	Longevity at 65 for current pensioners in years:	
22.0	* Men	22.2
24.0	* Women	24.4
	Longevity at 65 for future pensioners in years:	
22.7	* Men	23.2
25.5	* Women	26.2
2.4%	Rate of increase in salaries	3.35%
1.9%	Rate of increase in pensions	2.85%
2.3%	Rate for discounting scheme liabilities	2.00%

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the table above. The sensitivity analyses below have been determined based on reasonably possible changes of the assumptions occurring at the end of the reporting period and assumes for each change that the assumption analysed changes while all the other assumptions remain constant. The assumption 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.

Notes to the Statement of Accounts

The Scheme's assets consist of the following categories, by proportion of the total assets held.

Quoted active market	Quoted non-active market	Total		Quoted active market	Quoted non-active market	Total
£000	£000	£000		£000	£000	£000
1,692	0	1,692	Cash and cash equivalents	3,883	0	3,883.0
			Equity instrument: by industry type			
0	0	0	Consumer	0	0	0
0	0	0	Manufacturing	0	0	0
0	0	0	Energy and Utilities	0	0	0
0	0	0	Financial Institutions	0	0	0
0	0	0	Health and Care	0	0	0
0	0	0	Info. Technology	0	0	0
0	0	0	Sub-total equity	0	0	0
			Debt Securities: by sector			
0	0	0	Corporate Bonds(inv. grade)	0	0	0
0	0	0	Corporate Bonds (non-inv. grade)	0	0	0
0	5,806	5,806	UK Government	0	5,706	5,706
0	0	0	Other	0	0	0
0	5,806	5,806	Sub-total bonds	0	5,706	5,706
			Property: by type			
0	8,392	8,392	UK Property	0	8,621	8,621
0	2	2	Overseas Property	0	2	2
0	8,393	8,393	Sub-total property	0	8,623	8,623
			Private Equity:			
0	9,199	9,199	All (UK & Overseas)	0	13,160	13,160
0	9,199	9,199	Sub-total private equity	0	13,160	13,160
			Inv. Funds and Unit Trusts			
0	67,978	67,978	Equities	0	84,163	84,163
0	7,606	7,606	Bonds	0	15,647	15,647
0	0	0	Hedge Funds	0	0	0
0	0	0	Commodities	0	0	0
0	10,112	10,112	Infrastructure	0	11,862	11,862
0	0	0	Other	0	0	0
0	85,696	85,696	Sub-total other inv. funds	0	111,672	111,672
			Derivatives:			
0	1,364	1,364	Other	0	(1,672)	(1,672)
0	1,364	1,364	Sub-total derivatives	0	(1,672)	(1,672)
1,692	110,458	112,150	Total	3,883	137,489	141,372

Notes to the Statement of Accounts

Fair value of scheme assets

31 March 2020		31 March 2021
%		%
0.0%	Equity Instruments	0.0%
5.2%	Debt Securities	4.0%
7.5%	Property	6.0%
8.2%	Private Equity	8.0%
76.4%	Investment Funds and Unit Trusts	80.0%
1.2%	Derivatives	0.0%
1.5%	Cash and cash equivalents	2.0%
100.0%		100.0%

The extent to which the expected future returns on assets are sufficient to cover the estimated net liabilities was considered by the actuaries in the 2017 actuarial review of the Pension Fund. The anticipated shortfall in the funding of the scheme has determined the future level of pension contributions which will be due in between triennial valuations.

Sensitivity Analysis as at 31 March 2021		Sensitivity 1	Assumptions	Sensitivity 2
		£000	£000	%
Adjustment to Discount Rate				
Present Value of Total Obligation		22,713	222,603	10%
Adjustment to Long Term Salary Increase				
Present Value of Total Obligation		1,894	222,603	1%
Adjustment to Pension Increases and Deferred Revaluation				
Present Value of Total Obligation		20,366	222,603	9%
Sensitivity Analysis as at 31 March 2020		Sensitivity 1	Assumptions	Sensitivity 2
		£000	£000	%
Adjustment to Discount Rate				
Present Value of Total Obligation		16,147	167,796	10%
Adjustment to Long Term Salary Increase				
Present Value of Total Obligation		1,418	167,796	1%
Adjustment to Pension Increases and Deferred Revaluation				
Present Value of Total Obligation		14,606	167,796	8%

Notes to the Statement of Accounts

33 Nature & extent of risks arising from financial instruments

A financial instrument is any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity. The Council has the following financial instruments:

- financial liabilities: trade payables and long term borrowing
- financial assets: loans and receivables comprising bank deposits, trade receivables, investments, shares and long term mortgages

The Council has given interest free loans, repayable on the sale/transfer of charged properties, which have not been classified as financial instruments. These loans are included in the balance sheet as long term debtors', the outstanding amount was £329k as at 31 March 2021 (£329k in 2019/20). No such loans have been made since 2012/13.

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 commitments to make payments;
- Market risk - the possibility that financial loss might arise for the Council as a result of changes in such measures as interest rate movements.

Credit Risk

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Council's customers. Deposits are only made with banks and financial institutions which are included as counterparties in the Council's Investment Strategy, which regards the successful identification, monitoring and control of risk to be the prime criteria. The Council has a policy of tiered maximum investments with the uppermost limit not more than £10 million of its surplus balances to any one institution. With no historical experience of default, the exposure to credit risk on bank deposits and investments is not considered material. The main exposure to credit risk relates to housing rents where a provision for bad debts is made.

Where sums are owed by the Council's customers and contractual debtors the Council makes provision for doubtful debt, detailed in Note 16, based on an assessment of the risks for each type and the age of those debts, the Council does not generally extend credit beyond 21 days.

Debtors

The following analysis summarises the Council's analysis of its potential maximum exposure to credit risk (impairment allowance) in relation to debtors:

31 March 2020			31 March 2021	
Customer Debt	Other Debtors		Customer Debt	Other Debtors
£000	£000		£000	£000
(1,854)	(575)	Balance at 1st April	(2,244)	(773)
(607)	(442)	(Increase)/decrease in provisions	431	(517)
217	244	Amounts used	45	59
(2,244)	(773)	Balance at 31st March	(1,768)	(1,231)

Notes to the Statement of Accounts

The Council does not normally extend credit beyond 21 days. At 31 March 2021, of the total debtor balance of £1.447m (£1.090m at 31 March 2020), this can be analysed as follows:

31 March 2020 £000	31 March 2021 £000
Customer Debts:	
1,779 Less than 3 months	7,313
333 More than 3 months	1,114
2,112 Balance at 31st March	8,427

Investments

The risk is minimised through the Annual Investment Strategy, which requires that deposits are made with Debt Management Office, other local authorities, AAA rated money market funds or Banks and Building Societies having sufficiently high credit worthiness as set out in the Treasury Management Strategy. It must also be noted that although credit ratings remain a key source of information, the Council recognises that they have limitations and investment decisions are based on a range of market intelligence. A limit of £10m is placed on the amount of money that can be invested with a single counterparty excepting UK Central Government which is unlimited. The Council also sets a total group investment limit (£10m) for institutions that are part of the same banking group.

The table below summarises the nominal value of the Council's investment portfolio at 31 March 2021, and confirms that all investments were made in line with the Council's approved rating criteria when investment placed:

Notes to the Statement of Accounts

The amounts below include the money market fund which is included in cash and cash equivalents.

	Balances Invested as at 31 March 2021						
	Credit Rating Criteria Met	Up to 1 Month	1 - 3 Months	4 - 6 Months	7 - 12 Months	Greater than 12 Months	Total
		£000	£000	£000	£000	£000	£000
Banks UK	YES	6,265	13,000	1,000	0	0	20,265
Building Societies	YES	0	0	0	0	0	0
South Cambs Ltd	YES	0	0	0	0	83,993	83,993
Housing Assoc	YES	0	3,500	1,500	0	0	5,000
Local Authorities	YES	0	0	0	0	0	0
CLIC	YES	0	0	0	0	2,400	2,400
Money Market Funds	YES	0	0	0	0	0	0
Total		6,265	16,500	2,500	0	86,393	111,658

CLIC- Cambridge Leisure and Ice Centre

Liquidity Risk

All trade and other payables are due to be paid in less than one year. The PWLB loans have maturities of between 25 and 45 years as detailed in Note 13, interest being paid half yearly, a Repayment Reserve being used to manage the future repayment of principal.

Market Risk

The Council is exposed to risk in terms of its exposure to interest rate movements on its investments as most investments are at fixed rates. Movement in interest rates can have an impact on the Council's interest receipts from investments; for example, a rise in interest rates would have the following effects:

- Investments at variable rates – the interest income credited to the Income and Expenditure Account will rise
- Investments at fixed rates – the fair value of the assets will fall (but the carrying amount will not change)

As most investments are at fixed rates, a sensitivity analysis for interest rate changes has not been carried out. The treasury management team has an active strategy for assessing interest rate exposure that feeds into the setting of the annual budget which is used to update the Council's medium term financial strategy periodically during the year, this allows any adverse changes to be accommodated.

Price Risk

The Council does not invest in equity holdings or in financial instruments whose capital value is subject to market fluctuations. It therefore has no exposure to losses arising through price variations.

Notes to the Statement of Accounts

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.

34 Capital Commitments

Material capital commitments as at 31 March 2021 were £9.510 million on Housing (£16.977m as at 31st March 2020). The reduction year on year is due to the capital spend on new build sites, which includes some large schemes; Babraham Road (Sawston) and Bennell Farm (Toft) and Hardwick.

35 Assets Held for Sale

31 March 2020		31 March 2021
£000		£000
	Cost or valuation	
2,123	At 1 April	0
0	Adjustments	0
0	Additions	0
0	Revaluation increases / (decreases) recognised in the Revaluation Reserve	0
0	Revaluation increases / (decreases) recognised in the CIES	0
(559)	Derecognition - Disposals	0
(1,564)	Other movements / reclassifications within assets	0
0	Total	0

36 Intangible Assets

31 March 2020		31 March 2021
£000		£000
	Cost or valuation	
482	At 1 April	535
212	Additions- Purchase only	444
(159)	Amortisation	(358)
0	Other movements / reclassifications	40
535	Total	661

37 Contingencies

There were no material contingent assets to report for the Council as at 31 March 2021.

Housing Revenue Account Income and Expenditure Statement

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

Housing Revenue Account Income and Expenditure Statement

2019/20		2020/21
£000		£000
	Income	
(28,002)	Dwelling Rents	(28,595)
(422)	Non Dwelling Rents	(392)
(1,917)	Charges for Services and Facilities	(1,134)
(2,325)	Revaluation Gains of non-current assets	0
0	Contributions towards expenditure:	
(83)	General Fund	(130)
(120)	Other Sources	(18)
(32,869)	Total Income	(30,269)
	Expenditure	
4,211	Repairs and Maintenance	3,798
1,756	Special Services	1,226
	Supervision and Management:	
2,682	General	2,646
1,851	Repairs and Maintenance	1,655
198	Rents, Rates and Other Charges	278
	Depreciation and Amortisation:	
6,545	Depreciation	7,147
3,776	Revaluation	2,833
24	Treasury Management Costs	52
113	Inc./ (Dec.) Provision for Bad/Doubtful Debts	158
21,156	Total Expenditure	19,793
(11,713)	Net Cost of Services as Included in the Comprehensive Income and Expenditure Statement	(10,476)
790	HRA services share of Corporate Expenses	646
(10,923)	Net Cost / (Income) of HRA Services	(9,830)
(10,923)	HRA Share of the Income and Expenditure included in the Comprehensive Income and Expenditure Statement	(9,830)
(1,687)	Loss/(Gain) on Sale of HRA Non-Current Assets	(2,480)
7,185	Interest Payable and similar charges	7,193
(1,026)	Interest and Investment Income	(1,034)
234	Pensions Interest / Return on Assets	161
(892)	Capital Grants and Contributions	(1,031)
(7,109)	(Surplus) / Deficit for the Year on HRA Services	(7,021)

Movement on Housing Revenue Account Statement

The Housing Revenue Income and Expenditure Statement shows the Council's actual financial performance for the year in managing its housing stock, measured in terms of the resources consumed and generated over the last twelve months. However,

Capital investment is accounted for as it is financed, rather than when the fixed assets are consumed.

The payment of a share of housing capital receipts to the Government is treated as a loss in the Income and Expenditure Account, but is met from the usable capital receipts balance rather than from council tax.

Retirement benefits are charged as amounts become payable to pension funds and pensioners rather than as future benefits earned.

The Housing Revenue Account Statement compares the Council's spending against the Income that it raised for the year, taking into account the use of reserves built up in the past and contributions to reserves earmarked for the future.

This reconciliation statement summarises the differences between the outturn in the Housing Revenue Income and Expenditure Statement and the Housing Revenue Account balance.

Note 7 details the source of all the transactions posted to the Account, apart from those involving the Revaluation Reserve and Deferred Capital Receipts.

2019/20		2020/21
£000	Increase / decrease in the Housing Revenue Account Balance	£000
(7,109)	(Surplus)/ deficit for the year on the Housing Revenue Account Income and Expenditure Statement	(7,021)
12,907	Adjustments between accounting basis and funding basis under statute (including to or from reserves)	8,155
5,798	(Increase) / decrease in the Housing Revenue Account Balance	1,134
(10,012)	Housing Revenue Account Surplus Brought Forward	(4,214)
(4,214)	Housing Revenue Account Surplus Carried Forward	(3,080)

Notes to the Housing Revenue Account

H1 Housing Stock Volumes

The Housing Revenue Account includes all the expenditure and income associated with the following stock of Housing Revenue Account dwellings:

2019/20		2020/21			
Total		Conversion	Additions	Disposals	Total
1,065	1 Bedroom	0	30	(0)	1,094
2,354	2 Bedroom	0	23	(7)	2,369
1,847	3 Bedroom	(3)	12	(8)	1,848
69	4+ Bedroom	3	2	0	74
5,335		0	66	(16)	5,385

31 March 2020		31 March 2021
5,324	Stock (Whole Property Equivalent) as at 1 April	
	Less:	5,335
(19)	Sales (Right to Buy)	(10)
0	Stock Transfers / Conversions	
(8)	Other Movements *	(6)
38	New Properties #	66
5,335	Stock as at 31 March	5,385
	Other movements / reclassifications within assets	
	Number of houses:	
5,089	Houses and Bungalows	5,113
246	Flats and Maisonettes	272
0	Other	0
5,335	Stock as at 31 March	5,385
5,335	Total	5,385

* Other Movements include; equity share and shared ownership sales, demolitions and non-RTB sales

New Properties include; New Builds and equity share and shared ownership acquisitions

Notes to the Housing Revenue Account

H2 Housing Stock Values

The total balance sheet values of dwellings and other property and land within the HRA are

2019/20		2020/21	
Asset Value	Depreciation	Asset Value	Depreciation
£000	£000	£000	£000
490,727	6,424	528,509	6,957
0	(6,424)		(6,957)
26,094	(107)	27,219	394
0	107		(394)
1,573	0	1,562	0
131	15	265	15
518,525	15	557,555	15

In 2020/21, depreciation on buildings is based on the asset lives as assessed by the Council's appointed valuers, Wilks, Head and Eve. Land is not depreciated. The dwellings are valued in accordance with Guidance on Stock Valuation for Resource Accounting issued by the Office of the Deputy Prime Minister. This requires the dwellings to be valued at open market value with vacant possession, which is then adjusted to reflect tenancies at less than open market rents by using an adjustment factor based on the ratio of local authority rents to open market rents for the relevant region. The adjustment factor for the eastern region is 38%.

The value of council dwellings (Housing Revenue Account) at 31 March 2021, based on vacant possession, was £1,370m.

H3 Gross Dwelling Rent Income

During 2020/21, 1.90% (0.94% in 2019/20) of all lettable dwellings were vacant. Average rents were £104.97 (£101.19 in 2019/20) per week including affordable rents, an increase of £3.78 or 3.7% (£0.78 or 0.8% decrease in 2019/20) on the previous year. 38.75% (43.12% in 2019/20) of all Council tenants received some help through rent rebates in 2020/20. Rent arrears increased to £886,348 (£694,287 in 2019/20), which represents 3.06% (2.45% in 2019/20) of gross dwelling rent income. The provision for bad and doubtful debts on these arrears amounted to £682,722 (£528,622 in 2019/20). Amounts written off during the year totalled £3,572 (£483 in 2019/20). Dwelling rents are shown after allowing for voids.

Notes to the Housing Revenue Account

H4 Rent Arrears on Dwellings

31 March 2020 £000	31 March 2021 £000
694 Arrears	886
(529) Provision for uncollectable amounts	(683)
2.45% Arrears as a percentage of gross rents collectable	3.06%

H5 Pensions

This contribution, shown in the Statement of Movement on the Housing Revenue Income and Expenditure Account, reverses out the pensions liabilities apportioned to net operating expenditure and adds back in the payments to the pension scheme so that the adoption of International Accounting Standard 19 (IAS 19) Employee Benefits has no effect on the deficit/surplus for the year. In view of the uncertainty over future pension costs, an additional percentage of pensionable pay has been charged against the Housing Revenue Account and placed in a reserve for use in future years (Note 32).

H6 Housing Revenue Account Capital Receipts

The Council received £4,157,759 (£5,766,454 in 2019/20) in respect of HRA capital receipts during 2020/21. This arose as a result of the sale of council houses £3,952,759 (£4,848,200 in 2019/20), and sale of Land £205,000 (£918,254 in 2019/20). Of this the Council had £1,431,649 (£2,115,868 in 2019/20) available for house building projects and £14,625 (£30,770 in 2019/20) for the administration of the sales which left £2,237,042 (£3,145,372 in 2019/20) to fund other capital projects and pay the central government pool an amount of £474,443 (£474,443 in 2019/20).

H7 Capital Expenditure, Financing and Receipts

Capital expenditure and financing relating to the HRA during the financial year was:

Notes to the Housing Revenue Account

31 March 2020		31 March 2021
£000		£000
204,429	Opening capital financing requirement	204,429
	Expenditure:	
16	Acquisition and Improvement of land	16
16,332	New build- dwellings	10,804
0	Re-provision of existing dwellings	34
506	Acquisition of existing dwellings	513
5,738	Improvement of housing stock and other buildings	4,609
0	Financing:	
(3,850)	Capital receipts and contributions	(2,712)
(12,113)	Revenue #	(7,610)
(890)	Grants and Reserves	(1,045)
(5,739)	Major Repairs Allowance	(4,609)
0	GF Internal Financing	0
204,429	Closing capital financing requirement	204,429

Capital receipts relating to the HRA during the financial year were:

31 March 2020		31 March 2021
£000		£000
918	Sale of Land	205
3,264	* Right to Buy	2,018
1,559	* Other	1,935
5,741	Total	4,158

H8 Major Repairs Reserve

Previously, within the housing subsidy scheme, there was an annual allowance for major repairs which could only be used for expenditure on major repairs and/or improvements to Housing Revenue Account dwellings. The housing subsidy scheme and, therefore the Major Repairs Allowance, ceased at the end of 2011/12 with the advent of the Self Financing regime. In 2012/13 the Council was required to charge the Housing Revenue Account a notional amount for depreciation; calculated in a similar way to the major repairs allowance. The notional depreciation charge is reserved to fund similar major repairs and improvement works. The transition period continued until the end of 2016/17, with a full depreciation charge equivalent to the whole capital adjustment transfer being charged to the Housing Revenue Account from 2017/18 onwards.

Notes to the Housing Revenue Account

2019/20	2020/21
£000	£000
0 Balance as at 1 April	(807)
(6,545) Transfer to Capital Adjustment Account	(7,147)
5,738 HRA capital expenditure charged to Major Repairs Reserve	4,609
(807) Total Expenditure	(2,538)
(807) Balance as at 31 March	(3,345)

H9 Impairments

Impairment is a reduction in the value of non-current assets. When this occurs through the clear consumption of economic benefit or through market value reduction, it has been identified and is written off against any revaluation gains in the Revaluation Reserve for that group of assets until the gain is reduced to zero and then any balance is charged to Housing Revenue Income and Expenditure Account.

H10 Note of Reconciling Items for the Statement of Movement on HRA Balance

2019/20	2020/21
£000	£000
(7,109) (Surplus)/Deficit for the year on the HRA Income and Expenditure Account	(7,021)
1,662 (Loss)/Gain on sale of HRA non-current assets	2,465
(591) HRA share of contributions to the Pensions Reserve	(329)
0 Reversal of Depreciation & Impairment	(2,833)
(6,545) Depreciation	(7,147)
(1,426) Revaluation	0
890 Capital Grants and Contributions	1,045
6,545 Transfer from Major Repairs Reserve	7,147
0 Accumulated Leave Reversal	(29)
12,372 Capital Expenditure funded by the HRA	7,836
12,907 Adjustments between accounting basis and funding basis under statute (including to or from reserves)	8,155
5,800 Net increase/(decrease) before transfers to/from reserves	1,134
0 Transfers To Earmarked Reserves	0
5,800 Decrease in the HRA balance for the year	1,134
(10,012) HRA balance brought forward	(4,214)
(4,214) HRA balance carried forward	(3,080)

Collection Fund Statement

This account reflects the statutory requirement for the Council, as the billing authority, to establish and maintain a separate fund for the collection and distribution of amounts due in respect of Council Tax and Non-Domestic Rates (Business Rates).

2019/20				2020/21			
Non Domestic Rates	Council Tax	Collection Fund Total		Note	Non Domestic Rates	Council Tax	Collection Fund Total
£000	£000	£000			£000	£000	£000
			Income				
0	(116,519)	(116,519)	Council Tax	CF1		(121,905)	(121,905)
(90,483)	0	(90,483)	Non Domestic Rates	CF2	(73,582)		(73,582)
(90,483)	(116,519)	(207,002)	Total Income		(73,582)	(121,905)	(195,487)
			Expenditure				
0	0	0	Apportionment of previous years surplus/(deficit)				
4,333	0	4,333	Central Government		383	0	383
780	450	1,230	Cambridgeshire County Council		69	552	621
87	25	111	Cambridgeshire & Peterborough Fire Authority		8	30	38
0	72	72	Cambridgeshire Police and Crime Commissioner		0	94	94
3,467	82	3,549	South Cambridgeshire District Council		307	99	406
			Precepts and Demands				
42,407	0	42,407	Central Government		44,685	0	44,685
7,633	82,107	89,740	Cambridgeshire County Council		8,043	86,468	94,511
848	4,427	5,275	Cambridgeshire & Peterborough Fire Authority		894	4,586	5,480
0	13,933	13,933	Cambridgeshire Police and Crime Commissioner		0	14,801	14,801
33,925	9,093	43,018	South Cambridgeshire District Council		35,748	9,562	45,310
0	5,618	5,618	Special Expenses- Parish Precepts		0	5,882	5,882
			Charges to the Collection Fund				
(3)	10	7	Write Offs / (write backs)		50	(5)	45
327	246	573	BDP charge for year		760	193	953
2,437	0	2,437	Provision for Appeals		415	0	415
235	0	235	Cost of Collection Allowance		242	0	242
(270)	0	(270)	Transitional Payment Protection (TPP)		563	0	563
1,365	0	1,365	Disregarded Amounts		1,495	0	1,495
97,571	116,062	213,633	Total Expenditure		93,662	122,262	215,924
7,088	(457)	6,631	Deficit / (Surplus) for the Year		20,080	357	20,437
(5,332)	(1,270)	(6,602)	Balance Brought Forward		1,756	(1,727)	29
1,756	(1,727)	29	Balance Carried Forward		21,836	(1,370)	20,466

Notes to Collection Fund Statement

Collection Fund Balances:

Attribution of deficit/(surplus) carried forward:

2019/20				2020/21			
Non Domestic Rates	Council Tax	Collection Fund Total		Note	Non Domestic Rates	Council Tax	Collection Fund Total
£000	£000	£000			£000	£000	£000
			Proportional split				
878	0	878	Central Government		10,919	0	10,919
158	(1,231)	(1,073)	Cambridgeshire County Council		1,965	(974)	991
18	(66)	(49)	Cambridgeshire & Peterborough Fire Authority		218	(51)	167
0	(210)	(210)	Cambridgeshire Police and Crime Commissioner		0	(170)	(170)
1,054	(1,507)	(454)	Total		13,102	(1,195)	11,907
702	(220)	482	South Cambridge District Council		8,734	(175)	8,559
1,756	(1,727)	28	Deficit / (Surplus)		21,836	(1,370)	20,466

Notes to Collection Fund Statement

CF1 Council Tax

Council Tax income derives from charges raised according to the value of residential properties, which have been classified into eight valuation bands, estimating 1 April 1991 values for this specific purpose. Individual charges are calculated by estimating the amount of income required to be taken from the Collection Fund by Cambridgeshire County Council, Cambridgeshire & Peterborough Police & Crime Commissioner, Cambridgeshire Fire & Rescue Service and this Council for the forthcoming year and dividing this by the council tax base (the total number of properties in each band adjusted by a proportion to convert the number to a Band D equivalent and adjusted discounts: 63,093.3 for 2020/21, (62,576.2 for 2019/20). The basic amount of Council Tax for a Band D property £1,814.23 for 2020/21, (£1,750.82 for 2019/20) is multiplied by the proportion specified for the particular band to give an individual amount due.

2019/20		2020/21			
Equivalent Number of Band D Dwellings		Chargeable Dwellings	Chargeable Dwellings after Discount, Exemptions and Disabled Relief	Ratio to Band D	Band D Equivalents
2.6	Band A Disabled	7.3	7.3	5/9	4.0
1,325.0	Band A	2,026.0	2,026.0	6/9	1,350.7
4,954.1	Band B	6,523.5	6,523.5	7/9	5,073.8
16,574.2	Band C	18,983.5	18,983.5	8/9	16,874.2
12,941.1	Band D	11,777.4	13,003.6	9/9	13,003.6
12,738.9	Band E	10,560.5	10,560.5	11/9	12,907.3
10,458.5	Band F	7,415.5	7,415.5	13/9	10,711.3
6,918.3	Band G	4,204.8	4,204.8	15/9	7,007.9
724.0	Band H	368.8	368.8	18/9	737.5
66,636.7	Total Band D	61,867.1	63,093.3		67,670.3
(3,765.0)	Less Band D equivalents entitled to Council Tax Support				(3,765.0)
81.7	MOD contribution				95.7
62,953.4	Total Band D Equivalents				64,001.0
(377.2)	Less Adjustment for Collection Rate		99.4%		(383.4)
62,576.2	Council Tax Base				63,617.6

Income of £115.4m for 2020/21 (£116.5m for 2019/20) was receivable from council tax payers.

CF2 Non Domestic Rates

Non Domestic Rates are organised on a national basis. The Government specifies an amount, 49.9p (small business) and 51.2p (others) in 2020/21, (49.1p (small business) 50.4p (others) in 2019/20) and, subject to the effects of transitional arrangements, local businesses pay rates calculated by multiplying their rateable value by that amount.

From 1 April 2013 Business Rates Retention was introduced whereby Local Authorities retain 50% of the Business Rates collected and pay the remainder over to Central government. The amount retained is shared between the Council (40%), Cambridgeshire County Council (9%) and Fire Authority (1%). In addition, the Government has set a level of Business Rates Funding deemed to be applicable to each area and every Council either receives a top up (where business rates are below this deemed level of funding) or pays a tariff (if business rates collected are above this deemed level of funding).

If the Council increases its business rates base and therefore income it is allowed to retain a proportion of this increased income whilst paying up to 50% to Central Government. This payment is known as a levy payment.

If a reduction of business rates income of more than 7.5% of its funding baseline has occurred then the government will make up any difference between this and the actual loss in the form of a safety net payment.

The total non-domestic rateable value at the year-end was £188,877,313 (£189,016,311 in 2019/20).

Group Accounts and Consolidation with the Council

The Council has 2 wholly owned subsidiaries South Cambs Limited (Ermine Street Housing) and Shire House Lettings Limited. As a result a set of Group Accounts for the Group as a whole are produced. The Accounts have been consolidated on a line by line basis, as per IFRS10.

The impact of the Companies activities upon the Reserves of the Group are detailed in note G1. Context of Group Accounts and Consolidation with the Council

Group Accounts

Group - Comprehensive Income and Expenditure Statement

This statement shows the cost in the year of providing services in accordance with generally accepted accounting practices. Authorities raise taxation to cover expenditure in accordance with regulations; this is different from the accounting cost. The taxation position is reflected in the 'Revenue Purpose' column of the Movement In Reserves Statement which shows how the Total Comprehensive Income & Expenditure is allocated to each individual Reserve.

Restated 2019/20				2020/21			
Gross Spend	Gross Income	Net Spend		Gross Spend	Gross Income	Net Spend	
£000	£000	£000	Note	£000	£000	£000	
Continuing Operations							
2,757	(5)	2,752	Chief Executive & Chief Operating Officer	1,400	(308)	1,092	
4,231	(506)	3,725	Finance	7,055	(2,817)	4,238	
1,675	(236)	1,439	HR and Corporate Services	1,501	(298)	1,203	
28,114	(25,398)	2,716	Housing	28,603	(26,843)	1,760	
16,834	(9,453)	7,381	Shared Waste & Environment	16,187	(7,344)	8,843	
1,649	(59)	1,590	Transformation	2,206	(182)	2,024	
10,558	(5,138)	5,420	Planning	10,849	(5,470)	5,379	
21,946	(32,869)	(10,923)	Housing Revenue Account (HRA)	20,439	(30,269)	(9,830)	
4,860	(7,274)	(2,414)	Subsidiary Companies	G1	2,696	(6,227)	(3,531)
92,624	(80,938)	11,686	Net Cost of Services	90,936	(79,758)	11,178	
		4,799	Other Operating Expenditure and Income			3,803	
		6,048	Financing and Investment Income and Expenditure			(9,111)	
		(27,004)	Taxation and Non-Specific Grant Income			(32,275)	
		603	Tax expenses of Subsidiary Companies			1,084	
		(3,868)	(Surplus) / Deficit on Provision of Services			(25,321)	
		(29,019)	(Surplus) / Deficit on Revaluation of Property Plant & Equipment	20a		(35,585)	
		(17,557)	Actuarial (Gains) / Losses on Pension Assets / Liabilities	32		21,158	
		(50,443)	Total Comprehensive Income and Expenditure			(39,748)	

Group Accounts

Group - Movement in Reserves Statement

This statement shows the movement in the year on the different reserves held by the authority, analysed into usable reserves (i.e. those that can be applied to fund expenditure or reduce local taxation) and other resources. The surplus or deficit on the provision of services line shows the true economic cost of providing the authority's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund Balance and the Housing Revenue Balance before any discretionary transfers to or from earmarked reserves undertaken by the Council.

	General Fund Balance	Ear-marked Reserves (GF)	Housing Revenue Account	Ear-marked Reserves (HRA)	Major Repairs Reserve	Capital Receipts Reserve	Capital Grants Un-applied	Subsidiary Companies	Total Usable Reserves	Total Unusable Reserves	Total Reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Movements in 2019/20											
Balance as at 01 April 2019	(13,435)	(28,282)	(10,012)	(9,500)	-	(11,052)	(658)	(740)	(73,679)	(233,237)	(306,916)
Total Comprehensive Income and Exp.	5,106	-	(7,109)	-	-	-	-	(1,866)	(3,869)	(46,574)	(50,443)
Adjustment Between Accounting and Funding Basis Under Regulations	(9,224)	-	12,907	-	(807)	(779)	(20)	-	2,077	(2,077)	-
Net Increase / (Decrease) before Transfer to Earmarked Reserves	(4,118)	-	5,798	-	(807)	(779)	(20)	(1,866)	(1,792)	(48,651)	(50,443)
Transfer to Earmarked Reserves	3,796	(3,796)	-	-	-	-	-	-	-	-	-
Increase / (Decrease) in Year	(322)	(3,796)	5,798	-	(807)	(779)	(20)	(1,866)	(1,792)	(48,651)	(50,443)
Balance as at 31 March 2020	(13,757)	(32,078)	(4,214)	(9,500)	(807)	(11,831)	(678)	(2,606)	(75,471)	(281,888)	(357,359)
Movements in 2020/21	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Total Comprehensive Income and Exp.	(17,673)	-	(7,021)	-	-	-	-	(627)	(25,321)	(14,427)	(39,748)
Adjustment Between Accounting and Funding Basis Under Regulations	8,363	-	8,155	-	(2,538)	(792)	(33)	-	13,155	(13,155)	-
Net Increase / (Decrease) before Transfer to Earmarked Reserves	(9,310)	-	1,134	-	(2,538)	(792)	(33)	(627)	(12,166)	(27,582)	(39,748)
Transfer to Earmarked Reserves	10,860	(10,860)	-	-	-	-	-	-	-	-	-
Increase / (Decrease) in Year	1,550	(10,860)	1,134	-	(2,538)	(792)	(33)	(627)	(12,166)	(27,582)	(39,748)
Balance as at 31 March 2021	(12,207)	(42,938)	(3,080)	(9,500)	(3,345)	(12,623)	(711)	(3,233)	(87,637)	(309,470)	(397,107)

Group - Balance Sheet

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the authority. The net assets of the authority (assets less liabilities) are matched by the reserves held by the authority. Reserves are reported in two categories. The first category of reserves are usable reserves, i.e. those reserves that the authority may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use (for example the Capital Receipts Reserves that may only be used to fund capital 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.

Group Accounts

31 March 2020			31 March 2021
£000		Note	£000
	Long Term Assets		
549,334	Property, Plant & Equipment		593,891
100,249	Investment Properties	G2	151,056
535	Intangible Assets		661
2,496	Long Term Investments		4,979
747	Long Term Debtors		747
653,361	Total Long Term Assets		751,334
	Current Assets		
10,108	Short Term Temporary Investments		3,548
288	Inventories		248
5,900	Debtors and Prepayments		20,239
19,923	Cash & Cash Equivalents		19,754
-	Assets Held for Sale		-
36,219	Total Current Assets		43,789
	Current Liabilities		
(52,809)	Short Term Creditors		(59,080)
(2,400)	Revenue Grants- Receipts in Adv.		0
(10,000)	Short Term Borrowing		(19,000)
(1,301)	Cash & Cash Equivalents		(2,062)
(4,736)	Provisions		(4,645)
0	Short Term Leases		-
(71,246)	Total Current Liabilities		(84,787)
	Long Term Liabilities		
(57,352)	Pensions Liability		(81,231)
(202,917)	Long Term Borrowing		(230,123)
(706)	Long Term Prov. (Tax) (Group only)		(1,875)
(260,975)	Total Long Term Liabilities		(313,229)
357,359	Total Assets Less Liabilities		397,107
(75,471)	Usable Reserves		(87,637)
(281,888)	Unusable Reserves		(309,470)
(357,359)	Total Reserves		(397,107)

Group Accounts

Group - The Cash Flow Statement

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

2019/20		2020/21
£000		£000
685	Net Surplus/(Deficit) on Provision of Services	25,321
50,529	Adjustments to net surplus or deficit on the provision of services for non-cash movements	5,914
12,089	Adjustment for items included in the net surplus or deficit on the provision of services that are investing and financing activities	(18,078)
63,303	Net cash flows from Operating Activities	13,157
(32,648)	Investing Activities	(28,974)
(18,495)	Financing Activities	14,885
12,160	Net Increase or (Decrease) in cash and cash equivalents	(932)
6,464	Cash and Cash Equivalents at the beginning of the reporting period	18,624
18,624	Cash and Cash equivalents at the end of the reporting period	17,692

Group Accounts

Group Notes

G1. Context of Group Accounts and Consolidation with the Council

The Council has 2 wholly owned subsidiaries South Cambs Limited (Ermine Street Housing) and Shire House Lettings Limited. As a result a set of Group Accounts for the Group as a whole are produced. The Accounts have been consolidated on a line by line basis, as per IFRS10.

In preparing the Group Financial Statements the Council has aligned the accounting policies of all group entities with those of the Council.

The impact of the Companies' activities upon the Reserves of the Group are as follows;

	South Cambs	Shire Homes	Total
	£000	£000	£000
Turnover	(5,717)	(772)	(6,489)
Service Expenses	2,779	762	3,541
Interest Payable	2,843	0	2,843
Interest and Investment Income Receivable	(1)	0	(1)
(Gain)/Loss on FV of Investment Properties	(1,606)	0	(1,606)
Tax Liability	1,085	0	1,085
Profit/(Loss) for the year after taxation	(617)	(10)	(627)
Useable Reserves			
Balance as at 01 April 2020	(2,604)	(2)	(2,606)
Profit/(Loss) for the year after taxation	(617)	(10)	(627)
Total company reserves position of Group Balance Sheet	(3,221)	(12)	(3,233)

The Assets & Liabilities of the Company's at the Balance Sheet Date are as follows:

Group Accounts

	South Cambs	Shire Homes	Total
	£000	£000	£000
Property, Plant, Equipment	0	0	0
Investment Properties	90,175	0	90,175
Long Term Investments	0	0	0
Short Term Debtors & Cash	669	141	810
Short Term Creditors	(85,750)	(127)	(85,877)
Short Term Leases	0	0	0
Long Term Borrowing	0	0	0
Long Term Provisions (Tax)	(1,875)	0	(1,875)
Long Term Leases	0	0	0
Total assets net of Council share	3,219	14	3,233

G2. Investment Properties

The group balance sheet includes properties which have been purchased by South Cambs Ltd for the purpose of earning rentals or for capital appreciation or both, properties for refurbishment, improvement and resale are classified as stock in hand and are included within Inventories.

The Council carries out a programme that ensures that all Investment Property are valued annually, at the end of each reporting period. Property, Plant and Equipment is required to be measured at fair value and is re-valued at least every five years.

Investment Property assets relating to South Cambs Limited as at 31 March 2021 by Wilks, Head and Eve , Professional Valuers

The following items of income and expense have been accounted for in respect of Investment Properties and have been recognised in the company Income and Expenditure Account and Group comprehensive income and expenditure account.

2019/20	SCDC	SC Ltd	Shire Homes	2020/21
£000	£000	£000	£000	£000
(5,820) Rental Income	(1,845)	(5,713)	(510)	(8,068)
4,050 Direct Expenses	703	1,746	324	2,773
(1,770) Total	(1,142)	(3,967)	(186)	(5,295)

The Council is not aware of any events or circumstances which indicate that the amounts stated in the balance sheet for non-current assets may not be realisable, as at the balance sheet date.

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

Group Accounts

2019/20	SCDC	SC Ltd	Shire Homes	2020/21
£000	£000	£000	£000	£000
60,560 At 1st April	24,600	77,189	599	102,388
38,073 Acquisitions	21,494	15,037	786	37,317
0 Disposals	0	0	(24)	(24)
1,616 Revaluation increase/(decrease) in CIES	14,787	4,687	(442)	19,032
100,249 At 31st March	60,881	96,913	919	158,713
Fair Value:				
60,560 At 1st April	24,600	77,189	599	102,388
100,249 At 31st March	60,881	96,913	919	158,713

Fair Value Measurement of Investment Properties

Investment properties are held at fair value. Investment properties are classified as Level 2 within the value hierarchy as defined within IFRS13. Level 2 inputs used in valuing the properties are those which are observable for the asset, either directly or indirectly. The inputs used took the form of analysed and weighted market evidence such as sales, rentals and yields in respect of comparable properties in the same or similar locations at or around the valuation date.

The portfolio is valued in line with the accounting policy.

The valuation is undertaken by the Professional Valuer, Wilks, Head and Eve, on a fair value basis in line with IFRS13 and in accordance with the methodologies and bases for estimation set out in the Royal Institution of Chartered Surveyors (RICS) Valuation-Professional Standards.

South Cambs Limited provides data to the valuer including current lease and tenant data. These valuations and the assumptions they have made have been discussed with officers representing the company. The valuation technique applied in respect of Investment Property is the market approach. The market approach is described at paragraphs B5 to B7 of IFRS13; it uses prices and other relevant information generated by market transactions involving identical or comparable assets.

There has been no change in the valuation technique used during the year for investment properties.

G3. Loans and Investments

The Council has undertaken fixed term investments of £84.572m (£72.180m 2019/20) with South Cambs Ltd a corresponding liability transaction has been shown on the balance sheet of South Cambs Ltd these transactions have been eliminated in the group accounts.

G4. Leases

The Council's leases have been reported in [Note 31](#). Payments of £52,172 in respect of vehicle contract hire were made in 2020/21 (£24,075 in 2019/20). South Cambs Ltd has operating leases with payments of £641,041 in 2020/21 (£612,652 in 2019/20) in respect of property leases. Shire Homes Lettings Limited had payments of £481,475 in 2020/21 (£322,594 in 2019/20) in respect of property leases.

The future minimum contract hire payments due under non-cancellable agreements in future years are:

Group Accounts

2019/20	SCDC	SC Ltd	Shire Homes	2020/21
£000	£000	£000	£000	£000
(885) Not later than 1 year	0	(666)	(485)	(1,151)
(667) Later than 1 year, not later then 5 years	0	(2,271)	(491)	(2,762)
0 Later than 5 years	0	0		0
388 Future finance charges and other adjustments	0	242	42	284
(1,164) Total	0	(2,695)	(934)	(3,629)

G5. Related Party Transactions

The Council has two subsidiary companies wholly owned by the Council, South Cambs Limited (trading as Ermine Street Housing) and Shire Homes Lettings Limited. Transactions between these companies and the Council are accounted within the Council's group accounts.

Ermine Street Housing

Two employees (P Campbell and J Membery) and one member (Councillor I Sollom) are Directors of Ermine Street Housing. L Bisset (the Council's interim Director of Housing) resigned in May 2020 replaced by P Campbell (Head of Housing) appointed 04 May 2020 and J Membery (Head of Transformation) appointed 25 September 2020.

Shire Homes Limited

One officer (H Wood) and one member (Councillor P Fane) of the Council are the company directors.

Annual Governance Statement

The current status of this document is draft. It is unaudited and may be updated and amended.

The draft AGS has been published as required by relevant legislation: <http://www.legislation.gov.uk/uksi/2015/234/regulation/15/made>. It has been prepared in accordance with regulation 6(1)(b). As a draft document the statement has not yet been approved in accordance with regulation 6(2)(b), and the final version will be approved by the Audit & Corporate Governance Committee in advance of the Statement of Accounts.

The AGS should reflect events in the relevant financial year, plus up to when the Accounts are approved by Committee. The document and action plan will continue to be developed during this period. The Covid-19 events in particular has had a significant effect on Councils since March 2020. Consequently, it is appropriate to reflect this in the AGS, and further updates may need to be included as guidance is issued from professional bodies and Central Government.

As the final version of the 2019/2020 AGS was approved as part of the statement of Accounts in January 2023, and reflects governance issues up to the data of approval it is important to note:

1. It is good practice to include an action plan which demonstrates how the Council is improving its governance arrangements; and this has not significantly changed;
2. Due to the time needed to approve the Statement of Accounts it is possible that further amendments may be required following consultation and review by the externally appointed auditors;

Despite the short period between both the AGS 2019/2020 and AGS 2020/2021 being produced, this still provides an opportunity for the Council to document what has happened in the 2020/2021 financial year, through the Review of Effectiveness.

An updated version of the Annual Governance Statement will be presented to the Committee with the Statement of Accounts.

The final version of the AGS, will accompany the Statement of Accounts for approval by the Committee, as required by the Accounts and Audit Regulations 2015.



Introduction and purpose

The Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, that public money is safeguarded and properly accounted for, and that it also provides value for money. It has to effectively manage its risks and put in place proper arrangements for the governance of its affairs.

Definition of Corporate Governance

Corporate governance generally refers to the processes by which an organisation is directed, controlled, led and held to account.

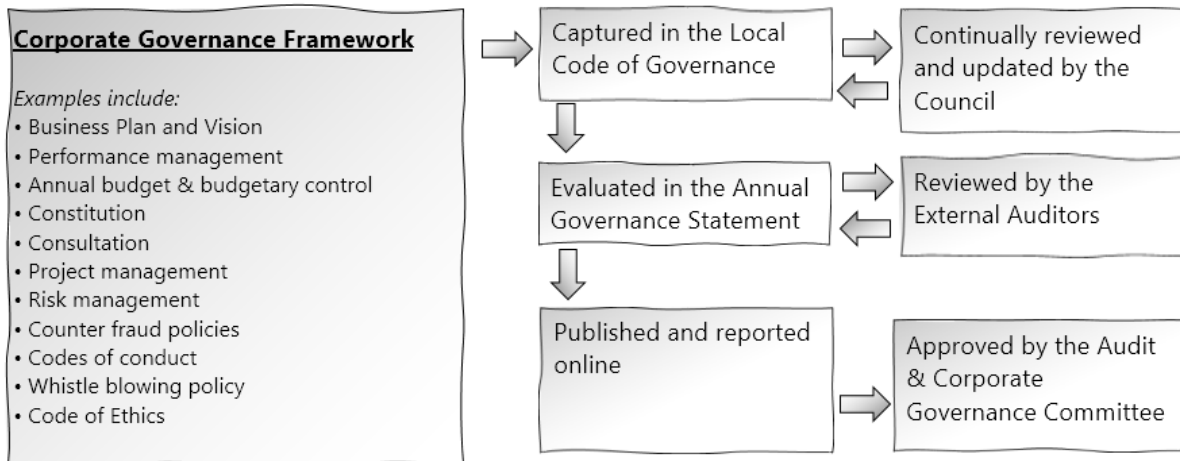
Good governance in the public sector means: "*achieving the intended outcomes while acting in the public interest at all times*"

Annual Governance Statement

The Governance Framework

Our governance framework comprises the culture, values, systems and processes by which the Council is directed and controlled. It brings together an underlying set of legislative and regulatory requirements, good practice principles and management processes.

The Council has a robust process for reviewing and updating the governance framework.



The governance framework for the 2020/2021 financial year supports the Council aims and objectives, which are published on [our website](#)¹. The Vision was “Putting the heart into South Cambridgeshire” by:

- Helping businesses to grow;
- Building homes that are truly affordable to live in;
- Being green to our core;
- Putting our customers at the centre of everything we do.

The is supported by our [Business Plan](#)² which sets out four Priority Areas with specific and measurable actions.

Performance against the [Business Plan](#), is published in the [Performance Page](#) of our website.

The governance framework has been in place at the Council for the year ended 31 March 2021, and up to the date of approval of the statement of accounts.

¹ <https://www.scambs.gov.uk/your-council-and-democracy/performance-and-plans/>

² <https://www.scambs.gov.uk/your-council-and-democracy/performance-and-plans/council-plans-and-reports/our-business-plan/>

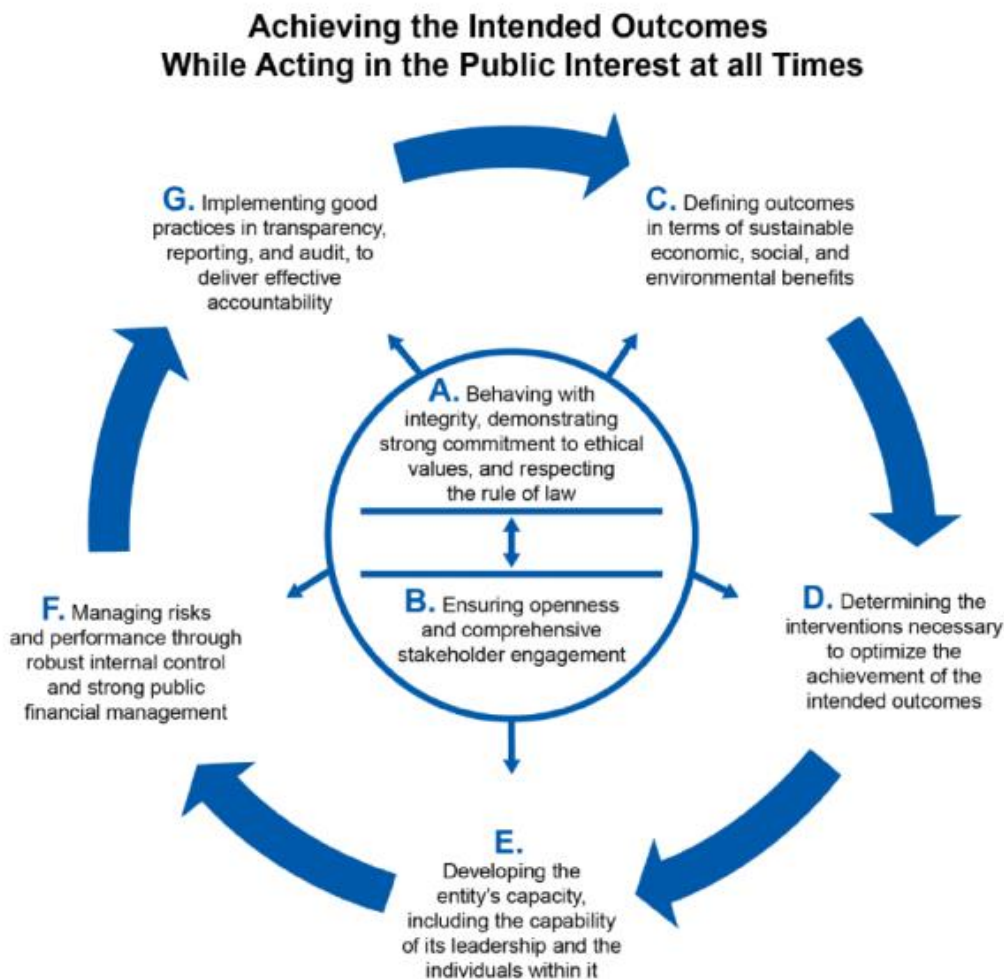
Annual Governance Statement

Local Code of Governance

We are responsible for ensuring that there is a sound system of governance which incorporates the system of internal control.

This Governance Framework is recorded in our [Local Code of Governance](#), which is underpinned by the 7 principles of good governance as set out in the CIPFA / SOLACE publication 'Delivering Good Governance in Local Government Framework 2016'. The principles are:

- A. behaving with integrity and in accordance with our core values
- B. being open and ensuring effective engagement takes place
- C. working together to achieve our intended outcomes
- D. setting goals for economic, social and environmental benefits and reaching them
- E. growing our capacity - including our leadership and the people who work with us
- F. managing risks and performance through robust internal control and strong financial management
- G. Implementing good practice in transparency, reporting and audit – delivering effective accountability



Annual Governance Statement

Role and responsibilities

All of the Council is responsible for developing and complying with its Local Code of Governance. There are a variety of governance structures, and some of the key roles include:

Governance structures	Roles and responsibilities
Council	Council agrees the budget and policy framework, such as the Corporate Plan, Medium Term Financial Strategy. Further details are published on our website .
Cabinet	This is the Council's principal decision making body charged with implementing the budget and policy framework agreed by Council. Further details are published on our website .
Leadership Team	The management team structure includes a strategic Leadership Team and is supported by an operational Corporate Management Team. Both teams consider policy formulation and future planning.
Audit and Corporate Governance Committee	<p>The Audit and Corporate Governance Committee also plays a vital role overseeing and promoting good governance, ensuring accountability and reviewing the ways things are done. It provides an assurance role to the Council by examining areas such as audit, risk management, internal control, counter fraud and financial accountability.</p> <p>The Committee exists to challenge the way things are being done, making sure the right processes are in place. It works closely with both Internal Audit and senior management to continually improve the governance, risk and control environment. Meetings details and minutes are published on the website.</p>
Civic Affairs Committee	This committee reviews the Council's Constitution, including proposals for substantive changes for consideration by the Council. It also considers changes to electoral arrangements, setting ethical standards and monitoring the Councils Code of Conduct. Further details are published on our website .
Scrutiny and Overview committee	It monitors the performance of the Leader and Cabinet and scrutinises services and policies throughout the district, whether or not South Cambridgeshire District Council provides them, and makes recommendations for improvement. Further details are published on our website .

Purpose of the Annual Governance Statement

The Council conducts a review of its system of internal control, prepares and publishes an Annual Governance Statement (AGS) in each financial year.

This enables us to demonstrate whether, and to what extent, the Council complied with its Local Code of Governance.

The Local Code of Governance is updated regularly. This process records our good practice, and also helps us to plan further action which can improve our governance arrangements.

Annual Governance Statement

Statutory compliance

Producing the Annual Governance Statement helps the Council meet the requirements of Regulation 6(1)b of the Accounts and Audit (England) Regulations 2015. It is reviewed by the Civic Affairs Committee and approved in advance of the Statement of Accounts.

The 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. That duty has grown in importance with the reduction in resources being made available for Local Authorities as part of the Government's on-going austerity programme.

The Council's financial management arrangements are consistent with the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government.

Other review and assurance mechanisms

Management activities contribute to the continuous review of the Local Code of Governance, and also inform the Annual Governance Statement. In addition, assurance can be provided from other sources, as detailed below:

Head of Internal Audit Opinion

The Head of Internal Audit provides an independent opinion on the overall adequacy of and effectiveness of the Council's governance, risk and control framework and the extent to which the Council can rely on it. This has been considered in the development of the Annual Governance Statement.

The audit opinion was regularly communicated to the [Audit & Corporate Governance Committee](#) throughout 2020/2021. The reports outlined the key findings of the internal audit work undertaken during the year, including any areas of significant weakness in the internal control environment.

From the audit reviews undertaken, no areas were identified where it was considered that, if the risks highlighted materialised, it would have a major impact on the organisation as a whole. In each instance where it has been identified that the control environment was not strong enough, or was not complied with sufficiently to prevent risks to the organisation, Internal Audit has issued recommendations to further improve the system of control and compliance. Where these recommendations are considered to have significant impact on the system of internal control, the implementation of actions is followed-up by Internal Audit and reported to Audit and Corporate Governance Committee.

It is the opinion of the Head of Internal Audit that, taking into account all available evidence, reasonable assurance may be awarded over the adequacy and effectiveness of the Council's overall internal control environment during the financial year 2020/2021, and this remains at a similar level to the previous year.

Partnership Assurance

The Council has services which are delivered in partnership with other Councils. Where other Councils are the lead authority, they will provide assurance back to Cambridge City Council that controls are effective, and where there is opportunity for improvement. This includes Legal Services, plus Information and Communications Technology.

Annual Governance Statement

External Reviews

The Trade Waste function of the Shared Waste Services received positive assurance from their Internal audit reviews and maintained their accreditation with the ISO9001 (Quality Management) and ISO14001 (Environmental Management) standards following external inspections.

The Local Government and Social Care Ombudsman resolve complaints in the public sector and provides annual statistic on performance. No public interest reports were published.

External Audit

Ernst & Young (now EY) are the appointed external auditor. Their results report (ISA260) for 2019/2020 was presented to the Audit & Corporate Governance committee on 19 January 2023 .

EY issued an “unqualified” audit opinion on the financial statements which [provided assurance for the 2018/2019 Statement of Accounts](#). They issued an “except for qualified” value for money conclusion in respect of the Authority’s proper arrangements to make informed decisions as a result of having reliable and timely financial reporting. This was because it was the fourth consecutive year that the Authority has been unable to prepare and publish its accounts by the dates outlined in the Accounts and Audit Regulations 2014. The 2019/2020 accounts were concluded in January 2023. This ongoing challenge is reflected in our Opportunities for Improvement.

Public Services Network

The Council completed the Cabinet Office compliance verification process for the Public Services Network Code of Connection (PSN), and a certificate was issued. This demonstrated that the information technology infrastructure was sufficiently secure to connect to the PSN.

The Financial Management Code

Strong financial management is an essential part of ensuring public sector finances are sustainable, and CIPFA launched a Financial Management Code to support this. A key goal of the code is to improve the financial resilience of organisations by embedding enhanced standards of financial management. The code incorporates existing requirements on local government to give a comprehensive picture of financial management in the Council.

Councils are required to be compliant with the code from the 2021/2022 financial year, and we must demonstrate that the requirements of the code are being satisfied.

An independent Internal Audit review of the Financial Management Standards (FMS) contained within the code has already been completed, to provide assurance and develop any actions needed to achieve compliance.

Impact of Coronavirus

The pandemic Covid-19 had the potential to significantly impact the governance risk and control environment. Immediate threats included the Council’s decision-making processes, risk management, and the overall capacity and capability of the Council. In the longer term it was also appropriate to consider the impact on our outcomes, financial and organisational resilience, stakeholder engagement and accountability.

Annual Governance Statement

The AGS considers the effectiveness of our Code of Governance, both during the financial year plus significant issues up to the time it is approved, and it is appropriate to recognise the longer-term impact of Covid-19 pandemic.

In response to the pandemic the Council implemented various measures through its business continuity framework, with continuous risk management in this period. Examples included formation of task force, risk management, prioritisation of services, flexible working policies, and regular communication within the Council and the community. The relatively recent adoption of Council Anywhere technology helped the Council to continue working from remote locations and maintain service delivery. This has helped us to maintain our governance arrangements, and further specific reference due to the impact of Covid-19 are included below where it helps to communicate the impact.

It was an exceptional year and our [Covid Response](#) highlighted how our council services adapted to the restrictions imposed by the government in response to the global coronavirus pandemic, seeking new ways of working – including with communities and partners - to deliver the services that are important to local people and to respond to the challenges of Covid-19.

The pandemic has also illustrated how important ‘good governance’ has been to enable and sustain a whole system response. It has highlighted the systemic risks beyond the Councils control that can have a significant impact on achieving intended outcomes for the residents of South Cambridgeshire. This includes, for example, our ability to sustain partnerships, joined up delivery of services and multi-agency co-ordination mechanisms with police, fire, NHS, and other local authorities, where they are under significant strain, or under-resourced, or take a different approach to managing risk, accountability and transparency.

Progress from the last Annual Governance Statement

The Council prepared an [Annual Governance Statement for 2019/2020](#) which was approved by the Audit & Corporate Governance Committee. An update on the previous action plans are included below:

Action	Update and status
Review of anti-fraud and corruption policies	<p>The Council completes a continuous review of its counter fraud arrangements based on good practice.</p> <p>The policies were reviewed and approved by the Audit & Corporate Governance Committee in March 2022. The Whistleblowing Policy was approved in September 2022.</p>
Capacity for decision making	<p>We responded to external factors such as Covid-19 and Brexit. We reprioritised our resources to focus on the critical activities, and this helped us to deliver resources where it was needed most. Consequently, some activities which contribute to our governance arrangements, such as decision making, service plan reviews, and Member Elections were deferred to a later date. We worked with partners, through the local resilience forum, to manage the wider community impacts.</p> <p>The Councils Forward-Plan of work is regularly reviewed to ensure our activities are prioritised according to need, and this enables us to respond to emerging and unplanned events. We will continue engage with our stakeholders to ensure they are informed of any changes, and planned activities will be delivered at the earliest opportunity.</p>

Annual Governance Statement

Action	Update and status
Resources	<p>Unplanned events such as Covid-19 have the potential to drive significant budgetary constraints, with reduced income from commercial activities, fees and charges, plus potential increases to our expenditure and costs. This is in addition to existing uncertainty from known risks such as Business Rates Retention, delayed confirmation of the Fair Funding Review and the uncertainty of Brexit.</p> <p>The Council delivered an updated Medium-Term Financial Strategy and commenced work on Financial Resilience to support the Financial Management Code.</p> <p>The Council will continue to prepare for these risks, and respond to any further pressures, by updating our financial modelling, consulting with stakeholders, and developing new policies and procedures. The Council maintains a Business Plan and ongoing revisions will recognise these pressures to help manage our financial resilience and stability.</p>
Financial reporting	<p>The Council completes Statement of Accounts, to report the financial position of the Council.</p> <p>This continuing risk of completing, auditing and approving Statement of Accounts to statutory deadlines has been recognised nationally across the Public Sector. Revised legislation was issued in response, temporarily extending the deadline for Councils, and there is now a staggered program of external audits.</p> <p>The 2018/2019 Statement of Accounts were audited and approved in April 2022. This was after the statutory deadline, due to various factors such as resource issues and the Covid-19 pandemic. Consequently, EY issued a “qualified” value for money conclusion in respect of the Authority’s proper arrangements to make informed decisions as a result of having reliable and timely financial reporting.</p> <p>The 2019/2020 accounts have been drafted and are expected to be concluded in January 2023.</p> <p>We will continue to work with EY on concluding the 2019/2020 and 2020/2021 accounts as quickly as possible and will continue to keep the Audit & Corporate Governance committee informed on the progress.</p> <p>A timetable is in place to get the accounts up to date by the spring of 2023. This is a challenging timetable that will require commitment from both the Council and the appointed auditors and close management of the process will be required, and continues to be recognised in our action plan for improvement.</p>

Review of effectiveness

The Council has several policies and procedures which are recorded in its [Local Code of Governance](#). These are mapped to the seven principles of good governance. The Council has a positive risk appetite and the governance framework is designed to manage risk to an acceptable level. It provides a reasonable level of assurance, as it is not possible to eliminate all risks which may impact the achievement of its vision, policies, aims and objectives.

The effectiveness of the key elements of the governance framework is reviewed throughout the year. This activity is informed by the work of senior officers who have responsibility for the development and maintenance of the governance

Annual Governance Statement

environment, the Head of Internal Audit's annual report, and from comments received from external auditors and other review agencies and inspectorates.

The [Performance Page](#) on the Council's website sets out details of how the examples below have contributed to the delivery of quality services and the Council's Corporate Plan objectives.

The Council is involved in partnership working and has group relationships with other entities. It is the sole owner of Ermine Street Housing, a contributor and partner to the Greater Cambridge Partnership. Additionally, the Council owns a dedicated leasing company Shire Homes which looks to house vulnerable adults and families into short term let accommodation. The Council is looking to partner with Hill the developer as part of its investment management strategy. The Council also actively takes part in the support of community housing groups resident associations and advisory panels including the Northstowe Community Networkers Group, the Planning Committee Development Group, the Event Safety Advisory Group, the Tenant Working Groups and Relationship Breakdown and Housing Support Group. Activities of the groups are also reflected in our review of effectiveness where these have a significant impact on our governance arrangements.

The 2020/2021 Statement of Accounts was not concluded by the statutory deadline, due to the delay in the previous 2019/2020 Statement of Accounts, and the Annual Governance Statement must be approved in advance of the Statement of Accounts.

As good practice the Council is also reporting items up to the date that the Statement of Accounts is concluded, and these are also reported separately for clarity. As they relate to the next financial year, they may also feature in the next AGS too.

Ongoing good practice is recorded in the Local Code of Governance. The review concludes that the Council has complied with its Code. Additional examples of good practice, emerging controls, and governance issues from the last twelve months, considered when completing the review are recorded below, and may be incorporated into the next revision of the Code where appropriate:

Annual Governance Statement

Principle	Review of effectiveness
<p>A Behave: integrity, ethical values, respect rule of law</p>	<ul style="list-style-type: none"> • We worked closely with Public Health colleagues to coordinate and support the wider county’ public health response to the pandemic, including sharing local community intelligence to help contain outbreaks and reduce community transmission of the virus. We used our website to signpost to national guidance, policy and advice on Health and Safety. • Cabinet approved recommendations from the Scrutiny and Overview Committee Anti-Racism Task and Finish Group. • Council agreed to adopt the revised Constitution, Ethical Handbook, Public Speaking Scheme and Petitions Scheme which had been recommended by the Constitution Review Task and Finish Group. The Constitution was modernised to reflect best practice and included a new glossary of common terms to make it easier to read.
<p>B Openness & stakeholder engagement</p>	<ul style="list-style-type: none"> • We maintained openness through access to meetings, information and online support. The Cabinet held its first virtual meeting, maintaining governance during the pandemic. • We actively communicated with residents throughout the Covid-19 pandemic. This included using the website to signpost people to where they could get help, keeping them updated on changes to services, and financial support for businesses and residents. • Cabinet approved the draft Community Assets Transfer Policy, attached at Appendix A to the report from the Chief Executive, as the basis for considering requests for the transfer of community assets to relevant community-based organisations. • The Council maintains a webpage for consultations. During the year we engaged stakeholders by consulting on the Greater Cambridge Local Plan, the Resident Involvement Strategy 2020-2023 • Cabinet approved the introduction of five additional liaison meetings to support good engagement and active methods of community integration.
<p>C Defining outcomes - economic, social, environmental</p>	<ul style="list-style-type: none"> • Cabinet agreed to adopt the updated Local Development Scheme for Greater Cambridge • Cabinet adopted the Doubling Nature Strategy, which set out in high-level terms the Council’s approach to doubling nature in South Cambridgeshire; a vision initially agreed by the Council in July 2019. The Leader outlined how the Council would use its widening spheres of influence, on its own estate, through policies and through wider influence in partnerships and communities to achieve more wildlife-rich habitats, increased tree canopy cover and better accessibility to green spaces. • Council approved the revised terms of reference of the Climate and Environment Advisory Committee, to reflect recent developments including the climate emergency, resolving to transition to zero carbon by 2050; adopting “Being green to our core” as a corporate priority and developing the Zero Carbon Action Plan 2019-24. Council also adopted a Zero Carbon Strategy which provides an outline of the approach the Council is taking to supporting the transition to net zero carbon emissions by 2050.

Annual Governance Statement

Principle	Review of effectiveness
<p>D Determine interventions to achieve outcomes</p>	<ul style="list-style-type: none"> • In response to the Covid-19 pandemic we took swift action to help support the public and provided regular updates on our website. We also provided support to businesses by providing information, and financial assistance through the distribution of national and local business support grants. • Cabinet approved the Health & Wellbeing Strategy and Action Plan, noting its importance with post Covid-19 recovery of the District. • Cabinet approved recommendations from the Scrutiny and Overview Committee Covid-19 Response Task and Finish Group, to celebrate the success of the community response and ensure adequate resource is allocated for community recovery. • The Leader informed Council on our response to pandemic, to support the community, businesses, employees and members, and this was summarised in the Covid Response document. We worked with colleagues from the Greater Cambridge Partnership (GCP) and Cambridge City Council to enable us to respond quickly to the issues affecting businesses.
<p>E Develop capacity and capability of entity</p>	<ul style="list-style-type: none"> • The pandemic challenged our capacity, consequently postponing elections, democratic meetings, and employees were not able to attend the workplace. Digital enabling technology enabled the Council to adapt and respond with different ways of working, and the Council resolved to approve the Standing Order for running remote meetings online throughout the year. • The County Council resolved to withdraw from the Joint Development Control Committee (JDCC), and consequently the JDCC would not be quorate. The Civic Affairs Committee recommended the creation of a new joint planning committee between Cambridge City Council and South Cambridgeshire District Council, and the Standing Orders and Scheme of delegation were subsequently approved by Council. • The Council approved the appointment to the new post of Chief Operating Officer, which is a key role in working with elected members, the Chief Executive and senior management to shape and deliver the Business Plan priorities for this Council. • The Council appointed the independent remuneration panel members to advise on allowances, and independent and deputy independent persons to advise on complaints and the Code of Conduct.

Annual Governance Statement

Principle	Review of effectiveness
<p>F Manage risk & performance, internal control, finance</p>	<ul style="list-style-type: none"> • The Audit & Corporate Governance Committee approved the Treasury Management Annual Report 2019/2020 and the Mid-Year 2020/2021 report. • The Capital Programme was rephased due to the Covid-19 pandemic and change to the Public Works Loan Board rules, and Council approved the revised programme. • The Audit & Corporate Governance Committee received updates on the outcome of the Redmond Review and reports from the Financial Reporting Council, its recommendations for the public sector, and the work of external audit. • The Council maintains a Risk Management framework, which considers both risk and opportunity. We also considered risks in response to Covid-19 to help manage the impact with timely and proportionate mitigation, plus Brexit as part of our Contingency Planning. • There was a period of unplanned ICT outage during the year which impacted service delivery. Continuity and resilience plans were used to prioritise our services, and our customers were kept informed during our recovery process. Our software deployment protocols have been updated to reduce the likelihood of this risk reoccurring. The 3CICT service have agreed action plans to improve and develop controls identified as part of audit reviews.
<p>G Transparency, reporting, audit, accountability</p>	<ul style="list-style-type: none"> • The Audit and Corporate Governance Committee approved the Final Statement of Accounts for 2018/2019. The Statement of Accounts for 2019/2020 were approved in January 2023. The ongoing challenge is recognised in our new action plan for improvement. • A limited assurance report was issued at South Cambridgeshire District Council for Planning Performance, in April 2021, and an action plan has been developed for improvement. A further follow-up review in November 2021 provided reasonable assurance as the Council had made satisfactory progress at implementing the action plan. • Cabinet received the Business Plan for 2021-2022. The accompanying Action Plan includes actions and achievements which were completed during the year.

Annual Governance Statement

Opportunities for Improvement

The governance arrangements continue to be regarded as fit for purpose in accordance with our framework and this is recognised in our conclusion below.

The review process has helped us to identify some opportunities to improve the governance arrangements over the next twelve months. Some of these may feature in previous statements where the work is continuous and ongoing. They consider both historic governance issues that have arisen during the 2020/2021 financial year and up to the date the Statement of Accounts are approved, and we also look ahead for potential issues from our risk management process, corporate plans and strategies. These focus on the following themes, which are developed into detailed action plans for improvement across our governance framework:

Governance Theme	Actions
Managing our recovery and resilience	
Transformation, resources and risk management	
Maintaining financial resilience and compliance	
Minimising the fraud and error risks	
Maintaining good ethical governance	
Proactively preparing for emerging legislative change	

Conclusion and opinion

The Council has in place strong governance arrangements which we are confident protect its interests and provide necessary assurances to our citizens and stakeholders.

No significant governance issues were identified from our review of effectiveness. We have identified opportunities for improvement, and these are included in our Action Plan above.

We are satisfied that the planned actions will improve our governance arrangements, identified from our review of effectiveness. We will monitor their implementation and operation throughout the year and report their progress as part of our next annual review.

Glossary

AGS	Annual Governance Statement
CFO	Chief Financial Officer
CFR	Capital Financing Requirement
CIES	Comprehensive Income & Expenditure Statement
CIPFA	Chartered Institute of Public Finance & Accountancy
EY	Ernst & Young Auditors
GAAP	General Accepted Accounting Practice
GCP	Greater Cambridge Partnership
GF	General Fund
HRA	Housing Revenue Account
IAS	International Accounting Standard
IFRS	International Financial Reporting Standard
IPSAS	Institute Public Sector Accounting Standards
ISO	International Organisation for Standardisation
LGPS	Local Government Pension Scheme
LASAAC	Local Authority (Scotland) Accounts Advisory Committee
MIRS	Movement in Reserves Statement
MRP	Minimum Revenue Provision
MRR	Major Repairs Reserve
NNDR	Non-Domestic Rates
PSN	Public Services Network
PWLB	Public Works Loans Board
REFCUS	Revenue Expenditure Funded by Capital under Statute
SOLACE	Society of Local Authority Chief Executives and Senior Managers

Glossary of Terms

Accounting Period

The period of time covered by the accounts, normally a period of twelve months commencing on 1 April. The end of the accounting period is the Balance Sheet date.

Accounting Policies

The rules and practices adopted by the Council that determine how the transactions and events are reflected in the accounts.

Accruals

Amounts included in the final accounts to recognise income earned and expenditure incurred for both revenue and capital in the financial year, but for which actual payment had not been received or made as at 31 March.

Amortisation

A measure of the cost of economic benefits derived from intangible fixed assets that are consumed during the period.

Annual Governance Statement

The annual governance statement is a statutory document that explains the processes and procedures in place to enable the council to carry out its functions effectively.

Asset

An item having a value to the Council in monetary terms. Assets are categorised as either non-current or current:

- A non-current asset provides benefits to the Council and to the services it provides for a period of more than one year and may be tangible e.g. a leisure centre, or intangible, e.g. computer software licences.
- A current asset will be consumed or cease to have material value within the financial year e.g. cash and stock.

Audit of Accounts

An independent examination of the Council's financial affairs

Balances (or Reserves)

These are usable or unusable reserves. Usable reserves represent accumulated funds from prior years, that are available to the Council and can be spent. Some reserves may be earmarked for specific purposes and are for funding future defined initiatives or meeting identified risks or liabilities. The unusable reserves, which have been established for technical purposes are not available to spend and cannot be used to fund service provision.

Balance Sheet

This statement sets out an authority's financial position at the year-end. It shows the balances and reserves at an authority's disposal and its long-term indebtedness and the fixed and net current assets employed in its operations together with summarised information on the fixed assets held.

Capital Expenditure

Expenditure on the acquisition, construction, enhancement or replacement of a non-current asset such as land, buildings, and computer. It is expenditure that enhances and improves the use of the assets. It isn't expenditure that merely maintains the value of an existing asset.

Capital Adjustment Account

This account records the accumulated amount of set aside capital receipts and minimum revenue provision (the contribution from revenue to cover repayment of the borrowing that has been undertaken to fund capital expenditure) together with capital expenditure financed by way of capital receipts, grants and revenue contributions. Set against these amounts are adjustments to the revenue account for depreciation and capital expenditure written off to revenue during the year. This, therefore, ensures that only actual expenses are charged to revenue in year and are paid for by council tax payers.

Capital Financing

Funds used to pay for capital expenditure. There are various sources funding to finance capital expenditure including borrowing, leasing, revenue contributions, usable capital receipts, capital grants, capital contributions, revenue reserves and earmarked reserves.

Capital Financing Requirement

This measures the change in the underlying need for the council to borrow to finance capital expenditure. Where all capital expenditure is financed when it is incurred by resources generated by the council, e.g. revenue contributions, grants and capital receipts, the Capital Financing Requirement (CFR) will not increase. However if borrowing is required to finance capital expenditure then the CFR will increase. The annual minimum revenue provision will be applied to reduce the CFR each year and capital receipts can also be used to reduce the CFR.

Capital Receipt

The proceeds from the disposal of land or other non-current asset. The government regulates the proportion of capital receipts that can be used to finance new capital expenditure. Capital receipts cannot ordinarily be used to finance revenue expenditure.

Cash Equivalents

Cash equivalents are investments that mature in 3 months or less from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

Cash Flow Statement

This statement summarises the cash flows of the authority for capital and revenue spending as well as the cash flows used to finance these activities.

CIPFA

This is the Chartered Institute of Public Finance and Accountancy. This organisation produces the Code of Practice that practitioners follow so that all local authorities prepare their accounts in a consistent and comparable way.

Collection Fund

This account reflects the statutory requirement for billing authorities to maintain a separate collection fund which shows the transactions of the billing authority in relation to non-domestic rates and the council tax and illustrates the way in which these have been distributed to other authorities (preceptors) and the general fund.

Community Assets

Assets that the local authority 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.

Comprehensive Income and Expenditure Statement

This is the statement that shows the accounting cost (surplus/deficit) in the year of providing services in accordance with generally accepted accounting practices. It is not the amount funded from taxation. The Council raises taxation to cover

Glossary

the cost of expenditure in accordance with regulations; this may be different from the accounting cost. The taxation position is shown in the Movement in Reserves Statement.

Consistency

The accounting treatment of like items within an accounting period and from one period to the next is the same.

Contingent Gains

A contingent gain (or asset) is a possible economic gain arising from past events whose existence will be confirmed only by the occurrence of one or more uncertain future events not wholly within the authority's control.

Contingent Liabilities

A contingent liability is either:

- a possible obligation arising from past events whose existence will be confirmed only by the occurrence of one or more uncertain events not wholly within the authority's control; or
- a current obligation arising from past events where it is not probable (but not impossible) that a transfer of economic benefits will be required or the amount of the obligation cannot be measured with sufficient reliability.

It is considered that a contingent liability below £50,000 need not be disclosed, as any such amounts would not be significant.

Corporate and Democratic Core

This includes all the activities which local authorities engage in specifically because they are elected, multi-purpose organisations. The costs of these activities are those that are over and above those that would be incurred by a series of independent, single-purpose nominated bodies managing the same services. It includes costs relating to the corporate management and democratic representation.

Council Tax

A local tax on dwellings within the district, set by billing authority (South Cambridge District Council) and the precepting authorities (the county council, fire and rescue services, the police and town and parish councils). It is calculated by taking the revenue expenditure requirements for each authority divided by the council tax base for the year.

Creditors

Amounts owed by the Council for goods and services that it has received before 31 March, but that have not been paid for at that date.

Debtors

Amounts owed to the Council for goods and services that it has provided before 31 March, but where the associated income was not received at that date.

Defined Benefit Scheme

A pension or other retirement benefit scheme other than a defined contributions scheme. Usually, the scheme rules define the benefits independently of the contributions payable, and the benefits are not directly related to the investments of the scheme. The scheme may be funded or unfunded (including notionally funded).

Depreciation

The measure of the wearing out, consumption or other reduction in the useful economic life of a fixed asset whether arising from use, passage of time or obsolescence through technological or other changes. The useful life is the period over which the local authority will derive benefit from the use of a fixed asset.

Events after Balance Sheet Date

Those events, both favourable and unfavourable, which occur between the balance sheet date and the date on which the responsible financial officer signs the Statement of Accounts.

Fair Value

The fair value of an asset is the price at which it could be exchanged in an arm's length transaction less, where applicable, any grants receivable towards the purchase or use of the assets.

Finance Leases

A lease that transfers substantially all of the risks and rewards of ownership of a fixed asset to the lessee. Such a transfer of risks and rewards may be presumed to occur if, at the inception of the lease, the present value of the minimum lease payments, including any initial payment, amounts to substantially all of the fair value of the leased asset.

General Fund

This account where all the costs of providing the Council services (with the exception of the landlord services, the costs of which sit in the HRA and Local Council precepts) are charged to and paid for from Council Tax and government grants.

Going Concern

The concept that the authority will remain in operational existence for the foreseeable future, in particular that the revenue accounts and balance sheet assume no intention to curtail significantly the scale of operations.

Government Grants

Assistance by government and inter-government agencies and similar bodies, whether local, national or international, in the form of cash or transfers of assets to an authority in return for past or future compliance with certain conditions relating to the activities of the authority.

Housing Revenue Account

The Housing Revenue Account (HRA) reflects a statutory obligation to account separately for local authority housing provision, as defined in particular in Schedule 4 of the Local Government and Housing Act 1989. It shows the major elements of housing revenue expenditure such as maintenance, administration, rent rebates and capital financing costs, and how these are met by rents subsidy and other income.

Impairment

A reduction in the carrying value of a non-current asset to below its carrying value (due to obsolescence, damage or an adverse change in the statutory environment).

Intangible Assets

Expenditure which may properly be defined as being capital expenditure, but which does not result in a physical asset being created. For expenditure to be recognised as an intangible asset it must yield future economic benefits to the council. One of the most common examples would be software licences.

International Financial Reporting Standards (IFRS)

International Financial Reporting Standards (IFRS) are a set of accounting standards developed by an independent, not-for-profit organisation called the International Accounting Standards Board (IASB).

International Public Sector Accounting Standards (IPSAS)

International Public Sector Accounting Standards (IPSAS) are a set of accounting standards issued by the IPSAS Board for use by public sector entities around the world in the preparation of financial statements.

Investments

A long-term investment is an investment that is intended to be held for use on a continuing basis in the activities of the authority. Investments should be so classified only where an intention to hold the investment for the long term can clearly be demonstrated or where there are restrictions as to the investor's ability to dispose of the investment.

Investments that do not meet the above criteria should be classified as current assets.

Investment Properties

An interest in land and/or buildings:

- in respect of which construction work and development have been completed; and
- which are held for their investment potential, any rental income being negotiated at arms length.

Liability

A liability exists where the Council owes payment to an individual or another organisation

- A current liability is an amount which will become payable or could be called in within the next accounting period, e.g. creditors or cash overdrawn.
- A deferred liability is an amount which by arrangement is payable beyond the next year at some point in the future or to be paid off by an annual sum over a period of time.

Long Term Debtors

These debtors represent the capital income still to be received, e.g. from the sale of an asset or the granting of a mortgage or a loan.

Minimum Revenue Provision (MRP)

This is the minimum amount that the Council must charge to the comprehensive income and expenditure statement each year to provide for the repayment of General Fund debt.

Movement in Reserves Statement (MiRS)

This financial statement presents the movement in usable and unusable reserves (the Council's total reserve balances).

National Non-Domestic Rates (NNDR) also known as Business Rates

Non-domestic rates, or business rates, collected by the Council are the way that those who occupy non-domestic property contribute towards the cost of local services. Under the business rates retention arrangements introduced from 1st April 2013, authorities keep a proportion of the business rates paid locally (currently 50%). This money, together with revenue from council tax payers, fees and charges and certain other sums, is used to pay for the services provided by the Council.

Net Book Value (NBV)

The amount at which non-current assets are included in the balance sheet, i.e. their historical cost or current value less the cumulative amounts provided for depreciation.

Non-Operational Assets

Non-current assets held by a local authority but not directly occupied, used or consumed in the delivery of services. Examples of non-operational assets are investment properties, assets that are surplus to requirements pending sale or redevelopment and assets under development or construction.

Operating Leases

Leases other than a finance lease.

Operational Assets

Non-current assets held and occupied, used or consumed by the local authority in the direct delivery of those services for which it has either a statutory or discretionary responsibility. Operational assets comprise Council dwellings, other land and buildings, vehicles, plant and equipment, infrastructure and community assets.

Outturn

Outturn refers to actual income and expenditure balances as opposed to budgeted amounts.

Precept

The levy (demand for money) made by precepting authorities (the authorities with the power to instruct another local authority (the billing authority) to collect an amount from council tax on their behalf). Precepts are demanded by the County Council, Fire and Rescue services, the Police and Parish and town Councils.

Prior Years/Periods Adjustments

The material adjustments applicable to prior years arising from changes in accounting policies or from the correction of fundamental errors. They do not include normal recurring corrections or adjustments of accounting estimates made in prior years.

Property, Plant and Equipment

Tangible assets that yield benefits to the local authority and the services it provides for a period of more than one year.

Provisions

Provisions are required for any liabilities of uncertain timing or amount that have been incurred. Provisions are required to be recognised when:

the local authority has a present obligation (legal or constructive) as a result of a past;

- it is probable that a transfer of economic benefits will be required to settle the obligation; and
- a reliable estimate can be made of the amount of the obligation.
- A transfer of economic benefits or other event is regarded as probable if the event is more likely than not to occur. If these conditions are not met, no provision should be recognised.

A constructive obligation is an obligation that derives from an authority's actions where;

- by an established pattern of past practice, published policies or sufficiently specific current statement, the authority has indicated to other parties that it will accept certain responsibilities; and
- as a result, the authority has created a valid expectation on the part of those other parties that it will discharge those responsibilities.

Prudence

The concept that revenue is not anticipated until received in the form either of cash or of other assets, or a reliable estimate of the cash realisation can be assessed with reasonable certainty.

Public Works Loan Board (PWLB)

A Central Government Agency, which provides loans for one year and above to local authorities at interest rates only slightly higher than those at which the Government can borrow itself. Virtually all borrowing undertaken by local authorities comes from the PWLB.

Related Parties

Two or more parties are related parties when at any time during the financial period:

- one party has direct or indirect control of the other party; or
- the parties are subject to common control from the same source; or
- one party has influence over the financial and 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; or
- 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.

Advice from CIPFA is that related parties to a local authority include Central Government, bodies precepting or levying demands on the Council Tax, members and chief officers of the Council and its pension fund.

Related Party Transaction

A related party transaction is the transfer of assets or liabilities or the performance of services by, to or for a related party, irrespective of whether a charge is made. Examples of related party transactions include:

- the purchase, sale, lease, rental or hire of assets between related parties;
- the provision of a guarantee to a third party in relation to a liability or obligation of a related party;
- the provision of services to a related party, including the provision of pension fund administration services;

transactions with individuals who are related parties of an authority or a pension fund, except those applicable to other members of the community or the pension fund, such as Council Tax, rents and payments of benefits.

This list is not intended to be comprehensive.

The materiality of related party transactions should be judged not only in terms of their significance to the authority but also in relation to its related party.

Remuneration

This is all sums paid to or receivable by an employee and any sums due by way of expenses and allowances (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 the employer are excluded.

Revaluation Reserve

This account was created on 31 March 2007. The purpose of which is to hold all revaluations occurring to fixed assets subsequent to that date.

Revenue Expenditure

Day to day payments on the running of Council services including salaries, wages, contract payments, supplies and capital financing costs.

Expenditure of a capital nature that does not result in a fixed asset being created. An example of such an item would be expenditure on a former HRA property held on a long lease by a third party. The expenditure is written off in the year that it is incurred.

Stocks

These are items of raw materials and stores a Council has procured and holds in expectation of future use. Stock comprises the following categories:

- Goods or other assets purchased for resale;
- consumable stores;
- raw materials and components purchased for incorporation into products for sale;
- products and services in intermediate stages of completion;
- long-term contract balances; and
- finished goods.

The Code

The Code of Practice on Local Authority Accounting in the United Kingdom known as 'The Code' incorporates guidance in line with IFRS, IPSAS and UK GAAP Accounting Standards. It sets out the proper accounting practice to be adopted for the Statement of Accounts to ensure they 'present fairly' the financial position of the Council. The Code has statutory status via the provision of the Local Government Act 2003. There are also accompanying guidance notes for practitioners.

Pensions Glossary

Actuarial Gains and Losses

For a defined benefit pension scheme, the changes in actuarial deficits or surpluses that arise because:

- actual events have not coincided with the actuarial assumptions made for the last valuation (known as experience gains and losses) or
- the actuarial assumptions have changed

Current Service Costs

The increase in the present value of a defined benefit scheme's liabilities expected to arise from employee service in the current period.

Curtailment

For a defined benefit scheme, an event that reduces the expected years of future service of present employees or reduces for a number of employees the accrual of defined benefits for some or all of their future service. Curtailments include:

- termination of employees' services earlier than expected, for example as a result of closing a factory or discontinuing a segment of a business, and
- termination of, or amendment to the terms of, a defined benefit scheme so that some or all future service by current employees will no longer qualify for benefits or will qualify only for reduced benefits.

Defined Benefit Scheme

A pension or other retirement benefit scheme other than a defined contribution scheme. Usually, the scheme rules define the benefits independently of the contributions payable, and the benefits are not directly related to the investments of the scheme. The scheme may be funded or unfunded (including notionally funded).

Defined Contribution Scheme

A pension or other retirement benefit scheme into which an employer pays regular contributions fixed as an amount or as a percentage of pay and will have no legal or constructive obligation to pay further contributions if the scheme does not have sufficient assets to pay all employee benefits relating to employee service in the current and prior periods.

Discretionary Benefits

Retirement benefits that the employer has no legal, contractual or constructive obligations to award and which are awarded under the authority's discretionary powers, such as the Local Government (Discretionary Payments) regulations 1996.

Expected Rate of Return on Pension Assets

For a funded defined benefit scheme, the average rate of return, including both income and changes in fair value but net of scheme expenses, expected over the remaining life of the related obligation on the actual assets held by the scheme.

IAS19

International Accounting Standard 19 (IAS19) ensures that organisations account for employee retirement benefits when they are committed to pay them, even if the actual payment may be years into the future.

Interest Cost (Pensions)

For a defined benefit scheme, the expected increase during the period in the present value of the scheme liabilities because the benefits are one period closer to settlement.

Investments (Pensions Fund)

The investments of the Pensions Fund will be accounted for in the statements of the fund. However authorities (other than town and community councils) are also required to disclose, as part of the transitional disclosures relating to retirement benefits, the attributable share of pension scheme assets associated with their underlying obligations.

Non-Distributed Costs

Non-distributed costs are defined as comprising:

- retirement benefit costs including past service costs, settlements and curtailments. To note, current service pension costs are included in the total costs of services;
- the costs associated with unused shares of IT facilities; and
- the costs of shares of other long-term unused but unrealisable assets.

Past Service Cost

For a defined benefit scheme, the increase in the present value of the scheme liabilities related to employee service in prior periods arising in the current period as a result of the introduction of, or improvement to, retirement benefits.

Pension Scheme Liability

The liabilities of a defined benefit pension scheme for outgoings due after the valuation date. Scheme liabilities measured during the projected unit method reflect the benefits that the employer is committed to provide for service up to the valuation date.

Projected Unit Method- Pension Fund Valuation

An accrued benefits valuation method in which the scheme liabilities make allowance for projected earnings. An accrued benefits valuation method is a valuation method in which the scheme liabilities at the valuation date relate to:

- the benefits for pensioners and deferred pensioners (i.e. individuals who have ceased to be active members but are entitled to benefits payable at a later date) and their dependents, allowing where appropriate for future increases, and

Glossary

- the accrued benefits for members in service on the valuation date. The accrued benefits are the benefits for service up to a given point in time, whether vested rights or not. Guidance on the projected unit method is given in the Guidance Note GN26 issued by the Faculty and Institute of Actuaries.

Retirement Benefits

All forms of consideration given by an employer in exchange for services rendered by employees that are payable after the completion of employment. Retirement benefits do not include termination benefits payable as a result of either:

- an employer's decision to terminate an employee's employment before the normal retirement date, or
- an employee's decision to accept redundancy in exchange for those benefits, because these are not given in exchange for services rendered by employees.

Scheme Liabilities

The liabilities of a defined benefit scheme for outgoings due after the valuation date. Scheme liabilities measured using the projected unit method reflect the benefits that the employer is committed to provide for service up to the valuation date.

Opinion on the Council's Financial Statements

Basis for the Opinion on the Financial Statements

Conclusions relating to Going Concern

Other Information

Conclusion on the Council's Arrangements for Securing Economy, Efficiency and Effectiveness in its Use of Resources

Basis for Conclusion on the Council's Arrangements for Securing Economy, Efficiency and Effectiveness in its Use of Resources

Matters on which we are Required to Report by Exception

Responsibilities of the Section 151 Officer and the Council

Auditor's Responsibilities for the Audit of the Financial Statements

Auditor's Responsibilities in Respect of the Council's Use of Resources

Certificate of Completion of the Audit

Use of Our Report

TBC

For and on behalf of Ernst & Young, Appointed Auditor

Cambridge, UK

date;

Ernst & Young LLP is a limited liability partnership registered in England and Wales

(with registered number OC300001)



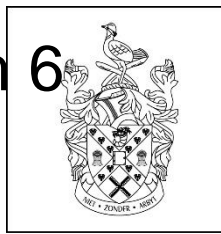
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Corrections after last Audit Committee (Oct 23)

31 March 2020			Final	Presented to Audit Committee (Oct 23)	Difference Final vs Audit Committee	Explanations
£000		Note	31 March 2021 £000	31 March 2021 £000	31 March 2021 £000	
549,195	Property, Plant & Equipment	12	593,891	580,678	13,213	Revaluation Adjustment to agree with EY Valuations
24,600	Investment Properties	12a	60,881	69,468	(8,587)	Revaluation Adjustment to agree with EY Valuations
535	Intangible Assets	36	661	661	0	
74,676	Long Term Investments	13	89,551	89,551	0	
747	Long Term Debtors	14	747	747	0	
649,753	Total Long Term Assets		745,731	741,105		
10,108	Short Term Temporary Investments	13	3,548	3,548	0	
290	Inventories	-	248	248	0	
6,055	Debtors and Prepayments	16	20,388	20,388	0	
19,360	Cash & Cash Equivalents	17	19,277	19,277	0	
35,813	Total Current Assets		43,461	43,461		
(49,901)	Short Term Creditors	18	(58,257)	(58,257)	0	
(2,400)	Revenue Grants- Receipts in Adv.	18	0	0	0	
(10,000)	Short Term Borrowing	15	(19,000)	(19,000)	0	
(1,301)	Cash & Cash Equivalents	17	(2,062)	(2,062)	0	
(4,736)	Provisions	19	(4,645)	(4,645)	0	
(68,338)	Total Current Liabilities		(83,964)	(83,964)		
(57,352)	Pensions Liability	32	(81,231)	(81,158)	(73)	Revised IAS 19 report - Difference between EY figures in the audit summary report vs actual
(205,123)	Long Term Loans	13	(230,123)	(230,123)	0	
(262,475)	Total Long Term Liabilities		(311,354)	(311,281)	(73)	
354,753	Net Assets		393,874	389,321	4,553	
(72,866)	Usable Reserves	MIRS	(84,405)	(84,405)	0	
(281,887)	Unusable Reserves	MIRS/ 20	(309,469)	(304,916)	(4,553)	
(354,753)	Total Reserves		(393,874)	(389,321)	(4,553)	

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REPORT TO: Audit and Corporate Governance
Committee

28 November
2023

LEAD OFFICER: Head of Shared Internal Audit

Governance Risk and Control Update

Executive summary

1. This report provides an update on topical news items which contribute to the Committee understanding of Corporate Governance Matters.

Key Decision

2. This is not a key decision because this is being presented to the Audit and Corporate Governance Committee in accordance with their terms of reference.

Recommendations

3. The Audit and Corporate Governance Committee is requested to note the report.

Reasons for Recommendations

4. The updates keep the Committee informed of key relevant matters.

Details

5. None.

Considerations

6. None.

Options

7. None.

Implications

8. In the writing of this report, there are no significant implications or risks to the Council.

Background Papers

9. Background papers used in the preparation of this report:
 - Committee Terms of Reference

Appendices

10. Appendices to this report include the update report.

Report Author:

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Committee update November 2023

Introduction

Overview and background

The purpose of this document is to provide an update to the Committee on key audit and governance themes.

The Chair suggested, at the July 2021 meeting, that a slot at the beginning of future meetings was allocated to check in on key areas of governance and provide any updates. If there are no updates in a particular area to report, that can be noted and taken as assurance.

This document provides summary updates for the Committee. Statistics are included to help provide an overview of work in progress and these are taken from the last financial quarter.

Your team

Head of Finance and Section 151 officer
Head of Shared Internal Audit
Corporate Fraud Manager
Monitoring Officer
Senior Democratic Services officer

Committee information

[Calendar of meetings](#)


[Committee Membership and Functions](#)

Governance, Risk and Control

Internal Audit updates

Internal Audit reviews provide assurance on the Governance Risk and Control environment, and this contributes to the Annual Governance Statement.

Below are a summary of reviews completed in the last quarter:

Review	Assurance and actions	Summary of report
Grant Assurance – Changing Places 	Assurance: Reasonable Current: New Previous: Actions: Critical 0 High 1 Medium 0 Low	The Council received £120k to deliver the Changing Places Toilet scheme on behalf of Central Government. We provided a planned interim grant assurance review to DLUHC that existing expenditure and accruals were compliant with the scheme. We also reviewed the project management delivery and governance. We identified and agreed an action to improve the local project management plan and record keeping to support delivery.

Overall assurance

The internal audit work and assurance mapping enables us to form an opinion on the internal control environment, governance and risk management arrangements.

There is currently a Reasonable level of assurance overall, which is similar level to the previous period.



Counter Fraud update

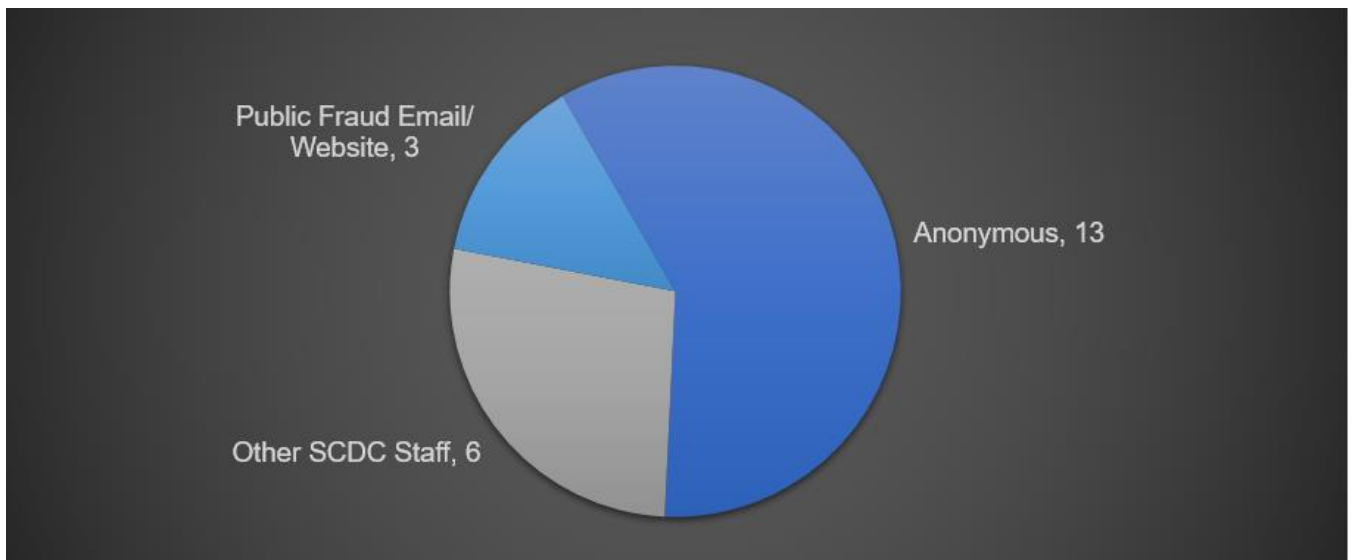
Fraud Team Statistics – our quarterly position

We have included fraud statistics below from the recent quarter. The purpose of these is to provide the Committee with an overview of the work in progress. Specific individual details are not disclosed due to sensitivity and risk of compromising any investigations in progress.

Reports of suspected fraud received

Analysis by the source of intelligence:

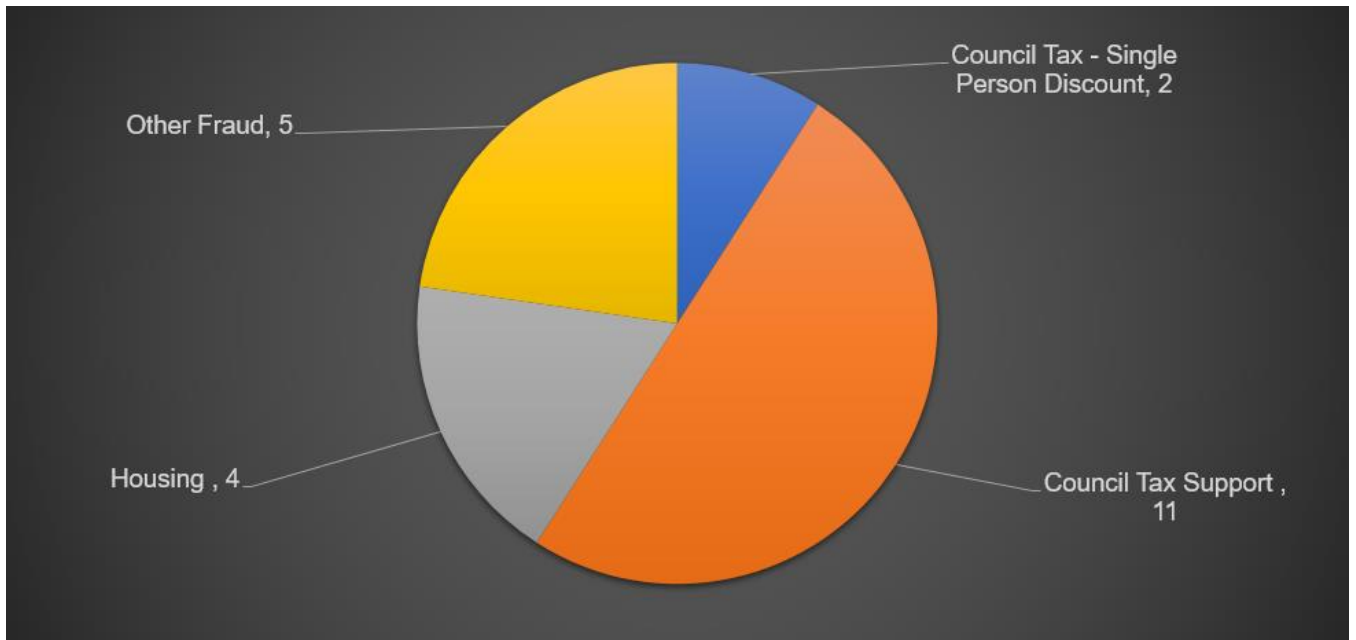
Source category	Count Q2
Anonymous	13
Other SCDC Staff	6
Public Fraud Email/ Website	3
Grand Total	22



Fraud by type

Analysis by fraud type:

Type category	Count Q2
Council Tax - Support	11
Council Tax - Single Person Discount	2
Housing	4
Other Fraud	5
Grand Total	22



Investigations in progress

Case Status	Number of Cases	Key
Live Investigation	58	
Interview Under Caution (IUC)	0	
Sanction decision	0	
Criminal Prosecution Administrative Penalty Caution Prosecution and Civil action Civil Warning Letter No Further Action Notice to quit (Secure or flexible tenancy) Notice of proceedings for possession (intro tenancy) / Notice to Seek possession (secure and flexible)	We have appointed some external solicitors to help support the processing of case files for potential prosecution.	

Investigations Closed

Closure Reason	Number
A14 Uneconomical to investigate	0
A10 No criminal Action, referred for Civil Action.	0
A11 Not investigated, passed for visit	0
A13 Not investigated - not on benefit	0
A4 Closed - claimant error only	0
A5 Closed- no fraud established	5
A7 Not investigated - passed to DWP	2
A17 Would not affect benefit entitlement	0

Proactive work – prevention

Education	
Workshop Attendees	0
Campaign work	0
Verification checks	
Right to buy verification enquiries reported	4
Outstanding RTB Docs/Visit	0
Homelessness verification enquiries reported	
General housing verification enquiries	0
Ermine Street	
Locta	All
DWP SPOC enquiries	
LAIEF's	5
General	0
DPA requests	
NFI Completed To Date 22/23 Sift Rechecks	106

Whistleblowing

Referrals received in the period:	0
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RIPA (Regulation of Investigatory Powers Act)

Cases of RIPA used in period:	0
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Team updates



Council Tax Counter Fraud Initiative (CCFI)

The Council is progressing the CCFI project. This is a County Council funded project aimed at verifying that Council Tax Single Persons Discounts (SPD's) are being correctly claimed, using a data matching exercise on a number of data sets.

The colleague carrying out this exercise sits within the Corporate Fraud Team and has been working on the project since early August. Where the data matching highlights an issue, a letter is sent to the charge payer requesting that they provide evidence that they are entitled to the SPD. If they are unable to do so or do not respond within the 28 days given, the SPD is removed.

Reported 'savings' achieved are based on the additional Council Tax due from the date the charge payer was ineligible to the end of the current financial year plus two years from 1st April 2024. *At the end of September, the savings achieved were around £35,000.* The additional Council Tax income to the District council is around 15% of the backdated amount and 15% of the yearly forward-looking amount.

Trust ID

Software (Trust ID) has been introduced across the Council. This means that ID can be checked at point of contact, using online services. The process is more efficient and improves the likelihood of detecting any fraudulent applications at point of contact.

Officers continue to work with colleagues across the business to undertake verification work and respond to any fraud related enquiries and provide advice.'

Member development and training

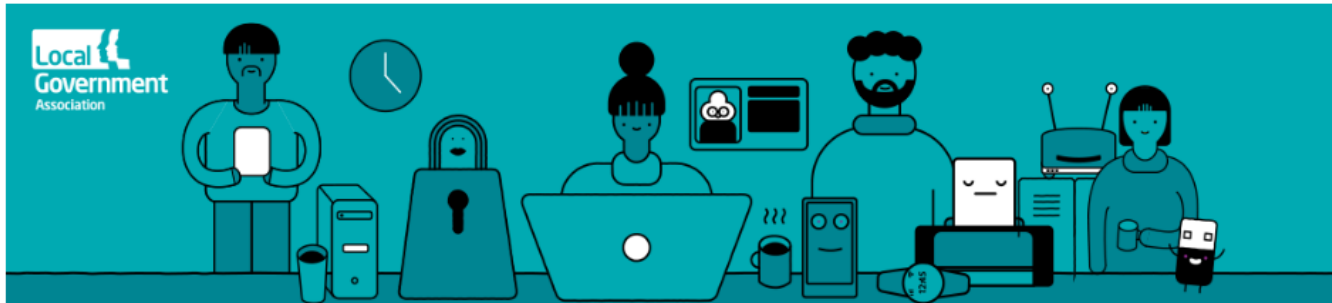
During July 2023 anti-fraud training was held with members. An external trainer, from ITS Training who specialise in providing fraud related training and advice, delivered the training with input from a number of officers.

Training and development and risk insight

Below are topical updates that the Committee may find useful.

Cyber unpacked

The Local Government Association have published some helpful guides on Cyber Security.



Cyber Unpacked is the first module of Unpacking Digitalisation, a series of short explainer videos on digital concepts, created to support officers and councillors who are digital newcomers: <https://www.local.gov.uk/our-support/cyber-digital-and-technology/cyber-unpacked>

Topics include:

- What is cyber security;
- What is a network;
- What is data

National Strategic Assessment 2023 for Serious and Organised Crime

The National Crime Agency has provided a [picture of the threat to the UK from serious and organised crime](#), focussing on the fraud threat, which remains the most common crime type.

Fraud remains the most common crime type experienced by victims in England and Wales



Their [article](#) covers the following topics:

- The nature and scale of fraud against individuals, businesses, and the public sector, and how it affects all of UK society.
- The methods and enablers used by criminals to commit fraud, such as social engineering, data breaches, online services, cryptoassets, and money mules.
- The challenges and opportunities for law enforcement and other partners to prevent, detect, and disrupt fraud, and to protect and support victims.
- The actions that the public can take to reduce the risk of being a victim of fraud, or to spot and report suspicious activity.

Some interesting statistics include:

The High Prevalence of Fraud

Fraud is the most common crime type in England and Wales.



Source: Office for National Statistics, Crime Survey England and Wales 2022.

Targeted

40 million

approximate number of individuals targeted by fraud in 2022.

Increased Cost of Living

Inflationary costs have increased the vulnerability of potential fraud victims, as more people look to save and make money.



Cost

£ 2.46 billion
lost by businesses and individuals alone to fraud in the financial year 2021/22.

17%
increase on the Year 2020/2021.



Under-Reporting



86%

of fraud instances are estimated to go unreported.

Useful Links

Link	Details
Public Sector Audit Appointments	PSAA is responsible for appointing an auditor and setting scales of fees for relevant principal authorities that have chosen to opt into its national scheme.
EY.com	EY (Ernst & Young) is our current externally appointed auditor
Cabinet Office NFI (National Fraud Initiative)	The National Fraud Initiative is a data matching exercise which helps public sector organisations to prevent and detect cases of fraud and error.

Note

This document will have links to external websites where it provides more information. We are not responsible for the content of external websites.

19 July 2023

By email

Ms Watts
Chief Executive
South Cambridgeshire District Council

Dear Ms Watts

Annual Review letter 2022-23

I write to you with your annual summary of complaint statistics from the Local Government and Social Care Ombudsman for the year ending 31 March 2023. The information offers valuable insight about your organisation's approach to complaints. As always, I would encourage you to consider it as part of your corporate governance processes. As such, I have sought to share this letter with the Leader of your Council and Chair of the appropriate Scrutiny Committee, to encourage effective ownership and oversight of complaint outcomes, which offer such valuable opportunities to learn and improve.

The end of the reporting year, saw the retirement of Michael King, drawing his tenure as Local Government Ombudsman to a close. I was delighted to be appointed to the role of Interim Ombudsman in April and look forward to working with you and colleagues across the local government sector in the coming months. I will be building on the strong foundations already in place and will continue to focus on promoting improvement through our work.

Complaint statistics

Our statistics focus on three key areas that help to assess your organisation's commitment to putting things right when they go wrong:

Complaints upheld - We uphold complaints when we find fault in an organisation's actions, including where the organisation accepted fault before we investigated. We include the total number of investigations completed to provide important context for the statistic.

Over the past two years, we have reviewed our processes to ensure we do the most we can with the resources we have. One outcome is that we are more selective about the complaints we look at in detail, prioritising where it is in the public interest to investigate. While providing a more sustainable way for us to work, it has meant that changes in uphold rates this year are not solely down to the nature of the cases coming to us. We are less likely to carry out investigations on 'borderline' issues, so we are naturally finding a higher proportion of fault overall.

Our average uphold rate for all investigations has increased this year and you may find that your organisation's uphold rate is higher than previous years. This means that comparing uphold rates with previous years carries a note of caution. Therefore, I recommend comparing this statistic with that of similar organisations, rather than previous years, to better understand your organisation's performance.

Compliance with recommendations - We recommend ways for organisations 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 organisation upheld the complaint and we were satisfied with how it offered to put things right. We encourage the early resolution of complaints and credit organisations that accept fault and find appropriate ways to put things right.

Finally, we compare the three key annual statistics for your organisation with similar authorities to provide an average marker of performance. We do this for County Councils, District Councils, Metropolitan Boroughs, Unitary Councils, and London Boroughs.

Your annual data, and a copy of this letter, will be uploaded to our interactive map, [Your council's performance](#), on 26 July 2023. This useful tool places all our data and information about councils in one place. You can find the detail of the decisions we have made about your Council, read the public reports we have issued, and view the service improvements your Council has agreed to make as a result of our investigations, as well as previous annual review letters.

Supporting complaint and service improvement

I know that complaints offer organisations a rich source of intelligence and insight that has the potential to be transformational. These insights can indicate a problem with a specific area of service delivery or, more broadly, provide a perspective on an organisation's culture and ability to learn. To realise the potential complaints have to support service improvements, organisations need to have the fundamentals of complaint handling in place. To support you to do so, we have continued our work with the Housing Ombudsman Service to develop a joint complaint handling code that will provide a standard for organisations to work to. We will consult on the code and its implications prior to launch and will be in touch with further details.

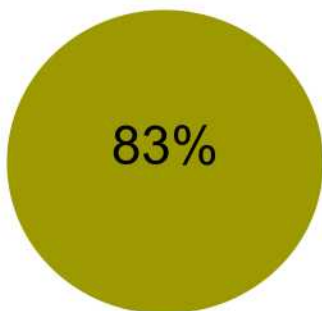
In addition, our successful training programme includes practical interactive workshops that help participants develop their complaint handling skills. We can also offer tailored support and bespoke training to target specific issues your organisation might have identified. We delivered 105 online workshops during the year, reaching more than 1350 people. To find out more visit www.lgo.org.uk/training or get in touch at training@lgo.org.uk.

Yours sincerely,



Paul Najsarek
Interim Local Government and Social Care Ombudsman
Interim Chair, Commission for Local Administration in England

Complaints upheld



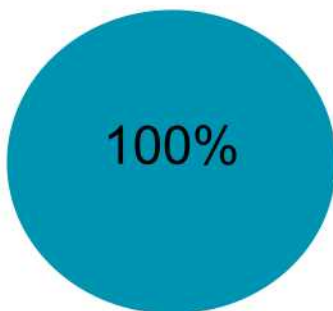
83% of complaints we investigated were upheld.

This compares to an average of **59%** in similar organisations.

5
upheld decisions

Statistics are based on a total of **6** investigations for the period between 1 April 2022 to 31 March 2023

Compliance with Ombudsman recommendations



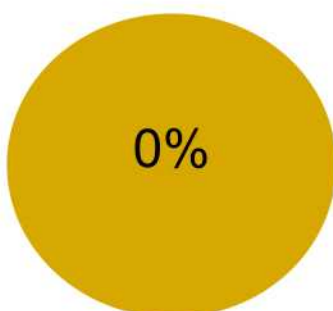
In **100%** of cases we were satisfied the organisation had successfully implemented our recommendations.

This compares to an average of **100%** in similar organisations.

Statistics are based on a total of **5** compliance outcomes for the period between 1 April 2022 to 31 March 2023

- Failure to comply with our recommendations is rare. An organisation with a compliance rate below 100% should scrutinise those complaints where it failed to comply and identify any learning.

Satisfactory remedy provided by the organisation



In **0%** of upheld cases we found the organisation had provided a satisfactory remedy before the complaint reached the Ombudsman.

This compares to an average of **15%** in similar organisations.

0
satisfactory remedy decisions

Statistics are based on a total of **5** upheld decisions for the period between 1 April 2022 to 31 March 2023

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Reference	Authority	Category	Received
21009487	South Cambridgeshire District Council	Planning & Development	14/06/22
21018762	South Cambridgeshire District Council	Benefits & Tax	05/04/22
22000754	South Cambridgeshire District Council	Planning & Development	17/04/22
22002171	South Cambridgeshire District Council	Planning & Development	19/05/22
22004212	South Cambridgeshire District Council	Corporate & Other Services	28/06/22
22004446	South Cambridgeshire District Council	Planning & Development	11/07/22
22004782	South Cambridgeshire District Council	Planning & Development	07/07/22
22005358	South Cambridgeshire District Council	Environmental Services & Public Protection & Regulation	20/07/22
22005360	South Cambridgeshire District Council	Planning & Development	20/07/22
22005362	South Cambridgeshire District Council	Planning & Development	20/07/22
22005366	South Cambridgeshire District Council	Corporate & Other Services	20/07/22
22007240	South Cambridgeshire District Council	NULL	31/08/22
22007495	South Cambridgeshire District Council	Planning & Development	31/08/22
22007497	South Cambridgeshire District Council	Planning & Development	31/08/22
22007869	South Cambridgeshire District Council	Environmental Services & Public Protection & Regulation	12/09/22
22012298	South Cambridgeshire District Council	Environmental Services & Public Protection & Regulation	07/12/22
22012766	South Cambridgeshire District Council	Planning & Development	19/12/22
22015400	South Cambridgeshire District Council	Planning & Development	27/02/23
22015419	South Cambridgeshire District Council	Planning & Development	13/02/23
22015607	South Cambridgeshire District Council	Corporate & Other Services	08/03/23
22015639	South Cambridgeshire District Council	Benefits & Tax	15/02/23
22016001	South Cambridgeshire District Council	Benefits & Tax	22/02/23
22017829	South Cambridgeshire District Council	Planning & Development	28/03/23
22017990	South Cambridgeshire District Council	Highways & Transport	30/03/23

Reference	Authority	Category	Decided	Decision	Decision Reason	Remedy	Service improvement recommendations
21008157	South Cambridgeshire District Council	Planning & Development	23/05/22	Upheld	fault & inj	Apology, Financial redress: Avoidable distress/time and trouble	
21009487	South Cambridgeshire District Council	Planning & Development	23/06/22	Closed after initial enquiries	Not warranted by alleged fault		
21014349	South Cambridgeshire District Council	Planning & Development	28/07/22	Upheld	fault & inj	Apology, Financial redress: Avoidable distress/time and trouble	
21018762	South Cambridgeshire District Council	Benefits & Tax	05/10/22	Upheld	fault & inj	Apology	
21019107	South Cambridgeshire District Council	Environmental Services & Public Protection & Regulation	27/04/22	Closed after initial enquiries	Not warranted by alleged injustice		
22000754	South Cambridgeshire District Council	Planning & Development	09/11/22	Not Upheld	no fault		
22002171	South Cambridgeshire District Council	Planning & Development	26/05/22	Closed after initial enquiries	26B(2) not made in 12 months		
22004212	South Cambridgeshire District Council	Corporate & Other Services	05/08/22	Closed after initial enquiries	Not warranted by alleged fault		
22004446	South Cambridgeshire District Council	Planning & Development	11/07/22	Referred back for local resolution	Premature Decision - advice given		
22004782	South Cambridgeshire District Council	Planning & Development	25/07/22	Referred back for local resolution	Premature Decision - advice given		
22005358	South Cambridgeshire District Council	Environmental Services & Public Protection & Regulation	03/08/22	Advice given	Previously considered and decided		
22005360	South Cambridgeshire District Council	Planning & Development	17/08/22	Incomplete/Invalid	Insufficient information to proceed and PA advised		
22005362	South Cambridgeshire District Council	Planning & Development	19/08/22	Incomplete/Invalid	Insufficient information to proceed and PA advised		
22005366	South Cambridgeshire District Council	Corporate & Other Services	03/08/22	Closed after initial enquiries	Sch 5.1 court proceedings		
22007240	South Cambridgeshire District Council	NULL	31/08/22	Incomplete/Invalid	Insufficient information to proceed and PA advised		
22007495	South Cambridgeshire District Council	Planning & Development	27/09/22	Upheld	fault & inj	Apology, Financial redress: Avoidable distress/time and trouble	
22007497	South Cambridgeshire District Council	Planning & Development	23/09/22	Upheld	fault & inj	Apology, Financial redress: Avoidable distress/time and trouble	
22007869	South Cambridgeshire District Council	Environmental Services & Public Protection & Regulation	03/10/22	Closed after initial enquiries	Not warranted by alleged injustice		
22012298	South Cambridgeshire District Council	Environmental Services & Public Protection & Regulation	10/01/23	Closed after initial enquiries	Not warranted by alleged fault		
22012766	South Cambridgeshire District Council	Planning & Development	19/12/22	Referred back for local resolution	Premature Decision - advice given		
22015400	South Cambridgeshire District Council	Planning & Development	27/02/23	Referred back for local resolution	Premature Decision - referred to Organisation		
22015419	South Cambridgeshire District Council	Planning & Development	13/02/23	Referred back for local resolution	Premature Decision - advice given		
22015607	South Cambridgeshire District Council	Corporate & Other Services	08/03/23	Referred back for local resolution	Premature Decision - advice given		
22015639	South Cambridgeshire District Council	Benefits & Tax	15/02/23	Referred back for local resolution	Premature Decision - advice given		
22016001	South Cambridgeshire District Council	Benefits & Tax	23/02/23	Closed after initial enquiries	26(6)(a) tribunal Other		

Reference	Authority	Category	Decided	Remedy	Remedy Target Date	Remedy Achieved Date	Satisfaction with Compliance
21008157	South Cambridgeshire District Council	Planning & Development	22-May-22	ApologyFinancial redress: Avoidable distress/time and trouble	23-Jun-22	13-Jun-22	Remedy complete and satisfied
21014349	South Cambridgeshire District Council	Planning & Development	27-Jul-22	ApologyFinancial redress: Avoidable distress/time and trouble	08-Sep-22	05-Sep-22	Remedy complete and satisfied
21018762	South Cambridgeshire District Council	Benefits & Tax	04-Oct-22	Apology	04-Nov-22	23-Nov-22	Remedy completed late
22007495	South Cambridgeshire District Council	Planning & Development	26-Sep-22	ApologyFinancial redress: Avoidable distress/time and trouble	27-Oct-22	24-Oct-22	Remedy complete and satisfied
22007497	South Cambridgeshire District Council	Planning & Development	22-Sep-22	ApologyFinancial redress: Avoidable distress/time and trouble	21-Oct-22	05-Oct-22	Remedy complete and satisfied

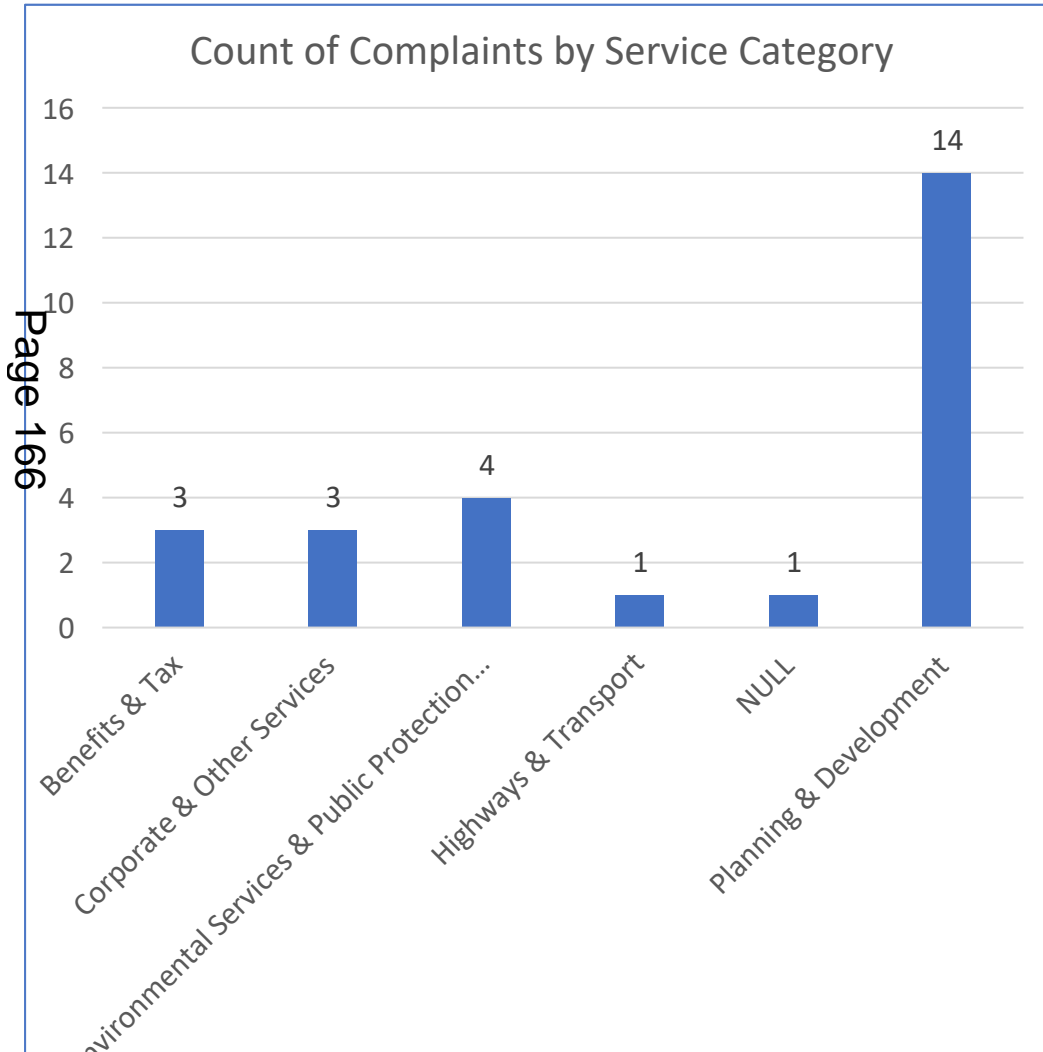
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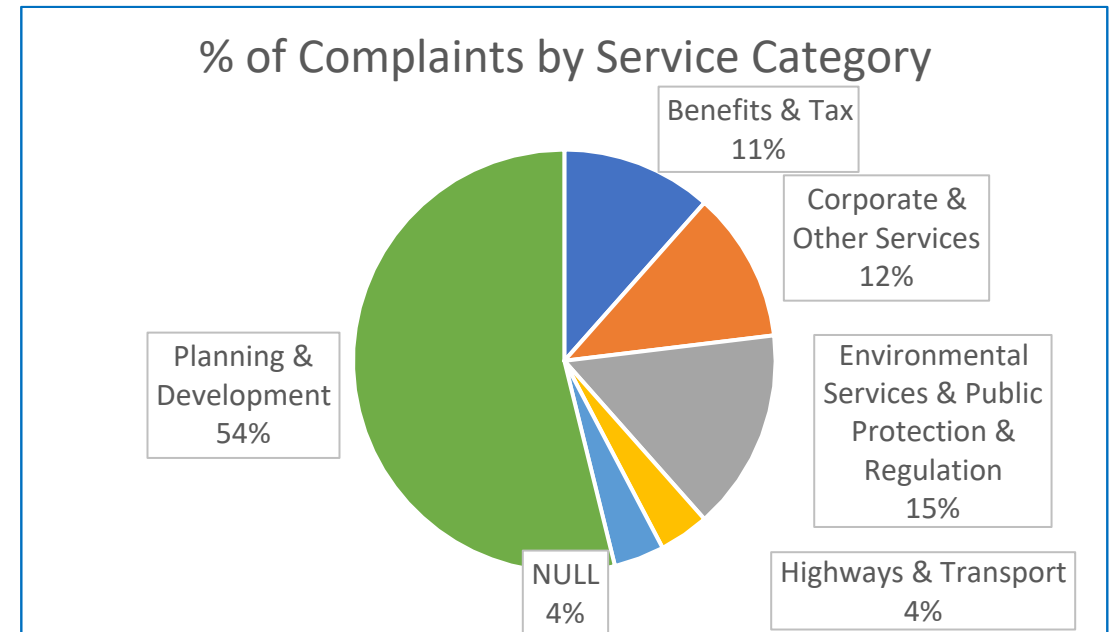
Learning From Complaints

CMT – 31 Oct 2023

Ombudsman Complaints



- Complaints to the Ombudsman (Stage 3 - when customer is unhappy with Stages 1 and 2).
- Between April 2022 and April 2023 there were 26 complaints to the Ombudsman.
- Over half (54%) related to Planning.



Planning

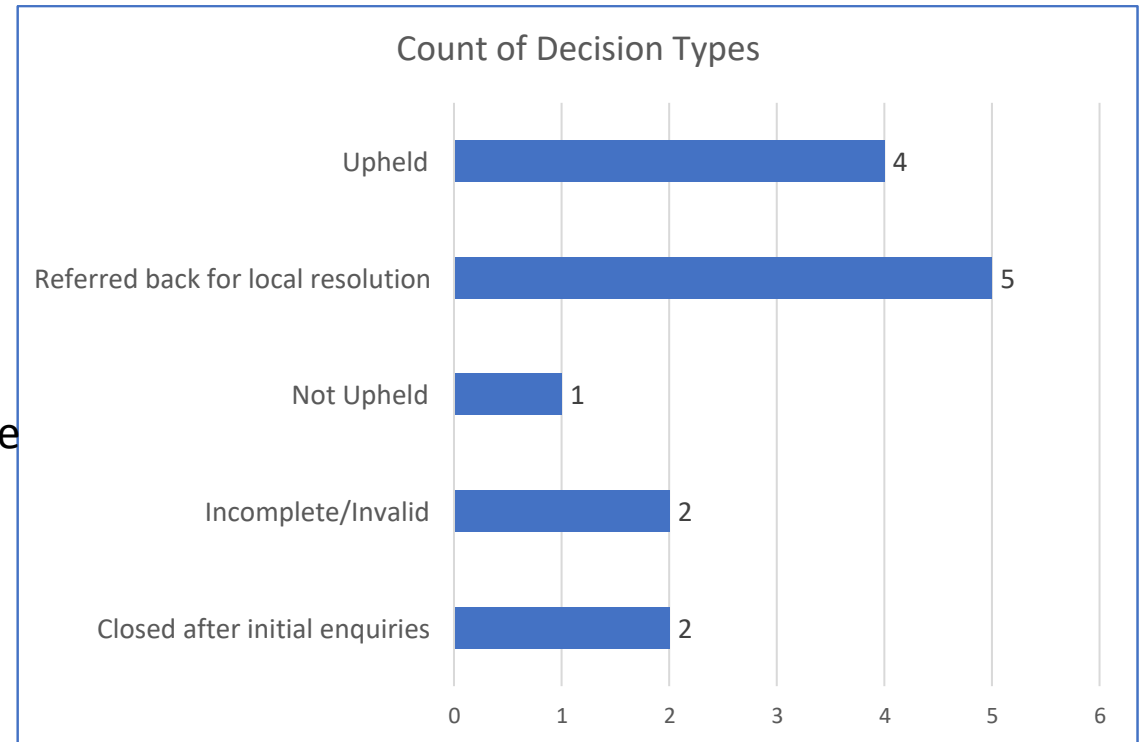


14 complaints, 4 upheld.

Page 167
Themes:

Emphasis on keeping accurate records (e.g. site visits)

- Emphasis on acting quickly to resolve at stage 1 and 2 where possible.



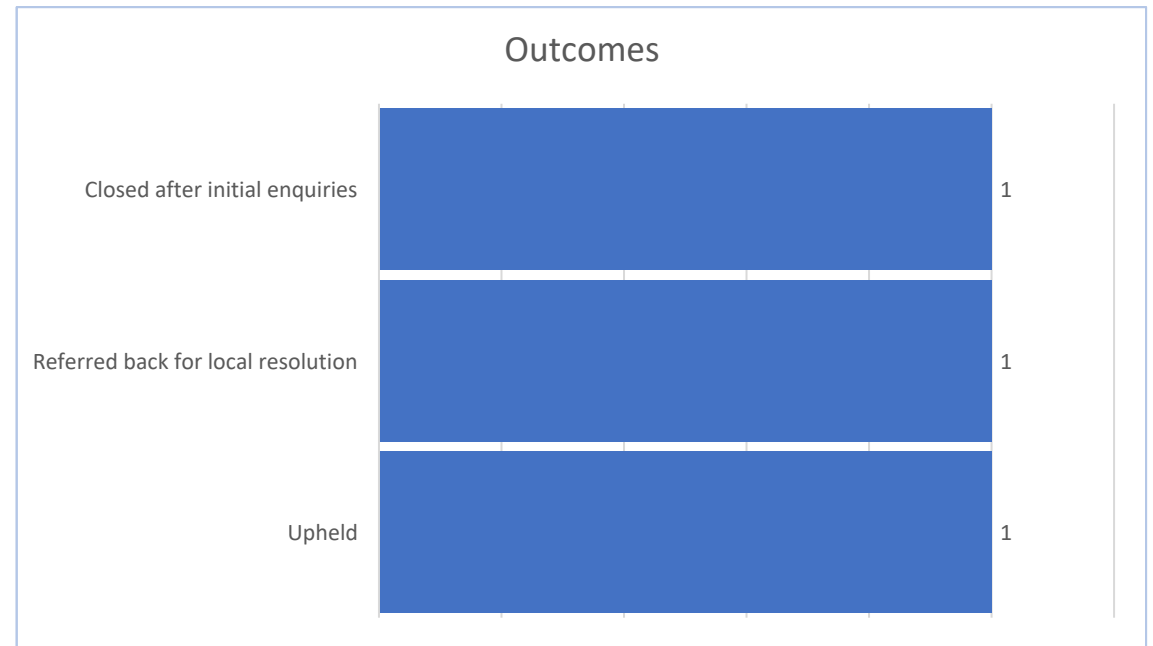


3 complaints, 1 upheld.

Page 168

Themes:

- Emphasis on provision of prompt responses and accurate information given



Environmental Services, Public Protection & Regulation

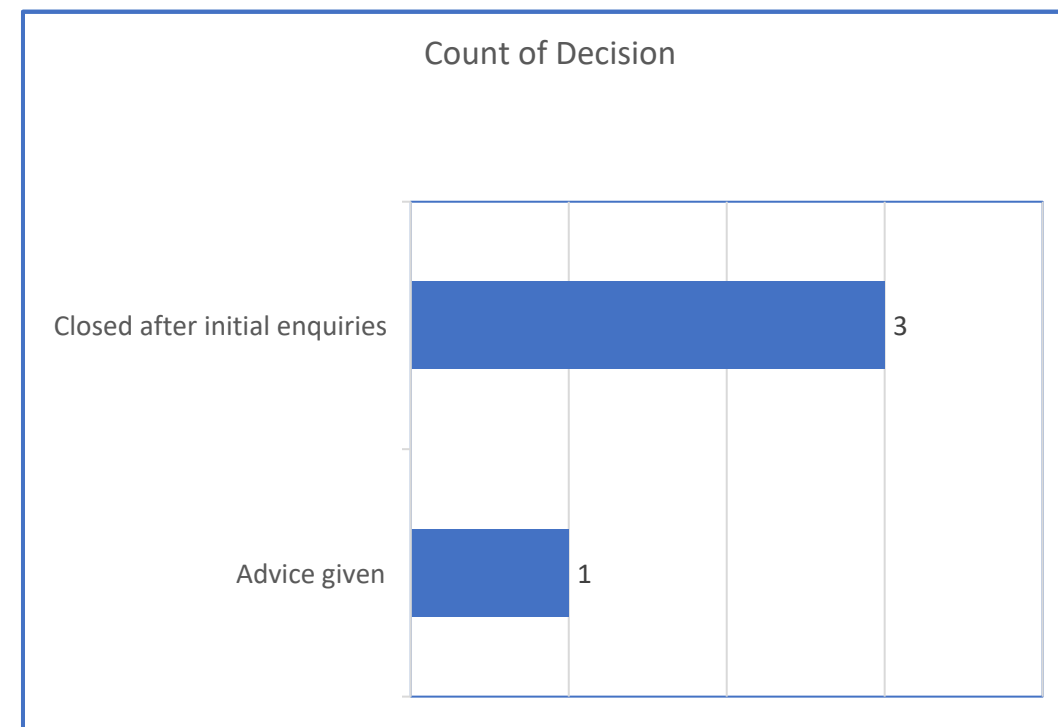


4 complaints, 0 upheld, 1 advice was given (to provide an apology).

Page 169
1 complaint for refuse & recycling, 1 in licensing & 1 in people & protection, 1 unknown (not shown on ombudsman website)

Themes:

- Emphasis on clarity of advice and guidance



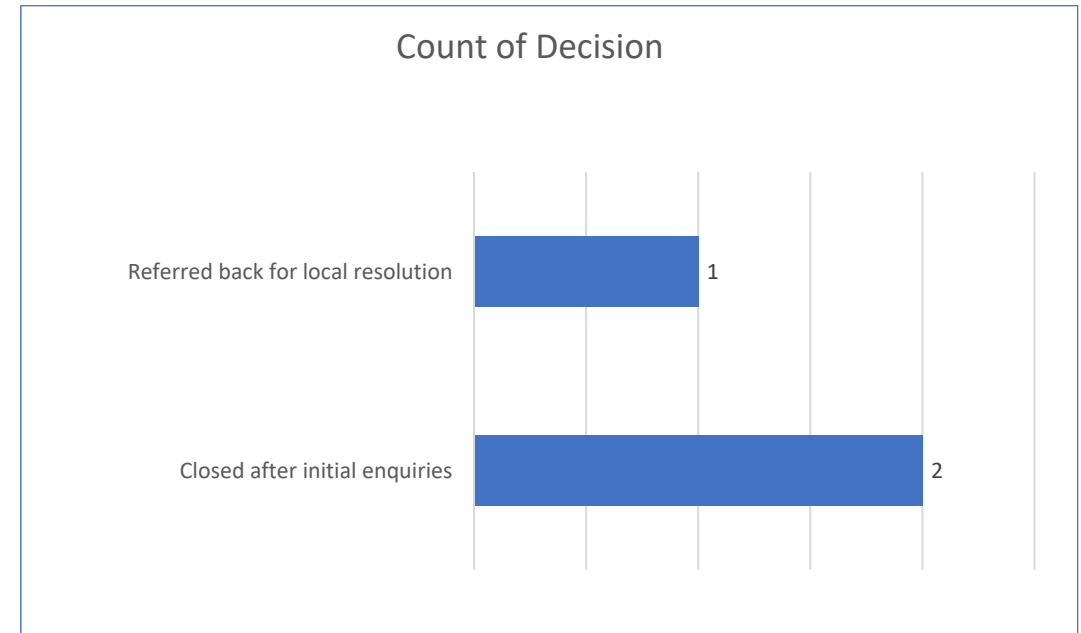


3 complaints, 0 upheld.

Page 170

Themes:

- 1 complaint was about Council conduct.
- 1 about making a complaint in confidence.
- 1 complaint where legal action is being undertaken – LGO unable to investigate.



Learning

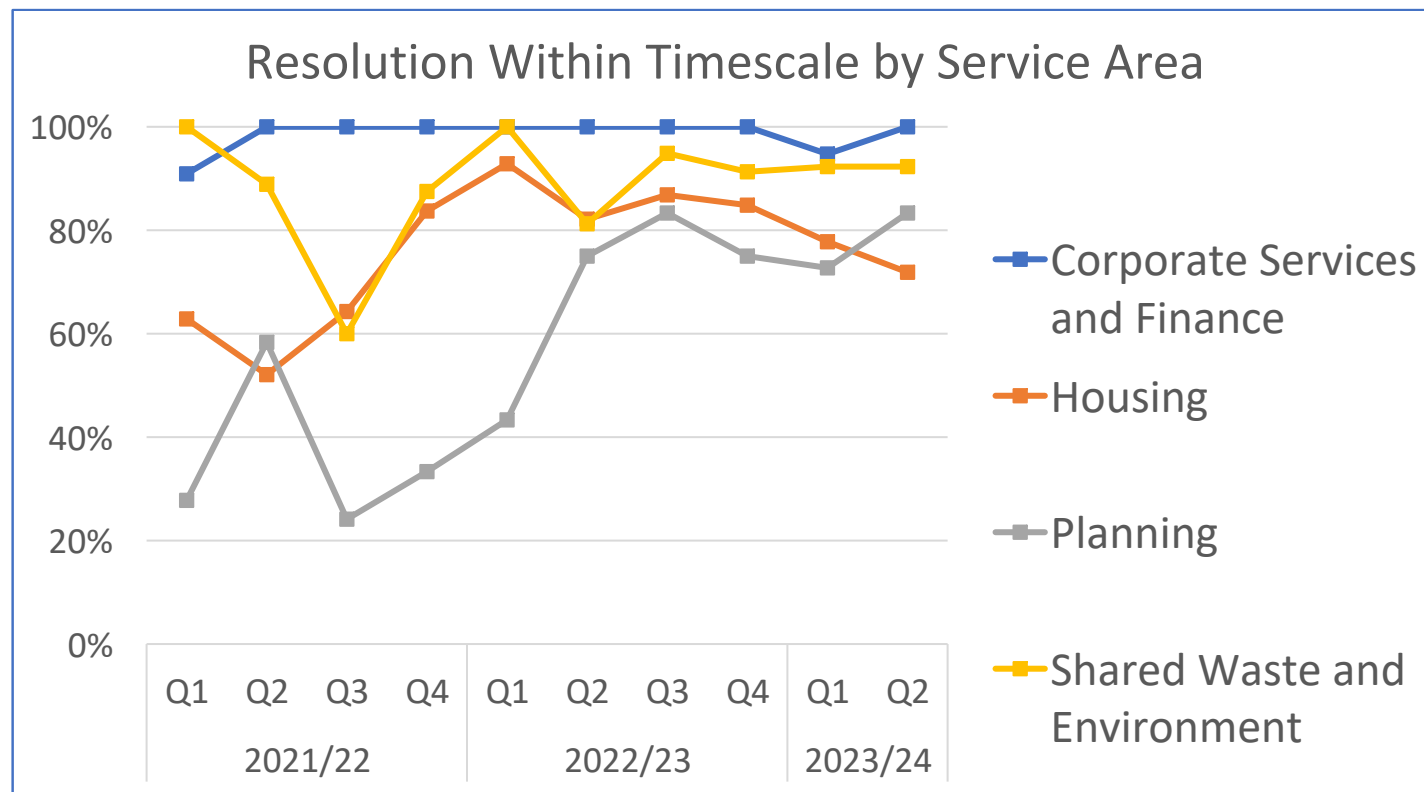


- Importance of keeping accurate records (for example records of site visits).
- Keep working on good response times (has improved significantly with KPI met over past 4 Qs).
- Ensure service timescales and 'what to expect' are clearly promoted (for example website).
- Promote awareness where 'normal timescales' are likely impacted for any reason to manage expectations early.
- If complaint target timescales are in doubt (e.g. for multi-department complaints), update the complainant and agree an extension of time if needed.
- Stage 2s to be completed by different person to Stage 1 (this is already part of our policy – 2nd pair of eyes)
- Importance of suitable and accurate guidance on webpages (website content review and redesign underway).
- Multi-department complaints – use quickest form of communication with colleagues (emails can be slower).
- Ombudsman definition of a complaint involves provision of a response - unable to provide where anonymous. We have an online customer survey which can be used for provision of anonymous feedback.

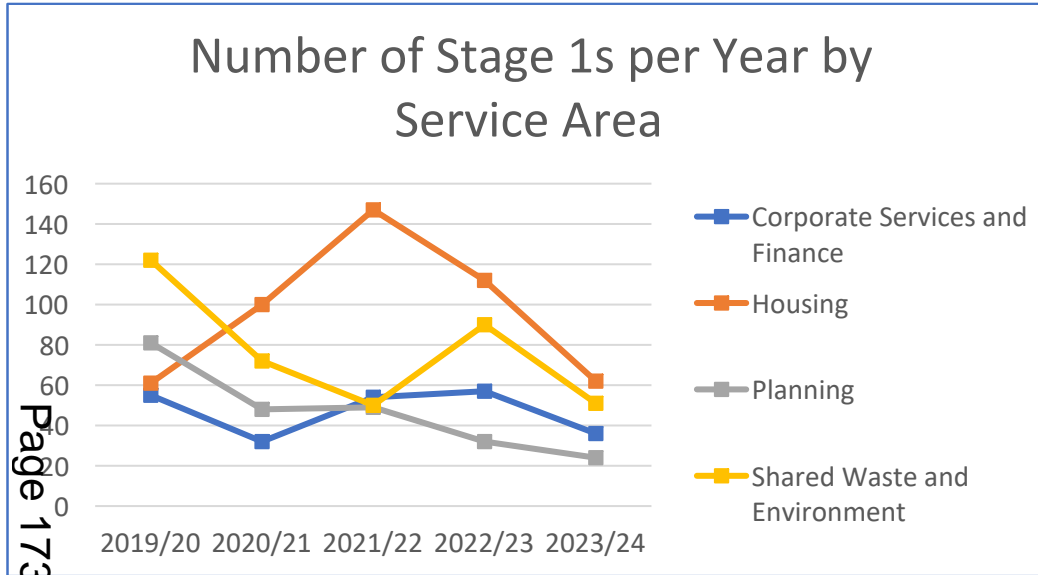
Stage 1 & 2 Complaints KPI (Resolution within Timescale)



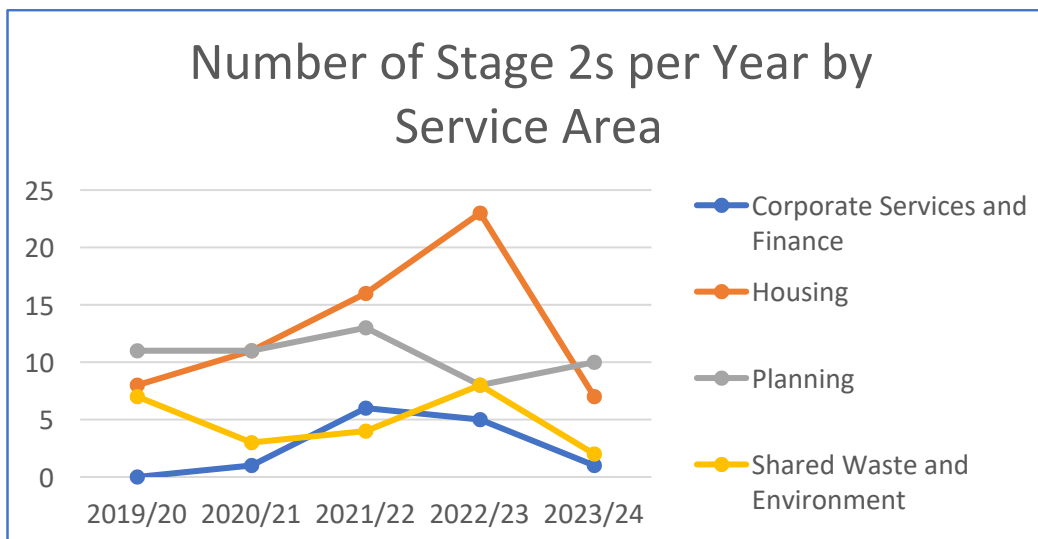
- Improvement in overall KPI underpinned by improvement in Planning results.
 - Significant efforts to remove backlog.
- Corporate Services and Finance generally at or near 100% most Qs.
- Shared Waste and Environment have stabilised after period of fluctuations.
- Slight downward trend re Housing in recent Qs following previous improvement.



Stage 1 & 2 Complaints Numbers (Received)

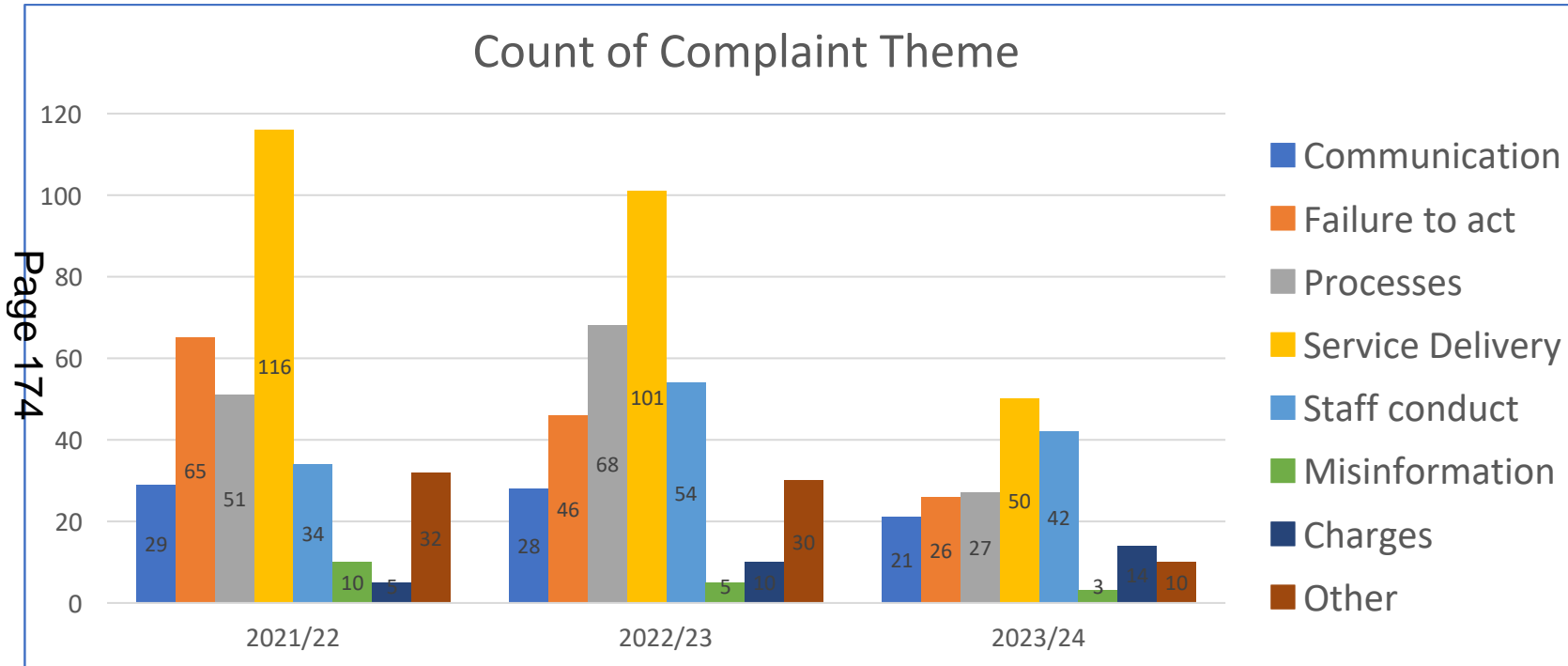


- Corp Services and Finance – relatively stable. Looking at midpoint, could increase slightly this year.
- Housing – big increase in 21/22 (Covid related – e.g. difficulties accessing properties for repairs). Reduction last year
- Planning – continued reduction
- SWS and Environ. – increased last year after reduction.



- Increase in Housing Stage 2s last year.
- Planning – relatively stable, reduction last year

Stage 1 & 2 Themes



- The highest complaints category in each year is Service Delivery
- Followed by Staff Conduct this year / Processes last year.

Trial Learning from Complaints Form



- From 1st Nov we will be launching a new Learning from Complaints form.
- When an investigating officer completes a complaint investigation (at Stages 1 and 2), they will need to complete this short form.
- The purpose is to capture trends and patterns for future Learning from Complaints reviews. We will also report on the completion rate.
- Learning from Complaints as a 6 monthly agenda item at Corporate Management Team.

Service Complaints Champions:

Service Area	Champion
Corporate Services and Finance	Rachael Fox-Jackson
Housing	Grace Andrews
Planning	Fay Reade
Shared Waste and Environment	Jane Jackson

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