

## Audit and Standards Committee

Date and Time - **Monday 27 September 2021 – 6:30pm**

Venue - **Council Chamber, Town Hall, Bexhill-on-Sea**

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### Councillors appointed to the Committee:

A.K. Jeeawon (Chairman), J. Barnes, Mrs M.L. Barnes, P.C. Courtel, K.M. Harmer, Mrs E.M. Kirby-Green, C.A. Madeley and R.B. Thomas.

**Audit Independent Person:** Mr Patrick Farmer

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## AGENDA

### 1. MINUTES

To authorise the Chairman to sign the minutes of the meeting of the Audit and Standards Committee held on the 28 July 2021 as a correct record of the proceedings.

### 2. APOLOGIES FOR ABSENCE

### 3. ADDITIONAL AGENDA ITEMS

To consider such other items as the Chairman decides are urgent and due notice of which has been given to the Head of Paid Service by 12 Noon on the day of the meeting.

### 4. DISCLOSURE OF INTERESTS

To receive any disclosure by Members of personal and disclosable pecuniary interests in matters on the agenda, the nature of any interest and whether the Member regards the personal interest as prejudicial under the terms of the Code of Conduct. Members are reminded of the need to repeat their declaration immediately prior to the commencement of the item in question.

## PART A - STANDARDS REPORTS - NONE

## PART B - AUDIT REPORTS

### 5. REPORT OF THE EXTERNAL AUDITOR, GRANT THORNTON - THE

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**For all enquiries please contact**  
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- AUDIT FINDINGS FOR ROTHER DISTRICT COUNCIL** (Pages 1 - 38)
6. **STATEMENT OF ACCOUNTS 2019/20** (Pages 39 - 128)
  7. **INTERNAL AUDIT REPORT TO 30 JUNE 2021** (Pages 129 - 136)
  8. **TREASURY MANAGEMENT UPDATE** (Pages 137 - 144)
  9. **RISK MANAGEMENT UPDATE** (Pages 145 - 154)
  10. **RISK MANAGEMENT - RISK REGISTER FOR ENVIRONMENTAL SERVICES** (Pages 155 - 174)
  11. **WORK PROGRAMME** (Pages 175 - 176)

Malcolm Johnston  
Chief Executive

Agenda Despatch Date: 17 September 2021

# The Audit Findings for Rother District Council

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Year ended 31 March 2020

December 2020

Final version September 2021 – updates to the version reported to the 7 December 2020 Audit and Standards Committee in **bold**



# Contents



## Your key Grant Thornton team members are:

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## Section

1. Headlines
2. Financial statements
3. Value for money
4. Independence and ethics

## Appendices

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- D. Audit opinion

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The contents of this report relate only to those matters which came to our attention during the conduct of our normal audit procedures which are designed for the purpose of expressing our opinion on the financial statements. Our audit is not designed to test all internal controls or identify all areas of control weakness. However, where, as part of our testing, we identify control weaknesses, we will report these to you. In consequence, our work cannot be relied upon to disclose all defalcations or other irregularities, or to include all possible improvements in internal control that a more extensive special examination might identify. This report has been prepared solely for your benefit and should not be quoted in whole or in part without our prior written consent. We do not accept any responsibility for any loss occasioned to any third party acting, or refraining from acting on the basis of the content of this report, as this report was not prepared for, nor intended for, any other purpose.

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# Headlines

This table summarises the key findings and other matters arising from the statutory audit of Rother District Council ('the Council') and the preparation of the Council's financial statements for the year ended 31 March 2020 for the Audit and Standards Committee (those charged with governance).

<p><b>Covid-19</b></p>	<p>The outbreak of the Covid-19 coronavirus pandemic has had a significant impact on the normal operations of the Council. Remote working arrangements were introduced from late March 2020 and the Council has been required to take on significant additional responsibilities, including those relating to grant administration. There has also been an increasing focus on dealing with the long-term impacts of the pandemic, including the impact on the Council's financial position and wider recovery planning.</p> <p>The national deadline for the preparation of the 2019/20 financial statements was extended to 31 August 2020, and for the publication of audited financial statements to 30 November 2020. The Council published its draft financial statements on 3 July 2020.</p>	<p>We updated our audit risk assessment to consider the impact of the pandemic on our audit. We issued an audit plan addendum in May 2020. In that addendum we reported an additional financial statement risk in respect of Covid -19. Further detail is included at page 7.</p> <p>The pandemic has also had an impact on our wider working arrangements. Following the government's announcement on Monday 16 March 2020 we closed our Grant Thornton offices. All members of the audit team have therefore worked remotely throughout the audit. This environment has meant that the audit has taken longer to complete, with screen-sharing and other procedures required to obtain appropriate supporting evidence trails.</p> <p>Additional work has also been required in 2019/20 to address the issues outlined in our January 2020 audit plan, including the increased depth and challenge of work now required by the Financial Reporting Council in areas such as the valuation of property plant and equipment and the Council's net pension liability.</p>
<p><b>Financial Statements</b></p>	<p>Under International Standards of Audit (UK) (ISAs) and the National Audit Office (NAO) Code of Audit Practice ('the Code'), we are required to report whether, in our opinion, the Council's financial statements:</p> <ul style="list-style-type: none"> <li>• give a true and fair view of the financial position of the Council and its income and expenditure for the year; and</li> <li>• have been properly prepared in accordance with the CIPFA/LASAAC code of practice on local authority accounting and prepared in accordance with the Local Audit and Accountability Act 2014.</li> </ul> <p>We are also required to report whether other information published together with the audited financial statements (including the Annual Governance Statement (AGS) and the Narrative Report) is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.</p>	<p>Our audit work has been performed in the period August – November 2020.</p> <p>Our audit is now substantially complete. The areas where work is still to be completed are:</p> <ul style="list-style-type: none"> <li>• testing of journal entries;</li> <li>• obtaining responses and review of supporting evidence for a number of audit queries;</li> <li>• agreeing a final version of the financial statements including all disclosure changes with management</li> <li>• final review and audit quality procedures;</li> <li>• obtaining and reviewing the management letter of representation; and</li> <li>• updating our post balance sheet events review to the date of signing our opinion.</li> </ul> <p><b>Our audit work is now complete, subject to</b></p> <ul style="list-style-type: none"> <li>• <b>obtaining and reviewing the management letter of representation</b></li> <li>• <b>obtaining and reviewing responses to enquiries from the Audit and Standards Committee.</b></li> </ul> <p><b>Following review of this information we anticipate issuing an unmodified audit opinion.</b></p>

# Headlines

This table summarises the key findings and other matters arising from the statutory audit of Rother District Council ('the Council') and the preparation of the Council's financial statements for the year ended 31 March 2020 for those charged with governance.

## Financial Statements

### Material valuation uncertainty – Emphasis of Matter

You have disclosed at Note 4 to the accounts that all valuations in respect of the Council's property, plant and equipment (PPE) and investment properties are reported on the basis of "material valuation uncertainty". We are discussing an amendment to Note 4 with management to disclose that the Council's share of property assets in the East Sussex Pension Fund, and the Council's long term holdings in property funds, are also being reported on the basis of "material valuation uncertainty" at 31 March 2020.

**We have agreed an amendment to Note 4 which discloses that the Council's share of property assets in the East Sussex Pension Fund and the Council's long term holdings in property funds are also being reported on the basis of "material valuation uncertainty".**

Where such disclosures are included in financial statements we consider if we need to include an Emphasis of Matter paragraph. This is not a qualification or modification of the auditor's report, but is used to draw the reader's attention to a matter which, in the auditor's judgement, is of such importance that it is fundamental to the users' understanding of the financial statements.

We have concluded that our audit opinion on your 2019/20 financial statements should include an Emphasis of Matter drawing attention to your disclosure of material valuation uncertainty in respect of the Council's property assets. This is consistent with the approach for our other local government audits.

### Other issues

The Council's largest Property Plant and Equipment (PPE) assets are revalued annually. A number of valuations involve calculations using Gross Internal Area (GIA). Management have recently remeasured the GIAs for Bexhill Leisure Centre and Bexhill Leisure Pool and identified that measurements provided to the external valuer for valuation purposes at 31 March 2020 were incorrect. As a result the valuation of Bexhill Leisure Centre has been understated by £1,127,000 and the valuation of Bexhill Leisure Pool has been overstated by £474,000. As the net impact of these errors is not material management have decided not to adjust the accounts.

**Further work in this area identified that the valuation calculations at 31 March 2020 for two other assets were also incorrect. As a result the valuation of Bexhill Town Hall had been understated by £388,000 and the valuation for the Treasurer's Offices understated by £246,000. The revised aggregate error was therefore an understatement of £1,287,000. As this value was material management have adjusted the 2019/20 accounts.**

**We concluded that the impact of these measurement errors had also been material in previous years, with the value of the relevant assets understated by £1,694,000 at 1 April 2018 and £1,917,000 at 31 March 2019. We agreed with management that a prior period adjustment was required to the 2019/20 accounts. To comply with accounting standards the accounts have been restated at both 1 April 2018 and 31 March 2019. A new disclosure note (Note 27) has also been added which summarises the impact of the adjustments.**

# Headlines

This table summarises the key findings and other matters arising from the statutory audit of Rother District Council ('the Council') and the preparation of the Council's financial statements for the year ended 31 March 2020 for those charged with governance.

## Financial Statements

We also agreed a number of minor changes to disclosure notes.

We concluded that the other information to be published with the financial statements is consistent with our knowledge of your organisation and the financial statements we have audited.

Subject to the completion of outstanding work, we anticipate issuing an unqualified audit opinion.

The draft financial statements produced by the Council were of a high standard. This performance was especially commendable given the challenging environment created by the pandemic.

# Headlines

This table summarises the key findings and other matters arising from the statutory audit of Rother District Council ('the Council') and the preparation of the Council's financial statements for the year ended 31 March 2020 for those charged with governance.

## Value for Money arrangements

Under the National Audit Office (NAO) Code of Audit Practice ('the Code'), we are required to report if, in our opinion, the Council has made proper arrangements to secure economy, efficiency and effectiveness in its use of resources ('the value for money (VFM) conclusion').

We have completed our risk based review of the Council's value for money arrangements. You are currently forecasting a deficit of £1.9m against the original revenue budget for 2020/21, of which £1.1m is due to additional costs and loss of income arising from the Covid-19 pandemic. You updated your Medium Term Financial Plan (MTFP) in November 2020. You are forecasting that contributions of £11.5m from reserves will be needed to support the revenue budget over the next five years, leaving total reserves of £3.5m at 31 March 2026. You recognise that there are a number of uncertainties associated with this forecast. These uncertainties may create greater risks as the level of reserves reduces over the lifetime of the MTFP.

We concluded that you now face very significant financial pressures. The continued reliance on reserves to support the revenue budget means the Council's room for manoeuvre is limited. You will need a clear focus on delivering annual budgets within the framework set by the MTFP, and on taking early action to address any emerging budget gaps, to ensure that you have a sustainable financial framework over the medium term.

We concluded that in 2019/20 you continue to have proper arrangements to secure economy, efficiency and effectiveness in the use of resources.

We therefore anticipate issuing an unqualified value for money conclusion, as detailed in Appendix D.

## Statutory duties

The Local Audit and Accountability Act 2014 ('the Act') also requires us to:

- report to you if we have applied any of the additional powers and duties ascribed to us under the Act; and
- To certify the closure of the audit.

We have not exercised any of our additional statutory powers or duties.

We have completed the majority of work under the Code and expect to be able to certify the completion of the audit when we give our audit opinion.

## Acknowledgements

We would like to take this opportunity to record our appreciation for the assistance provided by the finance team and other staff during the audit, particularly given the additional issues associated with remote working as a result of the pandemic.

# Audit approach

## Overview of the scope of our audit

This Audit Findings Report presents the observations arising from the audit that are significant to the responsibility of those charged with governance to oversee the financial reporting process, as required by International Standard on Auditing (UK) 260 and the Code of Audit Practice ('the Code'). Its contents have been discussed with management.

As auditor we are responsible for performing the audit, in accordance with International Standards on Auditing (UK) and the Code, which is directed towards forming and expressing an opinion on the financial statements that have been prepared by management with the oversight of those charged with governance. The audit of the financial statements does not relieve management or those charged with governance of their responsibilities for the preparation of the financial statements.

## Audit approach

Our audit approach was based on a thorough understanding of the Council's business and is risk based, and in particular included:

- an evaluation of the Council's internal controls environment, including its IT systems and controls; and
- substantive testing on significant transactions and material account balances, including the procedures

We issued our Audit Plan in March 2020. We issued an addendum to our audit plan in May 2020 to reflect our response to the Covid-19 pandemic.

## Conclusion

We have substantially completed our audit of the Council's financial statements. Subject to the completion of outstanding work we anticipate issuing an unqualified audit opinion.

### Our audit work is now complete, subject to

- **obtaining and reviewing the management letter of representation**
- **obtaining and reviewing responses to enquiries from the Audit and Standards Committee.**

**Following review of this information we anticipate issuing an unmodified audit opinion.**

## Our approach to materiality

The concept of materiality is fundamental to the preparation of the financial statements and the audit process and applies not only to the monetary misstatements but also to disclosure requirements and adherence to acceptable accounting practice and applicable law. The table below gives details of our determination of materiality for the Council.

	Council (£)	
Materiality for the financial statements	992,000	This has been calculated based upon 1.93% of your gross expenditure (Cost of Services) in the draft accounts.
Performance materiality	694,000	This has been calculated as 75% of materiality for the financial statements, based upon our assessment of the likelihood of a material misstatement. Performance materiality is used in audit testing and helps address the risk that there may be multiple errors which are individually below materiality but aggregate to a material amount.
Trivial matters	49,000	This has been calculated based upon 5% of your headline materiality
Materiality for bank and cash balances	500,000	We design our procedures to detect errors in specific accounts at a lower level of precision. We concluded that any error relating to bank and cash balances might have added significance for the accounts as a whole. We therefore applied a lower level of materiality of £500,000 for our work in this area.

# Significant audit risks

## Risks identified in our Audit Plan

### Covid- 19

## Auditor commentary

We have:

- worked with management to understand the implications of the response to the Covid-19 pandemic on the Council's ability to prepare the 2019/20 financial statements and other financial information;
- evaluated the adequacy of the disclosures in the financial statements that arose in light of the Covid-19 pandemic;
- evaluated whether sufficient audit evidence could be obtained through remote technology;
- evaluated whether sufficient audit evidence could be obtained to corroborate significant management estimates such as assets and the pension fund liability valuations;
- evaluated management's assumptions that underpin the revised financial forecasts and the impact on management's going concern assessment.

The Council moved to a remote working environment in late March 2020. However, there has been no indication of high sickness levels, changes in roles and responsibilities or IT systems issues with a significant impact on the workings of the finance team. We noted the Council published draft accounts on 3 July 2020. We assessed the implications for our materiality calculations, and concluded that no changes were required to the basis for determining materiality reported in our March 2020 Audit Plan.

### The revenue cycle includes fraudulent transactions

In our March 2020 Audit Plan we considered the risk factors set out in ISA240 and the nature of the revenue streams at the Council. We determined that the risk of fraud arising from revenue recognition could be rebutted, because:

- there is little incentive to manipulate revenue recognition;
- opportunities to manipulate revenue recognition are very limited;
- the culture and ethical frameworks of local authorities, including Rother District Council, mean that all forms of fraud are seen as unacceptable.

There are no changes to the assessment reported in our Audit Plan.

# Significant audit risks

## Risks identified in our Audit Plan Auditor commentary

### Management override of controls Auditor commentary

We have:

- evaluated the design effectiveness of management controls over journals;
- identified and tested unusual journal entries for appropriateness;
- gained an understanding of the accounting estimates, judgements applied and decisions made by management, and considered their reasonableness;
- evaluated the rationale for any changes in accounting policies or significant unusual transactions.

**During 2019/20 the Council's system administrator for the U4BW ERP finance system was on a period of long term sick leave. In his absence a principal accountant in the finance team has exercised system administrator rights.**

**There is no indication of any issues of concern arising from these arrangements. However, where a member of the finance team also holds system administrator rights to the finance system then the control provided by segregation of duties is weakened. We recommend that arrangements for exercising the system administrator role in the absence of the main post-holder are reviewed.**

Our audit work has not identified any other issues in respect of this risk.

### Valuation of land and buildings

We have:

- evaluated management's processes and assumptions for the calculation of the estimate, the instructions issued to valuation experts and the scope of their work;
- evaluated the competence, capabilities and objectivity of the valuation experts;
- written to the valuers to confirm the basis on which the valuation was carried out;
- challenged the information and assumptions used by the valuers to assess completeness and consistency with our understanding;
- tested revaluations made during the year to see if they had been input correctly into the authority's asset register;
- evaluated the assumptions made by management for those assets not revalued during the year and how management has satisfied themselves that these are not materially different to current value at year end.

We identified a number of issues from our work on the valuation of land and buildings. These are reported at "Significant findings: Key estimates and judgements"

# Significant audit risks

## Risks identified in our Audit Plan

### Valuation of the pension fund net liability

## Auditor commentary

We have

- updated our understanding of the processes and controls put in place by management to ensure that the Authority's pension fund net liability is not materially misstated and evaluated the design of the associated controls;
- evaluated the instructions issued by management to their management expert (an actuary) for this estimate and the scope of the actuary's work;
- assessed the competence, capabilities and objectivity of the actuary who carried out the Authority's pension fund valuation;
- assessed the accuracy and completeness of the information provided by the Authority to the actuary to estimate the liability;
- tested the consistency of the pension fund asset and liability disclosures in the notes to the core financial statements with the actuarial report from the actuary;
- undertaken procedures to confirm the reasonableness of the actuarial assumptions made by reviewing the report of the consulting actuary PWC (as auditor's expert) and performed any additional procedures suggested within the report.
- obtained assurance from the auditor of the East Sussex Pension Fund (ESPF) on the validity and accuracy of the membership, contributions and benefits data provided by ESPF to the actuary, and used by the actuary to calculate the Council's net pension liability.

We identified a number of issues from our work on the valuation of the pension fund net liability. These are reported at "Significant findings: Key estimates and judgements".

# Other audit risks

## Risks identified in our Audit Plan

### International Financial Reporting Standard (IFRS) 16 Leases –(issued but not adopted)

## Auditor commentary

IFRS16 will replace IAS 17 “Leases” and the three interpretations that supported its application. Under the new standard the current distinction between operating and finance leases is removed for lessees. Subject to certain exceptions lessees will recognise all leases on their balance sheet as a right of use asset and a liability to make the lease payments.

In our March 2020 Audit Plan we noted that the public sector intended to implement IFRS16 from 1 April 2020.

With the pressures arising from the Covid-19 pandemic the implementation of IFRS16 has been deferred to 2021/22. The Council has disclosed this change at Note 3, “Accounting Standards Issued, not adopted”.

The Council will need to assess the potential impact of the new standard in 2021/22 and disclose this in the 2020/21 financial statements.

**The implementation of IFRS16 has now been deferred to 2022/23. The Council will therefore need to assess the potential impact of the new standard in 2022/23 and disclose this in the 2021/22 financial statements.**

# Significant findings – key estimates and judgements

Accounting area	Summary of management's policy	Auditor commentary	Assessment
<b>Provision for NNDR appeals: £1,105,000</b>	<p>Under the accounting policy at Note 1 (paragraph 17) the Council sets aside provisions for liabilities or losses that are either likely to, or certain to be incurred, but where there is uncertainty as to the amount or the date on which they will arise.</p> <p>The Council has assessed the potential liability of valuation appeals arising from business rate premises in respect of monies received up to 31 March 2020. The provision is based on a case by case assessment using information received from the Valuation Office Agency and an external firm, Analyse Local.</p>	<p>We reviewed the calculations supporting the NNDR appeals provision at 31 March 2020. We concluded that;</p> <ul style="list-style-type: none"> <li>the underlying information used to determine the estimate appeared appropriate;</li> <li>there were no significant changes to the basis of estimation compared with the previous year;</li> <li>the estimate was adequately disclosed in the financial statements.</li> </ul> <p>We concluded that management's estimation process was appropriate.</p>	 <b>Green</b>
<b>Debtors: Impairment allowance: £1,245,000</b>	<p>The Council makes an impairment allowance for debtor balances taking into account the size and age of the debt outstanding and the likelihood of recovery.</p>	<p>We reviewed the calculation of the Council's impairment allowance for debtor balances at 31 March 2020. We concluded that;</p> <ul style="list-style-type: none"> <li>the underlying information used to determine the estimate appeared appropriate;</li> <li>there were no significant changes to the basis of estimation compared with the previous year;</li> <li>the approach was consistent with that of other local authorities;</li> <li>the estimate was adequately disclosed in the financial statements.</li> </ul> <p>We noted that management had considered the impact of the pandemic on the collectability of debt at 31 March 2020, and had increased the impairment allowance for council tax arrears. No adjustment was made in 2019/20 for other categories of debt. We recommend that the impairment allowance for all categories is re-assessed as part of 2020/21 accounts closedown to consider any additional information on the impact of the pandemic.</p> <p>We noted that the accounts disclose the value of the impairment allowance for</p>	 <b>Orange</b>

## Assessment

- We disagree with the estimation process or judgements that underpin the estimate and consider the estimate to be potentially materially misstated
- We consider the estimate is unlikely to be materially misstated however management's estimation process contains assumptions we consider optimistic
- We consider the estimate is unlikely to be materially misstated however management's estimation process contains assumptions we consider cautious
- We consider management's process is appropriate and key assumptions are neither optimistic or cautious

# Significant findings – key estimates and judgements

Accounting area	Summary of management's policy	Auditor commentary	Assessment
<b>PPE Land &amp; Buildings, Net Book Value: £37,412,000</b> <b>Surplus Land &amp; Buildings: £7,721,000</b> <b>Investment Properties £1,357,000</b>	<p>The Council's accounting policy for Property, Plant and Equipment (PPE) assets (including surplus assets) is at Note 1(section 16), and for investment properties at Note 1(section 12) Both policies cover accounting and valuation issues.</p> <p>The Council re-values its PPE assets using a 5-year rolling programme, but with major assets revalued annually. All investment properties are also revalued annually. At 31 March 2020 all PPE land and buildings, surplus assets and investment properties were revalued other than minor assets totalling £60,000.</p>	<p>sundry debtors, but not for other categories of debt. The CIPFA Accounting code of Practice requires that impairment allowances for all categories of debtor should be disclosed. We recommend this disclosure is included in the 2020/21 financial statements.</p> <p>We identified a significant audit risk in respect of the valuation of land and buildings.</p> <p>We identified a number of issues from our work on the valuation of land and buildings. These are reported below.</p> <p><b>Valuation of non-current assets – disclosure of material valuation uncertainty</b></p> <p>The outbreak of Covid-19 has created volatility and uncertainty in markets. As a result RICS instructed its member firms to consider including additional disclosure within valuation reports, and if valuations should be reported on the basis of 'material valuation uncertainty' as per VPS 3 and VPGA 10 of the RICS Red Book Global. In these circumstances valuers advise that less certainty and a higher degree of caution should be attached to valuations than would normally be the case.</p> <p>All of the Council's property valuations in 2019/20 have been performed by an external valuer. The external valuer reported all property valuations on the basis of 'material valuation uncertainty'.</p> <p>The Council also has long term investment holdings in two property investment funds. Dealing in the CCLA fund was suspended in March 2020 as market conditions had created material uncertainty in the valuation of the fund's assets.</p> <p>All valuations in respect of the Council's PPE and investment property assets have been reported on the basis of "material uncertainty". The relevant disclosure is at Note 4 to the accounts ("Estimation uncertainty – Coronavirus assumptions"). We are discussing with management an additional disclosure in respect of the material uncertainty also applying at 31 March 2020 to the valuation of Council's share of property assets in the East Sussex Pension Fund, and the Council's long term holdings in property funds.</p> <p><b>We have agreed an amendment to Note 4 which discloses that the Council's share of property</b></p>	 <b>Green</b>

## Assessment

- We disagree with the estimation process or judgements that underpin the estimate and consider the estimate to be potentially materially misstated
- We consider the estimate is unlikely to be materially misstated however management's estimation process contains assumptions we consider optimistic
- We consider the estimate is unlikely to be materially misstated however management's estimation process contains assumptions we consider cautious
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# Significant findings – key estimates and judgements

Accounting area	Summary of management's policy	Auditor commentary
<p>PPE Land &amp; Buildings, Net Book Value: £37,412,000</p> <p>Surplus Land &amp; Buildings: £7,721,000</p> <p>Investment Properties £12,357,000</p>		<p><b>assets in the East Sussex Pension Fund, and the Council's long term holdings in property funds, are also being reported on the basis of "material valuation uncertainty" at 31 March 2020.</b></p> <p>Where such disclosures are included within financial statements auditors consider the need to include an 'emphasis of matter' paragraph within their audit report. An emphasis of matter is not a qualification or modification of the auditor's report, but is used to draw the reader's attention to a matter that has been appropriately presented or disclosed in the financial statements and which, in the auditor's judgement, is of such importance that it is fundamental to the users' understanding of the financial statements.</p> <p>We have concluded that our audit opinion on the Council's 2019/20 financial statements should include an Emphasis of Matter drawing attention to the material valuation uncertainty disclosed at Note 4.</p>
		<p><b>Error in the valuations for Bexhill Leisure Centre and Bexhill Leisure Pool</b></p> <p>The Council's largest Property Plant and Equipment (PPE) assets are revalued annually. Where assets are valued on Depreciated Replacement Cost basis then the valuation involves an estimate of building costs based on Gross Internal Area (GIA). Management have recently remeasured the GIAs for Bexhill Leisure Centre and Bexhill Leisure Pool and identified that measurements provided to the external valuer for valuation purposes at 31 March 2020 were incorrect. As a result the valuation of Bexhill Leisure Centre has been understated by £1,127,000 and the valuation of Bexhill Leisure Pool has been overstated by £474,000. As the net impact of these errors is not material management have decided not to adjust the accounts.</p> <p><b>Subsequent to our report management identified that the measurements used in the 2019/20 valuation calculations for two other significant assets were also incorrect. As a result the valuation of Bexhill Town Hall had been understated by £388,000 and the valuation for the Treasurer's Offices understated by £246,000. The revised aggregate error was therefore an understatement of £1,287,000. As this value was material management agreed to adjust the 2019/20 accounts.</b></p> <p>The measurements used in the initial calculations for the 2019/20 accounts had also been used in previous years. As the Council's records did not allow the impact in previous years to be calculated, we agreed that management would request additional information from the District Valuer, the Council's external valuer in 2018/19 and earlier years. The Council received final information from the District Valuer in June 2021. The value of the relevant assets had been understated by</p>

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## Assessment

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- We consider the estimate is unlikely to be materially misstated however management's estimation process contains assumptions we consider optimistic
- We consider the estimate is unlikely to be materially misstated however management's estimation process contains assumptions we consider cautious
- We consider management's process is appropriate and key assumptions are neither optimistic or cautious

# Significant findings – key estimates and judgements

Accounting area	Summary of management's policy	Auditor commentary
PPE Land & Buildings, Net Book Value: £37,412,000		£1,694,000 at 1 April 2018 and £1,917,000 at 31 March 2019. As the errors were material a prior period adjustment was required to the 2019/20 financial statements. To comply with accounting standards the accounts have been restated at both 1 April 2018 and 31 March 2019. A new disclosure note (Note 27) has also been added which summarises the impact of the adjustments.
Surplus Land & Buildings: £7,721,000		The Council charges annual depreciation on PPE assets. The impact of the increase in valuations was to also increase the required depreciation charge by approximately £62,000. As this amount was not material, and as a number of primary statements and disclosure notes would have required amendment, management have decided not to adjust the depreciation charge in the financial statements. We concluded that this was not a material issue for our opinion. However, we have included this value as an unadjusted misstatement at Appendix B.
Investment Properties £12,357,000		

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## Assessment

- We disagree with the estimation process or judgements that underpin the estimate and consider the estimate to be potentially materially misstated
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# Significant findings – key judgements and estimates

	Summary of management's policy	Audit Comments	Assessment																																	
<b>Net pension liability – £17.8m</b>	<p>The Council's net pension liability at 31 March 2020 is £17,850,000 (PY £25,348,000). The Council is a member of the LGPS as operated through the East Sussex Pension Fund. The Council uses Hymans Robertson to provide actuarial valuations of the Council's assets and liabilities under the scheme. A full actuarial valuation is required every three years. The latest full actuarial valuation was completed in 2019. A roll forward approach is used in intervening periods, which utilises key assumptions such as life expectancy, discount rates, salary growth and investment returns. Given the significant value of the net pension fund liability, small changes in assumptions can result in significant valuation movements.</p>	<ul style="list-style-type: none"> <li>We assessed your actuary, Hymans Robertson, to be competent, capable and objective;</li> <li>We have used the work and report of a consulting actuary (as an auditor's expert) to consider whether your actuary's method of calculating the estimate, including the roll forward approach, is reasonable;</li> <li>We carried out analytical procedures to conclude on whether the Council's share of the LGPS pension assets and liabilities was reasonable;</li> <li>We concluded that the information used by the actuary was complete and accurate;</li> <li>The auditors' expert has assessed the assumptions made by your actuary and identified indicative ranges for assumptions. There were no issues arising.</li> </ul>	●																																	
Page 16	<table border="1"> <thead> <tr> <th data-bbox="733 586 1156 715">Assumption</th> <th data-bbox="1156 586 1332 715">Actuary value used for Rother DC</th> <th data-bbox="1332 586 1576 715">Expected range per the auditor's expert</th> <th data-bbox="1576 586 1788 715">Assessment</th> </tr> </thead> <tbody> <tr> <td data-bbox="733 715 1156 768">Discount rate</td> <td data-bbox="1156 715 1332 768">2.3%</td> <td data-bbox="1332 715 1576 768">2.3%</td> <td data-bbox="1576 715 1788 768">●</td> </tr> <tr> <td data-bbox="733 768 1156 843">Pension increase rate</td> <td data-bbox="1156 768 1332 843">1.9</td> <td data-bbox="1332 768 1576 843">1.8-2.0</td> <td data-bbox="1576 768 1788 843">●</td> </tr> <tr> <td data-bbox="733 843 1156 919">Salary growth</td> <td data-bbox="1156 843 1332 919">1.9</td> <td data-bbox="1332 843 1576 919">1.9-2.9</td> <td data-bbox="1576 843 1788 919">●</td> </tr> <tr> <td data-bbox="733 919 1156 1025">Life expectancy – Males currently aged 45</td> <td data-bbox="1156 919 1332 1025">22.5</td> <td data-bbox="1332 919 1576 1025">21.6-23.3</td> <td data-bbox="1576 919 1788 1025">●</td> </tr> <tr> <td data-bbox="733 1025 1156 1126">aged 65</td> <td data-bbox="1156 1025 1332 1126">21.6</td> <td data-bbox="1332 1025 1576 1126">20.5-22.2</td> <td data-bbox="1576 1025 1788 1126">●</td> </tr> <tr> <td data-bbox="733 1126 1156 1185">Life expectancy – Females currently aged 45</td> <td data-bbox="1156 1126 1332 1185">25.3</td> <td data-bbox="1332 1126 1576 1185">24.6-26.3</td> <td data-bbox="1576 1126 1788 1185">●</td> </tr> <tr> <td data-bbox="733 1185 1156 1238">Aged 65</td> <td data-bbox="1156 1185 1332 1238">23.9</td> <td data-bbox="1332 1185 1576 1238">22.9-24.3</td> <td data-bbox="1576 1185 1788 1238">●</td> </tr> </tbody> </table>			Assumption	Actuary value used for Rother DC	Expected range per the auditor's expert	Assessment	Discount rate	2.3%	2.3%	●	Pension increase rate	1.9	1.8-2.0	●	Salary growth	1.9	1.9-2.9	●	Life expectancy – Males currently aged 45	22.5	21.6-23.3	●	aged 65	21.6	20.5-22.2	●	Life expectancy – Females currently aged 45	25.3	24.6-26.3	●	Aged 65	23.9	22.9-24.3	●	<ul style="list-style-type: none"> <li>We concluded that there was appropriate disclosure of the estimate in the financial statements.</li> </ul>
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## Assessment

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# Significant findings – key judgements and estimates

Summary of management's policy	Audit Comments	Assessment
<b>Net pension liability – £17.8m</b>	<p><b>Property assets within the East Sussex Pension Fund at 31 March 2020: Reporting of material valuation uncertainty</b></p> <p>The Council's holdings of assets in the East Sussex Pension Fund are analysed at Note 8 to the accounts. Property assets account for 9% of the total assets, with a value of £7,520,000 at 31 March 2020.</p> <p>Our understanding is that the 2019/20 accounts for the East Sussex Pension Fund will include a 'material valuation uncertainty' disclosure in respect of directly held property and pooled property investment valuations. We have also been informed by the auditors of the East Sussex Pension Fund that they will include an emphasis of matter drawing attention to this disclosure.</p> <p>The identification of a material valuation uncertainty in the accounts of the East Sussex Pension Fund is also relevant to the Council's accounts, as the Council's share of property-related assets is material. Any material valuation uncertainty disclosed in the accounts of the East Sussex Pension Fund will therefore also need to be disclosed in the Council's accounts.</p> <p>We are discussing with management the inclusion of an additional disclosure of "material valuation uncertainty" for these assets at Note 4. We will draw attention to this disclosure through an Emphasis of Matter in our audit opinion.</p> <p><b>McCloud: Government consultation on remedy</b></p> <p>In December 2018 the Court of Appeal ruled that provisions in some public sector pension schemes were discriminatory on the basis of age, the so-called "McCloud" judgement. In June 2019 the Supreme Court refused the government permission to appeal against the judgement.</p> <p>This ruling has implications for other pension schemes, including the Local Government Pension Scheme (LGPS), and gives rise to additional pension scheme liabilities for the Council. The impact of the ruling was assessed by the Council's actuary and accounted for in the 2018/19 financial statements.</p> <p>A consultation by HM Treasury on the next phase of the Government's response to address this discrimination commenced in July 2020 and is currently in progress. Where material, this further information on remedy is an event that meets the definition of a non-adjusting post balance sheet event.</p>	<p style="text-align: center;"> Green</p> <p style="text-align: center;"> Orange</p>

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## Assessment

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# Significant findings – key judgements and estimates

Summary of management's policy	Audit Comments	Assessment
<p><b>Net pension liability – £17.8m</b></p>	<p>The Council has not obtained a revised report from the actuary quantifying the potential impact of the government's proposals as the issue is not considered to be material.</p> <p>Our general understanding is that the remedy will potentially lead to a reduction in liabilities relative to the original estimates included in local authority accounts. We also noted that the actuary's estimate included in the 2018/19 accounts was not material.</p> <p>We concluded that there was no material issue for our opinion.</p> <p><b>Updated version of the actuary's report</b></p> <p><b>A report received from the Council's actuary in June 2020 was used to prepare the draft financial statements published on 3 July 2020. However, an updated report from the actuary was received later in July. The only substantive change was a reduction of £369,000 in the fair value of plan assets; this increased the Council's net pension liability by an equivalent amount. As these changes were not material, and would have involved a significant number of amendments to the primary statements and disclosure notes, management decided not to adjust the financial statements.</b></p> <p><b>We concluded that there was no material issue for our opinion. However, the amount has been included as an unadjusted misstatement at Appendix B.</b></p>	

## Assessment

- We disagree with the estimation process or judgements that underpin the estimate and consider the estimate to be potentially materially misstated
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# Significant findings – key judgements and estimates

	Summary of management's policy	Audit Comments	Assessment
<b>Critical judgements</b>	<b>Management disclose critical judgments in applying accounting policies at Note 3</b>	<p><b>Note 3 discloses a critical judgement in respect of the business rates appeals provision. The note explains the background to the provision and how it is estimated and updated annually. However, it is unclear if the estimation process involves any critical judgment in applying the Council's standard accounting policy on provisions (Note 1.17). We concluded that it would be more appropriate for this content to be included at Note 4, "Assumptions made about the future and other major sources of estimation uncertainty".</b></p> <p><b>Management have decided not to amend the accounts. We concluded the issue was not material for our opinion. However, we recommend that the content of Note 3 is reviewed for future years to ensure that the nature of any critical judgement is clearly identified.</b></p>	
<b>Estimation uncertainty</b>	<b>Management disclose assumptions made about the future and other major sources of estimation uncertainty at Note 4</b>	<p><b>Under IAS1 there is a need for sensitivity disclosures to be considered for all estimates. Note 4 includes a sensitivity analysis quantifying the impact of changes to the assumptions used in calculating the net pension fund liability. However, there is no sensitivity analysis for the other estimates referred to at Note 4.</b></p> <p><b>We concluded the issue was not material for our opinion. However, we recommend that in future years disclosures for each estimate at Note 4 should include a sensitivity analysis on the impact of changes to assumptions.</b></p>	

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## Assessment

- We disagree with the estimation process or judgements that underpin the estimate and consider the estimate to be potentially materially misstated
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# Significant findings – going concern

## Our responsibility

As auditors, we are required to “obtain sufficient appropriate audit evidence about the appropriateness of management's use of the going concern assumption in the preparation and presentation of the financial statements and to conclude whether there is a material uncertainty about the entity's ability to continue as a going concern” (ISA (UK) 570).

## Going concern commentary

## Auditor commentary

### Management's assessment process

Management has prepared a detailed going concern assessment to support the 2019/20 accounts and has concluded it remains appropriate to prepare the accounts on a going concern basis. The assessment takes into account the financial impact of Covid -19.

- You have a well-established financial planning framework and have set a balanced budget for 2020/21.
- At 31 March 2020 the Council had total general fund and earmarked reserves of £14,970,000.
- The Council has updated its 5-year Medium Term Financial Plan to take account of the impact of the pandemic. After contributions to support the revenue budget over the lifetime of the plan the council is forecasting it will have usable reserves of £3.5m at 31 March 2026.

### Work performed

We reviewed management's going concern assessment.

- The information in management's going concern assessment is consistent with financial reporting to members, and the draft 2019/20 financial statements.
- Under the public sector interpretation of IAS 1 unless services provided by a public sector body are likely to be transferred outside the public sector the financial statements should be prepared on a going concern basis.
- A review of the draft financial statements has not identified the existence of going concern events or conditions which cast significant doubt on the Council's ability to continue as a going concern.

### Concluding comment

- We concluded that management's continued use of the going concern concept to prepare the financial statements remains appropriate. We did not identify any material uncertainty about the Council's ability to continue as a going concern.

## Other matters for communication

We set out below details of other matters which we, as auditors, are required by auditing standards and the Code to communicate to those charged with governance.

Issue	Auditor commentary
<b>Matters in relation to fraud</b>	We have not been made aware of any significant incidents of fraud during the period. No other issues have been identified during the course of our audit procedures.
<b>Matters in relation to related parties</b>	We are not aware of any related parties or related party transactions which have not been disclosed.
<b>Matters in relation to laws and regulations</b>	You have not made us aware of any significant incidences of non-compliance with relevant laws and regulations and we have not identified any instances from our audit work.
<b>Written representations</b>	A standard letter of representation has been requested from the Council.
<b>Confirmation requests from third parties</b>	We seek external confirmations from relevant banks and financial institutions to support our review of the Council's yearend cash and investment balances. We received positive confirmation for all balances. There are no issues to report.
<b>Disclosures</b>	<p>Our review found no material omissions in the financial statements.</p> <p>We considered the disclosures relating to the Covid -19 pandemic. We noted that a number of disclosures referred to the material uncertainty applying to PPE valuations at 31 March 2020, and that a reference to the impact of the pandemic has been included in the disclosure on events after the reporting period. We also noted that the Narrative Report included a commentary on the wider impact of the pandemic on the Council's services and financial position.</p> <p>We are discussing with management an additional disclosure on "material valuation uncertainty" in respect of the Council's share of property assets in the East Sussex Pension Fund, and the Council's long term holdings in property funds. Subject to this amendment we have concluded that the financial statements include adequate disclosures relating to Covid 19.</p> <p><b>An additional disclosure on "material valuation uncertainty" in respect of the Council's share of property assets in the East Sussex Pension Fund and the Council's long term holdings in property funds has now been included at Note 4.</b></p>
<b>Audit evidence and explanations/significant difficulties</b>	<p>The Chief Accountant responsible for preparing the financial statements left the Council's employment before the start of the audit. Arrangements to support the audit were made involving under members of the finance team.</p> <p>All information requested from management was provided.</p> <p>We did not encounter any significant difficulties during our audit.</p>

## Other responsibilities under the Code

Issue	Commentary
<b>Other information</b>	<p>We are required to give an opinion on whether the other information published together with the audited financial statements (including the Annual Governance Statement (AGS) and Narrative Report), is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.</p> <p>We did not identify any inconsistencies.</p>
<b>Matters on which we report by exception</b>	<p>We are required to report on matters by exception in a number of areas:</p> <ul style="list-style-type: none"> <li>• if the Annual Governance Statement does not meet the disclosure requirements set out in the CIPFA/SOLACE guidance or is misleading or inconsistent with the other information of which we are aware from our audit;</li> <li>• if we have applied any of our statutory powers or duties.</li> </ul> <p>We have nothing to report on these matters.</p>
<b>Specified procedures for Whole of Government Accounts</b>	<p>We are required to carry out specified procedures (on behalf of the NAO) on the Whole of Government Accounts (WGA) consolidation pack under WGA group audit instructions.</p> <p>Detailed work is not required as the Council does not exceed the threshold specified by NAO.</p>
<b>Certification of the closure of the audit</b>	<p>We intend to certify the closure of the 2019/20 audit in our audit report when issued.</p>

# Value for Money

## Background to our VFM approach

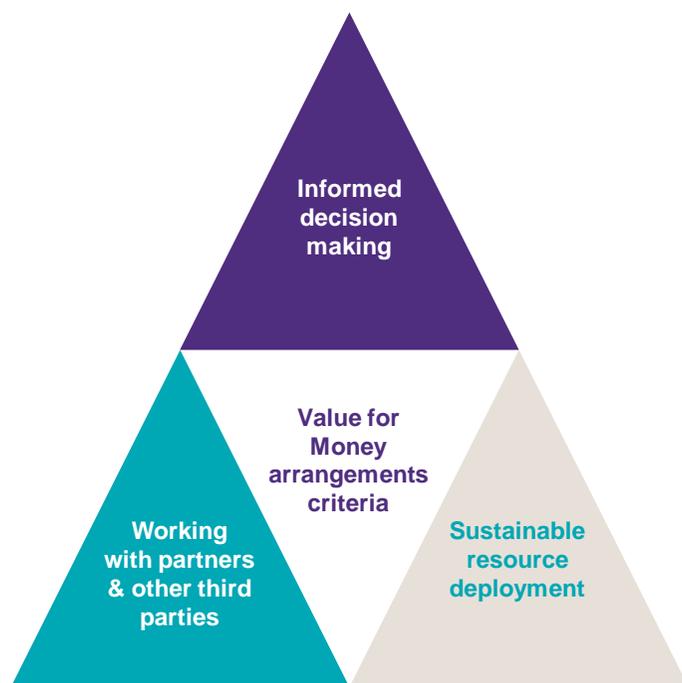
We are required to satisfy ourselves that the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. This is known as the Value for Money (VFM) conclusion.

We are required to carry out sufficient work to satisfy ourselves that proper arrangements are in place at the Council. In carrying out this work, we are required to follow the NAO's Auditor Guidance Note 3 (AGN 03) issued in April 2020. AGN 03 identifies one single criterion for auditors to evaluate:

*"In all significant respects, the audited body takes properly informed decisions and deploys resources to achieve planned and sustainable outcomes for taxpayers and local people."*

This is supported by three sub-criteria, as set out below:

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## Risk assessment

We carried out an initial risk assessment to identify significant risks in respect of specific areas of proper arrangements using the guidance contained in AGN03. We identified one significant risk and communicated this to you in our Audit Plan dated March 2020.

We have continued our risk assessment during the year. We issued an Audit Plan addendum in August 2020 in the context of the Covid-19 pandemic. This did not identify any new risks for our VFM conclusion work.

We have continued our review of relevant documents up to the date of giving our report, and have not identified any further significant risks where we need to perform further work.

We carried out further work only in respect of the significant risks we identified from our initial and ongoing risk assessment.

# Value for Money

## Our work

AGN 03 requires us to disclose our views on significant qualitative aspects of the Council's arrangements for delivering economy, efficiency and effectiveness.

We have focused our work on the significant risks that we identified in the Council's arrangements. In arriving at our conclusion, our main considerations were:

### Financial sustainability

- Your financial planning framework based on a 5 year medium term financial plan (MTFP), which has been updated to take account of the financial impact of the pandemic.
- The level of revenue reserves available at 31 March 2020 to address risks and support future spending plans;

### Overall conclusion

Based on the work we performed to address the significant risk we are satisfied you have proper arrangements for securing economy, efficiency and effectiveness in your use of resources.

### Significant difficulties in undertaking our work

We did not identify any significant difficulties in undertaking our work on your arrangements which we wish to draw to your attention.

### Significant matters discussed with management

There were no matters where no other evidence was available or matters of such significance to our conclusion or that we required written representation from management or those charged with governance.

# Value for Money

## Key findings

We set out below our key findings against the significant risks we identified through our initial risk assessment and further risks identified through our ongoing review of documents.

Significant risk	Findings	Conclusion
<b>Financial Sustainability</b>	<p>You have a history of robust financial management. Your planning framework is based on a 5 year Medium Term Financial Plan (MTFP) which is aligned with the budget-setting process and updated annually. In recent years you have been proactive in responding to the implications of reductions in government funding, both by making financial savings and developing alternative sources of income. However, prior to the pandemic you recognised that the Council faced financial challenges going forward, in part due to the additional costs associated with the new waste collection and street cleansing contract. The revenue budget for 2020/21 is being supported by net contributions from reserves of £917,000. In February 2020 you also anticipated that further contributions from reserves of approximately £8,000,000 would be required to support the revenue budget over the lifetime of the MTFP. The MTFP also assumed delivery of recurring revenue savings rising to £3,000,000 per annum from 2022/23. As at 31.3.20 the Council's reserves available to support the revenue budget totalled £14,970,000.</p> <p>The impact of the Covid 19 pandemic on the council's financial position in 2019/20 has been limited, with lockdown arrangements commencing in late March 2020. However, the impact in 2020/21 has been significant. At the end of quarter 2 you are forecasting a deficit of £1,871,000 against the original revenue budget, of which £1,109,000 has been identified as due to the pandemic. This is after the receipt of additional government support of £2,372,000.</p> <p>You face pressures both from the loss of income and additional costs. The loss of income reflects the impact of wider economic conditions, including reduced income from car parks and commercial property. The pandemic has also led to increases in expenditure, in particular relating to homelessness and financial support for the De La Warr Pavilion Charitable Trust and the operator of the Council's leisure facilities. The Council is also experiencing reduced collection rates for both NNDR and council tax, leading to a forecast deficit on the Collection Fund at 31.3.21. This will have no financial impact in the current year, and Councils are allowed to spread any 2020/21 deficit over a three-year period. However, the need to meet the Council's share of the deficit will be an additional financial pressure in future years.</p> <p>You have updated your MTFP as at November 2020. The MTFP is now identifying a budget gap of £4,493,000 in 2021/22. You are forecasting that contributions of £11,500,000 from reserves will be needed to support the revenue budget over the next five years, leaving total reserves of £3,462,000 at 31 March 2026.</p>	<p><b>We concluded that the risk we identified was sufficiently mitigated and that the Council has proper arrangements for securing economy, efficiency and effectiveness in the use of resources.</b></p>

# Value for Money

## Key findings

We set out below our key findings against the significant risks we identified through our initial risk assessment and further risks identified through our ongoing review of documents.

Significant risk	Findings	Conclusion
<p><b>Financial Sustainability</b></p>	<p>You recognise that there are a number of risks associated with this forecast. There is uncertainty over the future framework for business rates funding, where any rebasing or change to current pooling arrangements may have a significant effect on the Council's income. You are also planning a substantial increase in the Council's capital programme over the lifetime of the MTFP, including housing and commercial developments, with capital expenditure of £186,000,000 planned over the next five years. A number of projects require construction or refurbishment, and any delays or void periods may make it more difficult to deliver the income targets in the early years of the MTFP, and to cover the borrowing costs associated with the projects. The MTFP requires the delivery of significant reductions in expenditure associated with service prioritisation and development; action in these areas has still to be agreed. The ongoing impact of the pandemic on the wider economy, and on any related council costs or income streams, is also unclear at this stage. These uncertainties may create greater risks as the level of reserves reduces over the lifetime of the MTFP.</p> <p>We concluded that you now face very significant financial pressures. To date you have been proactive in updating the MTFP and in reviewing the plan's underlying assumptions. However, the continued extent of reliance on reserves to support the revenue budget over the lifetime of the plan means the Council's room for manoeuvre is limited. You will need a clear focus on delivering annual budgets within the framework set by the MTFP, and on taking early action to address any emerging budget gaps, to ensure you have a sustainable financial framework over the medium term.</p>	

# Independence and ethics

We confirm that there are no significant facts or matters that impact on our independence as auditors that we are required or wish to draw to your attention. We have complied with the Financial Reporting Council's Ethical Standard and confirm that we, as a firm, and each covered person, are independent and are able to express an objective opinion on the financial statements

We confirm that we have implemented policies and procedures to meet the requirements of the Financial Reporting Council's Ethical Standard and we as a firm, and each covered person, confirm that we are independent and are able to express an objective opinion on the financial statements.

Further, we have complied with the requirements of the National Audit Office's Auditor Guidance Note 01 issued in May 2020 which sets out supplementary guidance on ethical requirements for auditors of local public bodies.

Details of fees charged are detailed in Appendix C

# Independence and ethics

## Audit and Non-audit services

For the purposes of our audit we have made enquiries of all Grant Thornton UK LLP teams providing services to the Council. The following non-audit services were identified, as well as the threats to our independence and the safeguards that have been applied to mitigate these threats.

	Fees	Threats identified	Safeguards
<b>Audit related</b>			
Certification of Housing Benefit Subsidy claim	2018/19 fee: £12,750 2019/20 fee: TBA	Self-Interest (because this is a recurring fee ).	The level of this recurring fee taken on its own is not considered a significant threat to independence as the fee for this work is (2018/19) £12,750 in comparison to the total scale fee for the audit of £37,059 and in particular relative to Grant Thornton UK LLP's turnover overall. Further, it is a fixed fee and there is no contingent element to it. These factors all mitigate the perceived self-interest threat to an acceptable level.

# Action plan

We have identified recommendations for the Council as a result of issues identified during the course of our audit. We will report on progress with agreed recommendations during the course of the 2020/21 audit. The matters reported here are limited to those deficiencies or issues that we have identified during the course of our audit and that we have concluded are of sufficient importance to merit being reported to you in accordance with auditing standards.

Assessment	Issue and risk	Recommendations
 <b>Medium</b>	We noted that management had considered the impact of the pandemic on the collectability of debt at 31 March 2020, and had increased the impairment allowance for council tax arrears. No adjustment was made in 2019/20 for other categories of debt.	We recommend that the impairment allowance for all categories is re-assessed as part of 2020/21 accounts closedown to consider any additional information on the impact of the pandemic.  <b>Management response</b>
 <b>Low</b>	We noted that the accounts disclose the value of the impairment allowance for sundry debtors, but not for other categories of debt. The CIPFA Accounting code of Practice requires that impairment allowances for all categories of debtor should be disclosed.	We recommend this disclosure is included in the 2020/21 financial statements.  <b>Management response</b>
 <b>Low</b>	<b>Note 3 discloses a critical judgement in respect of the business rates appeals provision. However, it is unclear if the estimation process involves any critical judgment in applying the Council's standard accounting policy.</b>	<b>We recommend that the content of Note 3 is reviewed for future years to ensure that the nature of any critical judgement is clearly identified.</b>  <b>Management response</b>
 <b>Low</b>	<b>Under IAS1 there is a need for sensitivity disclosures to be considered for all estimates. Note 4 includes a sensitivity analysis quantifying the potential impact of changes to the assumptions used in calculating the net pension fund liability. However, there is no sensitivity analysis for the other estimates referred to at Note 4.</b>	<b>We recommend that in future years where an estimate requires a disclosure at Note 4 then this should include a sensitivity analysis on the impact of changes to assumptions.</b>  <b>Management response</b>

## Controls

-  High – Significant effect on control system
-  Medium – Effect on control system
-  Low – Best practice

# Action plan

We have identified recommendations for the Council as a result of issues identified during the course of our audit. We will report on progress with agreed recommendations during the course of the 2020/21 audit. The matters reported here are limited to those deficiencies or issues that we have identified during the course of our audit and that we have concluded are of sufficient importance to merit being reported to you in accordance with auditing standards.

Assessment	Issue and risk	Recommendations
 Low	<b>The Accounting Code of Practice requires a disclosure of the amount of income accounted for under IFRS15 (revenue recognised from contracts with service recipients). The accounts include a disclosure for “Fees, charges and other service income” at Note 7, but it is not clear if this represents the value of income to be accounted for under IFRS15.</b>	<b>We recommend that a disclosure of the amount of income accounted for under IFRS15 (revenue recognised from contracts with service recipients) is included in future years.</b> <b>Management response</b>
 Medium	<b>During 2019/20 a Principal Accountant in the finance team has exercised system administrator rights for the U4BW ERP finance system.</b>	<b>There is no indication of any issues of concern arising from these arrangements. However, where a member of the finance team also holds system administrator rights to the finance system then the control provided by segregation of duties is weakened. We recommend that arrangements for exercising the system administrator role in the absence of the main post-holder are reviewed.</b> <b>September 2021 management update: As of June 2021 an additional system administrator is in post. Although the Principal Accountant currently continues to have system access rights it is not anticipated that these will be exercised going forward.</b> <b>Management response</b>

## Controls

-  High – Significant effect on control system
-  Medium – Effect on control system
-  Low – Best practice

# Audit adjustments

We are required to report all non trivial misstatements to those charged with governance, whether or not the accounts have been adjusted by management.

## Impact of adjusted misstatements

All adjusted misstatements are set out in detail below along with the impact on the key statements and the reported net expenditure for the year ending 31 March 2020.

Detail	Comprehensive Income and Expenditure Statement	Statement of Financial Position	Total net expenditure
	£000	£000	£000
Subject to the completion of outstanding work, there are no adjusted misstatements.			
<b>Value of PPE understated due to measurement errors:</b>			
PPE Revaluation Reserve		1,287 (1,287)	
<b>Additional impact on CIES due to impact of prior period adjustments. There is no impact on the surplus/deficit on the provision of services, but the value for "Other Comprehensive Income and Expenditure", which includes movements on the Revaluation Reserve, has increased because of the carry forward impact of the adjustments to previous year figures.</b>	630		630
<b>Various other matching adjustments to the MIRS and to disclosure notes 11 (Unusable Reserves), 12 (Capital expenditure and financing) and 13 (PPE).</b>			
<b>Overall impact</b>	<b>630</b>	<b>0</b>	<b>630</b>

# Audit adjustments

## Misclassification and disclosure changes

The table below provides details of misclassification and disclosure issues identified during the audit and the action taken in the final set of financial statements.

Adjustment type	Detail	Auditor recommendations	Adjusted?
Disclosure	Various other minor disclosure issues	A number of minor changes are currently being discussed with management.	TBA
Disclosure	<b>Note 6: Adjustments between Accounting basis and Funding basis under regulations.</b>  Amount of £1,853,000 included at line "Difference between accounting and statutory credit for pension costs" but should be at line "Difference between accounting and statutory employment benefit".	Amend accounts	Yes
Disclosure	<b>Note 13: PPE</b>  Additional disclosure added to explain the material impairment loss for an individual asset (Glovers House).	Include additional disclosure	Yes
Disclosure	<b>Note 20: Financial instruments</b>  The fair value of PWLB long term liabilities at amortised cost is stated to be £11,612,000 but should be £11,479,000.	Amend accounts	Yes
Disclosure	<b>MIRS</b>  The MIRS includes separate columns for the General Fund balance and Earmarked Reserves. The Accounting Code of Practice suggests that where earmarked reserves are identified separately, a total column should also be added.	Amend disclosure	No Management's view is that the current presentation provides adequate disclosure.
Disclosure	The Accounting Code of Practice requires a disclosure of the amount of income accounted for under IFRS15 (revenue recognised from contracts with service recipients). The accounts include a disclosure for "Fees, charges and other service income" at Note 7, but it is not clear if this represents the value of income to be accounted for under IFRS15.	Include additional disclosure	No Management's view is that an additional disclosure would not add value.
Disclosure	Various other minor disclosure changes.	Amend disclosure	Yes

# Audit adjustments

## Impact of unadjusted misstatements

The table below provides details of adjustments identified during the 2019/20 audit which have not been made within the final set of financial statements. :

Detail	Comprehensive Income and Expenditure Statement	Statement of Financial Position	Impact on total net expenditure	Reason for not adjusting
	£000	£000	£000	
(1) Assets undervalued as incorrect gross internal area used in calculations				Management consider the adjustment is not material.
Dr Revaluation Reserve		654		
Cr PPE		(654)		
This error has now been adjusted in the accounts as part of the £1,287,000 amendment recorded at "Adjusted misstatements".				
(2) Accounts not updated to include an additional depreciation charge of £62k relating to the increase in asset values. NB: There is no net impact on the CIES as depreciation is not chargeable against the General Fund.				Management consider the adjustment is not material.
(3) Net pension liability understated as accounts have not been adjusted for an updated actuary's report received in July 2020.				Management consider the adjustment is not material.
Net Defined Pension Liability		(369)		
Unusable reserves		369		
On the CIES the issue means that "Remeasurement of the net defined pension liability, and therefore "Other Comprehensive Income and Expenditure" are also understated.	369		369	
Changes would also be required at Note 8 (Defined Benefit Pension Scheme).				
<b>Overall impact</b>	<b>369</b>	<b>0</b>	<b>369</b>	

# Fees

We confirm below our final fees charged for the audit.

Audit fees	Proposed fee	Final fee
	£	£
Council Audit	44,559	TBC
<b>Total audit fees (excluding VAT)</b>	<b>44,559</b>	<b>TBC</b>

The fees reconcile to the financial statements. Over the past six months the pandemic has had a significant impact on all of our lives, both at work and at home and the recent announcements show that this is now likely to continue for some time to come. The impact of COVID 19 on the audit of your financial statements includes:

- Revisiting planning - we have needed to revisit our planning and refresh risk assessments, materiality and testing levels. This has driven additional areas of audit work (see below).
- Management's assumptions and estimates - there is increased uncertainty over many estimates including property, pension and other investment valuations. Many of these valuations are impacted by the reduction in economic activity and we are required to understand and challenge the assumptions applied by management. There are similar challenges for management and ourselves on areas such as credit loss allowances, financial guarantees, and other provisions.
- Financial resilience assessment – we are required to consider the financial resilience of audited bodies. COVID 19 has impacted on the financial resilience of all local government bodies, including Coventry. This has increased the amount of work that we have undertake on going concern and value for money (financial sustainability). In your report we make reference to the long term financial resilience of the Council. We have not had to include an emphasis of matter or use our statutory powers.
- Remote working – the most significant impact in terms of delivery is the move to remote working (both our teams and yours). The Council has worked effectively with us. Despite our efforts and the Council's we have needed to put additional resources into the audit. Where possible we have mitigated this with reduced travel and expense costs.

We have been discussing this issue with PSAA over the last few months and note these issues are similar to those experienced in the commercial sector and NHS. In both sectors there has been a recognition that audits will take longer with commercial audit deadlines being extended by 4 months and NHS deadline by a month. The FRC has also issued guidance to companies and auditors setting out its expectation that audit standards remain high and of additional work needed across all audits. The link attached <https://www.frc.org.uk/covid-19-guidance-and-advice> (see guidance for auditors) sets out the expectations of the FRC. **The audit has taken longer and our final fee will recognise this impact. All fees in excess of the scale fee will be subject to PSAA approval.**

Non-audit fees for other services	Proposed fee	Final fee
<b>Audit related services</b>	<b>12,750</b>	TBC
Certification of the 2019/20 Housing Benefit Subsidy claim		
<b>Total non- audit fees (excluding VAT)</b>	<b>12,750</b>	<b>TBC</b>

# Audit opinion

We will provide the Council with an unmodified audit report

## Independent auditor's report to the members of Rother District Council

### Report on the Audit of the Financial Statements

#### Opinion

We have audited the financial statements of **Rother District Council** (the 'Authority') for the year ended 31 March 2020 which comprise the Comprehensive Income and Expenditure Statement, the Movement in Reserves Statement, the Balance Sheet, the Cash Flow Statement, the Collection Fund Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2019/20.

In our opinion, the financial statements:

- give a true and fair view of the financial position of the Authority as at 31 March 2020 and of its expenditure and income for the year then ended;
- have been properly prepared in accordance with the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2019/20; and
- have been prepared in accordance with the requirements of the Local Audit and Accountability Act 2014.

#### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the 'Auditor's responsibilities for the audit of the financial statements' section of our report. We are independent of the Authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### The impact of macro-economic uncertainties on our audit

Our audit of the financial statements requires us to obtain an understanding of all relevant uncertainties, including those arising as a consequence of the effects of macro-economic uncertainties such as Covid-19 and Brexit. All audits assess and challenge the reasonableness of estimates made by the Assistant Director Resources and the related disclosures and the appropriateness of the going concern basis of preparation of the financial statements. All of these depend on assessments of the future economic environment and the Authority's future operational arrangements.

Covid-19 and Brexit are amongst the most significant economic events currently faced by the UK, and at the date of this report their effects are subject to unprecedented levels of uncertainty, with the full range of possible outcomes and their impacts unknown. We applied a standardised firm-wide approach in response to these uncertainties when assessing the

Authority's future operational arrangements. However, no audit should be expected to predict the unknowable factors or all possible future implications for an authority associated with these particular events.

#### Conclusions relating to going concern

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

- the use by the Assistant Director Resources of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Assistant Director Resources has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Authority's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

In our evaluation of the Assistant Director Resources' conclusions, and in accordance with the expectation set out within the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2019/20 that the Authority's financial statements shall be prepared on a going concern basis, we considered the risks associated with the Authority's operating activities, including effects arising from macro-economic uncertainties such as Covid-19 and Brexit. We analysed how those risks might affect the Authority's financial resources or ability to continue operations over the period of at least twelve months from the date when the financial statements are authorised for issue. In accordance with the above, we have nothing to report in these respects.

However, as we cannot predict all future events or conditions and as subsequent events may result in outcomes that are inconsistent with judgements that were reasonable at the time they were made, the absence of reference to a material uncertainty in this auditor's report is not a guarantee that the Authority will continue in operation.

#### Emphasis of Matter – effects of Covid-19 on the valuation of land and buildings and property investments

We draw attention to Note 4 of the financial statements, which describes the effects of the Covid-19 pandemic on the valuation of the Authority's land and buildings, the Authority's holdings in property investment funds, and the Authority's share of pension fund property investments as at 31 March 2020. As disclosed in Note 4 to the financial statements the outbreak of Covid-19 has impacted market activity; valuations are therefore reported on the basis of 'material valuation uncertainty'. Our opinion is not modified in respect of this matter.

#### Other information

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

# Audit opinion

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

We have nothing to report in this regard.

## Other information we are required to report on by exception under the Code of Audit Practice

Under the Code of Audit Practice published by the National Audit Office on behalf of the Comptroller and Auditor General (the Code of Audit Practice) we are required to consider whether the Annual Governance Statement does not comply with the 'delivering good governance in Local Government Framework 2016 Edition' published by CIPFA and SOLACE or is misleading or inconsistent with the information of which we are aware from our audit. We are not required to consider whether the Annual Governance Statement addresses all risks and controls or that risks are satisfactorily addressed by internal controls.

We have nothing to report in this regard.

## Opinion on other matter required by the Code of Audit Practice

In our opinion, based on the work undertaken in the course of the audit of the financial statements and our knowledge of the Authority gained through our work in relation to the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources, the other information published together with the financial statements in the Statement of Accounts for the financial year for which the financial statements are prepared is consistent with the financial statements.

## Matters on which we are required to report by exception

Under the Code of Audit Practice, we are required to report to you if:

- we issue a report in the public interest under section 24 of the Local Audit and Accountability Act 2014 in the course of, or at the conclusion of the audit; or
- we make a written recommendation to the Authority under section 24 of the Local Audit and Accountability Act 2014 in the course of, or at the conclusion of the audit; or
- we make an application to the court for a declaration that an item of account is contrary to law under Section 28 of the Local Audit and Accountability Act 2014 in the course of, or at the conclusion of the audit; or
- we issue an advisory notice under Section 29 of the Local Audit and Accountability Act 2014 in the course of, or at the conclusion of the audit; or
- we make an application for judicial review under Section 31 of the Local Audit and Accountability Act 2014, in the course of, or at the conclusion of the audit.

We have nothing to report in respect of the above matters.

## Responsibilities of the Authority, the Assistant Director Resources and Those Charged with Governance for the financial statements

As explained more fully in the Statement of 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 Assistant Director Resources. The Assistant Director Resources is responsible for the preparation of the Statement of Accounts, which includes the financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2019/20, for being satisfied that they give a true and fair view, and for such internal control as the Assistant Director Resources determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Assistant Director Resources is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless there is an intention by government that the services provided by the Authority will no longer be provided.

The Audit and Standards Committee is Those Charged with Governance. Those charged with governance are responsible for overseeing the Authority's financial reporting process.

## Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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

## Report on other legal and regulatory requirements - Conclusion on the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources

### Conclusion

On the basis of our work, having regard to the guidance on the specified criterion issued by the Comptroller and Auditor General in April 2020, we are satisfied that the Authority put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2020.

### Responsibilities of the Authority

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

### Auditor's responsibilities for the review of the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources

We are required under Section 20(1)(c) of the Local Audit and Accountability Act 2014 to be satisfied that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. We are not required to consider, nor have we considered, whether all aspects of the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources are operating effectively.

# Audit opinion

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

We planned our work in accordance with the Code of Audit Practice. Based on our risk assessment, we undertook such work as we considered necessary to be satisfied that the Authority has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources.

## Report on other legal and regulatory requirements - Certificate

We certify that we have completed the audit of the financial statements of Rother District Council in accordance with the requirements of the Local Audit and Accountability Act 2014 and the Code of Audit Practice.

## Use of our report

This report is made solely to the members of the Authority, as a body, in accordance with Part 5 of the Local Audit and Accountability Act 2014 and as set out in paragraph 43 of the Statement of Responsibilities of Auditors and Audited Bodies published by Public Sector Audit Appointments Limited. Our audit work has been undertaken so that we might state to the Authority's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Authority and the Authority's members as a body, for our audit work, for this report, or for the opinions we have formed.

[Signature]

Darren Wells  
Key Audit Partner  
for and on behalf of Grant Thornton UK LLP, Local Auditor

London

[Date]



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## Rother District Council

<b>Report to:</b>	Audit and Standards
<b>Date:</b>	27 September 2021
<b>Title:</b>	Statement of Accounts 2019/20
<b>Report of:</b>	Antony Baden – Finance Manager
<b>Purpose of Report:</b>	To consider the Council's revised Statement of Accounts for the financial year ending 31 March 2020.
<b>Officer</b>	
<b>Recommendation(s):</b>	It be <b>RESOLVED:</b> That the Council's 2019/20 revised Statement of Accounts be approved.

---

### Introduction

1. At its meeting of 7 December 2020, the Audit and Standards Committee approved the 2019/20 accounts and granted delegated authority to the Assistant Director Resources, in consultation with the Chairman of the Audit and Standards Committee, to make minor changes to the Statement. At the same meeting the Council's external auditors, Grant Thornton, submitted their 2019/20 audit findings.

### Revised Statement of Accounts – 2019/20

2. Grant Thornton have identified further changes, which require a revised Statement of Accounts for 2019/20. These are presented in Appendix A to this report. The main changes are summarized in paragraphs 3 to 6. Grant Thornton have also produced a revised audit findings report, which is reported elsewhere on this agenda.

### Summary of changes

3. **Disclosure Note 4 (assumptions made about the future and other major sources of estimation uncertainty).** Due to the uncertainty arising from the pandemic, this note has been amended to include the Council's property fund investments and its share of property assets in the East Sussex Pension Fund. This is a standard approach with other local government audits.
4. **Valuation of fixed assets.** Grant Thornton identified errors in floorspace measurements held in the Council's Asset Register for the following:
  - a. The Town Hall
  - b. Treasurer's Offices
  - c. Bexhill Leisure Centre
  - d. Bexhill Leisure Pool

5. The aggregate of these errors was an understatement in fixed asset values of £1,287,000 in 2019/20 and £1,694,000 in 2018/19 however, compensating entries have been made to the non-useable property revaluation reserve shown in the bottom half of the Balance Sheet. Therefore, the 2019/20 accounts have been amended and in order to comply with accounting standards, the values have been restated as at 1 April 2018 and 31 March 2019. Note 27 in the revised Statement of Accounts summarises the adjustments.
6. **Other Minor Changes.** Several other small changes have been made to the disclosure notes. These are covered in greater detail in the audit findings report.

### Unqualified Audit Opinion

7. Ultimately the Council aims to publish a Statement of Accounts with an unqualified audit opinion and the expectation is that this will still be the case for 2019/20.
8. The Audit and Standards Committee is recommended to note the report.

### Conclusion

9. None of the changes summarized in this report have an impact on the Council's overall the financial position, which remained sound at the end of 2019/20.

Other Implications	Applies?	Other Implications	Applies?
Human Rights	No	Equalities and Diversity	No
Crime and Disorder	No	Consultation	No
Environmental	No	Access to Information	No
Sustainability	No	Exempt from publication	No
Risk Management	No		

Chief Executive:	Malcolm Johnston
Report Contact Officer:	Antony Baden
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Appendices:	Appendix A – Statement of Accounts 2019/20
Relevant Previous Minutes:	AS20/36
Background Papers:	None
Reference Documents:	Local Government Accounting Code of Practice 2019/20 and associated guidance

**Rother District Council**

**FINANCIAL REPORT AND  
STATEMENT OF  
ACCOUNTS**

**2019/20**



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# NARRATIVE

## Introduction

The draft audited Statement of Accounts for Rother District Council for the year ended 31 March 2020 has been prepared and published in accordance with the Accounts and Audit Regulations 2015 and the Code of Practice on Local Authority Accounting in the United Kingdom 2019/20 (“the Code”) issued by the Chartered Institute of Public Finance and Accountancy. The Code is based on International Financial Reporting Standards, as adapted for the UK public sector under the oversight of the Financial Reporting Advisory Body.

The information contained in these accounts can be technical and complex to follow. The aim of this report, therefore, is to provide a narrative context to the accounts by presenting a clear and simple summary of the Council’s financial position and performance for the year and its prospects for future years. This will give electors, local Rother residents, Council Members, partners, other stakeholders and interested parties confidence that public money which has been received and spent, has been properly accounted for and that the financial standing of the Council is secure.

The Accounts and Audit Regulations 2015 came into force on 1 April 2015, setting out the detailed requirements in relation to the duties and rights specified in the Local Audit and Accountability Act 2014. These regulations introduced earlier deadlines for publication of the accounts. The deadline for completion of the accounts is ordinarily 31 May for the unaudited statement of accounts and 31 July for the audited statement of accounts. The Council is ordinarily required to publish unaudited accounts by the end of May and Audit and Standards Committee will need to approve audited accounts by the end of July 2020.

However, the Government revised the Accounts and Audit regulations this year recognising the impact of the Covid 19 outbreak on local authority operations, services and resources. For 2019/20 statement of accounts the deadline for completion and publication is the end of August 2020 for unaudited accounts and Audit and Standards Committee will need to approve audited accounts by the end of November 2020.

As the financial statements demonstrate, the financial standing of the Council is sound. The Council has well established good financial management disciplines and processes and operate in an environment of continuous improvement.

This narrative report is structured as follows:

1. An Introduction to Rother
2. Summary of Achievements
3. Governance
4. Summary of the 2019/20 Financial Performance of the Council
5. Strategic Risks
6. Liability for Pensions Costs
7. Future Plans
8. Material assets/liabilities
9. Explanation of the Financial Statements
10. Acknowledgements

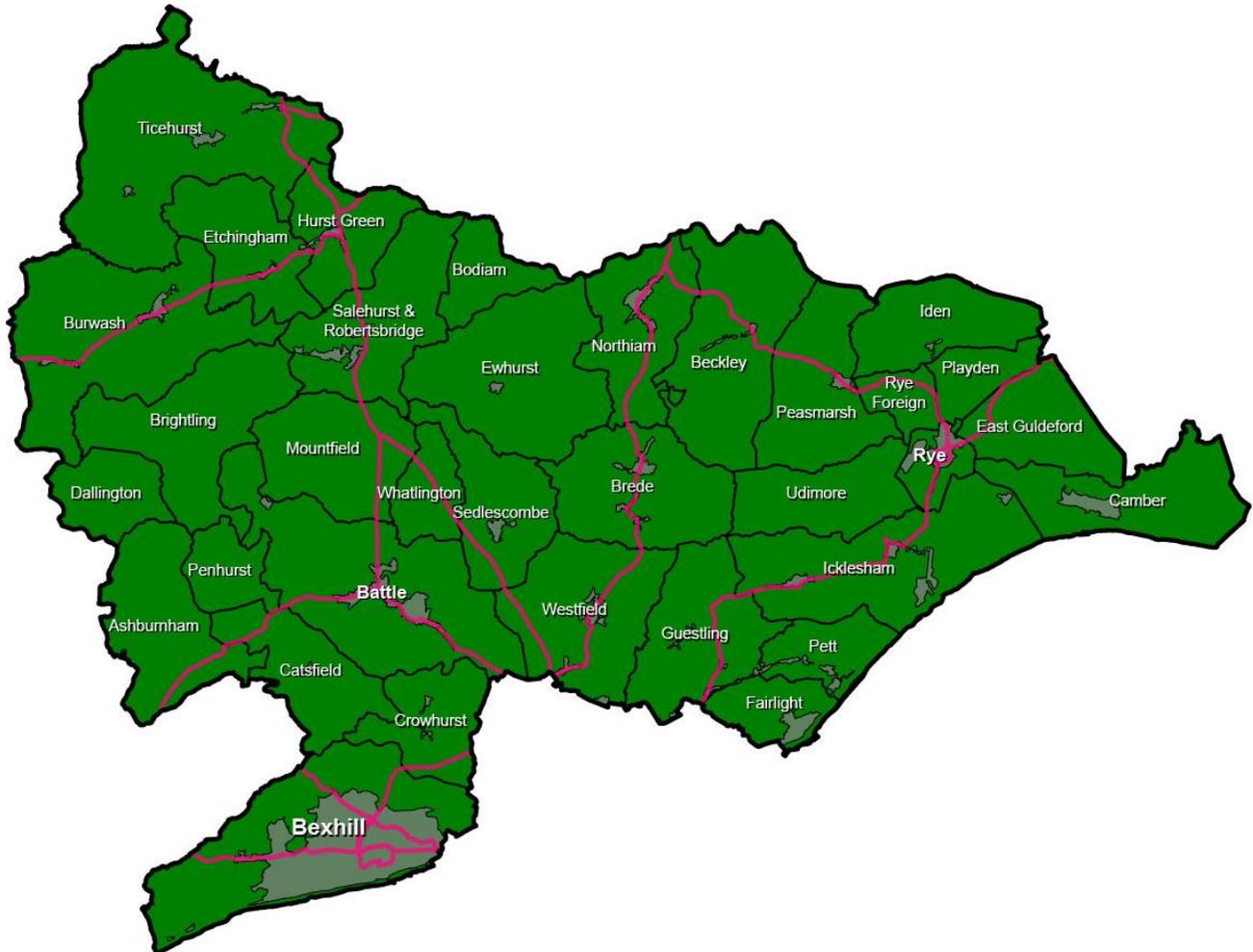
## 1. An Introduction to Rother

For the greater part, Rother is rural in character, forming the south-eastern part of the High Weald. However, it also embraces low-lying coastal areas at both the eastern and western ends of the District. The District covers some 200 square miles and serves a population of around 90,000 inhabitants. With the exception of Bexhill with its distinctive town centre and seaside character and the historic towns of Battle and Rye, the area is mainly rural.

The majority of the countryside located within the district falls within the High Weald Area of Outstanding Natural Beauty. Rother has around 4,600 businesses, with small and micro businesses forming a fundamental part of the Rother economy with 88% of businesses in Rother employing less than 9 people.

# NARRATIVE

## The area we serve



## 2. Summary of Achievements

Below is a summary of the Council's achievement and performance set out under the four main aims of the current Corporate Plan.

### ***Efficient, Flexible and Effective Council***

During 2019/20:

- The new Administration commenced the development of a new Corporate Plan during 2019/20, notably a scoping workshop held for all Councillors that had invited guests from the Local Government Association's Peer Review team. Consultation on the first draft is planned for the summer of 2020.
- New IT equipment and systems for staff and Members so that Rother is better connected and customers can deal with us effectively and efficiently on-line. A planned update to the Council's website went live in April 2020.
- We started a community governance review for Bexhill-on-Sea, with the main proposals to create a town council. The public consultation started in February and continued for 8 weeks into the beginning of April. A final decision will be made during 2020.

# NARRATIVE

## ***Sustainable Economic Prosperity***

During 2019/20:

- Rother District Council is investing in new employment spaces and finalising the plans needed to create new employment sites. We have purchased land at Barnhorn Road, Little Common, Bexhill for commercial development. We are proposing 3,500 sqm of employment space and a new medical centre for up to 10 GPs.
- The Development and Site Allocations (DaSA) Plan received final approval from Government inspectors. For example, this allocates new employment sites at Rye Harbour.
- We lobbied the Government for the extension of high-speed rail into Rother.
- We are creating business incubator space for creative industries at Beeching Road, Bexhill, following a successful funding bid from the Local Growth Framework by the South East Local Enterprise Partnership (SELEP).
- The annual Jobs & Apprenticeships Fair took place on 5th April 2019. Since the inception of this annual event, there have been 210 exhibitors, 1,800 attendees, and 160 opportunities created.
- We are making progress with a new landmark leisure and residential development at the old Bexhill High School site.

## ***Stronger, Safer Communities***

During 2019/20:

- Was the first year of our new Housing and Homelessness Strategy after extensive engagement with local stakeholders. We've been working hard to address local concerns about housing, working alongside our partners (see below).
- In 2019 Rother District Council adopted a pledge to deliver 1,000 new homes in the next 15 years to get the housing market moving. This will be a mix of homes for sale, part owned and rented and for affordable rents.
- Last year (2018/19) 60 new affordable homes were built. This year, 114 new affordable homes were completed. It is the highest number in 15 years. This includes eight homes built to the wheelchair accessible standard.
- The new development at Blackfriars, Battle, on the Local Plan for decades, received Planning approval for the spine road and outline permission for the development. The development will supply up to 220 new homes, 30% affordable.
- We have written and consulted on an action plan to reduce empty homes and put them back into occupation. Homelessness applications reduced a little and for the first time in two years. Last year we had an average of 27 new households applying for help each month. In 2019, the average fell to 24 applications a month. This is still high compared to demand before 2017 and changes in legislation. We appointed more staff to support households getting into the private rental sector and to prevent homelessness. They helped 75 clients into the private rented sector.
- In September 2019 we had a record breaking 78 households living in temporary accommodation. This included 80 children. Unfortunately, 80% of those households had to be placed outside Rother. Our new housing strategy addresses the lack of local temporary accommodation that displaces vulnerable, local families. In 2019, we committed £3 million to buy our own temporary accommodation in Rother.
- We have 1,700 households on our housing register (all with a local connection). And numbers rose by an average of 13 new households from 1540 in March 2019.

# NARRATIVE

- Nearly 98% of Rother food businesses are broadly compliant with food hygiene standards, scoring three out of five or higher. In addition, 68% of food businesses have been awarded the top score: five out five.
- We consulted on a new set of regulations for RDC owned car parks, including bringing all car parks into the new regulation order. There were proposed changes aimed at stopping abuse of car parks, particularly long-term overstaying.

## ***A Quality Physical Environment***

During 2019/20:

- We mutually agreed with Kier to dissolve our waste collection contract. A new contractor in a new partnership with Wealden District Council and Hastings Borough Council started operations in July 2019. We don't have final figures but performance was on target up to the end of the third quarter to maintain 50% sent for re-use, recycling and composting. Waste and recycling collection rates will be affected by temporary suspension of kerbside collection of garden waste, bulky waste bookings and the closure of recycling and households waste centres during March 2020 due to Covid-19.
- From January to December 2019 we detected 37 fly tips, by finding evidence during our investigations that helped us take action to prevent further offences. This is the highest number of detections since 2013/14 and was influenced by changes in personnel, management and policy.
- Our Cabinet made a new commitment to a carbon neutral district by 2030. Early in 2019, solar panels were added to the roof of our annex in Amherst Road at Bexhill Town Hall, contributing towards our efficiency savings. At the same time, solar panels were added to Bexhill Museum, reducing operating costs. We will consult on a draft Environmental Strategy from March to May 2020.

## ***Key Business Indicators***

During 2019/20we achieved:

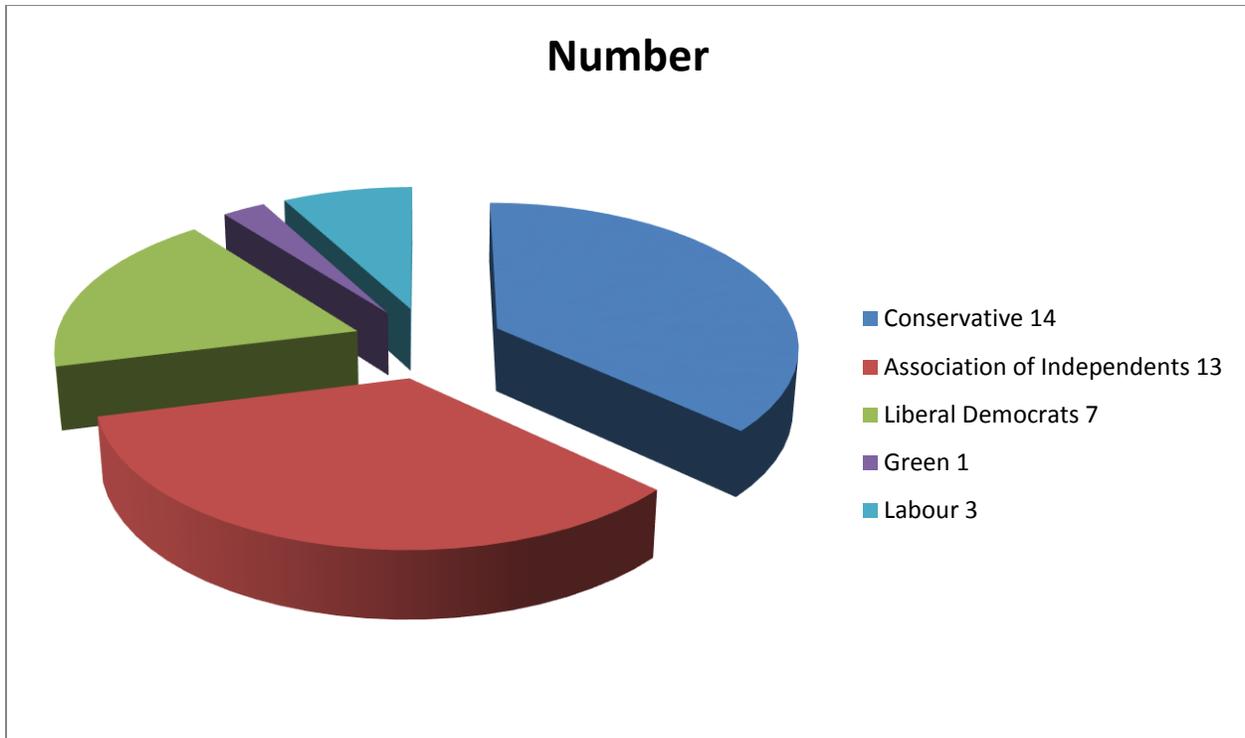
- 98.85% of Business Rates collected within the financial year (98.26% - 2018/19)
- 98.24% of Council Tax collected within the financial year (98.44% - 2018/19)
- 98.48% of invoices paid in 30 days or agreed payment terms.

## **3. Governance**

### ***The Council***

The Council has 38 District Councillors. The political composition of the Council at 31 March 2020 was:

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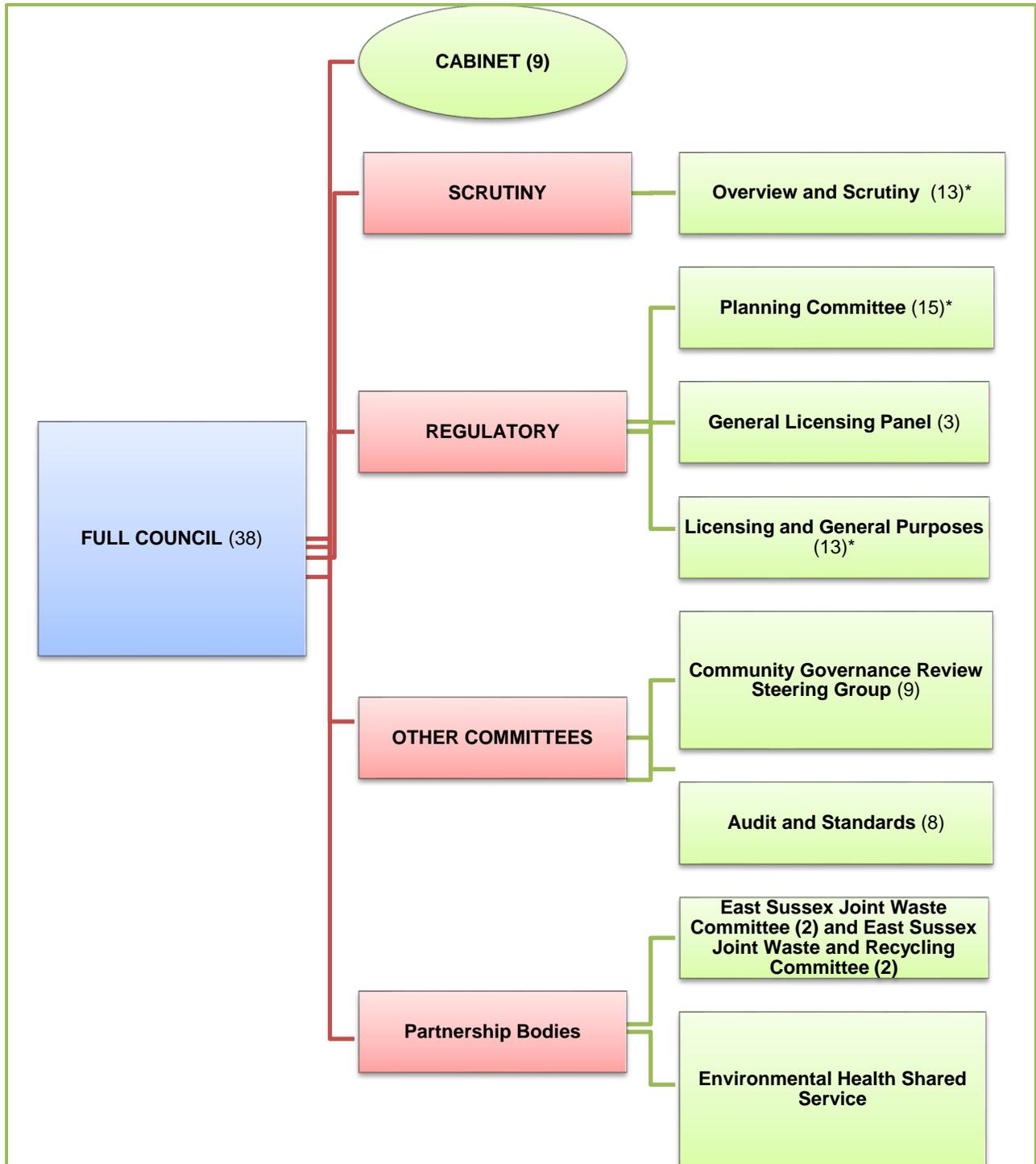


District Council elections were last held on 2 May 2019 with all seats being up for election. The results of the election were: Conservative 14; Association of Independents 13; Liberal Democrats 7; Green 1 and Labour 3. This resulted in a “No Overall Control”. The Council is being run by a coalition of the Association of Independents, Liberal Democrat, Green and Labour Councillors (24 Members). The Conservative Group, whilst having the largest number of Councillors in one single Group are now in opposition having been the controlling administration for the last 20 plus years.

There have been no changes to the make-up of the Council since the elections in May 2019. Elections are held every four years for all 38 seats; the next all-out Elections will be held in May 2023.

All the Councillors meet together as Full Council and set the policy and budget framework within which the Council operates. Set out below is a diagram of the Decision-Making bodies for Rother District Council that were in place during 2019/20.

# NARRATIVE



\*Chairman of Council sits as an ex-officio Member on these Committees but has no voting rights.

# NARRATIVE

## ***The Cabinet***

The Cabinet consists of the Leader of the Council and 7 other Councillors and meets monthly. The main functions are:-

- To propose the budget and policy framework for approval by the Council
- To carry out all of the Council's functions and take all decisions except:
  - (a) those reserved to Council, the Audit and Standards Committee, the Planning Committee and the Licensing and General Purposes Committee
  - (b) those delegated to the officers, providing those decisions are not in conflict with the approved budget policy framework
- To refer matters including the review of strategies and policies to the Overview and Scrutiny Committee for consultation, investigation and report
- To perform the Employers Side function of the Local Staff Joint Committee.

## ***Overview and Scrutiny Committee***

This Committee is responsible for overview and scrutiny, which supports the work of the Cabinet and the Council as a whole. The Committee is made up of 12 Councillors and it meets 8 times per year. The main activities are:

### (a) Policy development and review:

- Assist the Council and the Executive in the development of its budget and policy framework by in-depth analysis of policy issues;
- Conduct research, community and other consultation in the analysis of policy issues and possible options;
- Consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
- Question Members of the Executive and/or the Head of Paid Service, Executive Directors or Service Managers about their views on issues and proposals affecting the area; and
- Liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working, and challenge the relevance of joint working, and in particular any service level agreements, in the delivery of the Council's 4 Aims.

### (b) Scrutiny:

- Review and scrutinise the decisions made by and performance of the Executive and/or council officers both in relation to individual decisions and the impact of those decisions over time;
- Review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- Question Members of the Executive and/or the Head of Paid Service, Executive Directors and Service Managers about their decisions and performance, whether generally in comparison with service plans and targets, over a period of time, or in relation to particular decisions, initiatives or projects;
- Make recommendations to the Executive and/or Council arising from the outcome of the scrutiny process;
- Review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Overview and Scrutiny Committee and local people about their activities and performance; and
- Question and gather evidence from any person (with their consent).

## ***Audit and Standards Committee***

The Committee is made up of 8 Councillors and normally meets 5 times per year.

When carrying out the Audit function, its purpose is

- to provide independent assurance of the adequacy of the risk management framework and the associated control environment;
- to provide independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the authority's exposure to risk and weakens the control environment, and to oversee the financial reporting process.

When carrying out the Standards functions, its purpose is

- to promote and maintain high standards of conduct by Members and Co-opted Members of the Council;
- to adopt a Code of Conduct dealing with the conduct expected of Members and Co-opted Members of the Council when acting in that capacity;

# NARRATIVE

- to put in place arrangements to investigate and make decisions on written allegations against Elected Members both at District and Parish level and undertake an overview of complaints handling and Local Government Ombudsman investigations, including the power to make payments or other benefits in cases of maladministration etc.

## ***Licensing and General Purposes Committee***

The Committee is made up of 12 Councillors and normally meets 4 times per year. The Licensing and General Purposes Committee has specific responsibility for:

- Licensing
- Health and Safety at Work Act
- Appeals against any decision made by or on behalf of the authority
- Determination of applications for benefits and discretionary rate relief
- Elections and Electoral Registration
- Parish and Town Council matters
- Standing Orders
- Staffing matters
- Control of pollution, contaminated land and air quality

## ***General Licensing Panel***

These are made up of 3 Councillors drawn from the membership of the Licensing and General Purposes and meet ad hoc to deal with business as it arises. The Panels consider all aspects of licence applications, variations, suspensions and revocations across the spectrum of local authority licensing responsibilities.

## ***Taxi and Private Hire Licensing Panel***

These are made up of 3 Councillors from the membership of the Licensing and General Purposes Committee and meet on an ad-hoc basis to deal with business as it arises. The Panels consider all aspects in regard to Hackney Carriage, Private Hire Driver, Operator and Vehicle Licences.

## ***Planning Committee***

The Planning Committee is made up of 14 Councillors and normally meets monthly. The Planning Committee has specific responsibility for:

- Determine Planning Applications
- Building Regulations and Safety of Buildings and Premises
- Conservation and Listed Buildings
- Tree Preservation and Planting
- Strategic Highway and Transportation issues

## ***East Sussex Joint Waste Committee***

The Joint Waste Committee is made up of elected Member representatives from the Cabinets of each of the following authorities: Eastbourne Borough Council (EBC) ; East Sussex County Council (ESCC); Hastings Borough Council (HBC); Rother District Council (RDC) and Wealden District Council (WDC).

These authorities established the Joint Waste Committee in 2011 with the intention of facilitating the authorities in working together to improve the quality and effectiveness of the discharge of their waste collection functions under the relevant provisions of the Environmental Protection Act 1990 by procuring a single Joint Waste Contract which was awarded to Kier Services Limited and started in April 2013 and ends on 28 June 2019.

The Joint Waste Committee ceased to operate and was disbanded in September 2019.

## ***East Sussex Joint Waste and Recycling Committee***

To enable a clear distinction between matters concerning the previous Joint Waste Contract and the procurement decisions for those authorities remaining in the partnership, HBC, RDC and WDC a new Joint Waste and Recycling Committee (JWRC) was established with its inaugural meeting taking place in September 2017.

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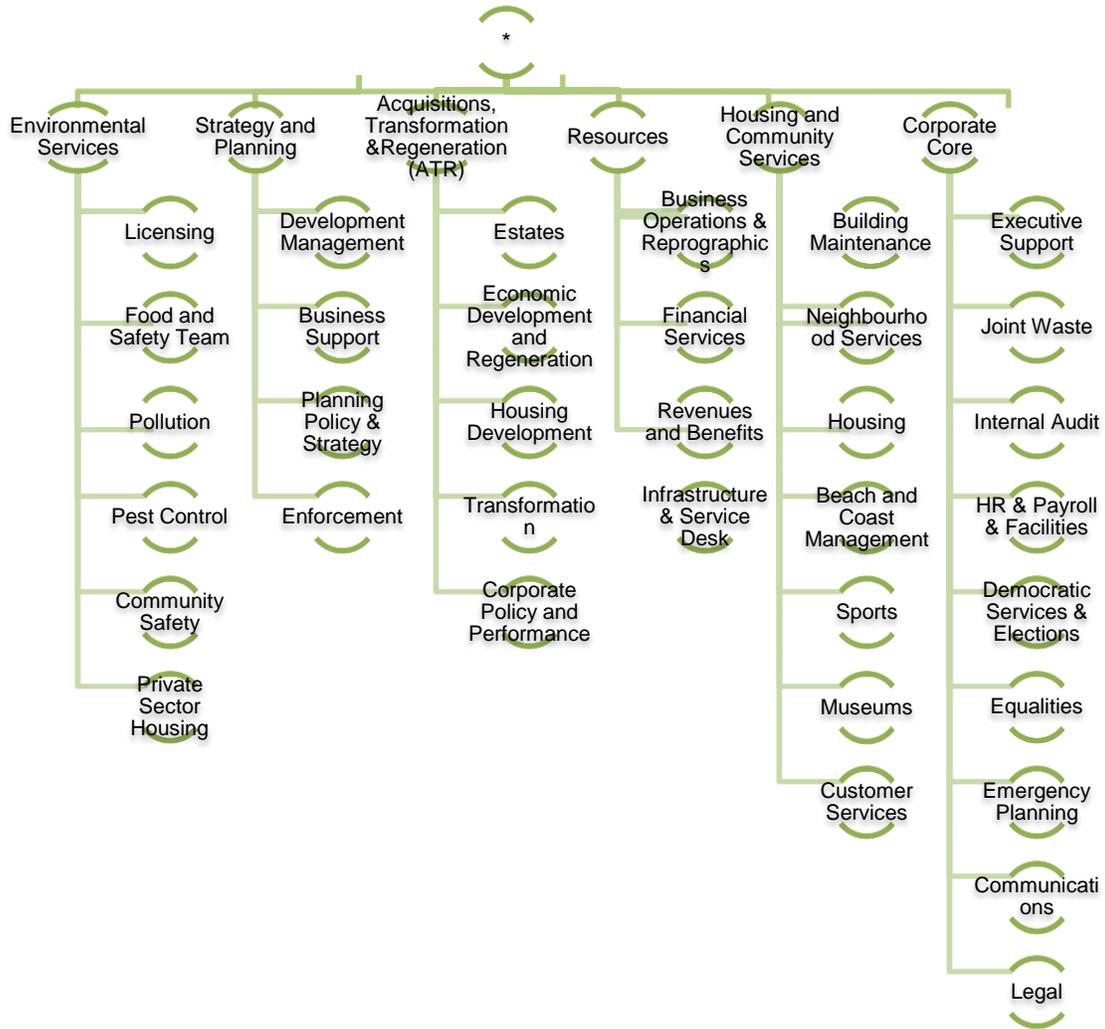
The Joint Waste and Recycling Committee is made up of elected Member representatives from the Cabinets of each of the following authorities: East Sussex County Council; Hastings Borough Council (HBC); Rother District Council (RDC) and Wealden District Council (WDC).

The Joint Waste Committee also facilitates the authorities to work in partnership with East Sussex County Council as the Waste Disposal Authority to maximise integration opportunities.

## **The Management Structure of the Council**

Supporting the work of elected Members is the organisational structure of the Council headed by the Strategic Management Team (SMT). This is comprised of Rother District Council's most senior officers. The Executive Directors and the Assistant Director Resources (Chief Finance Officer).

The Council appoints a Monitoring Officer (Democratic Services Manager) and Chief Finance Officer, as required by law. These officers have responsibility to take action if the Council has, or is about to, break the law or if the Council is about to set an unbalanced budget. Areas of responsibility are shown in the following diagram:



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## Staffing

A summary of the Council's staffing is shown in the table below:

<b>Employees</b>	<b>2018/19</b>	<b>2019/20</b>
Total number of current permanent full and part time employees	249	250
Total number of current temporary / fixed term employees	14	14
Total number of current job share employees	0	0
<b>Total number of employees</b>	<b>263</b>	<b>264</b>
Total number of employees expressed as full time equivalents	228	230

<b>Posts</b>	<b>2018/19</b>	<b>2019/20</b>
Total number of permanent full and part time posts	258	257
Total number of temporary / fixed term posts	17	14
Total number of job share posts	0	0
<b>Total number of posts</b>	<b>275</b>	<b>271</b>
Total number of posts expressed as full time equivalents	234	232

Sickness and accident statistics are shown in the table below:

	<b>2018/19</b>	<b>2019/20</b>
Short term sickness (days per FTE)	2.11	2.69
Medium term sickness (days per FTE)	2.13	1.23
Long term sickness (days per FTE)	5.75	2.79
Overall sickness (days per FTE)	9.99	6.71
Number of accidents	2	2

## 4. A Summary of the 2019/20 Financial Performance of the Council

### **General Fund**

The Council approved a Council Tax Demand of £6.829 million at its budget meeting in February 2019 resulting in a Council Tax charge for a Band D property of £179.45, an increase of £5.13.

A summary of the General Fund position is shown below in the format used for management accounting and reported to Members throughout the year.

# NARRATIVE

	2019/20 Budget £ (000)	2019/20 Revised Budget £(000)	2019/20 Estimated Outturn £ (000)	2019/20 Variance £ (000)
Executive Directors & Corporate Core	2,084	2,084	2,217	133
Environmental Services	750	750	321	(429)
Strategy and Planning	961	961	759	(202)
Acquisitions, Transformation and Regeneration	(794)	(591)	(223)	368
Housing and Community Services	7,148	7,365	7,634	269
Resources	3,288	3,264	3,873	609
<b>Total Cost of Services</b>	<b>13,437</b>	<b>13,833</b>	<b>14,581</b>	<b>748</b>
Interest from Investments	(512)	(512)	(508)	4
Impairment losses				
Capital Expenditure Charged to Revenue	1,670	658	416	(242)
2020 Savings:				
MRP	156	91	29	(62)
Interest payments	220	227	286	59
<b>Net Cost of Services</b>	<b>14,971</b>	<b>14,297</b>	<b>14,804</b>	<b>507</b>

	2019/20 Budget £ (000)	2019/20 Revised Budget £(000)	2019/20 Estimated Outturn £ (000)	2019/20 Variance £ (000)
<b>Parish Precepts</b>	1,549	1,656	1,656	0
<b>Special Expenses</b>	(674)	(674)	(674)	0
<b>Business Rates</b>				
Local Share of business rates	(8,020)	(8,020)	(7,609)	411
s31 Grants	(1,297)	(1,297)	(2,080)	(783)
Tariff	5,715	5,715	5,715	0
Levy payment on account	0	0	0	0
<b>Revenue Support Grant</b>				
<b>Non-Specific Revenue Grants</b>				
New Homes Bonus Grant	(449)	(449)	(449)	0
Rural services delivery grant	0	0	0	0
Local Council tax Support Grant	(100)	(100)	(96)	4
Benefits Administration Grant	(233)	(233)	(214)	19
Homelessness Grant - New Burdens	(43)	(43)	(237)	(194)
Flexible Homeless Support Grant	(275)	(275)	(276)	(1)
<b>Council Tax Requirement (Rother and Parishes)</b>	<b>(8,379)</b>	<b>(8,486)</b>	<b>(8,485)</b>	<b>1</b>
<b>Other Financing</b>				
Collection Fund (Surplus)/Deficit	336	336	337	1
Contributions to/(from) Earmarked Reserves	(3,101)	(2,427)	(2,392)	35
Contributions to/(from) General Fund Balance	0	0	0	0
<b>Total Income</b>	<b>(14,971)</b>	<b>(14,297)</b>	<b>14,804</b>	<b>(507)</b>

The General Fund Revenue Budget outturn is a deficit of £0.207 million. When the budget was originally set in February 2019 the Council estimated it would need to draw down £1.769m from earmarked reserves in order to balance the budget. This therefore represents a total drawdown of £1.976 million. The remaining drawdown of £416k from

# NARRATIVE

earmarked reserves in 2019/20 was to fund capital expenditure. The total deficit on the provision of services for 2019/20 is therefore £2,392k as shown in the table above.

The main variances against budget are detailed in the following sections:-

## **Executive Directors & Corporate Core - £133,000 deficit**

- £90,000 the cost of running district council elections;
- £25,000 initial costs incurred in response to the Coronavirus pandemic, e.g. the purchase of IT equipment, Telephony costs;
- £19,000 of additional costs incurred on the installation of the new payroll system.

## **Environmental Health Service - £429,000 surplus**

- £97,000 savings on vacant posts held throughout the year;
- £8,000 of additional income, e.g. food hygiene courses;
- £6,000 savings on supplies and services across the department;
- £51,000 cost of redundancies required to balance the 2020/21 budget.
- £353,000 underspend on Disabled Facilities Grants. The Council received a grant of £1.625 million from East Sussex County Council for this purpose. Unspent balances are transferred to an earmarked reserve to be used to fund further expenditure in 2020/21

## **Strategy and Planning Development - £202,000 surplus**

- £280,000 shortfall on planning application and enquiries fee income
- £93,000 underspend on the Local Development Framework. This will be transferred to an earmarked reserve and be used to fund further expenditure in 2020/21.
- £258,000 underspend on salary costs due to unfilled vacancies held throughout the year.
- £125,000 of additional income achieved from administration recharges in relation to the Community Infrastructure Levy.

## **Acquisitions, Transformation and Regeneration - £368,000 deficit**

- £63,000 cost of redundancies required to balance the 2020/21 budget
- £312,000 net shortfall in property rental income mainly due to not meeting the targets set in the Property Investment Strategy, (£230,000). Rent voids, repair costs and business rates over the rest of the portfolio resulted in a further shortfall of £83,000.
- £12,000 of extra costs incurred on producing a marketing plan for Battle and for events in Rye.
- £30,000 net savings from vacant posts not filled during the year.

## **Housing and Community Services - £269,000 deficit**

- £22,000 cost of redundancies required to balance the 2020/21 budget.
- £134,000 overspend on Leisure facilities, Parks and Open Spaces. Urgent repairs were required to plant and equipment at Bexhill and Rye leisure facilities, (£101,000). Repairs to walls, barriers and play equipment were undertaken at parks in Bexhill and Rye, (£34,000).
- £278,000 overspend on Waste Collection service and Street cleaning. The joint waste contract was retendered in July 2019 and led to a cost increase of £336,000 however savings of £58,000 were achieved on Public Conveniences, Street and Beach Cleaning to offset the overspend.
- £186,000 of additional income from East Sussex County Council for recycling credits relating to the previous waste contract and the sale of recyclables.
- £48,000 overspend on Car Park mainly due to the closure of car parks in March as a result of the pandemic outbreak and the resurfacing of Camber Western car park.
- £149,000 overspend on the rising costs of providing Temporary Accommodation for homeless families (£227,000), which has been partially offset by the delayed implementation of the Rother tenant finder service, (£78,000).
- £130,000 underspend on the resettlement of Syrian refugees and initiatives to reduce Rough Sleeping across the district. The Council receives ring-fenced government grants to fund both initiatives. Unspent balances are transferred to an earmarked reserve to be used to fund further expenditure in 2020/21.
- £17,000 underspend on Cemeteries mainly due to savings on repair costs and higher than anticipated fee income.
- £15,000 savings achieved on the running costs of Battle and Rye Community Hub Points.

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- £15,000 savings achieved on the cost of premises insurances across the Housing and Community service area following the appointment of a new insurance provider.

## Resources - £609,000 deficit

- £176,000 cost of redundancies required to balance the 2020/21 budget.
- £40,000 unbudgeted cost of the Council's asset valuations contract.
- £96,000 increased bad debt provision, which the Council reviews annually to comply with audit requirements and accounting standards. The provision has been increased to allow for an increase in the of recovery housing benefit overpayments.
- £82,000 overspend on Accountancy as a result of additional staffing and Systems support costs.
- £321,000 under achievement of income. This mainly relates to the recovery of housing benefit overpayments, which have historically been much higher but have significantly reduced this financial year by £405,000, thus reflecting an improved performance in the administration and payment of housing benefit claims. The lower than expected cost of business rates and council tax collection have helped reduce the variance by £88,000.
- £115,000 underspend on the operation of the Revenue & Benefits section.

## Other variations

- £242,000 slippage on capital expenditure funded from revenue mainly relating to the ICT infrastructure upgrade (£140,000) and Accommodation strategy (£71,000).
- £783,000 additional section 31 grant income.
- £411,000 reduced net retained income from the business rates pool.
- £194,000 additional non-specific government grants relating to homelessness new burdens.

## General Fund: Capital Programme

The General Fund Capital Programme is summarised in the table below:

### Rother District Council Capital Programme Summary

	2019/20 Original Budget Feb 19 £ (000)	2019/20 Revised Budget £ (000)	2019/20 Outturn £ (000)	2019/20 Variance £ (000)
<b><u>Acquisitions, Transformation and Regeneration</u></b>	-			
Community grants	130	130	110	20
East Parade – project B – shelters and heritage hub	30	32	0	32
Cemetery entrance	200	240	7	233
Blackfriars housing development	3,150	0	175	(175)
Community led housing schemes	350	0	0	0
1066 pathways	0	164	71	93
<b>Rother 2020 Programme Property Investment Strategy:</b>				
Beeching Road/Wainwright Road		250	358	(108)
Glovers House		7,812	7,844	(32)
Barnhorn Road		605	610	(5)
Beeching Road site 18-40		500	0	500
Market Square, Battle		3,256	3,256	0
	12,488			
Rother transformation ICT investment	0	45	0	45
<b><u>Housing and Community Services</u></b>				

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De La Warr Pavilion – capital grant	53	53	54	(1)
Bexhill seafront – fountain	0	0	14	(14)
Fairlight coastal protection	47	70	47	23
Pett Level coast protection	0	0	29	(29)
Sidley sports and recreation	300	0	21	(21)
Bexhill Leisure Centre – site development	1,930	415	34	381
Disabled facilities grant	797	1,625	1,352	273
New bins and containers	121	121	63	58
Bexill promenade – protective barriers	50	50	0	50
Bexhill promenade – outflow pipe	100	0	0	0
Housing (purchases – temporary accommodation)	1,000	1,000	0	1,000
Reinforcement works to Camber car parks	120	0	0	0
<b>Strategy and Planning</b>				
Highways works – London Road Bexhill	0	300	0	300
CIL payments to parish/town councils	0	200	37	163
<b>Corporate Core including Executive Directors</b>				
Accommodation strategy	0	75	4	71
Corporate document imaging system	203	0	6	(6)
Lift for Amherst Road offices	100	100	0	100
<b>Resources</b>				
Enterprise resource planning system upgrade	36	36	56	(20)
ICT infrastructure – ongoing upgrade programme	0	166	26	140
<b>Total Capital Programme</b>	<b>21,205</b>	<b>17,245</b>	<b>14,175</b>	<b>3,070</b>

	2019/20 Original Budget Feb 19 £ (000)	2019/20 Revised Budget £ (000)	2019/20 Estimated Outturn £ (000)	2019/20 Variance £ (000)
<b>Funded By:</b>				
Capital Receipts	1,930	415	0	415
Grants and contributions	3,847	2,859	1,697	1,162
Borrowing	12,488	13,263	12,060	1,203
Capital Expenditure Charged to Revenue	1,670	658	418	240
Unfunded	1,270	50	0	50
<b>Total Funding</b>	<b>21,205</b>	<b>17,245</b>	<b>14,175</b>	<b>3,070</b>

The outturn on the General Fund Capital Programme is an overall underspend of £3.07 million against the revised Programme agreed by Members. Schemes that are underspent are largely affected by timing changes to planned

# NARRATIVE

expenditure which will be reflected in the 2020/21 Capital Programme. The reasons for the significant variances are as follows:

- Slippage of £1 million on temporary accommodation purchases. A number of properties are in the process of being purchased to help alleviate temporary accommodation pressures and give some headroom to the homelessness budget to respond to the increase in demand. The impact of COVID – 19 pandemic meant that these purchases were not completed before the financial year end.
- Property Investment Strategy. There was a cost overrun of £108,000 on the demolition works at Beeching Road/Wainright Road site following the discovery of asbestos. The funding agreement with East Sussex was delayed which had a knock on to the start date of the redevelopment of the 18-40 Beeching Road. This resulted in an underspend of £500,000 in the year but will carry forward into 2020/21.
- Bexhill Leisure Centre project has been delayed due to issues with the land assembly. Moreover any further work has been temporarily stopped to enable a full review of the scale and deliverability of the project.

## Collection Fund

The outturn on the Collection Fund is a surplus of £1.452 million on Business Rates against a budgeted surplus of £1.838 million; and a surplus of £0.471 million on Council Tax against a budgeted surplus of £0.744 million. The difference between actual and budgeted will be adjusted in 2021/22 tax setting.

## 5. Strategic Risks

Risk	Impact	Mitigation
<b>Business Rates</b> Business Rates reset by national Government could lead to reduced income being retained.	Adverse financial outcome(s) for the Council in future years.	Continuing to engage with the MHCLG through their consultations.
<b>Reliance on Commercial Income</b> Exploring alternative sources of income to offset core funding reductions and also ensure value for money for residents. Particularly in relation to the property investment strategy and the Colonnade restaurant.	A recession or other unexpected/uncontrollable event could leave the Council exposed to under-funding or large losses in income.	Rigorous monthly monitoring which scrutinises forecast projections and challenges material movements against budgeted targets.
<b>Medium Term Impact on the economy of COVID – 19</b> Possible impact of economic downturn on the number of businesses operating in Rother and potential increase in worklessness could reduce income from Council Tax as more households claim financial support from the Council	Currently Rother would have to support 40% of the loss of income from business rates should there be business failures due to a prolonged economic downturn.  Increased worklessness would see the claims for Council Tax reduction with resultant loss of taxbase and inability to compensate through higher levels of Council Tax charged to other households	Continuing to engage with the MHCLG through their consultations to mitigate the loss of income to the council through enhanced central government support

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## 6. Liability for Pensions Costs

The estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discounts used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Council with expert advice about the assumptions to be applied.

The Council's net Pension Liability valued on an IAS 19 basis decreased from £25.348 million at 31st March 2019 to £17.850 million at 31st March 2020. It is detailed in Note 8 to the accounts. Gross liabilities have decreased by £14.3 million mainly due to changes in the discount rate and salary/inflation assessments, this has been partly offset by decreases in the return on assets of £7.6 million.

The Council does not operate its own Pension Fund but is part of the East Sussex Local Government Pension Scheme which is administered by East Sussex County Council. Full details of the Pension Scheme and its accounts are available on-line at [www.eastsussex.gov.uk](http://www.eastsussex.gov.uk)

## 7. Future Plans

In common with the rest of local government, the Council has seen a steady reduction in its core funding in recent years. The Government's aim is to phase out non-specific grant funding altogether, instead allowing local authorities to retain a higher proportion of business rates collected locally.

The Medium Term Financial Strategy has recently been updated indicating that due to reductions in government funding and demands on Council services as well as more general economic changes brought about by Brexit the financing of the Council services remains challenging.

To balance the budget there will be a continuing need for service transformation, efficiencies and other savings initiatives for the foreseeable future.

### *The Medium Term Financial Strategy*

The budget for 2020/21 was set against the continuing fiscal tightening of local government through Government policy. The Council's Medium Term Financial Strategy was set in February 2020 and will be updated in the Autumn of 2020 to reflect the effects of COVID – 19 on the Council's finances together with a reassessment of the deliverability of savings and income targets.

The medium term financial strategy for the period 2020/21 to 2024/25 updated is set out in the table below (source: Report CB/91 Draft Revenue Budget Proposals 2020/21 to Cabinet 10 February 2020).

	2020/21 Budget £ (000)	2021/22 Budget £ (000)	2022/23 Budget £ (000)	2023/24 Budget £ (000)	2024/25 Budget £ (000)
<b>Head of Service Departmental Budgets</b>					
Executive Directors & Corporate Core	2,042	2,042	2,042	2,042	2,042
Environmental Services	698	698	698	698	698
Strategy and Planning	993	993	993	993	993
Acquisitions, Transformation and Regeneration	(188)	(228)	(927)	(861)	(1,038)
Housing and Community Services	8,374	8,344	8,344	8,344	8,344
Resources	3,402	3,356	3,356	3,356	3,431
Non Pay & Income Inflation at 2%	0	51	102	153	204
Salaries pay award inflation @ 2% of 2019/20 Base Budget	0	188	376	564	752
Salaries turnover @ 3% of 2019/20 Base Budget	(282)	(288)	(299)	(316)	(338)
<b>Total Cost of Services</b>	<b>15,039</b>	<b>15,156</b>	<b>14,685</b>	<b>14,973</b>	<b>15,088</b>

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Interest from Investments	(400)	(169)	(169)	(169)	(169)
Capital Expenditure Charged to Revenue	1,359	291	291	291	291
MRP and Interest - Property Investment Strategy	755	1,130	1,306	1,315	1,314
MRP and Interest - Other	97	97	145	145	145

## Savings and Income generation

(i) Increase income - Property Investment Strategy	(544)	(605)	(605)	(605)	(605)
(ii) Increase income (net) - other	(14)	(107)	(202)	(202)	(202)
(iii) Lean and Demand	(90)	(180)	(180)	(180)	(180)
(iv) Service Prioritisation	(100)	(250)	(250)	(310)	(370)
(v) Devolvement	0	(1,350)	(1,350)	(1,350)	(1,350)
(vi) Reduced Staffing Structure	(500)	(500)	(500)	(500)	(500)
(vii) Shared Services	TBD	TBD	TBD	TBD	TBD

<b>Net Cost of Services</b>	<b>15,602</b>	<b>13,513</b>	<b>13,171</b>	<b>13,409</b>	<b>13,462</b>
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	2020/21 Budget £ (000)	2021/22 Budget £ (000)	2022/23 Budget £ (000)	2023/24 Budget £ (000)	2024/25 Budget £ (000)
<b>Special Expenses</b>	(687)	0	0	0	0
<b>Business Rates</b>					
Local Share of business rates 44% 2019/20 and 40% thereafter	(7,157)	(7,157)	(7,157)	(7,157)	(7,157)
s31 Grants	(1,892)	(1,892)	(1,892)	(1,892)	(1,892)
Tariff	5,121	5,121	5,121	5,121	5,121
Pooling Levy	195	195	195	195	195
Transition grant	0	TBD	TBD	TBD	TBD
<b>Revenue Support Grant</b>	0	TBD	0	0	0
<b>Non-Specific Revenue Grants</b>					
New Homes Bonus Grant	(247)	(12)	0	0	0
Rural services delivery grant	(50)	(50)	(50)	(50)	(50)
Local Council tax Support Grant	(102)	(104)	(106)	(108)	(110)
Benefits Administration Grant	(238)	(223)	(223)	(223)	(223)
New Burdens Grant & other non-specific Grants	0	0	0	0	0
Homelessness Grant - New Burdens	0	0	0	0	0
Homelessness Grant - Preventions	(126)	(126)	(126)	(126)	(126)
Flexible Homeless Support Grant	(275)	(275)	(275)	(275)	(275)
Brexit preparations Grant	0	0	0	0	0
<b>Council Tax Requirement (Rother only)</b>	<b>(7,019)</b>	<b>(7,199)</b>	<b>(7,384)</b>	<b>(7,573)</b>	<b>(7,766)</b>
<b>Other Financing</b>					
Collection Fund (Surplus)/Deficit	(849)	0	0	0	0
Contribution from reserves to fund capital expenditure	(1,359)	(291)	(291)	(291)	(291)
Contributions to/(from) General Fund Balance and Reserves	0	0	0	0	0
<b>Total Income</b>	<b>(14,685)</b>	<b>(12,013)</b>	<b>(12,187)</b>	<b>(12,378)</b>	<b>(12,574)</b>

The Council has adopted a property investment strategy is focussed on investment within Rother District in order to facilitate economic regeneration and help secure existing, and develop new, employment space. Some success has been achieved in 2019/20 and work on identifying suitable properties continues to meet the savings targets indicated below.

# NARRATIVE

## ***Income Generation***

The Council has a number of key income streams besides Council Tax and Non domestic rates. These include car parking, rents from land and industrial estates, planning, licensing and land charges.

The Council has stepped up the level of income it is receiving from property through the property investment strategy. The table below highlights the contribution these assets are making towards services including income from the Council's recent acquisition of Market Square, Battle in March 2020. The table excludes a property at 1-7 Wainwright Road which is being redeveloped.

As can be seen the recent purchases are already helping to achieve the savings identified in the table above. The Council aims to deliver a net 2% return on the capital investment after all costs are taken account of, including borrowing costs.

<b>Property</b>	<b>2020/21 Estimated Gross Additional Income £'000</b>
14 Terminus Road	106
18-40 Beeching Road	88
16 Beeching Road	97
Glovers House*	425
Market Square, Battle	195
<b>Total</b>	<b>911</b>

## ***Property Funds***

The Council has £5million invested in the CCLA Local Authority Property Fund and £3million in the Hermes Property Fund. The reason for these investments was due to the current low interest rates offered by banks and in a bid to achieve improved investment returns. These funds returned between 3/4.3% which help support Council services. They also provide a capital return or potential loss depending on property values but this is not realised until the funds are sold.

## ***Capital Strategy 2020/21***

The CIPFA revised 2017 Prudential and Treasury Management Codes require all local authorities to prepare a capital strategy report, which seeks to provide the following:

- a high-level long term overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services
- an overview of how associated risk is managed
- the implications for future financial sustainability

Of most significance are the Council plans to continue with its capital expenditure on its Property Investment Strategy as part of its regeneration ambitions and possibly invest £14 million on a new leisure centre.

The Council's Capital Strategy was approved by full Council on 25<sup>th</sup> February 2019 and is available on the Council website. The table below also includes estimates for 2024/25 to align with the Council's Medium Term Financial Plan.

# NARRATIVE

**Rother District Council  
Capital Programme Summary**

Line	2020/21 Budget £ (000)	2021/22 Budget £ (000)	2022/23 Budget £ (000)	2023/24 Budget £ (000)	2024/25 Budget £ (000)	Total £ (000)
<b>1 Acquisitions, Transformation and Regeneration</b>						
2 Community Grants	130	130	130	130	130	650
3 East Parade - project A - Bexhill East Beach	288					288
4 Community Led Housing Schemes	450	150				600
5 Blackfriars Housing Development	3,052					3,052
6 Property Investment Strategy - uncommitted	6,820					6,820
7 PIS - Beeching Road/Wainwright Road	3,000					3,000
8 PIS - Barnhorn Road	1,000	8,495	500			9,995
9 PIS - Beeching Road 18-40	460					460
10 Rother Transformation ICT Investment	345					345
11 Corporate Document Image Processing System	435					435
<b>12 Housing and Community Services</b>						
13 De La Warr Pavilion - Capital Grant	53	53	53	53	53	265
14 Bexhill Seafront - fountain	350					350
15 Sidley Sports and Recreation	300					300
16 Land Swap re Former High School Site	1,085					1,085
17 Bexhill Leisure Centre - site development	155	1,746	5,901	6,901	410	15,113
18 New bins	125	125	125	125	125	625
19 Bexhill Promenade - Outflow pipe	100					100
20 Housing (purchases - temp accomodation)	2,000					2,000
<b>21 Total Capital Programme</b>	<b>20,148</b>	<b>10,699</b>	<b>6,709</b>	<b>7,209</b>	<b>718</b>	<b>45,483</b>

Line	2020/21 Budget £ (000)	2021/22 Budget £ (000)	2022/23 Budget £ (000)	2023/24 Budget £ (000)	2024/25 Budget £ (000)	Total £ (000)
<b>22 Funded By:</b>						
23 Capital Receipts	1,240	1,537				2,777
24 Grants and contributions	4,262	359	1,948	0	0	6,569
25 CIL						0
26 Borrowing	12,820	8,495	500	0	0	21,815
27 Capital Expenditure Charged to Revenue	1,359	291	291	291	291	2,523
28 Unfunded	467	17	3,970	6,918	427	11,799
<b>29 Total Funding</b>	<b>20,148</b>	<b>10,699</b>	<b>6,709</b>	<b>7,209</b>	<b>718</b>	<b>45,483</b>

# NARRATIVE

## 8. Material assets/liabilities

The Council purchased the following significant assets during the year as part of its economic development and regeneration strategy:

Glovers House	£7.84m
Jempson Supermarket, Battle	£3.23m

These significant new material assets will be financed by loans from the Public Works Loan Board (PWLB). As at 31<sup>st</sup> March 2020 the Council's borrowing stood at £12.12m.

## 9. Explanation of the Financial Statements

The Accounts and Audit Regulations 2015 require the Council to produce a Statement of Accounts for each financial year. There have been no changes to policies.

These statements contain a number of different elements which are explained below.

**Statement of Responsibilities** sets out the respective responsibilities of the Council and the Chief Finance Officer.

**Independent Auditor's Report** gives the auditor's opinion of the financial statements and of the Council's arrangements for securing economy, efficiency and effectiveness in the use of resources.

### Statement of Accounts

- **Comprehensive Income and Expenditure Statement** shows the cost of providing services in the year in accordance with International Financial Reporting Standards, rather than the amount to be funded from taxation.
- **Movement in Reserves Statement** shows the movement in the year on the different reserves held by the Council, analysed into usable reserves (i.e. those that can be applied to fund expenditure or reduce local taxation) and unusable reserves.
- **Balance Sheet** shows the value of the Council's assets and liabilities at the reporting date. These are matched by reserves which are split into two categories; usable and unusable reserves.
- **Cash Flow Statement** shows the changes in the Council's cash and cash equivalents during the reporting period.
- **Collection Fund** is an agent's statement that reflects the statutory obligation of billing authorities to maintain a separate Collection Fund. The statement shows the transactions of the billing authority in relation to the collection from taxpayers of Council Tax and National Non-Domestic Rates (NDR) and its distribution to precepting bodies.

## 10. Acknowledgements

I would like to thank all those involved in managing the Council's finances and preparing this Statement of Accounts. Their support under ever increasing competing demands has been appreciated throughout these challenging times.



**Robin Vennard**

**Assistant Director Resources** (Chief Finance Officer)

# ANNUAL GOVERNANCE STATEMENT

## **Scope of Responsibility**

Rother District Council (RDC) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. RDC also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, RDC is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, and which includes arrangements for the management of risk.

RDC has approved and adopted a local code of corporate governance, which is consistent with the principles of the CIPFA/SOLACE Framework Delivering Good Governance in Local Government. The local code has been amended to reflect updated framework and guidance issued in 2016. A copy of the Code is on the RDC website or can be obtained from the Council's Monitoring Officer, Town Hall, Bexhill-on-Sea, East Sussex, TN39 3JX or telephone 01424 787813. This statement explains how RDC has complied with the code and also meets the requirements of regulation 4(2) of the Accounts and Audit Regulations 2015 in relation to the publication of a statement on internal control.

## **The Purpose of the Governance Framework**

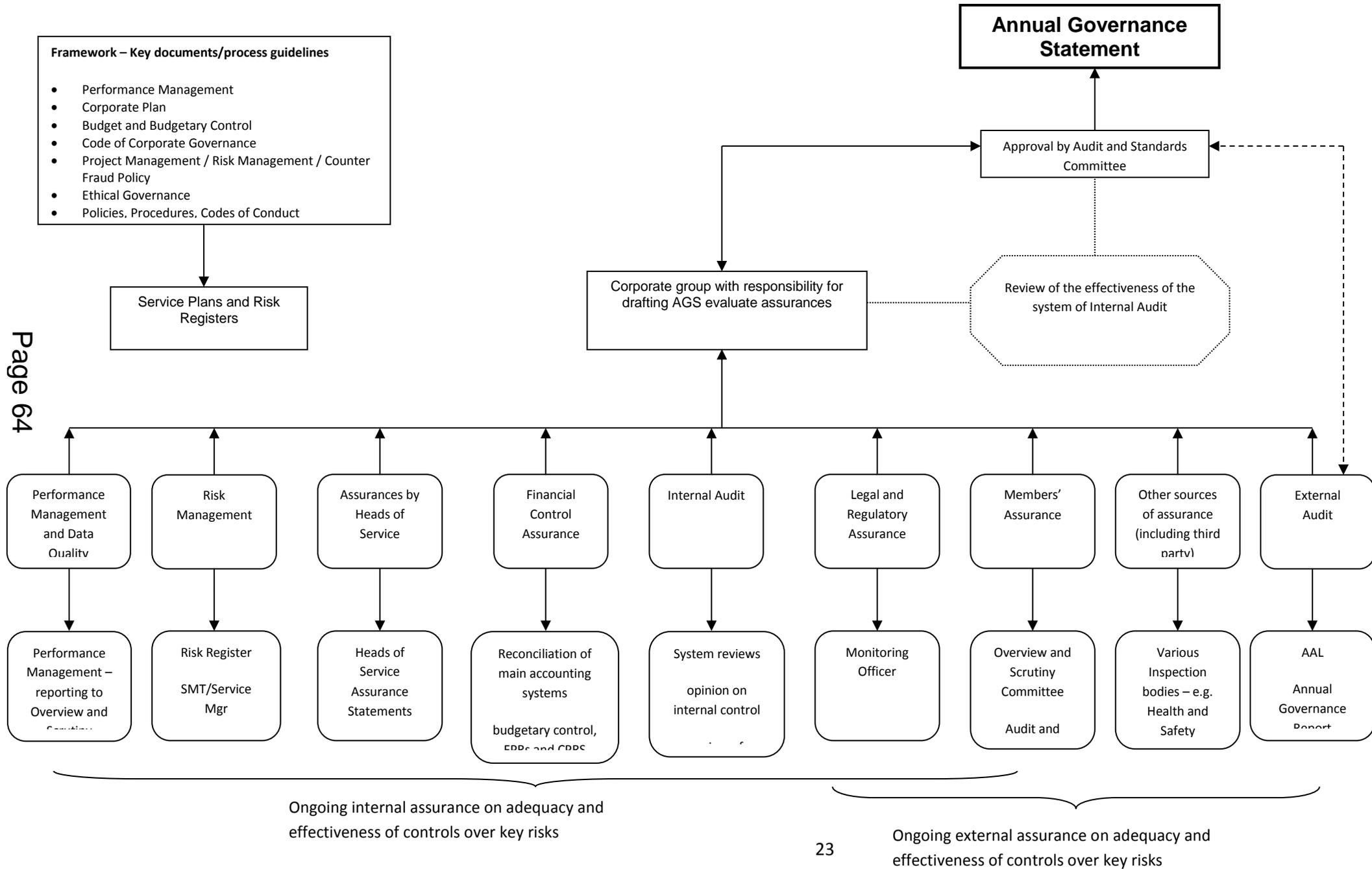
The governance framework comprises the systems and processes, and culture and values by which the authority is directed and controlled and its activities through which it accounts to, engages with and leads the community. It enables the authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.

The system of internal control is a significant part of that framework and is designated to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of Rother's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The governance framework has been in place at Rother for the year ended 31 March 2020 and up to the date of approval of the statement of accounts.

# ANNUAL GOVERNANCE STATEMENT

ANNUAL GOVERNANCE FRAMEWORK TO 31 MARCH 2020



# ANNUAL GOVERNANCE STATEMENT

## Review of Effectiveness

RDC has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the executive directors within the authority who have responsibility for the development and maintenance of the governance environment, the Audit Manager's annual report, and also by comments made by the external auditors and other review agencies and inspectorates. The way the Council complied with the Code of Corporate Governance is explained below:

### **PRINCIPLE A – Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law**

#### Legal and Regulatory Assurance

The role of Solicitor to the Council entails oversight of all the Council's legal dealings, including as necessary the sealing or signing of formal legal documents. The role of Monitoring Officer entails oversight of the Council's ethical framework, oversight of the Council's Constitution including the proper allocation of functions between the executive, regulatory and scrutiny limbs of the democratic machinery, and the statutory duty to report direct to full Council with respect to any breach of law. Key to the performance of the Monitoring Officer is the vetting of the agenda, reports and minutes of all meetings.

The Democratic Services Manager was the Council's Monitoring Officer in 2019/20. The Council's Legal Services are provided by Wealden District Council and their lead officer is the appointed Solicitor to the Council.

#### Members' Assurance – Audit and Standards Committee

During 2019/20, the Audit and Standards Committee (A&SC) received and scrutinised quarterly reports from the Audit Manager on the reviews carried out and progress against the plan and the year-end report includes a formal opinion of the adequacy, reliability and effectiveness of the Council's Internal Control systems.

In carrying out its responsibilities for Standards matters, the Committee also includes three Independent Person(s) and two Parish and Town Councillor representatives, who usually attend meetings of the A&SC twice a year, when standards related matters are considered. Under the Localism Act 2011, the Standards regime changed and Councils were given the responsibility of setting their own Codes of Conduct and procedures for dealing with complaints against Members. The Monitoring Officer is now able to assess all complaints after consultation with one of the Independent Persons and determine what actions, if necessary, should be taken. All valid complaints are reported to the A&SC for information bi-annually. Sanctions for dealing with Councillors who may have breached the Code of Conduct are significantly reduced under the new regime.

In addition to its statutory responsibilities, the Council has also vested in the Committee the overview of complaints handling and Local Ombudsman investigations. In this regard, the Committee receives a bi-annual report and an annual report on the Council's whole year performance.

#### Anti-Fraud and Corruption Framework

All officers and Members are signed up to the Council's Anti-Fraud and Corruption Framework. The Framework is made up five separate but related documents, namely:

- ✓ Anti-Fraud and Corruption Strategy
- ✓ Fraud Response Plan
- ✓ Anti-Bribery Policy
- ✓ Anti-Money Laundering Policy
- ✓ Whistleblowing Policy

# ANNUAL GOVERNANCE STATEMENT

The Whistleblowing policy places emphasis on the agreed ethical values of Members and employees, providing protection for individuals to raise concerns in confidence about suspect behaviour and ensuring that any concerns raised are properly investigated.

## **PRINCIPLE B – Ensuring openness and comprehensive stakeholder engagement**

Full Council, Cabinet, Regulatory and Scrutiny meetings are open to the public and all agenda papers, reports and decisions made by the Council are published on the Council's website together with details of forthcoming consultation exercises, surveys and public meetings, except those determined as exempt from publication.

The Council's consultation charter sets out how it engages with stakeholders and partners. Rother residents who want to have their say and hear regularly about new opportunities can join [Rother Citizens Panel](#). Currently there are around 300 residents and other interested parties involved. The Council website has a section called "[Ask the Leader!](#)" where the Leader of the Council will answer question posted online. The Council has a public question time scheme which allows the public to put questions to the appropriate Member of Cabinet or Committee Chairman at full Council meetings. Anyone who works or lives in the Rother District can submit one written question to full Council attended by all the elected Councillors.

## **PRINCIPLES C AND D - Defining, optimising and achieving outcomes**

The Rother Corporate Plan 2014 - 2021 sets out our vision for the district and priority areas for improvement in quality of life locally. The Corporate Plan is delivered through a programme of projects and complemented by a resetting strategy that seeks to adapt our services to on-going cuts in central grant support. The Corporate Plan is regularly monitored by Members.

Rother's performance management framework is set out in its Annual Report, published on 30 June each year. Objectives and targets are set against the Council's corporate aims:

- An Efficient, Flexible and Effective Council
- Sustainable Economic Prosperity
- Stronger, Safer Communities
- A Quality Physical Environment

Performance is monitored against a key performance indicator (KPI) set recommended by Overview and Scrutiny (OSC) Members in January of each year and subsequently approved by Cabinet. Performance against the KPI basket is reported to Members quarterly and includes other areas if performance is giving rise for concern. Details of any remedial action to be undertaken are included in these reports. Benchmarking against other similar authorities and national quartiles where available is a key aspect of performance reporting. Strategic Management Team and the OSC routinely carry out high-level oversight of performance. The Committee recommends actions and resource reallocation for action by Cabinet where appropriate.

The Council's performance reporting system, Pentana, is used to capture and analyse data for the Council. The use of the system has been extended to record data to enable the effective monitoring of the delivery of projects and business plans associated with the Corporate Plan.

The Council shares the system with Wealden District Council and this has brought significant financial savings to both authorities. This management information system incorporates robust data quality features. A regular User Group brings together users from across the Council to share experience and ideas. Data quality is also managed through service representatives across the organisation. Quality control processes include Head of Service sign off, risk assessment and internal auditing of measures and their data.

# ANNUAL GOVERNANCE STATEMENT

## **PRINCIPLE E – Developing capacity and capability**

A key element of the Council's service planning is to maximise the investment in staff through staff training to ensure we have the necessary skills for the future. All employees' training and development needs are considered as part of their annual appraisal. The Council is the lead authority for the Sussex Training Consortium which provides access to cost effective training for all Councils across East and West Sussex. The Council works across a broad set of partnerships and collaborative arrangements, and uses commissioning and procurement processes to maximise capacity by delivering services in the most effective and efficient way.

## **PRINCIPLE F – Managing risks and performance**

### Risk Management

The Council has an approved Risk Management Policy and Strategic Integrated Framework. This document shows the role both Members and officers have in the identification and minimisation of risk. Progress has been made to further embed risk management within the organisation and is now driven by risk and corporate governance forming an integral part of meetings of the Strategic Management Team (SMT). Desk top exercises are held on a regular basis to test identified risks against our Business Continuity planning. Risk Management is a feature of all new projects and is an integral part to the service planning process. Day to day management and monitoring processes and procedures are in place but work continues to improve the awareness of all staff. The corporate risk register forms an integral part of the Council's risk management process and is now available throughout the Council's services.

### Financial Control Assurance

A regular process of reconciling the main accounting systems is in place. Budget monitoring is produced monthly for all budget managers and regular reports have been submitted to Cabinet. The quality of reporting is continually under review by Finance and budget managers and improvements have been made this last year.

### Internal Audit

Each year an Internal Audit plan of work is agreed by the SMT, the Section 151 Officer and the Audit and Standards Committee. The majority of the 2019/20 Audit Plan is expected to be completed by the financial year end. At the time of writing, 75% had been completed. The Plan includes all core financial audits together with the audits that had been categorised as high/medium risk within the Plan.

The Audit Manager reports quarterly to the A&SC on the audit reviews that have been undertaken, highlighting any significant recommendations that have been made. The Audit Manager reports monthly to the Executive Director and quarterly to the A&SC on the audit reviews that have been undertaken, highlighting any significant recommendations that have been made. In addition, SMT and the Section 151 Officer review the effectiveness of Internal Audit annually.

### External Audit

External audit provide the Council with an Annual Audit Letter and an Annual Governance report, which reports on the Council's financial performance, value for money and a review of the effectiveness of the governance arrangements.

## **PRINCIPLE G – Implementing good practices in transparency, reporting, and accountability**

All Council decisions are published online together with supporting information to outline why that decision was chosen above other options. The Council has developed both its website and the format of Council reports to improve transparency and accessibility.

# ANNUAL GOVERNANCE STATEMENT

The Council reports performance against targets and financial targets on a regular basis. This reporting incorporates services provided by all models of delivery including services shared with other authorities, partnerships and contracted out services. All high risk audit recommendations are reported to the A&SC, to ensure that officers undertake any follow up actions as appropriate.

## **Significant Governance Issues**

In terms of internal control, there have been areas where weaknesses which have been identified through the review of compliance to the local code of corporate governance, Managers' Assurance Statements, Internal Audit and the work of the A&SC and these are commented on below. In addition, there are areas where due to external factors these have potential to adversely impact on the Council.

### Governance issues arising from the review of the Local Code of Corporate Governance

There are no outstanding issues to report from previous years, save covered in the sections below.

### Internal Audit Reviews Showing Unacceptable Internal Control Environment

Internal audit reviews identified areas where the internal control environment was not satisfactory and action needed:

**Property Investment** – The first audit review of this subject has only recently been completed. As with any new initiative, the Council's approach will take time to develop. It is therefore no surprise that the report highlighted a number of areas where control needs to be strengthened and/or transparency improved. Recommendations for improvement included enhancements to the processes for property evaluation, scrutiny and due diligence.

**U4BW ERP System Administration** – Concerns have previously been expressed about the adequacy of resources to administer the new U4BW ERP system. However since last year the amount of dedicated resource has further reduced. There is an offsite support contract, emergency support from the Council's partner authority and other members of the Finance team provide minimal cover whilst a new resource is recruited. It is however considered a risk in having no system administration support on site available for this major system and follow up on outstanding system issues is minimal. The Council is looking to employ a Deputy System Administrator to address this but it will take time to gain Council specific expertise to effectively administer the system.

Other issues and areas of emerging risk that may impact on the Council include:

**Local Government Funding Review and Business Rate Retention Scheme reset** – the impact of the Government's review of local government funding and review of business rates is unlikely to be known until late summer 2020. This is therefore a significant source of uncertainty over the Council's financial stability.

**Achieving a balanced budget** – as a result of the above uncertainty and the projected financial funding shortfall in the Council's Medium Term Financial Plan, there is pressure on the Council to deliver savings and additional income of £3m. A major facet of the current plan is the delivery of savings (£1.3m) through the devolvement of services to alternative providers. Failure to deliver these could result in difficulties in achieving a balanced revenue budget without recourse to using a major proportion of the Council's reserves. The Council's plans in delivering savings need to be fully developed during 2020/21 in preparation of the outcome of the Government reviews.

**Emerging new Corporate Plan** – with the change in May 2019 of the political administration of the Council, a new Corporate Plan is being developed which will have new key objectives. The emerging themes are centred around the environment and new housing. It is likely that resources will need to be redirected to meet these ambitions which will bring a degree of financial and other risks to the Council which will need to be managed.

# ANNUAL GOVERNANCE STATEMENT

**Joint Working** – It is expected that the Council will continue with its programme of delivering services jointly with other bodies where it helps to maintain or improve services at a reduced cost. The Council has 3 main shared services. Building Control and Legal services are provided by Wealden District Council. The shared Environmental Health and Licensing Service with Wealden is provided by this authority. Shared services provided by another Council could limit the Council's ability to maintain the quality of a service, particularly in the short term. The provision of a shared service for another Council does reduce the Council's flexibility and ability to redirect its resources when committed to delivery of a service for another Council. The Council also jointly procures a number of major contracts including waste collection and street cleaning and grounds maintenance.

**Loss of staff and recruitment** – A number of internal and external factors are having a negative impact on staff morale. Voluntary redundancies are also likely to place additional pressure on remaining staff as the work previously undertaken by their departing colleagues is shared out amongst them. Whilst it is accepted that there is no easy solution to this problem in the current financial climate, low morale increases the risk of staff turnover and this could result in the loss of knowledge and experience which the Council relies upon moving forward. In addition, the recruitment of professional level Local Government posts continues to be problematic. There are a range of factors influencing this, but seasoned professionals and specialists are becoming a real issue for Local Government and in particular, semi-rural Councils such as Rother. The Council's ability to deliver services and projects can be severely compromised by the inability to recruit, combined with the retirement of qualified and experienced staff. This may be resolved in a few years if the Council employs and trains Apprentices in these professional roles.

**Property Investment** – The Council has commenced a programme of acquisition and development of commercial property in the district with a view to stimulating economic activity and generating rental income to support the revenue budget. Most of this property investment will be funded by borrowing and this is expected to peak at approximately £35m by 2021. Whilst the potential gains from such an approach can be very attractive, there can also be significant financial risks if the Council does not invest wisely or fails to secure the expected rental income. The Council also needs to have regard to Government and CIPFA advice and guidance on commercial investments. The Council carefully considers all property investment opportunities and seeks professional advice before making acquisitions. This is why the Council has put in place a Property Investment Panel that comprises Members and Officers who will be supported by specialist valuation and financial advisors.

**U4BW ERP Implementation Project** – This project was originally due to complete in April 2018, but it is still ongoing. The Finance and Payroll modules have been operational since April and July 2018 respectively, but the implementation of the Human Resources and Self Service modules continues to be delayed primarily due to problems with system functionality. It is now hoped that these issues will be overcome in order to go live in April 2020 but if this is not achievable, the Council may have to consider an alternative way forward.

**Risk Management** – Whilst risk is regularly considered by Senior Management this process is not always documented. Consequently, the corporate risk register, which should include all of the major risks facing the Council, is not being regularly updated and actively monitored at present. Furthermore, following the departure of the Service Manager who was previously responsible for maintaining the Risk Management Policy and Framework, it is currently unclear who has been assigned this role. There is therefore a need for greater corporate oversight of risk management activity..

**Major Projects** – The Council will be undertaking a number of high profile projects over the next few years with the aim of delivering housing and economic regeneration to the district. Most of which are being project managed by the Special Projects team in the Acquisitions, Transformation and Regeneration Service. Some projects will need to be managed by officers within the relevant departments (in addition to their normal day jobs) and not all of these may have project management experience. There could be substantial financial and reputational risks if the Council fails to successfully deliver these projects.

**Post Exit of European Union** – As negotiations commence on a new trading treaty with the European Union the impact on the Food Control work of the Environmental Health Service remain uncertain in relation to the export and importation of food, which would have resource implications for the shared service with Wealden District Council.

# ANNUAL GOVERNANCE STATEMENT

**Pandemic Flu** – On 31 December 2019, Chinese authorities notified the World Health Organisation (WHO) of an outbreak of pneumonia in Wuhan City, which was later classified as a new disease, COVID-19. The main symptoms are a cough, high temperature, loss of smell and taste and in severe cases, shortness of breath. As this was a new disease, there was no immunity in the population and no vaccine or anti-viral medication. As a result, the potential existed for the disease to spread extensively. This rapid spread has been witnessed in recent times.

The Council responded in three ways:

- (i) Supporting the vulnerable through the establishment of a community hub
- (ii) Supporting local businesses through grants and rent deferrals/relief
- (iii) Redesigning the Council's operations and functions to respond to Government measures through technology to enable homeworking and remote meetings, including committee meetings.

The actions taken ensured that Council Services and governance arrangements have been maintained during the crisis, and as of June 2020, continue to be delivered in very difficult circumstances. Full details of the Council response can be found at:

<https://rother.moderngov.co.uk/ieListDocuments.aspx?CId=153&MId=583>

The legacy of the crisis will however impact the Council's finances. The estimated financial impact is to be in excess of £3m through the increased cost of homelessness, the emergency response and delayed delivery of savings targets. Income has reduced from rents, parking fees and treasury activities.

To date additional funding of £1m has been received from Government and at present it is not known if further funding will be forthcoming. This additional cost can be accommodated within the Council's reserves but adds pressure on the organisation to deliver the ongoing savings envisaged in the Medium Term Financial Plan.

It is not known at this stage how long the economic recovery will take and could place further financial pressures on the Council through the loss of business rates and increases in the number of households claiming Council Tax reduction as a result of worklessness.

**Climate Change Emergency** – The actions the Council will need to take to meet its Climate Change Emergency commitments may limit some service provision or increased costs, particularly around reduction in car mileage for visiting Officer, the provision of electric vehicles and heating costs.

**Joint Waste Collection and Street Cleaning Contract** – The emerging risks associated with the Joint Waste Contract arrangement in 2018/19 were effectively managed Spring to Autumn 2019 with minimal services impact. Some residual risk of service disruption remains pending Biffa Municipal Ltd' final decisions on the need to re-route collection services in 2020. This risk is therefore recorded in the Joint Waste Partnership risk register and being managed through the established joint waste contract management systems.

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

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Cllr Doug Oliver

Leader of the Council

On behalf of Rother District Council

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Executive Director

On behalf of Rother District Council

# STATEMENT OF RESPONSIBILITIES

## **The Council's Responsibility**

The Council is required:

- to make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. At Rother District Council this officer is the Assistant Director of Resources.
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.
- to approve the Statement of Accounts.

## **The Assistant Director of Resources (as the Chief Financial Officer) Responsibility**

The Assistant Director of Resources is responsible for the preparation of the Council's statement of accounts, in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom (the Code).

In preparing this statement of accounts, the Assistant Director of Resources has:

- selected suitable accounting policies and then applied them consistently.
- made judgements and estimates that were reasonable and prudent.
- complied with the local authority Code.

The Assistant Director of Resources has also:

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

## **Chief Financial Officer Certificate**

I certify that I have fulfilled my responsibilities noted above and that the accounts set out on pages 32 to 82 give a true and fair view of the financial position of the Council as at 31 March 2020 and its income and expenditure for the year ended 31 March 2020.

Robin Vennard

Assistant Director Resources

x July 2021

## **Approval of Accounts**

The accounts were presented to Audit and Standards Committee on 27 September 2021 and were authorised by the Chairman of the Committee, Councillor Ashan Jeeawon.

Councillor Ashan Jeeawon

Chairman of Audit and Standards Committee

# INDEPENDENT AUDITOR'S REPORT

**This page is left blank deliberately as statement of accounts remain subject to audit.**

# COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

2018-19 (re-stated)				2019-20		
Expenditure	Income	Net		Expenditure	Income	Net
£'000	£'000	£'000		£'000	£'000	£'000
2,506	(208)	2,298	Executive Directors & Corporate Core	3,084	(535)	2,549
2,572	(2,123)	449	Environmental Services	2,724	(2,088)	636
2,138	(1,017)	1,121	Strategy and Planning and Development	2,127	(1,122)	1,005
1,767	(274)	1,493	Acquisitions, Transformation and Regeneration	5,268	(1,093)	4,175
10,679	(4,658)	6,021	Housing and Community Services	13,166	(4,381)	8,785
24,376	(21,327)	3,049	Resources	23,246	(19,478)	3,768
44,038	(29,607)	14,431	<b>Cost of Services</b>	49,615	(28,697)	20,918
1,549	0	1,549	Parish Council Precepts	1,656	0	1,656
127	0	127	Levies	130	0	130
0	(171)	(171)	(Gains) on the disposal of assets	32	(282)	(250)
1,676	(171)	1,505	<b>Other Operating Expenditure</b>	1,818	(282)	1,536
573	0	573	Net interest on defined pension liabilities	615	0	615
0	(446)	(446)	Interest receivable and similar income	0	(508)	(508)
18	0	18	Interest payable and similar expenses	286	0	286
136	0	136	Gains and losses on financial assets - Note 20	317	0	317
119	(2,154)	(2,035)	Income and expenditure in relation to investment properties and changes in their fair value	179	(3,737)	(3,558)
846	(2,600)	(1,754)	<b>Financing and Investment Income and Expenditure</b>	1,397	(4,245)	(2,848)
0	(8,968)	(8,968)	Council Tax Income	0	(9,194)	(9,194)
5,289	(7,209)	(1,921)	Non Domestic Rates	5,715	(7,693)	(1,978)
0	(73)	(73)	Revenue Support Grant	0	0	0
0	(2,870)	(2,870)	Non-ringfenced government grants	0	(3,076)	(3,076)
0	(1,085)	(1,085)	Capital grants and contributions	0	(2,930)	(2,930)
5,289	(20,205)	(14,917)	<b>Taxation and non-specific grant income and expenditure</b>	5,715	(22,893)	(17,178)
51,849	(52,583)	(735)	<b>(Surplus) or Deficit on Provision of Services</b>	58,545	(56,117)	2,428
		(3,797)	Surplus on revaluation of non-current assets.			(7,613)
		5	Valuation (gains) / losses on available for sale financial assets reserve			(1)
		1,943	Remeasurement of the net defined benefit pension liability			(9,351)
		(1,849)	<b>Other Comprehensive Income and Expenditure</b>			(16,965)
		(2,584)	<b>Total Comprehensive Income and Expenditure</b>			(14,537)

## MOVEMENT IN RESERVES

	General Fund Balance	Ear-marked Reserves	Capital Receipts Reserve	Capital Grants Unapplied	Total Usable Reserves	Unusable Reserves	Total Authority Reserves
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>2018/19 (re-stated)</b>							
Balance at 1 April 2018	1,000	15,731	2,886	900	20,517	24,506	45,023
Movement in Reserves in 2018/19:							
Surplus (deficit) on the provision of services (accounting basis)	735	0	0	0	735	0	735
Other Comprehensive Income and Expenditure	0	0	0	0	0	1,849	1,849
Total Comprehensive Income and Expenditure	735	0	0	0	735	1,849	2,584
Adjustments between accounting and funding basis under regulation - note 6	(104)	0	16	973	885	(885)	0
Net increase/decrease before transfers to Earmarked reserves	631	0	16	973	1,620	964	2,584
Transfers to/from Earmarked reserves - note 10	(631)	631	0	0	0	0	0
Increase/(Decrease) in Year	0	631	16	973	1,620	964	2,584
<b>Balance at 31 March 2019</b>	<b>1,000</b>	<b>16,362</b>	<b>2,902</b>	<b>1,873</b>	<b>22,137</b>	<b>25,470</b>	<b>47,607</b>

## MOVEMENT IN RESERVES

	General Fund Balance	Ear-marked Reserves	Capital Receipts Reserve	Capital Grants Unapplied	Total Usable Reserves	Unusable Reserves	Total Authority Reserves
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>2019/20</b>							
Balance at 1 April 2019	1,000	16,362	2,902	1,873	22,137	25,470	47,607
Movement in Reserves in 2019/20:							
Surplus (deficit) on the provision of services (accounting basis)	(2,428)	0	0	0	(2,428)	0	(2,428)
Other Comprehensive Income and Expenditure	0	0	0	0	0	16,965	16,965
Total Comprehensive Income and Expenditure	(2,428)	0	0	0	(2,428)	16,965	14,537
Adjustments between accounting and funding basis under regulation - <i>note 6</i>	36	0	285	2,693	3,014	(3,014)	0
Net increase/decrease before transfers to Earmarked reserves	(2,392)	0	285	2,693	586	13,951	14,537
Transfers to/from Earmarked reserves - <i>note 10</i>	2,392	(2,392)	0	0	0	0	0
Increase/(Decrease) in Year	0	(2,392)	285	2,693	586	13,951	14,537
<b>Balance at 31 March 2020</b>	<b>1,000</b>	<b>13,970</b>	<b>3,187</b>	<b>4,566</b>	<b>22,723</b>	<b>39,421</b>	<b>62,144</b>

# BALANCE SHEET

1 April 2018 (re-stated)	31 March 2019 (re- stated)		31 March 2020
£'000	£'000		£'000
35,977	44,448	Property, Plant and Equipment	59,850
10,805	9,456	Investment Properties	12,357
620	661	Intangible Assets	610
4,959	7,935	Long Term Investments	7,714
49	42	Long Term Debtors	37
<b>52,410</b>	<b>62,542</b>	<b>LONG TERM ASSETS</b>	<b>80,568</b>
4,158	4,984	Short Term Debtors	6,306
47	11	Inventories	14
6,125	8,555	Short Term Investments	0
11,547	5,600	Cash and Cash Equivalents	16,069
<b>21,877</b>	<b>19,150</b>	<b>CURRENT ASSETS</b>	<b>22,389</b>
(4,981)	(5,087)	Short Term Creditors	(7,626)
(698)	(726)	Provisions	(1,105)
0	(15)	Short Term Borrowing	(248)
(78)	(91)	Capital grants receipts in advance	(1)
<b>(5,757)</b>	<b>(5,919)</b>	<b>CURRENT LIABILITIES</b>	<b>(8,980)</b>
(1,838)	(1,932)	Capital grants receipts in advance	(2,114)
0	(886)	Long Term Borrowing	(11,869)
(21,669)	(25,348)	Net Defined Pension liability	(17,850)
<b>(23,507)</b>	<b>(28,166)</b>	<b>LONG TERM LIABILITIES</b>	<b>(31,833)</b>
<b>45,023</b>	<b>47,607</b>	<b>NET ASSETS</b>	<b>62,144</b>
1,000	1,000	General Fund	1,000
15,731	16,362	Earmarked Reserves	13,970
2,886	2,902	Capital Receipts Reserve	3,187
900	1,873	Capital grants unapplied reserves	4,566
<b>20,517</b>	<b>22,137</b>	<b>USABLE RESERVES</b>	<b>22,723</b>
13,778	17,362	Revaluation Reserve	24,669
32,545	33,447	Capital Adjustment Account	32,361
45	41	Deferred capital receipts	37
(21,669)	(25,348)	Pensions Reserve	(17,850)
0	190	Collection Fund Adjustment Account	647
(157)	(157)	Accumulated Absences Account	(157)
(36)	(65)	Pooled Investment Funds Adjustment Account	(286)
<b>24,506</b>	<b>25,470</b>	<b>UNUSABLE RESERVES</b>	<b>39,421</b>
<b>45,023</b>	<b>47,607</b>	<b>TOTAL RESERVES</b>	<b>62,144</b>

# CASH FLOW STATEMENT

2018-19		2019-20
£'000		£'000
(16,116)	Taxation	(17,020)
(27,552)	Grants and Contributions	(26,553)
(5,517)	Sales of goods and rendering of services	(7,908)
(411)	Interest received	(563)
(47)	Other receipts from operating activities	(122)
<b>(49,643)</b>	<b>Cash inflows generated from operating activities</b>	<b>(52,166)</b>
7,548	Cash paid to and on behalf of employees	8,346
20,272	Housing benefit payments	18,671
5,288	NNDR Tariff payments	5,715
1,676	Precepts paid	1,786
9,397	Cash paid to suppliers of goods and services	11,364
12	Interest paid	160
4,647	Other operating cash payments	5,240
<b>48,840</b>	<b>Cash outflows generated from operating activities</b>	<b>51,282</b>
<b>(803)</b>	<b>Net cashflows from operating activities</b>	<b>(884)</b>
(171)	Proceeds from the sale of property, plant and equipment, investment property and intangible assets	(282)
3,547	Purchase of property, plant and equipment, investment property and intangible assets	12,568
20,450	Purchase of short-term and long-term investments	11,490
(15,050)	Proceeds from the sale of short-term and long-term investments	(19,990)
0	Other payments for investing activities	0
(693)	Other receipts from investing activities	(1,590)
<b>8,083</b>	<b>Net cashflows from investing activities</b>	<b>2,196</b>
(900)	Cash Receipts - long/short term borrowing	(11,150)
4	Repayments of long/short term borrowing	61
(303)	Changes in Council Tax balances held for preceptors	559
(134)	Changes in National Non-Domestic Rates balances held for preceptors	(1,251)
<b>(1,333)</b>	<b>Net cashflows from financing activities</b>	<b>(11,781)</b>
<b>5,947</b>	<b>Net (Increase) / decrease in cash and cash equivalents</b>	<b>(10,469)</b>
11,547	Cash and cash equivalents 1 April	5,600
(5,947)	Net increase / (decrease) in cash and cash equivalents	10,469
<b>5,600</b>	<b>Cash and cash equivalents 31 March</b>	<b>16,069</b>
1	Cash in hand	2
2,303	Call accounts and short term deposits	3,003
3,296	Bank balances	13,064
<b>5,600</b>	<b>Cash and cash equivalents 31 March</b>	<b>16,069</b>

# NOTES TO THE ACCOUNTING STATEMENTS

## NOTE 1. ACCOUNTING POLICIES

### 1. General Principles

The Statement of Accounts summarises the Council's transactions for the 2019/20 financial year and its position at the year-end of 31 March 2020. The Council is required to prepare an annual Statement of Accounts by the Accounts and Audit Regulations 2015 which those Regulations require to be prepared in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2019/20, supported by International Financial Reporting Standards (IFRS). The accounting convention adopted in the Statement of Accounts is principally historical cost, modified by the revaluation of certain categories of non-current assets and financial instruments.

### 2. Accruals of Income and Expenditure

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

- Revenue from contracts with service recipients whether for services or the provision of goods, is recognised when (or as) the goods are transferred to the service recipient in accordance with the performance obligations in the contract. However for low individual value annual transactions (e.g. annual payment for beach hut licences) this is recognised on a cash basis.
- Supplies are recorded as expenditure when they are consumed - where there is a gap between the date supplies are received and their consumption they are carried as inventories on the Balance Sheet.
- Expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made.
- Interest receivable on investments is accounted for as income on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.
- Where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

### 3. Accounting for Council Tax and Non Domestic Rates

The Council collects income from payers of Council Tax and Non-Domestic Ratepayers, but only part of the income relates to this Council, the balance being collected on behalf of other major precepting authorities, including the Government (for business rates). The amounts of debtors, adjustments for doubtful debts, overpayment creditors and receipts in advance that relate to the precepting authorities are shown as a single net debtor or creditor in the balance sheet. The element of the Collection Fund due to or from preceptors is held as part of the Short Term Creditors or Debtors balance. Annual changes in the amounts held for preceptors are shown as part of financing activities in the Cash Flow Statement.

The amounts legally credited to the General Fund are those estimated before the start of the financial year, including distributions of estimated surplus, or contributions towards estimated deficits. In accounting terms, however, the Council's share of the collectable debit (including adjustments to allowances for doubtful debts and appeals) are credited to the Comprehensive Income and Expenditure Statement (CI&ES). The difference between the cumulative amounts for statutory and accounting purposes forms the Collection Fund Adjustment Account (an unusable reserve) and the annual adjustment forms part of the accounting and financing adjustments.

### 4. Cash and Cash Equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are investments that mature in no more than ninety days 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 Council's cash management.

# NOTES TO THE ACCOUNTING STATEMENTS

## 5. Prior Period Adjustments, Changes in Accounting Policies and Estimates and Errors

Prior period adjustments may arise as a result of a change in accounting policies or to correct a material error. Changes in accounting estimates are accounted for prospectively, i.e. in the current and future years affected by the change and do not give rise to a prior period adjustment. Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Council's financial position or financial performance. Where a change is made, it is applied retrospectively (unless stated otherwise) by adjusting opening balances and comparative amounts for the prior period as if the new policy had always been applied.

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

## 6. Charges to Revenue for Non-Current Assets

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

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

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

## 7. Employee Benefits

### Benefits Payable during Employment

Short-term employee benefits are those due to be settled within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits (e.g. cars) for current employees and are recognised as an expense for services in the year in which employees render service to the Council. An accrual is made for the cost of holiday entitlements (or any form of leave, e.g. time off in lieu) earned by employees but not taken before the year-end which employees can carry forward into the next financial year. The accrual is made at the wage and salary rates applicable in the following accounting year, being the period in which the employee takes the benefit. The accrual is charged to Surplus or Deficit on the Provision of Services, but then reversed out through the Movement in Reserves Statement so that these benefits are charged to the General Fund in the financial year in which payment is made.

### Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Council to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy and are charged on an accruals basis to the relevant service cost line in the CI&ES when the Council is demonstrably committed to the termination of the employment of an officer or group of officers or making an offer to encourage voluntary redundancy. Where termination benefits involve the enhancement of pensions, statutory provisions require the General Fund balance to be charged with the amount payable by the Council to the pension fund or pensioner in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, appropriations are required to and from the Pensions Reserve to remove the notional debits and credits for pension enhancement termination benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end.

# NOTES TO THE ACCOUNTING STATEMENTS

## Post Employment Benefits

The majority of the Council's employees are members of the Local Government Pensions Scheme, administered by East Sussex County Council. The Scheme provides defined benefits to members (retirement lump sums and pensions), earned as employees worked for the Council.

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

- The liabilities of the East Sussex pension fund attributable to the Council are included in the Balance Sheet on an actuarial basis using the projected unit method - i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc. and projections of projected earnings for current employees.
- Liabilities are discounted to their value at current prices, using a discount rate of 2.3% based on the indicative rate of return on high quality corporate bond chosen by the Fund's Actuary.
- The assets of the East Sussex pension fund attributable to the Council are included in the Balance Sheet at their fair value:
  - quoted securities - current bid price
  - unquoted securities - professional estimate
  - unitised securities - current bid price
  - property - market value
- The change in the net pensions liability is analysed into the following components:
  - current service cost - the increase in liabilities as a result of years of service earned this year - allocated in the CI&ES to the services for which the employees worked
  - past service cost - the increase in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years - debited to the Surplus or Deficit on the Provision of Services in the CI&ES as part of the cost of the Resources service
  - net interest on the defined benefit liability, i.e. net interest expense for the Council – the change during the period in the net defined benefit liability that arises from the passage of time charged to the financing and investment income line of the Comprehensive Income and Expenditure Statement – this is calculated by applying the discount rate used to measure the defined benefit obligation at the beginning of the period to the defined benefit liability at the beginning of the period – taking account of any changes in the net defined benefit liability during the period as a result of contribution and benefit payments.
  - remeasurements comprising:
    - the return on plan assets, excluding amounts included in net interest on the net defined liability, charged to the Pension Reserve as Other Comprehensive Income and Expenditure
    - actuarial gains or losses - changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions - charged to the Pensions Reserve as Other Comprehensive Income and Expenditure.
  - contributions paid to the East Sussex pension fund - cash paid as employer's contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

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

## Discretionary Benefits

The Council also has restricted powers to make discretionary awards of retirement benefits in the event of early retirements. Any liabilities estimated to arise as a result of an award to any member of staff are accrued in the year of

# NOTES TO THE ACCOUNTING STATEMENTS

the decision to make the award and accounted for using the same policies as are applied to the Local Government Pension Scheme.

## 8. 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. Two types of events can be identified:

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

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

## 9. Fair Values

The Council measures some of its non-financial assets (surplus assets and investment properties), and any available for sale financial asset, at fair value at each reporting date. The Council also discloses fair values for financial assets and liabilities categorised as loans and receivables. Fair value is the price that would be received to sell an asset or transfer a liability in an orderly transaction at the year end. The fair value measurement assumes that the transaction takes place either in the principal market for the asset or liability, or, in the absence of a principal market, in the most advantageous market.

The Council measures the asset or liability using the assumptions that market participants would use when pricing the asset or liability, assuming that they act in their economic best interest.

When measuring the fair value the Council takes into account the market participants' ability to generate economic benefits by using the asset or liability in its highest or best use, or by selling it to another party that would use the asset or liability for its highest and best use.

The Council uses valuation techniques that are appropriate in the circumstances and for which sufficient data is available, maximising the use of observable inputs and minimising the use of unobservable inputs.

Inputs to the valuation techniques for assets and liabilities that are measured or disclosed in the financial statements are categorised within the fair value hierarchy, as follows:

- |         |   |
|---------|---|
| Level 1 | Quoted prices (unadjusted) in active markets for identical assets or liabilities that the Council can access at the year end.   |
| Level 2 | Inputs, other than quoted prices within Level 1, that are observable for the asset or liability, either directly or indirectly. |
| Level 3 | Unobservable inputs for the asset or liability.   |

## 10. Financial Instruments

### Financial Liabilities

Financial liabilities are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and initially measured at fair value and carried at their amortised cost. Annual charges to the Financing and Investment Income and Expenditure line in the CI&ES for interest payable are based on the carrying amount of the liability, multiplied by the effective rate of interest for the instrument. The effective interest rate is the rate that exactly discounts estimated future cash payments over the life of the instrument to the amount at which it was originally recognised.

# NOTES TO THE ACCOUNTING STATEMENTS

This means that the amount presented in the Balance Sheet is the outstanding principal repayable (plus accrued interest) and interest charged to the CI&ES is the amount payable for the year according to the loan agreement.

Liabilities include trade payables. It has been assessed that the carrying amount in the Balance Sheet is a proxy for the fair value of those liabilities.

## **Financial Assets**

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

- Amortised cost
- Fair value through profit or loss (FVPL)
- Fair value through other comprehensive income (FVOCI)

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

### *Financial Assets Measured at Amortised Cost*

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

However, the Council has from time to time made a number of loans to voluntary organisations at less than market rates (soft loans). When soft loans are made, a loss is recorded in the CI&ES (debited to the appropriate service) for the present value of the interest that will be foregone over the life of the instrument, resulting in a lower amortised cost than the outstanding principal.

Interest is credited to the Financing and Investment Income and Expenditure line in the CI&ES at a marginally higher effective rate of interest than the rate receivable from the voluntary organisations, with the difference serving to increase the amortised cost of the loan in the Balance Sheet. Statutory provisions require that the impact of soft loans on the General Fund Balance is the interest receivable for the financial year – the reconciliation of amounts debited and credited to the CI&ES to the net gain 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.

Any gains and losses that arise on the de-recognition of an asset are credited/debited to the Financing and Investment Income and Expenditure line in the CI&ES.

### *Expected Credit Loss Model*

The Council recognises expected credit losses on all of its financial assets held at amortised cost, either on a 12-month or lifetime basis. The expected credit loss model also applies to lease receivables and contract assets. Lifetime losses are recognised for trade receivables (debtors) held by the Council.

Impairment losses are calculated to reflect the expectation that the future cash flows might not take place because the borrower could default on their obligations. Credit risk plays a crucial part in assessing losses. Where risk has increased substantially since an instrument was initially recognised, losses are assessed on a lifetime basis. Where risk has not increased substantially or remains low, losses are assessed on the basis of 12-month expected losses.

The Council has a substantial amount of investments and employs treasury management advisers in addition to full time professional staff. However, reasonable and verifiable information to support the measurement of lifetime losses on individual instruments is not available without undue cost or effort. Losses are mainly assessed for the portfolio on a collective basis.

# NOTES TO THE ACCOUNTING STATEMENTS

Financial Assets are amalgamated into the following groups to assess risk and associated loss allowances whilst making use of a simplified approach contained in regulations.

Group 1 – Commercial investments in line with treasury management policy including counterparties that have external credit ratings of A or better. Loss allowances will be assessed on a group basis using the simplified approach of collective assessment.

Group 2 – Loans to related parties. Loss allowances for these loans are assessed on an individual basis and / or an individual borrower basis.

Group 3 – Other loans to local businesses, in support of the Council vision and objectives. Loss allowances for these loans are assessed on an individual basis and / or an individual borrower basis.

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

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

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

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

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

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

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

## *Financial Assets Measured at Fair Value through Other Comprehensive Income*

Financial assets that are measured at FVOCI are recognised on the balance sheet when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured and carried at fair value. Fair value gains and losses are charged to the Other Comprehensive Income and Expenditure and are held in the Financial Instrument Revaluation Reserve.

Movements in amortised cost are charged to the Surplus or Deficit on the Provision of Services

Cumulative gains/losses on fair value are transferred to the Surplus or Deficit on the Provision of Services on derecognition.

## **11. Government Grants and Contributions**

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

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

Amounts recognised as due to the Council are not credited to the CI&ES until conditions attached to the grant or contribution have been satisfied. Conditions are stipulations that specify that the future economic benefits or service potential embodied in the asset acquired using the grant or contribution are required to be consumed by the recipient as specified, or future economic benefits or service potential must be returned to the transferor.

Monies advanced as grants and contributions for which conditions have not been satisfied are carried in the Balance Sheet as liabilities. When conditions are satisfied, the grant or contribution is credited to the relevant service line

# NOTES TO THE ACCOUNTING STATEMENTS

(attributable revenue grants and contributions) or Taxation and Non-Specific Grant Income (non-ringfenced revenue grants and all capital grants) in the CI&ES.

Where capital grants are credited to the CI&ES, they are reversed out of the General Fund Balance in the Movement in Reserves Statement. Where the grant has yet to be used to finance capital expenditure, it is posted to the Capital Grants Unapplied Reserve. Amounts in the Capital Grants Unapplied Reserve are transferred to the Capital Adjustment Account once they have been applied to fund capital expenditure.

The Council has elected to charge a Community Infrastructure Levy (CIL) on new builds with appropriate planning consent. The income from the levy will be used to fund various projects described as "infrastructure" in a broader sense than used for Council property in Note 1.16 below. The infrastructure investment is determined by a panel and it is not necessarily this Council that will undertake the works. Part of the CIL income is retained to offset the cost of administration, and is accounted for as income for the Strategy and Planning service. Some is also payable to parishes: this is treated as an agency service and is excluded from the CI&ES. The rest is intended for use to finance capital, and is treated as capital contributions. As it is received without conditions it is recognised immediately as capital grants and contributions income, and is then transferred to the Capital Grants Unapplied Reserve.

The income from CIL is accounted for on an accruals basis and recognised immediately in the CI&ES at the commencement date of the chargeable development. Surcharges and interest received in accordance with the CIL regulations will be accounted for as if they were CIL receipts.

## **12. Investment Property**

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

Investment properties are measured initially at cost and subsequently at fair value, being the price that would be received to sell such an asset in an orderly transaction between market participants at the measurement date. As a non-financial asset, investment properties are measured at highest and best use.

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

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

## **13. Intangible Assets**

Expenditure on non-monetary assets that do not have physical substance but are controlled by the Council as a result of past events (e.g. software licences) is capitalised when it is expected that future economic benefits or service potential will flow from the intangible asset to the Council.

Internally generated assets are capitalised where it is demonstrable that the project is technically feasible and is intended to be completed (with adequate resources being available) and that the Council will be able to generate future economic benefits or deliver service potential by being able to use the asset. Costs relating to the development of computer software for internal use are capitalised where it can be measured reliably as attributable to the asset and is restricted to that incurred in the development phase. When the software is available for its intended use, these costs are amortised in equal annual amounts over the estimated useful life of the software.

Amounts capitalised include the total cost of any external products or services and labour costs directly attributable to development. Management judgement is involved in determining the appropriate internal costs to capitalise and the amounts involved. The useful life is determined by management at the time the software is acquired and brought into use and is regularly reviewed for appropriateness. For computer software licences, the useful life represents management's view of the expected period over which the Council will receive benefits from the software.

Intangible assets are measured initially at cost. The depreciable amount of an intangible asset is written down over its

# NOTES TO THE ACCOUNTING STATEMENTS

useful life, to the appropriate line in the CI&ES. No intangible assets are recorded with indefinite lives. An asset is tested for impairment whenever there is an indication that the asset might be impaired, and any losses are posted to the appropriate line in the Income and Expenditure Statement.

The calculated amounts for amortisation and impairment are charged to the Cost of Services in the CI&ES, but they are not proper charges against the General Fund. A transfer is therefore made from the Capital Adjustment Account to the General Fund to reverse the impact.

## **14. Leases**

Leases are classified as finance leases where the terms of the lease transfer substantially all the risks and rewards incidental to ownership of the property, plant or equipment from the lessor to the lessee. All other leases are classified as operating leases.

Where a lease covers both land and buildings, the land and buildings elements are considered separately for classification.

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.

All of the Council's leases have been determined to constitute operating leases.

### **The Council as Lessee**

Rentals paid under operating leases are charged to the CI&ES as an expense of the services benefitting from use of the leased property, plant or equipment. Charges are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (e.g. there is a rent-free period at the commencement of the lease).

### **The Council as Lessor**

Where the Council grants an operating lease over a property or an item of plant or equipment, the asset is retained in the Balance Sheet. Rental income is credited to the appropriate line in the CI&ES. Credits are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (e.g. there is a premium paid at the commencement of the lease). Initial direct costs incurred in negotiating and arranging the lease are added to the carrying amount of the relevant asset and charged as an expense over the lease term on the same basis as rental income.

## **15. Overheads and Support Services**

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

## **16. Property, Plant and Equipment**

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

### **Recognition**

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

### **Measurement**

Assets are initially measured at cost, comprising:

- the purchase price
- any costs attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management

# NOTES TO THE ACCOUNTING STATEMENTS

- the initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located.

The cost of assets acquired other than by purchase is deemed to be its current value, unless the acquisition does not have commercial substance (i.e. it will not lead to a variation in the cash flows of the Council). In the latter case, where an asset is acquired via an exchange, the cost of the acquisition is the carrying amount of the asset given up by the Council.

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

- Vehicles, plant, etc. and infrastructure - depreciated historical cost.
- Community assets and assets under construction - historic cost.
- Land and buildings - current value, determined as the amount that would be paid for the asset in its existing use (existing use value - EUV). Where there is no market-based evidence of current value because of the specialist nature of an asset, depreciated replacement cost is used as an estimate of current value.
- Surplus Properties – fair value, as described in accounting policy 1.9 above, equating to market value for their highest and best use from a market participant's perspective.

Assets included in the Balance Sheet at current value are subject to a full valuation once every five years, but are subject to a desktop review at the end of each year to ensure that their carrying amount is not materially different from their current value, or fair value at the year-end. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Exceptionally, gains might be credited to the CI&ES where they arise from the reversal of a loss previously charged to a service. Where decreases in value are identified, they are accounted for by:

- where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains)
- where there is no balance in the Revaluation Reserve or an insufficient balance, the carrying amount of the asset is written down against the relevant service line(s) in the CI&ES.

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

The values of Land and Buildings assets individually worth less than £10,000 are recorded, but not included in the balance sheet values.

## **Impairment**

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

Where impairment losses are identified, they are accounted for by:

- where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains)
- where there is no balance in the Revaluation Reserve or an insufficient balance, the carrying amount of the asset is written down against the relevant service line(s) in the CI&ES.

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

## **Depreciation**

Depreciation is provided for on all Property, Plant and Equipment assets by the systematic allocation of their depreciable amounts over their useful lives. An exception is made for assets without a determinable finite useful life (i.e. freehold land and certain Community Assets) and assets that are not yet available for use (i.e. assets under construction).

# NOTES TO THE ACCOUNTING STATEMENTS

Depreciation is calculated on the following bases:

- dwellings and other buildings - straight-line allocation over the useful life of the property as estimated by the Valuer. Useful life is between 10 and 50 years depending on the asset.
- vehicles, plant, furniture and equipment – straight line allocation over the useful life of the asset. Useful life is between 7 and 20 years.
- Infrastructure - straight-line allocation over 50 years.

No depreciation is charged in year of acquisition but is charged at a full year rate in the year of disposal.

Reclassified assets are depreciated from year of reclassification.

Revaluation gains are also depreciated, with an amount equal to the difference between current value depreciation charged on assets and the depreciation that would have been chargeable based on their historical cost being transferred each year from the Revaluation Reserve to the Capital Adjustment Account.

## Componentisation of Property Assets

Where an item of Property, Plant and Equipment asset has major components whose cost is significant in relation to the total cost of the item, the components are depreciated separately. Where the Council has revalued a property, or carried out major capitalised works, it has been necessary to identify the major components making up the property using the following major component analysis:

- Land
- Buildings
- External areas (such as car parks)
- Plant and equipment (such as lifts and heating systems)

The Council has also adopted a de minimis level of 10% of the building value or £50,000 to apply componentisation.

## Disposals

When an asset is disposed of or decommissioned, the carrying amount of the asset in the Balance Sheet is written off to the other Operating Expenditure line in the CI&ES as part of the gain or loss on disposal. Receipts from disposals (if any) are credited to the same line in the CI&ES also as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal). Any revaluation gains accumulated for the asset in the Revaluation Reserve are transferred to the Capital Adjustment Account.

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts and are credited to the Capital Receipts Reserve, and can then only be used for new capital investment. Receipts are appropriated to the Reserve from the General Fund Balance in the Movement in Reserves Statement.

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

## 17. Provisions, Contingent Liabilities and Contingent Assets

### Provisions

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

Provisions are charged as an expense to the appropriate service line in the CI&ES in the year that the Council becomes aware of the obligation, and are measured at the best estimate at the balance sheet date of the expenditure required to settle the obligation, taking into account relevant risks and uncertainties.

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

# NOTES TO THE ACCOUNTING STATEMENTS

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

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

## **Contingent Liabilities**

A contingent liability arises where an event has taken place that gives the Council a possible obligation whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Council. Contingent liabilities also arise in circumstances where a provision would otherwise be made but either it is not probable that an outflow of resources will be required or the amount of the obligation cannot be measured reliably. Contingent liabilities are not recognised in the Balance Sheet but disclosed in a note to the accounts.

## **Contingent Assets**

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

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

## **18. Reserves**

The Council maintains two groups of reserves, usable and unusable.

Usable reserves comprise the following:

- Capital Receipts Reserve: proceeds from the sales of non-current assets are initially credited to the CI&ES, but legally can only be used to finance capital expenditure, and so are transferred to the Capital Receipts Reserve and afterwards used for this specific purpose.
- Capital Grants Unapplied: the Council receives grants and contributions towards capital expenditure, and, where repayment conditions are not present or no longer apply, they are credited to the CI&ES and immediately transferred into the Capital Grants Unapplied Reserve until required to finance capital investment.
- Earmarked Reserves: the Council may set aside earmarked reserves to cover specific projects or contingencies. These are transferred from the General Fund, and amounts are withdrawn as required to finance such expenditure. The expenditure itself is charged to the appropriate line in the CI&ES. There are no legal restrictions on the use of earmarked reserves, and unspent balances can be taken back to the General Fund in the same way.
- General Fund: this represents all other usable reserves, without legal restrictions on spending, which arise from annual surpluses or deficits.

Unusable Reserves consist of those which cannot be used to finance capital or revenue expenditure:

- Revaluation Reserve: this consists of accumulated gains on individual items of Property, Plant and Equipment. The Reserve contains only gains accumulated since 1 April 2007, the date that the Reserve was created. Accumulated gains before that date were consolidated into the balance on the Capital Adjustment Account. The balance is reduced when assets with accumulated gains are:
  - revalued downwards or impaired and the gains are lost
  - used in the provision of services and the gains are consumed through depreciation, or
  - disposed of and the gains are realised.
- Capital Adjustment Account: Receives credits when capital is financed from the General Fund or from the Capital Receipts and Capital Grants Unapplied reserves, and receives debits to offset depreciation and other charges relating to capital which are not chargeable against the General Fund. The account contains

# NOTES TO THE ACCOUNTING STATEMENTS

revaluation gains accumulated on non-current assets before 1 April 2007, the date on which the Revaluation Reserve was created to hold such gains.

- **Deferred Capital Receipts:** in some cases (particularly former housing stock disposed of, where the purchaser financed the transaction through a mortgage from the Council) an asset is disposed of, but the income cannot be collected immediately. The Council maintains records for a long term debtor, offset by a balance in the Deferred Capital Receipts Account. When the income is received the debtor is written down and a transfer is made between this account and the Capital Receipts Reserve.
- **Pensions Reserve:** The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post employment benefits and for funding benefits in accordance with statutory provisions. The Council accounts for post employment benefits in the CI&ES as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Council makes employer's contributions to pension funds or eventually pays any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a substantial shortfall in the benefits earned by past and current employees and the resources the Council has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.
- **Collection Fund Adjustment Account:** this represents the differences arising from the recognition of Council Tax income and Non-Domestic Rates in the CI&ES as they fall due from payers, compared with the statutory arrangements for paying across amounts from the Collection Fund to the General Fund.
- **Accumulated Absences Reserve:** this contains the difference between the statutory and accounting liability for the cost of accumulated absences: the cost is properly chargeable to the CI&ES, but not to the General Fund.
- **Pooled Investment Fund Adjustment Account:** this contains the unrealised gains or losses made by the Council arising from increases or decreases in the value of its investments that have quoted market prices or otherwise do not have fixed or determinable payments.

## **19. Revenue Expenditure Funded from Capital under Statute**

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

## **20. VAT**

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

## **21. Interests in Companies and Other Entities**

The Council has no material interests in companies and other entities that have the nature of subsidiaries, associates and joint ventures and therefore is not required to prepare group accounts. In the Council's own single entity accounts, the interests in companies and other entities are recorded as financial assets at cost, less any provision for losses.

# NOTES TO THE ACCOUNTING STATEMENTS

## NOTE 2. ACCOUNTING STANDARDS ISSUED BUT NOT YET ADOPTED

This note sets out information regarding the impact of an accounting change that will be required by any new accounting standards that have been issued but not yet adopted by the CIPFA Code of Practice

The changes introduced by the 2020/21 Code are as follows.

- Amendments to IAS28 Investments in Associates and Joint Ventures; Long-term Interests in Associates and Joint Ventures.
- Annual Improvements to IFRS Standards 2015-2017 Cycle.
- Amendments to IAS19 Employee Benefits: Plan Amendment, Curtailment or Settlement..
- IFRS 16 Lease accounting (deferred implementation to 1 April 2021)

The introduction of these changes in 2020/21 will not have a material impact on the Council's financial position and performance.

## NOTE 3. CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES

### Business Rates Appeals Provision

There was a business rates revaluation which took effect on 1 April 2017 ('The 2017 List') and changed the rateable values of assessable properties. At the same date the Valuation Office Agency (VOA) introduced changes to the appeals process for business rates valuations – introducing a system known as 'Check, Challenge, Appeal'.

The Council uses monthly data compiled by a company called Analyse Local to estimate an appropriate provision for appeals, both already made and yet to be made in respect of the rates payable for any year. It also updates the provision for prior years each year based on this information.

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

The Financial Statements contain estimated figures that are based on assumptions made by the Council about the future or that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However, because balances cannot be determined with certainty, actual results could be materially different from the assumptions and estimates. The main items in the Council's Balance Sheet at 31 March 2020 on which such assumptions have been made are as follows:

### Pensions Liability

Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages and mortality rates. A firm of consulting actuaries, Hymans Robertson, is engaged to provide the Council with expert advice about the assumptions to be applied. For instance:

- A 0.5% decrease in the real discount rate assumption would result in an increase in the pension liability of £8.345m.
- A 0.5% increase in the Salary Increase Rate would result in an increase in the pension liability of £0.872m.
- A 0.5% increase in the Pension Increase Rate would result in an increase in the pension liability of £7.403m.

Changes in any one assumption would be affected by changes in others, so that the effect of a number of changes would be a complex calculation.

# NOTES TO THE ACCOUNTING STATEMENTS

## **Impact of Covid 19 pandemic on valuation of assets**

The accounts have been prepared in a period of uncertainty in relation to many economic factors that impact the property investment and letting markets.

### i) Property plant equipment and investment properties

The outbreak of Covid 19 has impacted significantly on market activity. As at 31 March 2020 the valuers consider that, for property plant and equipment and investment properties, less weight can be attached to previous market evidence for comparison purposes, to inform opinions of value. The valuers acknowledge that it is faced with an unprecedented set of circumstances on which to base a judgement.

The valuations reported are therefore on the basis of “material valuation uncertainty” as per VPS3 and VPGA 10 of the RICS Red Book Global. Consequently, less certainty and a higher degree of caution should be attached to the valuation than would normally be the case.

### ii) Pension Fund assets

The East Sussex Pension Fund financial statements include a material valuation uncertainty in respect of the valuation of pooled property investments. These investments are valued at £325.9m in the Pension Fund accounts at 31 March 2020, representing 9.4% of total Pension Fund assets. The Council’s share of pooled property investments is valued at £7.5m. In the Pension Fund accounts it states that advice from its Fund Manager is that the indicative effect of the pandemic on these valuations could result in a reduction of up to 10% in the reported value, which means for this Council a possible reduction in its share of 0.75m.

### iii) Property Investment Funds

The Council has invested £8m in Property Funds, £5m with CCLA and £3m with Hermes. Hermes, in its Annual Report and Accounts 2019/20 states that its property valuations are reported on the basis of material valuation uncertainty as per VPS3 and VPGA 10 of the RICS Red Book Global. Consequently, less certainty and a higher degree of caution, should be attached to its valuations than would normally be the case. CCLA suspended dealings in its property fund due to the uncertainty in the underlying value of the fund’s assets.

## **Allowance for impact of rating appeals**

There are a number of appeals against rating values outstanding, many going back to 1 April 2010, and this Council is liable for its share (currently 44%) of the losses resulting from successful appeals.

Following the 2017 revaluation, where average rateable values rose by 12.4%, a new check, challenge, appeal process has been introduced, the impact of which is highly uncertain with very few challenges lodged to date for Rother. The Council has made a provision for the likely impact on the its yield of expected future successful appeals based on both the 2010 and 2017 lists for the period to the end of March 2020 based on work completed by Analyse Local.

## **Britain leaving the European Union: asset values and pension liability**

There is a high level of uncertainty about the implications of Britain leaving the European Union.. It is not possible to predict what will happen and whether asset values and the discount rate will consequently change. The assumption has been made that this will not significantly impair the value of the Council’s assets or change the discount rate. However, this assumption needs to be revisited and reviewed regularly.

Higher impairment allowances may need to be charged in the future if asset values fall. If the discount rate changes, the size of the net pension liability will also vary.

# NOTES TO THE ACCOUNTING STATEMENTS

## NOTE 5. EXPENDITURE AND FUNDING ANALYSIS

2018-19			2019-20			
Net Expenditure Chargeable to General Fund	Adjustments between Funding and Accounting basis	Net Expenditure in the Comprehensive Income and Expenditure Statement		Net Expenditure Chargeable to General Fund	Adjustments between Funding and Accounting basis	Net Expenditure in the Comprehensive Income and Expenditure Statement
£'000	£'000	£'000		£'000	£'000	£'000
1,977	321	2,298	Executive Directors & Corporate Core	2,218	331	2,549
110	339	449	Environmental Services	321	315	636
839	282	1,121	Strategy and Planning and Development	759	246	1,005
(30)	1,523	1,493	Acquisitions, Transformation and Regeneration	434	3,741	4,175
5,206	815	6,021	Housing and Community Services	7,357	1,428	8,785
3,163	(114)	3,049	Resources	3,648	120	3,768
<b>11,265</b>	<b>3,166</b>	<b>14,431</b>	<b>Cost of Services</b>	<b>14,737</b>	<b>6,181</b>	<b>20,918</b>
(11,896)	(3,270)	(15,166)	Other Income and Expenditure	(12,345)	(6,145)	(18,490)
<b>(631)</b>	<b>(104)</b>	<b>(735)</b>	<b>(Surplus) or Deficit on Provision of Services</b>	<b>2,392</b>	<b>36</b>	<b>2,428</b>
<b>Earmarked Reserves</b>	<b>General Fund</b>	<b>Total</b>		<b>Earmarked Reserves</b>	<b>General Fund</b>	<b>Total</b>
£'000	£'000	£'000		£'000	£'000	£'000
15,731	1,000	16,731	Opening balances	16,362	1,000	17,362
0	631	631	Surplus or (Deficit) on Provision of Services	0	(2,392)	(2,392)
631	(631)	0	Transfers between General Fund and earmarked reserves	(2,392)	2,392	0
<b>16,362</b>	<b>1,000</b>	<b>17,362</b>	<b>Closing General Fund balance</b>	<b>13,970</b>	<b>1,000</b>	<b>14,970</b>

# NOTES TO THE ACCOUNTING STATEMENTS

	Financing and Accounting Adjustments				
	Capital and Assets	Pensions	Tax Collection	Other	Total
	£'000	£'000	£'000	£'000	£'000
<b>2018-19</b>					
Executive Directors & Corporate Core	92	228	0	1	<b>321</b>
Environmental Services	0	339	0	0	<b>339</b>
Strategy and Planning and Development	0	282	0	0	<b>282</b>
Acquisitions, Transformation and Regeneration	349	175	0	999	<b>1,523</b>
Housing and Community Services	717	413	0	(315)	<b>815</b>
Resources	288	(274)	0	(128)	<b>(114)</b>
Cost of Services	1,446	1,163	0	557	<b>3,166</b>
Other Income and Expenditure from the Expenditure and Funding Analysis	(3,120)	573	(190)	(533)	<b>(3,270)</b>
<b>Total for 2018-19</b>	<b>(1,674)</b>	<b>1,736</b>	<b>(190)</b>	<b>24</b>	<b>(104)</b>

	Financing and Accounting Adjustments				
	Capital and Assets	Pensions	Tax Collection	Other	Total
	£'000	£'000	£'000	£'000	£'000
<b>2019-20</b>					
Executive Directors & Corporate Core	114	217	0	0	<b>331</b>
Environmental Services	0	315	0	0	<b>315</b>
Strategy and Planning and Development	0	246	0	0	<b>246</b>
Acquisitions, Transformation and Regeneration	3,546	195	0	0	<b>3,741</b>
Housing and Community Services	1,000	428	0	0	<b>1,428</b>
Resources	283	(163)	0	0	<b>120</b>
Cost of Services	4,943	1,238	0	0	<b>6,181</b>
Other Income and Expenditure from the Expenditure and Funding Analysis	(6,526)	615	(456)	222	<b>(6,145)</b>
<b>Total for 2019-20</b>	<b>(1,583)</b>	<b>1,853</b>	<b>(456)</b>	<b>222</b>	<b>36</b>

# NOTES TO THE ACCOUNTING STATEMENTS

## NOTE 6. ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

	General Fund Balance	Capital Receipts reserve	Capital grants unapplied	Unusable Reserves	Total
	£'000	£'000	£'000	£'000	£'000
<b>2018-19</b>					
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement					
Amortise Intangible Assets	(94)	0	0	94	0
Depreciation and impairment of non-current assets	(1,133)	0	0	1,133	0
Movements in value of Investment Properties	1,035	0	0	(1,035)	0
Disposal of non-current assets	0	0	0	0	0
Capital receipts to Usable Capital Receipts Reserve	171	(175)	0	4	0
Capital grants and contributions to Capital Grants Unapplied Reserve	1,085	0	(1,085)	0	0
Difference between accounting and statutory employment benefit	0	0	0	0	0
Difference between accounting and statutory credit for Council Tax	54	0	0	(54)	0
Difference between accounting and statutory credit for Non-Domestic Rates	136	0	0	(136)	0
Revenue Expenditure Financed from Capital under Statute	(1,253)	0	0	1,253	0
Difference between accounting and statutory credit for pension costs	(1,736)	0	0	1,736	0
Difference between accounting and statutory credit for pooled investment funds	(24)	0	0	24	0
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement					
Capital expenditure financed from revenue	828	0	0	(828)	0
Other adjustments					
Capital expenditure financed from Capital Receipts	0	159	0	(159)	0
Capital expenditure financed from Capital grants and contributions	1,035	0	112	(1,147)	0
<b>Total for 2018-19</b>	<b>104</b>	<b>(16)</b>	<b>(973)</b>	<b>885</b>	<b>0</b>

# NOTES TO THE ACCOUNTING STATEMENTS

	<b>General Fund Balance</b>	<b>Capital Receipts reserve</b>	<b>Capital grants unapplied</b>	<b>Unusable Reserves</b>	<b>Total</b>
	£'000	£'000	£'000	£'000	£'000
<b>2019-20</b>					
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement					
Amortise Intangible Assets	(114)	0	0	114	0
Depreciation and impairment of non-current assets	(4,665)	0	0	4,665	0
Movements in value of Investment Properties	2,901	0	0	(2,901)	0
Disposal of non-current assets	(19)	(13)	0	32	0
Capital receipts to Usable Capital Receipts Reserve	269	(272)	0	3	0
Capital grants and contributions to Capital Grants Unapplied Reserve	2,739	0	(2,739)	0	0
Difference between accounting and statutory employment benefit	0	0	0	0	0
Difference between accounting and statutory credit for Council Tax	(119)	0	0	119	0
Difference between accounting and statutory credit for Non-Domestic Rates	575	0	0	(575)	0
Revenue Expenditure Financed from Capital under Statute	(1,624)	0	0	1,624	0
Difference between accounting and statutory credit for pension costs	(1,853)	0	0	(1,853)	0
Difference between accounting and statutory credit for pooled investment funds	(222)	0	0	222	0
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement					
Capital expenditure financed from revenue	445	0	0	(445)	0
Other adjustments					
Capital expenditure financed from Capital Receipts	0	0	0	0	0
Capital expenditure financed from Capital grants and contributions	1,651	0	46	(1,697)	0
<b>Total for 2019-20</b>	<b>(36)</b>	<b>(285)</b>	<b>(2,693)</b>	<b>3,014</b>	<b>0</b>

# NOTES TO THE ACCOUNTING STATEMENTS

## NOTE 7. EXPENDITURE AND INCOME ANALYSED BY NATURE

Surplus / Deficit on the Provision of Services		Surplus / Deficit on the Provision of Services	
	£'000	£'000	
	11,611	Employee benefits expenses	12,537
	37,316	Other service expenses	39,124
	18	Interest payments	286
	1,227	Depreciation, amortisation, impairment etc	4,779
	1,676	Precepts and levies	1,786
	0	Asset disposals	32
	0	Other	1
	<b>51,848</b>	<b>Total Expenditure</b>	<b>58,545</b>
	(7,241)	Fees, charges and other service income	(7,549)
	(1,035)	Investment Properties changes in fair value	(2,901)
	(446)	Interest and investment income	(508)
	(16,177)	Council Tax and Non-Domestic Rate income	(16,887)
	(27,513)	Grants and Contributions	(27,989)
	(171)	Gains on the disposal of assets	(282)
	0	Other	(1)
	<b>(52,583)</b>	<b>Total income</b>	<b>(56,117)</b>
	<b>(735)</b>	<b>Net</b>	<b>2,428</b>

# NOTES TO THE ACCOUNTING STATEMENTS

## NOTE 8. DEFINED BENEFIT PENSION SCHEME

2018-19 £'000		2019-20 £'000
	<b>Comprehensive Income and Expenditure Statement</b>	
2,977	Current Service Cost	2,962
0	Past service cost (inc. curtailments)	177
2,977	<b>Cost of Services</b>	<b>3,139</b>
573	Net interest expense	615
573	<b>Financing and Investment Income and Expenditure</b>	<b>615</b>
3,550	<b>Total Post Employment Benefit Charged to the Surplus/Deficit on the Provision of Services</b>	<b>3,754</b>
(3,952)	Return on plan assets, less included in interest expense	7,602
	Actuarial gains & losses:	
0	Changes in demographic assumptions	(3,103)
5,792	Changes in financial assumptions	(9,107)
103	Other	(4,743)
1,943	Remeasurement of the net defined benefit liability	<b>(9,351)</b>
5,493	<b>Total Comprehensive Income and Expenditure Statement</b>	<b>(5,597)</b>
	<b>Movement in Reserves Statement</b>	
3,550	Reversal of items relating to retirement benefit debited or credited to the Comprehensive Income and Expenditure Statement	3,754
(1,814)	Employer's pension contributions and direct payments to pensioners payable in the year	(1,901)
1,736	<b>Total taken to Note 6</b>	<b>1,853</b>

## NOTES TO THE ACCOUNTING STATEMENTS

2018-19		2019-20
£'000	<b>Reconciliation of Fair Value of Employer Assets (scheme Assets):</b>	£'000
84,110	Value of Assets at 1 April	89,110
2,171	Interest income on plan assets	2,127
424	Contributions by Members	440
1,814	Contributions by the Employer	1,901
3,952	Return on assets excluding amounts recognised in Other Comprehensive Income	(7,602)
(3,361)	Benefits Paid	(3,674)
89,110		82,302
<b>Reconciliation of Defined Benefit Obligation (scheme Liabilities):</b>		
(105,779)	Value of Liabilities at 1 April	(114,458)
(2,977)	Current Service Cost	(2,962)
0	Past service cost (incl. curtailments)	(177)
(2,744)	Interest Cost	(2,742)
(424)	Contribution by Members	(440)
	Actuarial Gains and (Losses):	
0	Change in demographic assumptions	3,103
(5,792)	Change in financial assumptions	9,107
(103)	Other experience gains and (losses)	4,743
3,361	Benefits Paid	3,674
(114,458)		(100,152)
(25,348)	Net Liability at 31st March	(17,850)

# NOTES TO THE ACCOUNTING STATEMENTS

## Fair value of employer assets

The assets at the year-end listed above are made up of the following categories:

31 March 2019				31 March 2020				
Quoted Prices in Active Markets	Prices not quoted in Active markets	Total	%	Asset Category	Quoted Prices in Active Markets	Prices not quoted in Active markets	Total	%
£,000	£,000	£,000	%		£,000	£,000	£,000	%
				<b>Equity Securities:</b>				
1,060.3	0.0	1,060.3	1.2	Consumer	0	0	0	0
729.1	0.0	729.1	0.8	Manufacturing	0	0	0	0
210.4	0.0	210.4	0.2	Energy and Utilities	0	0	0	0
993.4	0.0	993.4	1.1	Financial Institutions	0	0	0	0
161.6	0.0	161.6	0.2	Health and Care	0	0	0	0
0.0	0.0	0.0	0.0	Information Technology	0	0	0	0
173.8	0.0	173.8	0.2	Other	0	0	0	0
			0.0	<b>Debt Securities:</b>				
0.0	2,156.8	2,156.8	2.4	UK Government	0	0	0	0
0.0	1,649.9	1,649.9	1.9	Other	0	722.9	722.9	1
			0.0	<b>Private Equity:</b>				
0.0	5,480.1	5,480.1	6.2	All	0	5,779.6	5,779.6	7
			0.0	<b>Real Estate:</b>				
0.0	8,346.4	8,346.4	9.4	UK Property	0	7,519.9	7,519.9	9
			0.0	<b>Investment funds and unit trusts:</b>				
0.0	49,189.3	49,189.3	55.2	Equities	0	27,807.6	27,807.6	34
0.0	14,663.6	14,663.6	16.5	Bonds	0	14,080.9	14,080.9	17
0.0	57.6	57.6	0.1	Hedge Funds	0	0	0	0
150.6	0.0	150.6	0.2	Commodities	0	0	0	0
0.0	528.3	528.3	0.6	Infrastructure	0	1,487.8	1,487.8	2
0.0	18.1	18.1	0.0	Other	0	23,388.7	23,388.7	28
			0.0	<b>Derivatives:</b>				
0.0	(10.2)	(10.2)	(0.0)	Foreign exchange	0	0	0	0
			0.0	<b>Cash and cash equivalents</b>				
3,553.5	(2.6)	3,550.9	4.0	All	1,384.8	129.8	1,514.6	2
<b>7,032.7</b>	<b>82,077.3</b>	<b>89,110.0</b>	<b>100.0</b>	<b>Totals</b>	<b>1,384.8</b>	<b>80,917.2</b>	<b>82,302.0</b>	<b>100.0</b>

# NOTES TO THE ACCOUNTING STATEMENTS

## Basis for Estimating Assets and Liabilities

Liabilities have been assessed on an actuarial basis using the projected unit credit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc. The Local Government Pension scheme liabilities have been assessed by Hymans Robertson LLP an independent firm of Actuaries, estimates being based on the latest full valuation of the scheme as at 31 March 2019.

2018-19	2019-20
2.5% Rate of inflation	1.9%
2.9% Rate of increase in salaries	1.9%
2.5% Rate of increase in pensions	1.9%
2.4% Rate for discounting scheme liabilities	2.3%
Take-up of option to convert annual pension into retirement lump sum:	
50% Pre 2008	50%
75% Post 2008	75%

## The projections of liabilities assume the following mortality rates:

2018-19	2019-20
Mortality assumptions:	
Longevity at 65 for current pensioners:	
22.1 Men	21.6
24.4 Women	23.9
Longevity at 65 for future pensioners:	
23.8 Men	22.5
26.3 Women	25.3

## Impact on the Council's Cash Flows

The Council anticipates paying £1,714,000 of contributions to the scheme in 2020/21.

## NOTE 9. INCOME FROM GRANTS AND CONTRIBUTIONS

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

2018-19 £'000	2019-20 £'000
(20,333) DWP benefits grants	(18,540)
(1,036) Grants for revenue financed from capital under statute	(1,460)
(2,116) Other Grants and Contributions	(1,984)
(23,485) <b>Total within Cost of Services</b>	<b>(21,984)</b>
(73) Revenue Support Grant	0
(149) New Burden Grant	(237)
(236) Benefits Administration Grant	(214)
(714) New Homes Bonus	(449)
(1,536) Section 31 Grant Income	(2,079)
(101) Local Services Support Grant	(96)
0 Community Housing Fund	0

# NOTES TO THE ACCOUNTING STATEMENTS

(134)	Other non-specific grant	0
(1,085)	Grants and contributions towards capital expenditure	(2,930)
<u>(4,028)</u>	<b>Total within Taxation and non-specific grant income</b>	<u>(6,005)</u>
<u>(27,513)</u>	<b>Total income from grants and contributions</b>	<u>(27,989)</u>

## NOTE 10. EARMARKED RESERVES

The Council maintains a number of Earmarked Reserves for a variety of purposes. Below is an analysis of the Council's reserves showing the movements and transfers that took place.

	<b>Balance at 31 March 2018</b>	<b>Transfers out</b>	<b>Transfers in</b>	<b>Balance at 31 March 2019</b>	<b>Transfers out</b>	<b>Transfers in</b>	<b>Balance at 31 March 2020</b>
	£'000	£'000		£'000	£'000		£'000
Medium Term Financial Strategy Reserve	3,662	(876)	948	3,734	(3,057)	487	1,164
Economic Development Fund	30	0	0	30	0	289	319
Risk Management Fund	195	0	0	195	0	0	195
Repairs and Renewals Reserve	1,383	(47)	78	1,414	(475)	4	943
Affordable Housing Reserve	921	0	0	921	0	0	921
Corporate Development Reserve	321	0	0	321	(107)	131	345
Planning Improvement & LDF Reserve	265	0	18	283	(140)	97	240
Homelessness Reserve	226	(12)	0	214	0	0	214
Grants Reserve	1,711	0	522	2,233	(93)	472	2,612
Treasury Investment Reserve	7,017	0	0	7,017	0	0	7,017
<b>Total</b>	<b>15,731</b>	<b>(935)</b>	<b>1,566</b>	<b>16,362</b>	<b>(3,872)</b>	<b>1,480</b>	<b>13,970</b>

The transfer from reserves shown in the MIRS as at the 31 March 2020 is £2,392,000 (£3,872,000 less £1,480,000).

The purposes of these reserves are set out below:

Medium Term Financial Strategy	A reserve created to help the Council meet our agreed objectives not just now but moving into the future. It is primarily aligned with the Council's Corporate Plan but can also be used to respond to pressures and uncertainties of the current financial climate.
Economic Development	A reserve created to fund one off research, investigation and projects that relate to the economic development of the Rother area.
Risk Management	A reserve to meet expenditure under excess arising from insurance claims.
Repair and Renewals	A reserve to fund expected repairs and renewals of the Council's assets.
Affordable Housing	A reserve to subsidise social housing providers capital projects relating to the provision of new affordable housing.
Corporate Development	A reserve funding a variety of Council provided services supporting among others Tourism, Economic Development, Democratic Engagement, Staff and Member training etc.
Planning Improvement and LDF	A reserve supporting the development and maintenance of the Council's long term Planning Strategy.
Homelessness	A reserve to support the prevention of homelessness.

# NOTES TO THE ACCOUNTING STATEMENTS

Grant Reserve A reserve created to hold grants received in one year with no conditions but used in following years.

Treasury Management Reserve This reserve has been created as part of the 2020 efficiency plan and in accordance with the 2018/19 budget to ensure cash balances remain at £10 million to ensure the Council retains its professional client status.

## NOTE 11. UNUSABLE RESERVES

### Revaluation Reserve

2018-19 (re-stated) £000		2019-20 £000
13,778	Balance 1 April	17,362
3,797	Comprehensive Income & Expenditure: Gain on revaluation of assets	7,613
(213)	Accounting / Financing Adjustments: Depreciation charged to Revaluation Reserve	(306)
<b>17,362</b>	<b>Balance 31 March</b>	<b>24,669</b>

### Capital Adjustment Account

2018-19 £000		2019-20 £000
32,545	Balance 1 April	33,447
(94)	Accounting / Financing Adjustments: Write down Intangible Assets	(114)
(1,133)	Depreciation and impairment of non-current assets	(4,665)
1,035	Movements in value of Investment Properties	2,901
0	Gain or (loss) on sale of non-current assets	(32)
(1,253)	Revenue Expenditure Financed from Capital under Statute	(1,624)
828	Capital expenditure financed from revenue	445
159	Capital expenditure financed from Capital Receipts	0
1,147	Capital expenditure financed from Capital grants and contributions	1,697
213	Depreciation charged to Revaluation Reserve	306
<b>33,447</b>	<b>Balance 31 March</b>	<b>32,361</b>

### Deferred Capital Receipts Reserve

2018-19 £000		2019-20 £000
45	Balance 1 April	41
(4)	Accounting / Financing Adjustments: Deferred receipts received to Capital Receipts Reserve	(4)
<b>41</b>	<b>Balance 31 March</b>	<b>37</b>

# NOTES TO THE ACCOUNTING STATEMENTS

## Pensions Reserve

2018-19 £000		2019-20 £000
(21,669)	Balance 1 April	(25,348)
(1,943)	Comprehensive Income & Expenditure: Remeasurement of the net defined benefit liability	9,351
(1,736)	Accounting / Financing Adjustments: Difference between accounting and statutory credit for pension costs	(1,853)
<b>(25,348)</b>	<b>Balance 31 March</b>	<b>(17,850)</b>

## Collection Fund Adjustment Account

2018-19 £000		2019-20 £000
0	Balance 1 April	190
54	Accounting / Financing Adjustments: Difference between accounting and statutory credit for Council Tax	(118)
136	Difference between accounting and statutory credit for Non-Domestic Rates	575
<b>190</b>	<b>Balance 31 March</b>	<b>647</b>

## Accumulated Absences Account

2018-19 £000		2019-20 £000
(157)	Balance 1 April	(157)
0	Accounting / Financing Adjustments: Difference between accounting and statutory employment benefit	0
<b>(157)</b>	<b>Balance 31 March</b>	<b>(157)</b>

## Available for Sale Financial Instruments Reserve

2018-19 £000		2019-20 £000
(36)	Balance 1 b/f	0
41	IFRS 9 adjustment as at 1st April 2018	0
(5)	Comprehensive Income & Expenditure: Gain/(Loss) on revaluation of available for sale financial instruments	0
<b>0</b>	<b>Balance 31 March</b>	<b>0</b>

# NOTES TO THE ACCOUNTING STATEMENTS

## Pooled Investment Funds Adjustment Account

2018-19 £000	2019-20 £000
0 Balance b/f	(65)
(41) IFRS 9 adjustment as at 1st April 2018	0
Comprehensive Income & Expenditure:	
(24) Gain/(Loss) revaluation Pooled Investment funds	(221)
<b>(65) Balance 31 March</b>	<b>(286)</b>

## NOTE 12. CAPITAL EXPENDITURE AND FINANCING

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

2018-19 £'000	2019-20 £'000
1,092 Opening Capital Financing Requirement 1 April	3,757
<i>Capital Investment</i>	
3,410 Property, Plant and Equipment	12,486
135 Intangible assets	63
1,253 Revenue Expenditure Funded from Capital under Statute (REFCUS)	1,624
0 <i>Minimum Revenue Provision</i>	(29)
<i>Sources of finance</i>	
(159) Capital receipts	0
(112) Government grants and other contributions	(345)
(828) Sums set aside from revenue and reserves	(416)
(1,035) Grants and contributions towards REFCUS	(1,352)
3,757 Closing Capital Financing Requirement 31 March	15,788

The Capital Financing Requirement (CFR) is made up of the following balance sheet items.

31 March 2019 (re-stated) £'000	31 March 2020 £'000
44,448 Property, Plant and Equipment	59,850
9,456 Investment Properties	12,357
661 Intangible Assets	610
0 Assets Held for Sale	0
(17,362) Revaluation Reserve	(24,669)
(33,447) Capital Adjustment Account	(32,360)
3,756	15,788

# NOTES TO THE ACCOUNTING STATEMENTS

## NOTE 13. PROPERTY, PLANT AND EQUIPMENT

2018/19 (re-stated)	<b>Land &amp; Buildings</b>	<b>Vehicles Plant etc</b>	<b>Infra-structure</b>	<b>Commun. Assets</b>	<b>Assets under Const-ruktion</b>	<b>Surplus Props.</b>	<b>Total</b>
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Cost:							
Opening value 1 April 2018	18,018	1,087	14,554	0	0	5,205	38,864
Additions	2,939	165	6	0	300	0	3,410
Disposals	0	(16)	0	0	0	0	(16)
Impairment losses	(244)	0	0	0	0	0	(244)
Reclassifications	1,751	0	0	0	0	646	2,397
Revaluations	1,757	0	0	0	0	1,591	3,348
<b>Value 31 March 2019</b>	<b>24,221</b>	<b>1,236</b>	<b>14,560</b>	<b>0</b>	<b>300</b>	<b>7,442</b>	<b>47,759</b>
Cumulative Depreciation:							
Opening value 1 April 2018	(283)	(328)	(2,276)	0	0	0	(2,887)
Charge for the year	(489)	(111)	(289)	0	0	0	(889)
Disposals	0	16	0	0	0	0	16
Reclassifications	0	0	0	0	0	0	0
Revaluations	449	0	0	0	0	0	449
<b>Balance 31 March 2019</b>	<b>(323)</b>	<b>(423)</b>	<b>(2,565)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(3,311)</b>
<b>Net book value 31 March 2019</b>	<b>23,898</b>	<b>813</b>	<b>11,995</b>	<b>0</b>	<b>300</b>	<b>7,442</b>	<b>44,448</b>

# NOTES TO THE ACCOUNTING STATEMENTS

	Land & Buildings	Vehicles Plant etc	Infra-structure	Commun. Assets	Assets under Const-ruktion	Surplus Props.	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Cost:							
Opening value 1 April 2019	24,221	1,236	14,560	0	300	7,442	47,759
Additions	11,726	91	90	0	579	0	12,486
Disposals	0	(35)	0	0	0	0	(35)
Impairment losses	(3,553)	0	0	0	0	20	(3,533)
Reclassifications	0	0	0	0	0	0	0
Revaluations	6,306	0	0	0	0	259	6,565
Other movements	(1)	0	(1)	0	0	0	(2)
<b>Value 31 March 2020</b>	<b>38,699</b>	<b>1,292</b>	<b>14,649</b>	<b>0</b>	<b>879</b>	<b>7,721</b>	<b>63,240</b>
Cumulative Depreciation:							
Opening value 1 April 2019	(323)	(423)	(2,565)	0	0	0	(3,311)
Charge for the year	(725)	(118)	(289)	0	0	0	(1,132)
Disposals	0	4	0	0	0	0	4
Reclassifications	0	0	0	0	0	0	0
Revaluations	1,048	0	0	0	0	0	1,048
Other movements	0	0	1	0	0	0	1
<b>Balance 31 March 2020</b>	<b>0</b>	<b>(537)</b>	<b>(2,853)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(3,390)</b>
<b>Net book value 31 March 2020</b>	<b>38,699</b>	<b>755</b>	<b>11,796</b>	<b>0</b>	<b>879</b>	<b>7,721</b>	<b>59,850</b>

The Council's assets are revalued on a 5 year programme and following the cessation of services provided by the DVS in 2019, the Council arranged for a full revaluation of its land and property (including its investment property) as at 31 March 2020. The exercise was undertaken by external valuers Wilks Head and Eve Chartered Surveyors.

As at 31 March 2020 Wilks Head and Eve certified a valuation of £58,836,520 in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors (RICS).

The valuation also reviews the economic life of land and buildings and any review for impairment.

Within the Statement of Accounts the valuation is made up as follows:

	£'000
Other land and buildings	38,699
Surplus assets	7,721
	46,420
Investment property (see note 14 below)	12,357
Total	58,777
	£'000
Wilks Head and Eve valuation	58,837
Less de-minimus assets included within	(60)
	58,777

The Council's surplus properties consist of various parcels of land which are surplus to operational requirements, but which are not yet being actively marketed. There are no quoted prices for identical assets, but there are values

# NOTES TO THE ACCOUNTING STATEMENTS

available for similar assets, so it has been possible to value them at Level 2 of the Fair Value hierarchy (see Note 1.9 above), both at the start and end of the financial year.

The measurement bases for all the Council's property plant and equipment is set out in its accounting policies above.

## Uncertainties affecting the valuations of the Council's other land and buildings and surplus assets.

The accounts have been prepared in a period of uncertainty in relation to many economic factors that impact the property and letting markets.

Brexit negotiations have moved into a new phase recently with the UK leaving the EU on 31 January 2020 although there is still a transitional period moving on continuing terms with the aim of agreeing a trade deal by 31 December 2020. The UK may leave without such a trade deal by that deadline. The uncertainty around the UK's relationship with the EU continues to cause a "wait and see" effect.

In addition the outbreak of Covid 19 has inevitably impacted on market activity. As at 31 March 2020 the valuers consider that less weight can be attached to previous market evidence for comparison purposes, to inform opinions of value where appropriate. For those assets whose value is arrived at by discounting future income streams to present value, such as car parks for example, it remains too early to assess reliably the short term impact on longer term values. Wilks Head and Eve acknowledge that it is faced with an unprecedented set of circumstances on which to base a judgement.

The valuations reported are therefore on the basis of "material valuation uncertainty" as per VPS3 and VPGA 10 of the RICS Red Book Global. Consequently, less certainty and a greater degree of caution should be attached to the valuation than would normally be the case.

## **Impairment Losses - Land and Buildings**

There were impairment losses of £3.55m to land and buildings in 2020/21. Within this sum is an amount of £2.1m regarding the acquisition of Glovers House, Bexhill Enterprise Park in April 2019. Glovers House cost £7.8m and Wilks Head Eve valued it at 31 March 2020 at £5.7m.

The reasons for the reduction is the valuer felt the rent was slightly on the high side for offices given market data, coupled with yield analysis for the location. In addition, the valuer assessed that the initial "shock" impact of Covid-19 and market sentiment as at the valuation date were perhaps the key drivers behind the movement in value.

## **Capital Commitments**

At 31 March 2020 the Council had no material commitments relating to capital expenditure on Property Plant and Equipment.

## **NOTE 14. 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:

<b>2018-19</b>		<b>2019-20</b>
	£'000	£'000
(1,119)	Rental income from investment property	(836)
119	Direct operating expenses arising from investment property	179
(1,035)	Net gains from fair value adjustments	(2,901)
<u>(2,035)</u>	Total	<u>(3,558)</u>

Balance Sheet movements in Investment Properties during the year:

# NOTES TO THE ACCOUNTING STATEMENTS

2018-19		2019-20
	£'000	£'000
10,805	Balance at start of the year	9,456
0	Disposals	0
1,035	Net gains from fair value adjustments	2,901
(2,384)	Assets reclassified to Property Plant & Equipment	0
9,456	Balance at end of the year	12,357

The Council's Investment Properties consist of commercial properties let at market rents. There are no quoted prices for identical properties, and also no significant observable values for similar properties. Values have therefore been assessed under Level 3 of the Fair Value hierarchy (see Note 1.9 above), both at the start and end of the financial year. They are measured using the income approach, by means of the discounted cash flow method, where the discounted cash flows from the properties are discounted (using a market-derived discount rate) to establish the present value of the net income stream. In all cases the highest and best use for these assets is their current use.

A full revaluation of the Council's investment properties was undertaken at 31 March 2020 by Wilks Head and Eve Chartered Surveyors.

#### Uncertainties affecting the valuation of the Council's investment properties

The accounts have been prepared in a period of uncertainty in relation to many economic factors that impact the property investment and letting markets.

Brexit negotiations have moved into a new phase recently with the UK leaving the EU on 31 January 2020 although there is still a transitional period moving on continuing terms with the aim of agreeing a trade deal by 31 December 2020. The UK may leave without such a trade deal by that deadline. The uncertainty around the UK's relationship with the EU continues to cause a "wait and see" effect.

In addition the outbreak of Covid 19 has inevitably impacted on market activity. As at 31 March 2020 the valuers consider that less weight can be attached to previous market evidence for comparison purposes, to inform opinions of value. Wilks Head and Eve acknowledge that it is faced with an unprecedented set of circumstances on which to base a judgement.

The valuations reported are therefore on the basis of "material valuation uncertainty" as per VPS3 and VPGA 10 of the RICS Red Book Global. Consequently, less certainty and a higher degree of caution should be attached to the valuation than would normally be the case.

#### **NOTE 15. INTANGIBLE ASSETS**

2018-19		2019-20
	£'000	£'000
649	Gross Carrying Amount 1 April	756
(29)	Accumulated Amortisation 1 April	(95)
620	Net Carrying Amount at start of year	661
136	Additions	63
0	Disposals	0
(95)	Amortisation	(114)
756	Gross Carrying Amount 31 March	819

# NOTES TO THE ACCOUNTING STATEMENTS

(95) Accumulated Amortisation 31 March	(209)
661	610
Total	

## NOTE 16. DEBTORS

31 March 2019		31 March 2020
£'000		£'000
	Amounts falling due within one year:	
372	Central government bodies	414
1,343	Other Local Authorities & Public Bodies	1,361
15	NHS	0
3,254	All other bodies	4,531
4,984	Total short term debtors	6,306
42	Amounts falling due after one year (all other bodies)	37
5,026	Total Debtors	6,343

## NOTE 17. CREDITORS

31 March 2019		31 March 2020
£'000		£'000
	Amounts falling due within one year:	
(2,353)	Central government bodies	(4,131)
(1,064)	Other Local Authorities & Public Bodies	(1,138)
0	Public Corporations	0
(1,670)	All other bodies	(2,357)
(5,087)	Total short term creditors	(7,626)

## NOTE 18. PROVISIONS AND CONTINGENT LIABILITIES

### Provisions

The Council has a liability for its share of refunds of rate income arising from successful appeals against rateable values. The provision increased from £726,000 to £1,105,000 during 2019/20.

### Contingent Liabilities

#### Municipal Mutual Insurance Limited (MMI)

# NOTES TO THE ACCOUNTING STATEMENTS

In 1993 the Council's insurers, MMI, ceased accepting new business. On 13th November 2012 the Directors of MMI triggered the Scheme of Arrangement. The Scheme provides that following the occurrence of a Trigger Event, a levy may be imposed on all those scheme creditors which, since the record date, have been paid an amount or amounts in respect of established scheme liabilities which, together with the amount of Elective Defence costs paid by MMI on its behalf, exceed £50,000 in aggregate.

The Scheme Administrator, Ernst & Young LLP had originally determined that a levy rate of 15% shall be applied to the value of claims paid since 30th September 1993. This levy was increased to 25% in 2015. Following the payments of the levy there remains a potential liability for a further £179,451. The trigger event related to the Supreme Court ruling on the 28th March 2012 which said that the insurer who was on risk at the time of an employee's exposure to asbestos was liable to pay compensation for the employee's mesothelioma.

## NOTE 19. CAPITAL GRANTS RECEIPTS IN ADVANCE

<b>31 March 2019</b>		<b>31 March 2020</b>
<b>£'000</b>		<b>£'000</b>
	Amounts falling due within one year:	
77	S106 Land off Pebsham Lane Employment Contribution	0
13	S106 North East Bexhill Worsham	0
1	Other	1
91	Total short term capital grants received in advance	1
	Amounts falling due after one year (all other bodies)	
907	S106 Unit 10 Ravenside, Bexhill-on-Sea	884
633	S106 Land off Pebsham Lane, Bexhill	709
255	S106 Station Road, Northiam	218
100	S106 North East Bexhill Worsham	0
37	S106 The Saltings	37
0	S106 Barnhorn Road Willow Drive	266
1,932	Total long term capital grants received in advance	2,114

On the 21 August 2012, the Council entered into an agreement under Section 106 of the Town and Country Planning Act 1990, with regard to a site at Ravenside Retail Park, Bexhill-on-Sea. The agreement resulted in a payment to the Council of £959,000 which was received for the provision and improvement of leisure facilities in Bexhill and the enhancement of shopping facilities in Bexhill town centre. The monies have to be expended within 15 years of the date of the agreement or they will have to be repaid to the property owner plus interest. Further spend against this of £23,000 was made in 2019/20.

On the 13 May 2015, the Council entered into an agreement under Section 106 of the Town and Country Planning Act 1990, with regard to a site at Pebsham Lane, Bexhill-on-Sea. The agreement resulted in 3 payments to the Council totalling £520,000. £134,000 was for a new leisure centre, £277,000 for maintenance of pitches and £109,000 was for creation of a Countryside Park. The monies have to be expended within 10 years of the date of the agreement or they will have to be repaid to the property owner plus interest. £109,000 was paid out in 2017/18 to the Coombe Valley Countryside Park. A further £193,000 was received for arts and public realm, £28,000 for a community worker and £77,000 employment contribution. The balance at the 31<sup>st</sup> March 2020 is £709,000.

# NOTES TO THE ACCOUNTING STATEMENTS

## NOTE 20. FINANCIAL INSTRUMENTS

### Categories of Financial Instruments

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

1 April 2019			31 March 2020	
Book Value £,000	Fair Value £,000		Book Value £,000	Fair Value £,000
8,000	7,935	Financial assets at fair value through profit and loss	8,000	7,714
42	42	Financial assets at amortised Cost	37	37
<u>8,042</u>	<u>7,977</u>	<b>Long term Assets</b>	<u>8,037</u>	<u>7,751</u>
8,500	8,555	Financial assets at amortised Cost	0	0
<u>8,500</u>	<u>8,555</u>	<b>Short term Investments</b>	<u>0</u>	<u>0</u>
840	840	Short Term Debtors	897	897
2,108	2,108	Trade accounts receivable	3,401	3,401
2,303	2,331	Bank deposits less than 3 months	3,003	3,037
<u>3,297</u>	<u>3,301</u>	Cash and bank accounts	<u>13,066</u>	<u>13,068</u>
8,548	8,580	<b>Other financial assets at amortised cost</b>	<u>20,367</u>	<u>20,404</u>
<u>25,090</u>	<u>25,112</u>	<b>Total Financial Assets</b>	<u>28,404</u>	<u>28,155</u>

The value of debtors and creditors reported in the table above are solely those amounts meeting the definition of a financial instrument. The balances of debtors and creditors reported in the balance sheet and Notes 16 and 17 also include balances which do not meet the definition of a financial instrument, such as tax-based debtors and creditors.

1 April 2019			31 March 2020	
Book Value £,000	Fair Value £,000		Book Value £,000	Fair Value £,000
(1,298)	(1,298)	Short Term Creditors	(1,329)	(1,329)
(15)	(15)	Public Works Loan Board	(248)	(248)
<u>(1,313)</u>	<u>(1,313)</u>	<b>Short Term Financial liabilities at amortised cost</b>	<u>(1,577)</u>	<u>(1,577)</u>
(896)	(937)	Public Works Loan Board	<b>(11,869)</b>	(11,479)
<u>(896)</u>	<u>(937)</u>	<b>LongTerm Liabilities at amortised cost</b>	<u><b>(11,869)</b></u>	<u><b>(11,479)</b></u>
<u>(2,209)</u>	<u>(2,250)</u>	<b>Total Financial Liabilities</b>	<u><b>(13,446)</b></u>	<u><b>(13,056)</b></u>

# NOTES TO THE ACCOUNTING STATEMENTS

## Valuation Techniques for Fair Values

The fair values valuations have been provided by the Council's Treasury Management advisor, Link Asset Services. This uses the Net Present Value (NPV) approach, which provides an estimate of the value of payments in the future in today's terms. This is a widely accepted valuation technique commonly used by the private sector. The discount rate used in the NPV calculation should be equal to the current rate in relation to the same instrument from a comparable lender. This will be the rate applicable in the market on the date of valuation, for an instrument with the same duration i.e. equal to the outstanding period from valuation date to maturity. The structure and terms of the comparable instrument should be the same.

Fair values in the tables above are calculated in line with the levels described in Accounting Policy 1.9 above. The Fair value through the profit and loss assets are assessed at Level 1 (quoted price), while the others are at Level 2 (observable inputs other than quoted prices).

For loans from the PWLB, valued in line with level 2, new loan rates from the PWLB have been applied to provide the fair value.

## Nature and Extent of Risks arising from financial instruments

The Council's activities expose it to a variety of financial risks:

- (i) credit risk - the possibility that other parties might fail to pay amounts due to the Council.
- (ii) liquidity risk - the possibility that the Council might not have funds available to meet its commitments to make payments.
- (iii) market risk - the possibility that financial loss might arise for the Council as a result of changes in such measures as interest rates and stock market movement.

The Council's overall risk management procedures focus on the unpredictability of financial markets and seek to minimise the potential adverse effects on the resources available to fund services. The procedures for risk management are set out through a legal framework in the Local Government Act 2003 and associated regulations. These require the Council to comply with CIPFA Prudential Code, the CIPFA Code of Practice on Treasury Management in the Public Services and Investment Guidance issued through the Act. Risk Management is carried out by the Financial Services Team in accordance with the policies laid out in the Annual Treasury Management Strategy Statement and Annual Investment Strategy, which govern the maximum type of investment risk to which the Council can be exposed.

## Credit Risk

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Council's customers. The risk is minimised through the Annual Investment Strategy, which requires that deposits are not made with financial institutions unless they meet minimum credit criteria using the Link Asset Services creditworthiness model. The model uses a sophisticated modelling approach which uses credit ratings from all three ratings agencies (Fitch, Moody's and Standard and Poor's) overlaid with credit watches and outlooks, Credit Default Swap spreads and sovereign ratings. Deposits are not made with banks or financial institutions unless they are rated independently with a minimum score. The minimum score will depend on the type and length of investment as detailed in the Council's Treasury Management Strategy Statement and Annual Investment Strategy. Credit limits are set for each institution where deposits are placed.

The credit criteria in respect of the financial assets held by the Council at 31 March 2020 are summarised below.

- i. All investments will be with approved counterparties from countries with a minimum sovereign credit rating of AA- from Fitch.
- ii. The total principal funds invested for up to 6 months is 50%
- iii. The total principal funds invested for up to 3 months is 50%
- iv. The total principal funds invested for up to 1 year is 30%
- v. The total principal funds invested for more than 1 year is £10million

A copy of the Annual Treasury Management Strategy Statement Annual Investment Strategy is available on the Council's website.

# NOTES TO THE ACCOUNTING STATEMENTS

The following analysis summarises the Council's potential maximum exposure to credit risk, based on a review during 2019/20 of past experience:

The council does not generally allow credit for customers such that £568,000 is past due for payment. The past due not impaired is analysed as follows'

31 March 2019 £'000		31 March 2020 £'000
3	O to 28 days	21
85	1st reminder - 29 to 42 days	21
14	2nd reminder - 43 to 55 days	42
402	Over 55 days	484
<u>504</u>	<b>Total</b>	<u>568</u>

Debtors include trade receivables of £3,401,000 as at 31 March 2020 (£2,108,000 as at 31 March 2019). The historical experience of default is 6% (31 March 2019 5%) with an estimated exposure to default of non-collection of £199,000 (31 March 2019 £104,000). The Council has provided £199,000 (31 March 2019 £104,000) as a general impairment allowance for non-collection of this debt.

Deposits with Banks and Financial Institutions	Long Term Rating - Fitch	Amount at 31 March 2020	Historical Experience of Default	Estimated maximum exposure to default and uncollectability at 31 March 2020
		£'000	%	£'000
<b>Deposits more than 3 months</b>				
None		0		0
		<u>0</u>		
<b>Short-Term Deposits - less than 3 months (excluding accrued interest)</b>				
Santander 31 Day Notice Account	A+	2	0.05%	0
Barclays	A+	1	0.05%	0
Lloyds Bank Plc.	A+	15,871	0.05%	8
Customer Debtors		<u>3,401</u>	6.00%	<u>204</u>
<b>Total</b>		<u>19,275</u>		<u>212</u>

## Gains and Losses

31 March 2019 £,000		31 March 2020 £,000
69	Gains and losses arising from the derecognition of financial assets measured at amortised cost	0
43	Impairment losses	96
24	Losses on financial assets measure at fair value through profit and loss	221
<u>136</u>	<b>Total</b>	<u>317</u>

# NOTES TO THE ACCOUNTING STATEMENTS

## Liquidity Risk

The Council has a robust cash flow management system that seeks to ensure that cash is available as needed. If unexpected movements happen, the Council has access to borrowings from the Public Works Loans Board for long term funding and substantial reserves. Interest rate risk is managed through the Council's Medium Term Financial Strategy Reserve. There is no significant risk that it will be unable to raise finance to meet its commitments under financial instruments.

## Liquidity Risk

31 March 2019	PWLB	31 March 2020
£'000		£'000
9	Less than one year	248
16	Between one and two years	239
64	Between two and five years	382
80	Maturing in five to ten years	703
<u>726</u>	Maturing in more than ten years	<u>10,545</u>
<u>895</u>	<b>Total</b>	<u>12,117</u>

## Market Risk

The Council is exposed to risk in terms of its exposure to interest rate movements on its investments. Changes in interest rates on variable rate investments will be posted to the Comprehensive Income and Expenditure Statement and affect the General Fund balance. The average investment rate for the reported year was 1.59%.

If interest rates had been 1% higher as at 31 March 2020 with all other variables held constant, the financial effect would be:

	£'000
Increase or decrease in interest receivable on variable rate investments	317

## Impact on Surplus/Deficit on Provision of Services

Borrowings are not carried at fair value on the balance sheet, so nominal gains and losses on fixed rate borrowings would not impact on the Surplus or Deficit on the Provision of Services and affect the General Fund Balance.

## Price Risk

The Council held at 31st March 2020 an investment in the Local Authorities' (CCLA) Property Fund valued at £5m. A shift of 1% in the market value of the fund would therefore have resulted in a gain or loss of £48,558

The Council held at 31st March 2020 an investment in the Hermes Property Fund valued at £3m. A shift of 1% in the market value of the fund would therefore have resulted in a gain or loss of £28,578.

# NOTES TO THE ACCOUNTING STATEMENTS

## NOTE 21. AGENCY EXPENDITURE AND INCOME

The Council acts as the lead authority for several arrangements, in particular the Joint Waste Partnership. This partnership is not a legal entity in its own right and involves Rother District Council, Hastings Borough Council and Wealden District Council. The three Councils have a joint contract with Biffa for the provision of waste collection, recycling and street & beach cleaning. The contract has been in place since 29 June 2019 and replaced an expired contract with Kier Environmental Services under which Eastbourne Borough Council was also a partner.

Rother District Council employs staff to provide an overarching contract administration function and acts as paymaster, collecting payments from the other Councils and making payments to the contractor based on invoices received. Each Council is responsible for the day to day management of Biffa operations in their areas.

There are two other lead authority arrangements, under which expenditure is initially incurred by this Council and recharged to the partner councils. These arrangements cover Rother and Wealden Environmental Health Shared Service and the Sussex Training Consortium. In each case Rother bears the cost of support services charges associated with the running of the partnerships and so the support services are excluded from total expenditure in the relevant columns shown below. In case of the Environmental Health Shared Service income from fees and charges is accounted for by each of the councils separately and does not feature in the table below.

The tables below summarise the transactions for the year: the amounts shown as recharged to partner Councils are treated as agency expenditure and therefore not included within this Council's Comprehensive Income and Expenditure Statement.

	2018-19			
	Joint Waste	Environmental Health	Sussex Training Consortium	Total
	£'000	£'000	£'000	£'000
Total expenditure	13,953	267	63	14,283
Income	0	(60)	0	(60)
<b>Net Cost</b>	<b>13,953</b>	<b>207</b>	<b>63</b>	<b>14,223</b>
Recharged to Rother District Council	(3,243)	799	(15)	(2,459)
Recharged to partner councils	(10,755)	(1,006)	(49)	(11,810)
<b>Total recharges</b>	<b>(13,998)</b>	<b>(207)</b>	<b>(64)</b>	<b>(14,269)</b>
<b>Net Cost</b>	<b>(45)</b>	<b>0</b>	<b>(1)</b>	<b>(46)</b>

	2019-20			
	Joint Waste	Environmental Health	Sussex Training Consortium	Total
	£'000	£'000	£'000	£'000
Total expenditure	13,411	242	60	13,713
Income	0	(47)	0	(47)
<b>Net Cost</b>	<b>13,411</b>	<b>195</b>	<b>60</b>	<b>13,666</b>
Recharged to Rother District Council	(4,600)	763	(10)	(3,847)
Recharged to partner councils	(8,856)	(958)	(50)	(9,864)
<b>Total recharges</b>	<b>(13,456)</b>	<b>(195)</b>	<b>(60)</b>	<b>(13,711)</b>
<b>Net Cost</b>	<b>(45)</b>	<b>0</b>	<b>0</b>	<b>(45)</b>

# NOTES TO THE ACCOUNTING STATEMENTS

## NOTE 22. LEASES

### Council as a Lessee

Vehicles and equipment have been acquired through operating leases. The minimum lease payments due under non-cancellable leases in future years are:

<b>31 March 2019</b>		<b>31 March 2020</b>
£'000		£'000
58	Not later than one year	64
48	Later than one year and not later than five years	84
<u>106</u>		<u>148</u>

### Council as Lessor:

The Council leases out property, a number of industrial and commercial units, land and other buildings under operating leases. The future minimum lease payments receivable under non-cancellable leases in future years are:

<b>31 March 2019</b>		<b>31 March 2020</b>
£'000		£'000
804	Not later than one year	1,390
2,806	Later than one year and not later than five years	5,009
21,761	Later than five years	24,656
<u>25,371</u>		<u>31,055</u>

The minimum lease payments receivable do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews. In 2019/20 the Council received £200,545 in contingent rents, compared to £129,800 in 2018/19.

## NOTE 23. MEMBERS' ALLOWANCES

Allowances and expenses paid to Councillors during the year were:

2018-19		2019-20
£'000		£'000
221	Members Allowances	214
<u>8</u>	Travelling Expenses	<u>9</u>
<u>229</u>		<u>223</u>

# NOTES TO THE ACCOUNTING STATEMENTS

## NOTE 24. OFFICERS' REMUNERATION AND EXIT PACKAGES

### Senior Officer Remuneration

The Council's Senior Employees' remuneration and expenses was as follows:

Post holder information (Post title)	Salary (Inc. fees & Allow- ances)	Expense Allowance	Com- pen- sation for loss of office	Pension Con- tributions**	Total Remun- eration
	£	£	£	£	£
<b>Financial Year: 2018-19</b>					
Executive Director	97,927	0	0	16,952	114,879
Executive Director	97,685	0	0	16,952	114,637
Assistant Director Resources	75,653	0	0	12,975	88,628
Service Manager Strategy and Planning	66,058	0	0	11,243	77,301
Head of Service Acquisitions, Transformation and Regeneration	46,951	0	0	7,966	54,917
Service Manager Environmental Services	66,160	0	0	11,243	77,403
Head of Service Housing and Community	43,376	0	0	7,360	50,736

Post holder information (Post title)	Salary (Inc. fees & Allow- ances)	Expense Allowance	Com- pen- sation for loss of office	Pension Con- tributions**	Total Remun- eration
	£	£	£	£	£
<b>Financial Year: 2019-20</b>					
Executive Director	99,564	0	0	17,291	116,855
Executive Director	99,564	0	0	17,291	116,855
Assistant Director Resources	81,588	0	0	14,046	95,634
Service Manager Strategy and Planning	67,304	0	0	11,468	78,772
Head of Service Acquisitions, Transformation and Regeneration	67,167	0	0	11,468	78,635
Service Manager Environmental Services	67,304	0	0	11,468	78,772
Head of Service Housing and Community	67,304	0	0	11,468	78,772

# NOTES TO THE ACCOUNTING STATEMENTS

## Salaries of over £50,000

The number of employees whose annual salary, excluding employer's pension contributions, was £50,000 or more in bands of £5,000 were:

2018-19		2019-20
5	£50,000 - 54,999	6
3	£55,000 - 59,999	2
0	£60,000 - 64,999	0
2	£65,000 - 69,999	4
0	£70,000 - 74,999	0
1	£75,000 - 79,999	0
0	£80,000 - 84,999	2
0	£85,000 - 89,999	0
0	£90,000 - £94,999	1
2	£95,000 - £99,999	2
13		17

## Exit Packages

2018-19				Banding	2019-20			
Number of exit packages			Cost		Number of exit packages			Cost
Compuls. Redund.	Other departures	Total exit packages	Total		Compuls. Redund.	Other departures	Total exit packages	Total
			£					£'000
2	0	2	26	£0 - 20,000	0	4	4	55
1	0	1	22	£20,001 - 40,000	0	8	8	221
0	0	0	0	£40,001 - 60,000	0	1	1	41
1	0	1	77	£60,001 - 80,000	0	0	0	0
0	0	0	0	£80,001 - 100,000	0	0	0	0
0	0	0	0	£100,001 - 150,000	0	0	0	0
4	0	4	125		0	13	13	317

## NOTE 25. EXTERNAL AUDIT COSTS

Fees were payable to Grant Thornton as the Council's external auditors as follows:

2018-19		2019-20
£'000		£'000
37	External audit services	44
9	Other services	13
46		57

# NOTES TO THE ACCOUNTING STATEMENTS

## NOTE 26. RELATED PARTIES

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

### Central Government

Central Government has significant influence over the general operations of the Council - it is responsible for providing the statutory framework within which the Council operates, provides the majority of its funding in the form of grants and subsidies and prescribes the terms of many of the transactions that the Council has with other parties (e.g. housing benefits). Grants received from the Government are set out in Note 9 (Income from Grants and Contributions).

### Members

Members of the Council have direct control over the Council's financial and operating policies. During 2019/20 grants and payments to the value of £1,768,347 as shown below, were paid to organisations in which Members had an interest. The grants and payments were made with proper consideration of declarations of interest. These Members did not take part in any discussion or decision relating to the grants or payments.

2018-19		2019-20
£		£
542,271	De La Warr Pavilion Charitable Trust	<b>683,000</b>
642,498	East Sussex County Council	<b>686,005</b>
123,437	Romney Marsh Internal Drainage Board	<b>126,004</b>
1,050	Action in Rural Sussex	<b>1,050</b>
0	Combe Valley Community Interest Company	<b>61,145</b>
109,493	Rother District Citizens Advice Bureau	<b>85,000</b>
47,207	Rother Voluntary Action	<b>54,614</b>
12,120	Hastings Advice & Representation Centre	<b>20,450</b>
9,506	Local Government Association	<b>10,011</b>
11,050	Hastings and Rother Mediation Service	<b>11,900</b>
7,297	South East Employers	<b>5,742</b>
6,536	Bexhill Museum Association	<b>8,580</b>
4,250	Sussex Wildlife Trust	<b>5,250</b>
2,000	Bexhill Town Forum	<b>0</b>
10,847	Hastings Furniture Service Ltd	<b>6,949</b>
0	Sea Change Sussex	<b>1,335</b>
500	District Councils Network	<b>712</b>
0	Etchingham Trust for Sport and Recreation	<b>600</b>
<u>1,530,062</u>	Total	<u><b>1,768,347</b></u>

### Officers

During 2019/20 officers with pecuniary interests made appropriate declarations during Committee meetings and took no part of decision making. Interests are recorded in the minutes of the relevant meetings and are available at [www.rother.gov.uk](http://www.rother.gov.uk). There were no related party transactions in the year between the Council and officers apart from those already disclosed in Officers Remuneration (note 24).

# NOTES TO THE ACCOUNTING STATEMENTS

## East Sussex County Council pension fund

The Council made payments totalling £1,901,000 during 2019/20 to East Sussex County Council as the administering body for the East Sussex Local Government pension fund, compared to £1,814,000 in 2018/19. Note 8 provides further information on the Council's pension arrangements.

### NOTE 27. PRIOR PERIOD CORRECTION - ASSET REVALUATIONS

During the audit of the Council's 2019/20 accounts an error was identified in the way that the valuation of 4 assets (Town Hall Bexhill, Amherst Road building Bexhill, Bexhill Leisure Pool and Bexhill Leisure Centre) had been determined. The valuations for these assets in previous years had also been misstated. The assets in total had been understated by £1.7m as at 31 March 2018 and £1.9m as at 31 March 2019, when compared to their original values disclosed in 2018/19 financial statements. In year valuation gains in 2018/19 have been re-stated by £0.2m to £3.8m.

In order to correct this error, the Council has re-stated prior year information for 2018/19 as follows.

#### Effect on Comprehensive Income and Expenditure Statement 2018/19

	Originally stated 2018/19	Re-stated 2018/19	Amount of re- statement
	£'000	£'000	£'000
Surplus on revaluation of non-current assets	(3,574)	(3,797)	(223)
Other Comprehensive Income and Expenditure	(1,626)	(1,849)	(223)
Total Comprehensive Income and Expenditure	(2,361)	(2,584)	(223)

The following re-statement was also required for Movement in Reserves Statement 2018/19 for unusable reserves.

	Originally stated 2018/19	Re-stated 2018/19	Amount of re- statement
	£'000	£'000	£'000
Balance of Unusable Reserves as at 1 April 2018	22,812	24,506	1,694
Balance of Total Reserves as at 1 April 2018	43,329	45,023	1,694
Other Comprehensive Income and Expenditure	1,626	1,849	223
Total Comprehensive Income and Expenditure	2,361	2,584	223
Increase/(decrease) in Unusable Reserves in year	741	964	223
Increase/(decrease) in Total Reserves in year	2,361	2,584	223
Balance of Unusable Reserves as at 31 March 2019	23,553	25,470	1,917
Balance of Total Reserves as at 31 March 2019	45,690	47,607	1,917

#### Effect of lines items in the Balance Sheet

	Originally stated 2018/19	Re-stated 2018/19	Amount of re- statement
	£'000	£'000	£'000
<b>1 April 2018</b>			
Property Plant and Equipment	34,283	35,977	1,694

## NOTES TO THE ACCOUNTING STATEMENTS

Long Term Assets	50,716	52,410	1,694
Net Assets	43,329	45,023	1,694
Revaluation Reserve	12,084	13,778	1,694
Unusable Reserves	22,812	24,506	1,694
Total Reserves	43,329	45,023	1,694
<b>31 March 2019</b>			
Property Plant and Equipment	42,531	44,448	1,917
Long term assets	60,625	62,542	1,917
Net assets	45,690	47,607	1,917
Revaluation Reserve	15,445	17,362	1,917
Unusable Reserves	23,553	25,470	1,917
Total Reserves	45,690	47,607	1,917

Note 11 Unusable Reserves-Revaluation Reserve, Note 12 Capital Expenditure and Financing and Note 13 Property Plant and Equipment have been re-stated accordingly in 2018/19.

### **NOTE 28. EVENTS AFTER THE BALANCE SHEET**

#### *Non-adjusting event*

The financial statements were authorised by the Chief Finance Officer on the 16 September 2021.

#### **Covid 19 Pandemic**

The legacy of the crisis that hit the UK in Winter and Spring 2020 will have an impact on the Councils finances. The estimated financial impact is expected to be about £3.3m through the increased cost of homelessness, the emergency response and delayed delivery of savings targets. Furthermore, income has reduced from rents, parking fees and treasury activities.

Additional funding of £2.8m has been received from Government. This additional cost can be accommodated within the Council's reserves but adds pressure on the organisation to deliver the ongoing savings envisaged in the Medium Term Financial Plan.

It is not known at this stage how long the economic recovery will take and could place further financial pressures on the Council through the loss of business rates and increases in the number of households claiming Council Tax reduction as a result of worklessness.

# COLLECTION FUND STATEMENT AND NOTES

2018-19		2019-20
£'000		£'000
	<b><u>Council Tax</u></b>	
	<b>INCOME</b>	
<u>(72,212)</u>	Income from Council Taxpayers	<u>(75,216)</u>
	<b>EXPENDITURE</b>	
	Precepts and demands on Collection Fund	
52,558	East Sussex County Council	54,599
6,259	Sussex Police Authority	7,227
3,434	East Sussex Fire Authority	3,565
8,840	Rother District Council	9,159
	Apportionments of previous year surplus	
414	East Sussex County Council	915
48	Sussex Police Authority	109
28	East Sussex Fire Authority	60
73	Rother District Council	154
	Bad & Doubtful Debts	
55	Write offs of uncollectable income	118
41	Provision for uncollectable income-addition / (reduction)	266
<u>71,750</u>		<u>76,172</u>
<u>(462)</u>	Movement on Fund Balance - (surplus)/deficit	<u>956</u>
	<b>FUND BALANCE FOR COUNCIL TAX</b>	
(965)	Balance brought forward	(1,427)
(462)	Surplus for year	956
<u>(1,427)</u>	Balance - (surplus)/deficit carried forward	<u>(471)</u>

# COLLECTION FUND STATEMENT AND NOTES

2018-19		2019-20
£'000		£'000
	<b><u>Non-Domestic Rates</u></b>	
	<b>INCOME</b>	
<b>(17,634)</b>	Income from Ratepayers	<b>(18,035)</b>
	Apportionments of previous year deficit	
<b>(84)</b>	Government	<b>(613)</b>
<b>(15)</b>	East Sussex County Council	<b>(110)</b>
<b>(2)</b>	East Sussex Fire Authority	<b>(12)</b>
<b>(68)</b>	Rother District Council	<b>(491)</b>
<b>(715)</b>	Transitional relief	<b>(414)</b>
<b>(18,518)</b>	<b>Total</b>	<b>(19,675)</b>
	<b>EXPENDITURE</b>	
	Precepts and demands on Collection Fund	
<b>8,926</b>	Government	<b>4,323</b>
<b>1,607</b>	East Sussex County Council	<b>4,496</b>
<b>179</b>	East Sussex Fire Authority	<b>865</b>
<b>7,140</b>	Rother District Council	<b>7,609</b>
	Bad & Doubtful Debts	
<b>(77)</b>	Write offs of uncollectable income	<b>43</b>
<b>188</b>	Provision for uncollectable income	<b>73</b>
	Impairments resulting from appeals	
<b>448</b>	Write offs of uncollectable income	<b>401</b>
<b>(379)</b>	Provision for uncollectable income	<b>295</b>
<b>147</b>	Transfer to General Fund - Cost of Collection Allowance	<b>152</b>
<b>18,179</b>		<b>18,257</b>
<b>(339)</b>	<b>Movement on Fund Balance - (surplus) / deficit</b>	<b>(1,418)</b>
	<b>FUND BALANCE FOR NON-DOMESTIC RATES</b>	
<b>305</b>	Balance brought forward	<b>(34)</b>
<b>(339)</b>	(Surplus) / deficit for year	<b>(1,418)</b>
<b>(34)</b>	<b>Balance - (surplus) / deficit carried forward</b>	<b>(1,452)</b>
	<b>TOTAL COLLECTION FUND BALANCE</b>	
<b>(660)</b>	Balances brought forward	<b>(1,461)</b>
<b>(801)</b>	(Surplus) / deficit for year	<b>(462)</b>
<b>(1,461)</b>	<b>Balance - (surplus) carried forward</b>	<b>(1,923)</b>

# COLLECTION FUND STATEMENT AND NOTES

## NOTE 1. GENERAL

These accounts represent the transactions of the Collection Fund (accounting separately for income relating to council tax and non-domestic rates) which is a statutory fund separate from the main accounts of the Council, although the elements related to this Council are included within its accounting statements and notes. The account has been prepared on the accruals basis. The costs of administering collection are accounted for within Central Services in the Cost of Services in the Comprehensive Income and Expenditure Statement.

## NOTE 2. COUNCIL TAX

Council Tax derives from charges raised according to the value of residential properties, which have been classified into 9 valuation bands (A-H). Individual charges are calculated by estimating the amount of income required to be taken from the Collection Fund by the Council for the forthcoming year and dividing this by the Council Tax base (i.e. the equivalent numbers of Band D dwellings).

Band & Value	Number of Chargeable Dwellings Total	Relationship to Band D	Band D Equivalent
Band A - up to £40,000 (disabled)	1	5/9	0.5
Band A - up to £40,000	3,185	6/9	2,091.3
Band B - over £40,000 up to £52,000	4,975	7/9	3,811.4
Band C - over £52,000 up to £68,000	7,809	8/9	6,837.0
Band D - over £68,000 up to £88,000	7,849	-	7,731.6
Band E - over £88,000 up to £120,000	6,580	11/9	7,921.2
Band F - over £120,000 up to £160,000	3,592	13/9	5,111.5
Band G - over £160,000 up to £320,000	2,495	15/9	4,095.5
Band H - over £320,000	230	18/9	454.1
	<b>36,716</b>		<b>38,054.10</b>

The Council Tax Base, as shown in the final column above, assumes a collection rate of 98.5% of the numbers of properties adjusted for discounts.

## NOTE 3. INCOME FROM BUSINESS RATEPAYERS

Under the arrangements for business rates, the Council collects non-domestic rates for its area which are based on local rateable values multiplied by a uniform rate. The national multipliers for 2019/20 were:

- 49.1p for qualifying Small Businesses (48.0p in 2018/19)
- 50.4p for other businesses (49.3p in 2018/19) – the standard multiplier

The rateable value as at the 31st March 2020 was £55,902,579 (£55,752,127 as at 31 March 2019).

# GLOSSARY

## **ACCRUALS**

The concept that income and expenditure are recognised as they are earned or incurred, not as money is received or paid.

## **ACTUARIAL GAINS & LOSSES**

For a defined benefit pension scheme, the changes in actuarial deficits or surpluses that arise because events have not coincided with the actuarial assumptions made for the last valuation (experience gains and losses), or the actuarial assumptions have changed.

## **AMORTISATION**

The practice of reducing the value of intangible assets to reflect their reduced worth over time.

## **BUDGET**

The Council's plan expressed in financial terms for a specified period.

## **CAPITAL EXPENDITURE**

Expenditure on the provision and improvements of lasting assets such as land, buildings, vehicles and equipment. The Council may also incur capital expenditure on assets that it does not actually own (see Revenue Expenditure Financed from Capital under Statute, below).

## **CAPITAL RECEIPTS**

The proceeds from the sale of fixed assets.

## **CASH EQUIVALENTS**

Cash equivalents are investments that mature 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.

## **CODE OF PRACTICE ON LOCAL AUTHORITY ACCOUNTING**

Standards issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) to prescribe approved accounting methods.

## **COMMUNITY ASSETS**

Assets that the Council intends to hold in perpetuity, that have no determinable useful life, and that have restrictions on their disposal. Examples include parks and open spaces.

## **CONTINGENCY**

A condition which exists at the Balance Sheet date and where the outcome will be confirmed only on the occurrence or non-occurrence of one or more uncertain future events.

## **CREDITORS**

Amounts owed by the Council but not paid at the date of the balance sheet.

## **DEBTORS**

Amounts owed to the Council but unpaid at the date of the balance sheet.

## **DEFINED BENEFIT SCHEME**

A pension scheme under which benefits are payable under regulations, in which the benefits are not directly related to the scheme investments. The scheme may be funded or unfunded.

## **DEPRECIATION**

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

# GLOSSARY

## **EARMARKED RESERVES**

Internal reserves set aside to finance future expenditure for purposes falling outside the definition of provisions.

## **EXCEPTIONAL ITEMS**

Material items which derive from events or transactions that fall within the ordinary activities of the Council and which need to be disclosed separately by virtue of their size or incidence to give fair presentation of the accounts.

## **FAIR VALUE**

The fair value of an asset is the price at which it could be exchanged in an arm's length transaction.

## **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. In simple terms it covers both financial assets and financial liabilities such as trade debtors and trade creditors and derivatives and embedded derivatives.

## **GENERAL FUND**

The main revenue account of the Council which collects the revenue income and expenditure of all services provided.

## **GOVERNMENT GRANTS**

Central Government contributions towards local authority expenditure. Examples are Revenue Support grant and Housing Benefit Subsidy.

## **INFRASTRUCTURE ASSETS**

Long-Term Assets that are inalienable, expenditure on which is recoverable only by continued use of the asset created. An example is the sea wall and promenade.

## **INTANGIBLE ASSETS**

Identifiable non-monetary assets such as software licences.

## **INVESTMENT PROPERTIES**

Property held solely to earn rentals or for capital appreciation or both.

## **LEASE**

An agreement whereby the lessor conveys to the lessee, in return for a payment or a number of payments, the right to use an asset (property, plant and equipment, investment properties, non-current assets available for sale or intangible assets) for an agreed period of time.

## **PAST SERVICE COST**

Discretionary pension benefits awarded on early retirement are treated as past service costs. This includes added years and unreduced pension benefits awarded before the rule of 85 age.

## **PRECEPT**

The amount of money the County Council, Sussex Police & Crime Commissioner and the Fire Authority have instructed the Council to collect and pay out of council tax receipts held in the Collection Fund. The Council also pays from its General Fund precepts issued by parish and town councils within the district.

## **PROPERTY, PLANT & EQUIPMENT (PPE)**

Tangible assets that yield up benefit to the Council over more than one accounting period, e.g. Land and Buildings.

## **PROVISIONS**

Sums set aside for any liabilities or losses which are likely to be incurred, but uncertain as to the dates on which they will arise.

# GLOSSARY

## **PUBLIC WORKS LOAN BOARD (PWLB)**

A Government financed body which provides a source of long term borrowing for local authorities.

## **REVENUE EXPENDITURE**

Day to day expenditure on the running of services. It includes staff costs, utility charges, rent and business rates, IT and communications and office expenses.

## **REVENUE EXPENDITURE FUNDED FROM CAPITAL UNDER STATUTE**

Legislation in England and Wales allows certain expenditure to be classified as capital for funding purposes when it does not result in the expenditure being carried on the Balance Sheet as a non-current asset, for example Disabled Facility Grants.

## **REVENUE SUPPORT GRANT**

A Government grant distributed to local authorities to augment income raised by the council tax. It is centrally determined on a needs basis.

## **SURPLUS ASSETS**

Items of Property Plant and Equipment that are no longer held for council purposes, but are not being actively marketed.

## **UNUSABLE RESERVES**

These are reserves, including those offsetting non-current assets and the negative reserve that offsets the long term pension liability, that are not immediately available to support revenue or capital expenditure.

## **USABLE RESERVES**

These reserves are available to support the Council's expenditure, although the Capital Receipts Reserve and the Capital Grants and Contributions Reserve may only be used for capital purposes.

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## Rother District Council

<b>Report to:</b>	Audit and Standards Committee
<b>Date:</b>	27 September 2021
<b>Title:</b>	Internal Audit Report to 30 June 2021
<b>Report of:</b>	Gary Angell, Audit Manager
<b>Purpose of Report:</b>	To report on Internal Audit activity in the first quarter of 2021/22 and to provide a progress update on the implementation of audit recommendations made in earlier periods.
<b>Officer</b>	
<b>Recommendation(s):</b>	It be <b>RESOLVED</b> : That the Internal Audit report to 30 June 2021 be noted.

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### Introduction

1. The Council is required to ensure that it has reliable and effective internal control systems in place. The adequacy of these systems is tested by both Internal and External Audit.
2. The Council's Internal Audit Service operates in accordance with the Public Sector Internal Audit Standards. It is a requirement of these Standards that we report to the Audit and Standards Committee on audit matters and any emerging issues not only in relation to audit, but also to risk management and corporate governance.

### Current Position

3. With an annual Audit Plan once more in place and disruption from the COVID-19 pandemic reducing, the operation of the Internal Audit team has now returned to a near 'business as usual' basis in the current financial year, albeit with certain limitations due to remote working.
4. Progress on the 2021/22 Audit Plan is currently running about a month behind target. This is largely due to delays experienced in completing certain audits, a recent office move, and additional time required for Government grant work. However, It is hoped to be able to catch up once the holiday season is over and client availability improves.

### Summary of Activity to 30 June 2021

5. Three audit reports were issued in the quarter. An overview of the findings arising from each of these audits is given in the Executive Summaries which are reproduced in Appendix A.
6. All of these audits provided good or substantial assurance on those areas reviewed.

7. Other activity during the quarter included providing advice on the adequacy of the governance arrangements for Alliance Homes (Rother) Limited, the coordination of an additional data upload for the National Fraud Initiative, counter fraud work/whistleblowing referrals, and the completion of weekly Government returns for Business Support Grants to assist our colleagues in Finance.

### Implementation of Audit Recommendations

8. Each quarter, Members are updated on the progress made on implementing the audit recommendations reported at previous meetings. Appendix B shows a summary of the current position.
9. From this it can be seen that progress on the older year recommendations has been slow, with no cases having been resolved in the latest quarter. The Chief Executive is aware of this situation and has reminded the relevant Heads of Service of the need to ensure all outstanding items are resolved as soon as possible.
10. The position regarding the recommendations made in 2020/21 is far more positive, with most being implemented within a reasonable timescale.

### Conclusion

11. The operation of the Internal Audit team is now largely back to normal, with three audits completed in the first quarter of 2021/22.
12. Progress on the older audit recommendations remains slow but is being actively monitored.

Other Implications	Applies?	Other Implications	Applies?
Human Rights	No	Equalities and Diversity	No
Crime and Disorder	No	External Consultation	No
Environmental	No	Access to Information	No
Risk Management	No	Exempt from publication	No

Chief Executive:	Malcolm Johnston
Report Contact Officer:	Gary Angell, Audit Manager
e-mail address:	<a href="mailto:gary.angell@rother.gov.uk">gary.angell@rother.gov.uk</a>
Appendices:	A – Audit Reports issued during Quarter to 30 June 2021 B – Summary of Progress on Recommendations Made up to 31 December 2020
Relevant Previous Minutes:	AS21/08
Background Papers:	None.
Reference Documents:	None.

**DATA PROTECTION AUDIT**

Head of Service: Robin Vennard

Officer(s) Responsible for Implementing Recommendations: Graham McCallum

Overall Level of Assurance: **SUBSTANTIAL****Purpose and Objectives**

The purpose of the audit is to provide organisational and departmental management with an assurance as to the adequacy of the control systems based on compliance with the control objectives set out in the table below.

These objectives are designed to assess the extent to which the organisation meets its legal requirements, its own needs and those of its stakeholders and how the control systems in place contribute to the overall governance arrangements and securing value for money from the Council's services and operations.

**Control Objectives**

The audit opinion is based on the extent of compliance with the objectives (below), which have either been met in full (**M**), partially met (**P**) or not met (**N**).

<b>Policies and Procedures</b> – Relevant policies, guidance and procedures have been written and suitable training provided in order for the Council to be compliant with the UK General Data Protection Regulation (UK-GDPR) and Data Protection Act (DPA) 2018.	<b>P</b>
<b>Data Control</b> – All processing of personal data complies with the seven principles of UK-GDPR and there is a lawful basis for processing.	<b>P</b>
<b>Subject Access and Freedom of Information Requests</b> – A system is in place for responding to formal requests for personal data to ensure compliance with the DPA 2018.	<b>M</b>
<b>DPA Notification</b> – The Information Commissioner has been sent a notification detailing the activities where personal information is processed.	<b>P</b>

**Level of Assurance**

Based on the findings from the audit we have determined that substantial assurance can be given on the governance arrangements.

Several control issues were however identified, notably:

- Not all of the forms currently used by the Council to collect personal data make reference to data protection legislation or explain how the data will be used and processed;
- A separate policy document must be produced for special category data (i.e. personal data revealing ethnicity, religious beliefs, health, etc) and the departments which hold and process this type of data needs to be better identified.

- It is currently unclear whether Alliance Homes (Rother) Ltd, a business wholly owned by the Council, needs to be registered separately with the Information Commissioner's Office.

Recommendations were also made regarding the completeness and accuracy of certain documentation, and the need to remind managers of the importance of processing information requests within statutory deadlines.

### **Executive Summary**

Overall, the control objectives are considered to have largely been met but we have made four medium and four low risk recommendations to management to further enhance the governance arrangements.

Internal Audit Service  
June 2021

**ESTATES INCOME AUDIT**

Head of Service: Ben Hook

Officer(s) Responsible for Implementing Recommendations: Graham Burgess and Neo Georghiou

Overall Level of Assurance: **SUBSTANTIAL**

**Purpose and Objectives**

The purpose of the audit is to provide organisational and departmental management with an assurance as to the adequacy of the control systems based on compliance with the control objectives set out in the table below.

These objectives are designed to assess the extent to which the organisation meets its legal requirements, its own needs and those of its stakeholders and how the control systems in place contribute to the overall governance arrangements and securing value for money from the Council's services and operations.

**Control Objectives**

The audit opinion is based on the extent of compliance with the objectives (below), which have either been met in full (**M**), partially met (**P**) or not met (**N**).

<b>Rent/Licence Income</b> – The correct rent/licence fees are received in respect of all non-operational investment properties.	<b>P</b>
<b>Business Rates</b> – The business rates liability for all non-operational investment properties is correctly set up.	<b>P</b>

**Level of Assurance**

Based on the findings from the audit we have determined that substantial assurance can be given on the governance arrangements. This assessment reflects the fact the vast majority of Estates income is being billed and collected. However, the audit highlights the need for improved control in several areas notably:

- **Lease Renewals and Rent Reviews** – At the time of the audit, there were over 50 cases where the lease had either expired or where a rent review was overdue. It was subsequently found that correspondence regarding ongoing lease renewals and rent reviews is not always promptly followed up to ensure cases move forward. A better system is therefore required to ensure that progress is actively monitored, and all outstanding cases concluded as soon as possible.
- **Tenancy Records** – A significant number of discrepancies were found between the tenancy details recorded on the ePIMS (asset register) database, and the billing data held by Finance. Reference to other Estates records however showed that most tenants are being billed correctly. This means that the problem is not the quality of the instructions issued to Finance but rather the fact that changes to occupancy details, rent amounts and lease expiry dates are not always promptly entered in the Estates team's central record. Action therefore needs to be taken to bring the ePIMS database up to date and to ensure that it is properly maintained from now on.

- 
- **Business Rates Liability** – Some inconsistencies were found between Estates records and those held by the Revenues team. A few of these have resulted in the Council paying business rates when the liability should have been taken on by the tenant, but all have since been corrected. More thorough checking of the business rate liability before notifying the Revenues team will help to reduce this type of error.

The impact of the COVID-19 pandemic will no doubt have played a part in all the above issues. For example, it is easy to see how things could be overlooked or delayed when most staff are working remotely, and some tenants have been unable to operate during the various lockdown periods.

It should also be recognised that the Estates team has been heavily involved in project work relating to the Council's Property Investment Strategy which has had an impact on resources.

### **Executive Summary**

Overall, the control objectives are considered to have largely been met but we have made three medium and one low risk recommendations to management to further enhance the governance arrangements.

Internal Audit Service  
June 2021

**LAND CHARGES AUDIT**

Head of Service: Tim Hickling

Officer(s) Responsible for Implementing Recommendations: Christine Hyszka and Trish Triggle

Overall Level of Assurance: **GOOD**

**Purpose and Objectives**

The purpose of the audit is to provide organisational and departmental management with an assurance as to the adequacy of the control systems based on compliance with the control objectives set out in the table below.

These objectives are designed to assess the extent to which the organisation meets its legal requirements, its own needs and those of its stakeholders and how the control systems in place contribute to the overall governance arrangements and securing value for money from the Council's services and operations.

**Control Objectives**

The audit opinion is based on the extent of compliance with the objectives (below), which have either been met in full (**M**), partially met (**P**) or not met (**N**).

<b>Registration</b> – A Local Land Charges Register is held and is kept up to date.	<b>M</b>
<b>Collection and Receipting of Fees</b> – All search fee income is collected and accounted for.	<b>M</b>
<b>Payments and Refunds</b> – All payments and refunds are authorised and correctly calculated.	<b>M</b>
<b>Service Performance</b> – There is a sound system of control over service performance and budget.	<b>P *</b>

\* This control objective is only shown as partially met because of the delays currently experienced in the completion of land search requests. This is a direct result of the unprecedented demand for land searches created by the stamp duty holiday, but the situation is expected to improve once this concession comes to an end.

**Level of Assurance**

Based on the findings from the audit we have determined that good assurance can be given on the governance arrangements.

Only one minor issue was found regarding the reconciliation of BACS payments.

**Executive Summary**

Overall, the control objectives are considered to have largely been met and it was only necessary to make one low risk recommendation to management to further enhance the governance arrangements.

Internal Audit Service  
June 2021

## Summary of Progress on Recommendations Made up to 31 March 2021

### Audit Recommendations 2018/19 and 2019/20

Previous quarter's performance shown in brackets

Risk	Issued	Implemented	Work-in-Progress	Not Started
High	3	3 (3)	0 (0)	0 (0)
Medium	71	66 (66)	5 (5)	0 (0)
Low	39	37 (37)	2 (2)	0 (0)
<b>Total</b>	<b>113</b>	<b>106 (106)</b>	<b>7 (7)</b>	<b>0 (0)</b>
		<b>93.8%</b> (93.8%)	<b>6.2%</b> (6.2%)	<b>0%</b> (0%)

Breakdown of outstanding audit recommendations for 2018/19 and 2019/20 by Head of Service:

#### Deborah Kenneally (Neighbourhood Services)

- Car Park Income (2019/20) - issued 27/09/19 (1 Medium)

#### Robin Vennard (Resources)

- Procurement (2018/19) – issued 05/10/18 (1 Medium)
- Council Tax (2018/19) – issued 04/01/19 (1 Low)
- ICT Network Security (2018/19) – issued 16/01/19 (1 Low)
- Creditors (2018/19) – issued 12/03/19 (1 Medium)
- ICT Governance (2018/19) – issued 12/04/19 (1 Medium)
- Creditors (2019/20) – issued 21/04/20 (1 Medium)

### Audit Recommendations 2020/21

Previous quarter's performance shown in brackets

Risk	Issued	Implemented	Work-in-Progress	Not Started
High	0	0 (0)	0 (0)	0 (0)
Medium	8	8 (5)	0 (0)	0 (0)
Low	10	9 (4)	1 (0)	0 (0)
<b>Total</b>	<b>18</b>	<b>17 (9)</b>	<b>1 (0)</b>	<b>0 (0)</b>
		<b>94.4%</b> (100%)	<b>5.6%</b> (0%)	<b>0%</b> (0%)

## Rother District Council

**Report to:** Audit and Standards

**Date:** 27 September 2021

**Title:** Treasury Management Update

**Report of:** Antony Baden – Finance Manager

**Purpose of Report:** To note the Council's treasury activities for the second financial quarter ending 30 September 2021.

### Officer

**Recommendation(s):** It be **RESOLVED:** That the report be noted.

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### Introduction

1. Cabinet approved the Council's Investment Strategy for 2021/22 on 8 February 2021 (Minute cb20/99 refers). The strategy requires regular reports to be presented to this committee on the Council's treasury management activities. In managing these, the Council has implemented the Ministry of Housing, Communities and Local Governments' investment guidance and followed the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management.
2. The investment activity to date conforms to the approved strategy and the Council has had no liquidity difficulties. Members are reminded that investment activity is also reported through the Members' Bulletin. This report focuses on the financial period ending 30 September 2021 and is based on the latest available data.

### Financial Investments review

3. As at 30 September 2021, the Council's total investments are estimated to be about £44 million with £18 million invested in short term call accounts and Property Funds. The remaining £26 million is held in the General account. Since the last quarter, additional borrowing of £6.3 million has been taken out, (see paragraph 7).
4. Income from investments is forecast at £326,000 and is mainly achieved from the Property Funds, which are currently yielding returns of between 3.31% and 3.77%. The investment portfolio and Property Fund values are detailed in Appendix A.

### Capital Programme and Borrowing

5. It is not known at this stage whether the pandemic will further slow the pace of the Council's capital programme delivery, although capital expenditure is forecast to be £63.569 million in 2021/22. The latest version is shown in Appendix B and anticipates further borrowing of £46.164 million.

6. As a result of the increase in capital expenditure referred to in paragraph 6, the Council's Capital Financing Requirement (CFR) is forecast to increase to £64.096 million by 31 March 2022. The CFR summary is shown in Appendix B.
7. At Quarter 1, the Council's opening CFR balance was £18.168 million and the value of outstanding loans were £11.810 million, (the borrowing portfolio is shown in Appendix B). This means the Council had funded £6.538 million of capital expenditure from cash balances and reserves. As a result, the Council has taken advantage of the current low borrowing rates to secure a loan of £6.3 million, repayable over 50 years at 1.78%.

### **Treasury and Prudential Indicators**

8. The Authorised and Operational external borrowing limits remain unchanged from the last quarter and the Council's current borrowing level is comfortably within these. As explained in paragraph 7, the Council's CFR is expected to rise to £64.096 million by March 2021/22 and if this is funded from external borrowing, it would exceed its Operational borrowing limit by £2.726 million. However, Members should note that it would still be below its Authorised borrowing limit by £2.274 million.
9. The ratio of Net Financing Costs to the Net Revenue Stream is expected to be 3.07%, which is 5.36% lower than the original budget of 8.43%. This is due to the delay in the capital programme delivery referred to in paragraph 6, which has impacted in 2020/21 and 2021/22.
10. The Treasury and Prudential Indicators are summarised in Appendix C.

### **Non-Treasury Investments**

11. The budget for rental income from all investment properties is £1,766,780 and equates to a gross return of 6.25%. Rent arrears arising as a result of the pandemic have so far been minimal, but economic conditions remain challenging and further write offs cannot be ruled out.

### **Economic Update and Outlook**

12. Economic activity continues to bounce back towards pre-lockdown levels and the support packages announced in the Chancellor's 3 March 2021 budget statement have now either finished or are due to finish by the end of October 2021. It remains to be seen whether there will be a further negative impact on the Council's cash position, but officers continue to monitor the situation and report back to Members.
13. The Chancellor is due to announce his Autumn budget statement on 27 October 2021, which will also include a three-year spending review statement that may well have a further impact on the Council's cash position.
14. The Bank of England base rate remains unchanged at 0.10% and PWLB rates remain very low, hence the decision to borrow up to the maximum CFR position as explained in paragraph 7.

15. The Audit and Standards Committee is recommended to note the report.

## Conclusion

16. The investment activity conforms to the approved strategy and the Council has no liquidity difficulties.

Other Implications	Applies?	Other Implications	Applies?
Human Rights	No	Equalities and Diversity	No
Crime and Disorder	No	Consultation	No
Environmental	No	Access to Information	No
Sustainability	No	Exempt from publication	No
Risk Management	No		

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Appendices:	Appendix A – Investments Portfolio Appendix B – Capital Programme, CFR & Borrowing Portfolio Appendix C – Prudential Indicators
Relevant Previous Minutes:	None
Background Papers:	None
Reference Documents:	None

**Investments Portfolio**

Deposit	Type of account	Maturity Date	Amount £	Interest Rate	Share %
Lloyds - General (RFB)	Call	N/A	26,000,302	0.00%	59.10%
Bank of Scotland (RFB)	Call	N/A	46	0.00%	0.00%
Barclays - Call Account (NRFB)	Call	N/A	4,996,066	0.05%	11.36%
Santander - Call Account	Call	N/A	2,995,000	0.12%	6.81%
Santander - 31 Day Notice Account	31 Days Notice	N/A	2,001,866	0.27%	4.55%
CCLA Local Authority Property Fund	Long Term	N/A	5,000,000	3.77%	11.37%
HERMES Property Fund	Long Term	N/A	2,999,998	3.31%	6.82%
<b>Total</b>			<b>43,993,278</b>		<b>100.00%</b>
Total managed in-house			35,993,280		
Total managed externally			7,999,998		
<b>Total Treasury Investments</b>			<b>43,993,278</b>		

**Property Funds**

Name of Property Fund	Original Investment Value	Value as at 30th Sept 2021	Value as at 30th June 2021	Change
	£	£	£	£
CCLA Local Authority Property Fund	5,000,000	4,975,033	4,909,027	66,006
HERMES Property Fund	2,999,998	2,904,196	2,861,330	42,866
<b>Total</b>	<b>7,999,998</b>	<b>7,879,229</b>	<b>7,770,357</b>	<b>108,872</b>



## Capital Financing Requirement

Capital Financing Requirement (CFR)	2021/22 Original Budget £ (000)	2021/22 Estimated Outturn £ (000)
Opening Balance	18,168	18,168
Add unfinanced capital expenditure	48,764	46,164
Less Minimum Revenue Provision (MRP)	(513)	(235)
<b>Closing Balance</b>	<b>66,419</b>	<b>64,096</b>

## Current Borrowing Portfolio

Borrowing position as at 30th September 2021					
Properties	Amount o/s	Interest Rate	Term	Type	Full Year Repayments
14, Terminus Road	£436,219	2.59%	50	Annuity	£16,102
14, Terminus Road	£436,180	2.58%	50	Annuity	£16,070
Beeching Road	£1,614,787	2.39%	50	Annuity	£56,729
Various	£1,000,000	2.24%	50	Maturity	£22,400
Glovers House & Barnhorn Road	£8,323,202	2.48%	50	Annuity	£297,572
Various	£6,300,000	1.78%	50	Annuity	£190,804
<b>Total Borrowing</b>	<b>£18,110,388</b>				<b>£599,677</b>

**Treasury Indicators (Borrowing Limits)**

<b>Treasury Indicators</b>	<b>30th Sept 2021 £ (000)</b>
Authorised Limit for External Debt	66,370
Operational boundary for External Debt	61,370
Gross External Debt (actual)	18,111
<b>Remaining Authorised Limit for External Debt</b>	<b>48,259</b>

**Prudential Indicators**

<b>Prudential Indicators</b>	<b>2021/22 Original Budget £ (000)</b>	<b>2021/22 Estimated Outturn £ (000)</b>
Capital Financing Requirement (CFR)	66,419	64,096
Annual Change in CFR	48,251	45,929
In-Year Borrowing Requirements	48,764	46,164
Ratio of Financing costs to Net Revenue Stream (%)	8.43%	3.07%

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## Rother District Council

<b>Report to:</b>	Audit and Standards Committee
<b>Date:</b>	27 September 2021
<b>Title:</b>	Risk Management Update
<b>Report of:</b>	Assistant Director Resources
<b>Purpose of Report:</b>	To update Members on the issues in Risk Management affecting the Council during 2021/22.
<b>Officer</b>	
<b>Recommendation(s):</b>	It be <b>RESOLVED</b> : That the report be noted.

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### Introduction

1. This update report for Members covers issues in Risk Management affecting the Council during 2021/22. Risk refers to the uncertainty that surrounds future events and outcomes. It is essential that the Council has a strong approach to Risk Management, particularly with the current environment of a global pandemic and ongoing substantial financial pressures.

### COVID–19 Pandemic

2. This year continues to be dominated by dealing with the impact of the COVID-19 pandemic both in terms of the Council's operations and the support given to the community. This report does not review the Council's response as this has been previously covered. However, Heads of Service have been consulted on the continued impact of COVID on their service areas and this is shown at Appendix B.

### Corporate Risk Register

3. The Corporate Risk Register (Appendix A) has been reviewed and updated by the Corporate Management Team, including the lead officer, to reflect the new staffing structure. The main changes to the risks are as follows:
  - a) **Spending review (27)** – the overall risk rating has been increased. Having been deferred for two years, the Government are now undertaking their spending review. Given the impact the pandemic has had on public finances, there is an increased likelihood of deteriorating grant settlements over the next three years.
  - b) **Loss of Staff/Recruitment (30)** – Some services continue to struggle to replace staff, such as Planning. This negatively affects service performance and impacts on the remaining staff. Staff retention and recruitment is being considered as part of the corporate staffing restructure. In addition, the Council will make use, where appropriate, of agency staff and outsourcing companies to bring resilience to the service. This is, however, expensive and normally will result in an overspend against existing budgets.
  - c) **Failure of partner public body (33)** – the Council has a number of shared services and other public/voluntary partners. Following on from the

spending review, a new risk has been added to reflect the potential for a failure by a partner public organisation due to the financial pressure on public funding. A partner may have to reduce or withdraw services that the Council make use of or are shared. Mitigations are limited, but it is important particularly for shared services that the inter authority agreement sets out the process for dealing with this scenario.

## Conclusion

- The Council continues to learn the lessons from the continuing pandemic from a risk management perspective. This is, and will continue to be, an on-going process, but Members can be assured that the Council is well placed to deal with the challenges it may face, albeit acknowledging the pressures this could place on business as usual service provision.

## Risk Management

- The failure to review and update the risk environment would be a significant failing on the part of the Council.

Other Implications	Applies?	Other Implications	Applies?
Human Rights	No	Equalities and Diversity	No
Crime and Disorder	No	Consultation	No
Environmental	No	Access to Information	No
Sustainability	No	Exempt from publication	No
Risk Management	Yes		

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Appendices:	None
Relevant Previous Minutes:	N/A
Background Papers:	None
Reference Documents:	None

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			Likelihood (1,3,5)	Impact (1,3,5)	Rating	Contingency	Comments / Actions	Lead	Likelihood (1,3,5)	Impact (1,3,5)	Residual Rating
1	Major network attack	<ul style="list-style-type: none"> <li>Shut down to counter attack</li> <li>Rebuilding due to successful attack</li> <li>Data / PC loss due to successful attack</li> </ul>	3	5	15	Contract for full range of backup support. Budget arrangements for emergency expenditure. Cheques can still be issued. Training and practical exercise undertaken regularly	Already many IT systems in place to prevent this. ICT have active antivirus and firewalling, including various security posturing. Disaster recovery contract to be regularly reviewed. Despite the migration of many systems including email to the Cloud, the impact remains high	DCExec	3	3	9
2	IT Network failure	<ul style="list-style-type: none"> <li>Loss of network storage</li> <li>No power</li> <li>Loss of communications / internet</li> </ul>	3	5	15	Contract for full range of backup support. Budget arrangements for emergency expenditure. Cheques can still be issued.	Well established back up. ICT BCP covers this risk. Communications link is singular, no possible contingency for link failure due to physical location of BT Hub	DCExec	3	3	9
3	Significant contract falls to RDC	<ul style="list-style-type: none"> <li>Staffing to manage transition</li> <li>Waste, Grounds Maintenance, Leisure</li> <li>Financial Implications</li> </ul>	3	5	15	Rehearsed BCP Action Card with this scenario. Budget arrangements for managing this. Three authority BCP for Waste Collection contract	Review legal aspects. Create waste and street sweeping response plan. Consider other response plans. Separate Waste Contract Risk Register (MG). Three authority review needed.	DK	3	5	15
4	Data Loss	<ul style="list-style-type: none"> <li>Service failure</li> <li>Financial damage</li> <li>Resources drained</li> </ul>	3	5	15	Back ups are maintained. Budget arrangements for managing this.	Ensuring sufficient resourcing to enable to bring systems back quickly needs to be considered	DCExec	3	3	9
5	Extreme Weather	<ul style="list-style-type: none"> <li>Loss of frontline services</li> <li>Staff committed to emergency</li> <li>Staff unable to get to work</li> </ul>	3	5	15	Many staff live in Bexhill. Homeworking facilities. Guidance to staff in advance of weather warnings. RDC Emergency Plan. Priority Grid for Service staffing	Some experience here already. Prolonged extreme weather is the issue.	CMT	3	3	9
6	National Fuel Shortage	<ul style="list-style-type: none"> <li>Loss of main services</li> <li>Staff committed to emergency</li> <li>Travel problems</li> </ul>	3	5	15	Fuel priority grid including key staff & contractors. Homeworking facilities. Priority Grid for Service staffing .	Communications Plan needed. Recent work on Brexit plans helps inform actions required of RDC.	CMT	3	3	9
7	Significant loss of staff due to pandemic	<ul style="list-style-type: none"> <li>30%+</li> <li>Flu etc.</li> <li>Across all services</li> <li>Particular note of cover for significant posts</li> </ul>	3	5	15	Contacts with local, national & professional agencies. Homeworking facilities. Immediate medical prevention supplies available. Priority list for staff vaccinations. Priority Grid for Service staffing. Local Authority Duty to Co-operate.	Guidance to staff on precautions, minimise travel of travelling officers, hand cleansers at entrances to Council buildings, close receptions, comms plan, move to on-line meetings only (subject to legislation for committees)	CMT	3	3	9
8	Coastal / River Flooding	<ul style="list-style-type: none"> <li>Major issues with transport</li> <li>Staff diverted to emergency</li> <li>Staff committed to recovery programme</li> </ul>	3	3	9	RDC Emergency Plan Local Authority Duty to Co-operate. Rye Bay Flood Plan. Flood network to cascade information. BCP plan for affected services	BCP issue for services such as waste, car parking and coastal management (beach management). Cessation of visiting officers travel Could have an impact on transport. Social media alerts. Communication - PR implicit. Manage impact of staff reallocation to rest facilities	CMT	3	3	9
9	Failure of a significant system supplier (e.g. Ocella)	<ul style="list-style-type: none"> <li>Service Specific</li> <li>Unit4 Business World, Ocella, Academy, CRM, Whitespace</li> <li>Customer Service</li> </ul>	3	3	9	Contingency for simple alternative e.g. Excel ESCROW agreements.	Neighbour council back up system or data transfer. Rights of user software. Contingency for alternatives. Web based systems need checking. System to be replaced if supplier no longer exists. Corporate direction - similar to Link data and voice, encourage use of county wide systems for the future/future purchase, which will reduce risk. ESCROW agreements will reduce short term impact.	DCExec	3	3	9
10	Significant Legal case against Council	<ul style="list-style-type: none"> <li>Reputational damage</li> <li>Financial damage</li> <li>Resources drained</li> </ul>	3	3	9	Early Legal Service plan & advice. Budget arrangements for managing this.	Work to identify where service failure is in a legal case. Take steps to mitigate. Is it covered by liability insurances	CMT	3	3	9
11	Breach of Data Protection	<ul style="list-style-type: none"> <li>Reputational damage / legal</li> <li>Financial damage</li> <li>Resources drained</li> <li>Leakage / theft</li> </ul>	3	3	9	Regular training for staff Learning from incidents. IT security measures. Data Risk log.	Reputational and significant financial risk under GDPR. Wider issue of Data Protection and consequences of data theft.	DCExec	3	3	9
12	Significant Financial investment loss by Council	<ul style="list-style-type: none"> <li>Banks</li> <li>Staff committed to emergency</li> <li>Loss of income streams or assets</li> </ul>	3	5	15	Management approval of transactions. Compliance with Investment Strategy to spread the risk. Treasury advice. Audit Service.	Monitor market warnings from treasury advisors and property fund managers. Understanding of breaking deals/notice periods etc	AB	1	5	5
13	Civil Unrest	<ul style="list-style-type: none"> <li>Loss of staff</li> <li>Staff committed to emergency</li> <li>Staff unable to get to work</li> </ul>	1	5	5	Business Continuity Plan enacted	Very unlikely within Rother. Potential for issues regarding seafood export at Rye if issues in Europe	CMT	1	5	5
14	Town Hall Fire / Flood	<ul style="list-style-type: none"> <li>Loss of Accommodation</li> <li>Loss of IT Infrastructure</li> <li>Loss of IT desktops</li> </ul>	1	5	5	Homeworking facilities. Continued facility in Amherst Road until let/redeveloped Reciprocal arrangement with neighbours. Local Authority Duty to co-operate	Consider neighbour council back up. Potential damage to infrastructure. Paper files vulnerable. ICT BCP covers this risk.	CMT	1	5	5
15	Failure of the ESCC Pension Fund	<ul style="list-style-type: none"> <li>Investment Failure</li> <li>Significant shortfall in funds</li> <li>Fraud</li> </ul>	1	5	5	ESCC Investment Panel operating within agreed investment strategy. Fund Managers adherence to their mandate. Ultimately Government Intervention/bailout.	Feedback from District and Borough representative	AB	1	5	5

16	Safeguarding Children and Vulnerable Adults	<ul style="list-style-type: none"> <li>● Failure to identify child/adult at risk</li> <li>● Failure to report to relevant agency when child/adult at risk identified</li> <li>● Financial loss through legal compensation</li> </ul>	1	5	5	Staff training delivered and regularly updated. Clear and understood communication channel from officers to lead safeguarding officer.	Action plan in place to ensure robust procedures in place. Safeguarding policy adopted by Council. All relevant new staff receive training. Further training/awareness to be provided to staff over the next 12 months. Procedures in place in Housing Division to ensure where Police have been made aware of location of vulnerable family, this information is updated for any subsequent move.	CMT	1	5	5
17	Fallout from Brexit	<ul style="list-style-type: none"> <li>● Financial market changes &amp; instability</li> <li>● European funding loss</li> <li>● Investment uncertainty</li> </ul>	5	1	5	Financial advice to manage this as required. See separate detailed analysis of risks and mitigation plan.	Regular reviews of how Brexit affects Rother	AB	3	1	3
18	Major Incident requiring our staff to support it	<ul style="list-style-type: none"> <li>● Loss of staff</li> <li>● Staff committed to emergency</li> <li>● Staff committed to recovery programme</li> </ul>	3	3	9	Management approval of transactions. Insurance.	CMT to foster good relations and cooperation on these issues	CMT	3	1	3
19	Major incident preventing travel	<ul style="list-style-type: none"> <li>● Loss of staff for more than one day</li> <li>● Major incident blocking transport</li> <li>● Major road closure</li> </ul>	1	5	5	Homeworking facilities. Potential to work from other authorities. Service priority grid. Protocol with staff on web message, website can be updated remotely.	Waste Contract BCP Comms Plan	CMT	1	3	3
20	Financial shutdown RDC	<ul style="list-style-type: none"> <li>● Bank shutdown</li> <li>● Loss of Income stream / assets</li> <li>● Build up of backlog</li> </ul>	1	5	5	Rehearsed BCP Action Card with this scenario. Budget arrangements for managing this. three authority BCP for Waste.	Consider neighbour council back up. Hastings are able to provide back up and support so that cheques can be produced. Customer advice and information to be put on website and telephone systems. Cheques can still be produced.	AB	1	3	3
21	Terrorist Incident involving RDC	<ul style="list-style-type: none"> <li>● Impact on Public</li> <li>● Impact on Staff</li> <li>● Managing incident and recovery</li> </ul>	1	5	5	Monitoring intelligence. Liaison with Police.	Identify key staff & brief Ability to closely manage access to Council.	CMT	1	3	3
22	Substantial / prolonged Electricity failure	<ul style="list-style-type: none"> <li>● Loss of frontline services &amp; systems</li> <li>● Staff committed to emergency</li> <li>● Staff unable to get to work</li> </ul>	1	3	3	BCP Action card on loss of premises. Regular inspection and maintenance of electrical supply to Council buildings. Flexible working arrangements. Priority Grid for Service staffing.	Emergency generator provision - limited in its scale or sustainability. To be incorporated into the regeneration of the town hall site project.	DCExec	1	3	3
23	Buildings unavailable due to incident / accident	<ul style="list-style-type: none"> <li>● Loss of accommodation</li> <li>● Buildings cordoned</li> <li>● Structural Damage</li> </ul>	1	3	3	Homeworking facilities Reciprocal arrangement with neighbours.	Consider neighbour council back up. To give consideration to partners occupying the building. Homeworking, if kit taken home and is safely off site. Another building/area is required to work from? Offsite data centres	CMT	1	3	3
24	Significant & prolonged strike	<ul style="list-style-type: none"> <li>● Loss of staff</li> <li>● Staff committed to cover</li> <li>● Staff home commitments</li> </ul>	1	3	3	Liaison with Unison Ongoing work to achieve good industrial relations. 40% union membership (monitored).	Very unlikely, but could shift radically if membership of Unison increased.	CMT	1	3	3
25	Significant facility falls to RDC	<ul style="list-style-type: none"> <li>● Staffing to manage transition</li> <li>● De La Warr, museum, charity</li> <li>● Staffing to manage recovery / maintenance</li> </ul>	3	1	3	Budget arrangements for managing this	Identify staff to manage the facility. Closure / Management Plan to be drawn up.	DK	3	1	3
26	Significant Financial fraud against Council	<ul style="list-style-type: none"> <li>● Reputational damage</li> <li>● Financial damage</li> <li>● Resources drained</li> </ul>	1	3	3	Audit service Management approval of transactions Insurance	Regular review of insurance cover. Audit Service highlights areas of risk. Fidelity guarantee insurance in place. Whistle blowing policy in place and staff reminded of its existence. Comms team to be informed if major fraud discovered to manage Press interest.	AB	1	1	1
27	Spending Review and Business Rate reset by Government	<ul style="list-style-type: none"> <li>● loss of grant income and share of business rates through changes in funding allocation mechanism</li> </ul>	3	5	15	Robust Financial Plan Use of reserves as short term support lobbying of MPs	Influencing government decisions as an individual Council unlikely to be successful. Support of LGA/ Rural Services Network to lobby on behalf of Districts more likely to have influence	AB	3	5	15
28	Property Investments	<ul style="list-style-type: none"> <li>● long term loss of tenants leading to loss of income.</li> <li>● major structural failure of building not covered through insurance</li> <li>● Restrictions imposed by Government on investment in commercial property</li> </ul>	1	3	3	Robust appraisal processes Active tenant management including regular assessment of financial stability Keep up to date with Government view on commercial property investment by Local Authorities Understanding of market for types of commercial property	The Council has a very thorough process in assessing property investments. Risks are minimised through use of professional advisors including valuation and surveyors. The risk around Government intervention is difficult to mitigate and if imposed may have implications beyond commercial property investments if borrowing is to be limited	BH	1	5	5
29	Delivering Savings and Income targets as set out in MTFP	<ul style="list-style-type: none"> <li>● failure to identify savings</li> <li>● failure to identify source of additional income</li> <li>● accelerated use of reserves</li> <li>● emergency action required to balance budget</li> </ul>	5	5	25	Strong partnership between Members and Officers Dedicated resources to lead delivery of targets	It is likely that the Council will not achieve a balanced budget without taking some difficult decisions in terms of service provision. This requires a strong partnership between Members and Officers to achieve.	CMT	3	3	9
30	Loss of staff and recruitment	<ul style="list-style-type: none"> <li>● loss of key staff due to redundancies and financial uncertainty</li> <li>● difficulties in recruiting to key posts</li> </ul>	3	5	15	alternative ways of working, greater flexibility where possible greater use of technology Use of agencies/outsourcing companies		MB	3	3	9

31	Knowledge management on staff exit	<ul style="list-style-type: none"> <li>loss of knowledge to perform prime functions</li> <li>unique roles not carried forward by the organisation</li> </ul>	3	5	15	Exit process to include full role analysis and capture of unique duties/knowledge	Identify staff to be knowledge recipient for each existing member of staff, succession planning	MB	3	3	9
32	Major Projects	<ul style="list-style-type: none"> <li>failure to deliver major project</li> <li>financial loss</li> <li>service failure</li> <li>reputational damage</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>Adequate project resources</li> <li>capable project managers</li> <li>training and support</li> <li>Robust risk management practices</li> <li>unsuccessful in securing external funding</li> </ul>	The Council has a number of major projects to deliver including new housing and new commercial properties. It is well placed with experienced and trained officers in place, but there is a risk to project delivery if those resources are no longer available or cannot be replaced due to recruitment difficulties. The projects are also at risk if the Council is unsuccessful in securing external funding to make them financially viable.	CMT	1	5	5
33	Failure of partner public body	<ul style="list-style-type: none"> <li>impact on RDC services including shared services</li> <li>financial loss</li> <li>service failure</li> <li>reputational damage</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>SLAs to set out process in the event of partner failure</li> <li>Access to software and assets</li> </ul>	The Council has a number of key [partnerships including shared services. For shared services where the Council is not the lead authority need to ensure the inter authority agreement sets out the process/deliverables in the event of a partner failure. This would need to include access to software and assets as well as staffing.	CMT	1	5	5
34	Failure to comply with legislation - e.g. Health and Safety at Work	<ul style="list-style-type: none"> <li>reputational damage</li> <li>financial loss</li> <li>risk to the individual</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>Oversight to decision making by Legal Services/Monitoring Officer</li> <li>Joint Safety Committee</li> <li>Policies and Procedures</li> <li>Service Based Policies and Procedures</li> </ul>		MJ	1	3	3
35	Delivery of Corporate Plan	<ul style="list-style-type: none"> <li>change in political leadership</li> <li>Insufficient capacity/resources</li> <li>reputational damage</li> </ul>	1	5	5	Cross party support to Corporate Plan, fully funded plan, good communication		Leader/MJ	1	3	3

		Likelihood		
		Unlikely 1	Possible 3	Likely 5
Impact	Major <ul style="list-style-type: none"> <li>Staffing to manage transition</li> <li>Waste, Grounds Maintenance, Leisure</li> <li>Financial Implications</li> </ul>	5	15	25
	Moderate (3)	3	9	15
	Minor 1	1	3	5
Key	Risk Management Action Level	Low Priority	Activity necessary	High Priority - contingency

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**CONTINUED IMPACT ON SERVICES OF THE PANDEMIC****Environmental Health, Licensing & Community Safety**

- On-going Track and Trace visits to those contacts who have not responded to telephone calls and texts. 15 a day, which must be completed that day.
- Advice on COVID-secure events.
- Advice to businesses on operating COVID safe.
- Weekly operational cell meeting with Director of Public Health.
- Backlog of noise investigations which could not be fully investigated during lockdown.
- High number of private sector housing complaints - tenants deferred complaining during lockdown.
- Backlog of food inspections which take longer to do, as COVID safe precautions still in place.

**Communications**

The pandemic continues to put additional pressure on the communications service, but it is fair to say that this is diminishing and the shift to business as usual continues.

On behalf of Rother District Council (RDC) we continue to:

- Liaise routinely with East Sussex County Council, Sussex Police, other boroughs and districts, NHS partners and other agencies through the Sussex Resilience Forum to ensure joined up working and co-ordinated messaging.
- Use RDC social media channels to promote agreed COVID messaging including: Vaccinations, symptom free testing and where to collect kits and PCR tests for those with symptoms.
- Promote walk-in vaccination opportunities.
- Share NHS and other partner organisations messaging.
- Handle media questions as they arise.

**Housing & Customer Services**

- Remain concerned that we may see a steady increase in homelessness presentations as the restrictions on evictions are eased back to the 8 weeks required in normal circumstances.
- Continue to accommodate in temporary accommodation 11 rough sleepers to whom we have no statutory duty, in partnership with the other local authorities in East Sussex.
- Staff having to take time off to look after their children who have tested positive or where staff are having to isolate themselves following a positive contact. This has resulted in less staff to answer the main customer contact phone line however the levels of these are less than when the country was in lockdown or when COVID initially hit.
- Call length has increased since March 2020 due to the nature of the enquires received being multi-faceted and complex.
- Increase in electronic contact emails and web enquiry forms. The knock-on effect has seen call waiting times and call abandonments increase and there has been a reduction on the number of calls we have been able to answer. In response this we reduced our opening hours in order to maintain a good level of service to for the phones and administrative work.

- Face-to-face service has been in place since March 2020 and on average we have been serving 300 customers every month, a stark reduction from seeing 1,500 a month prior to COVID. Enquiries are generally urgent such as foodbank vouchers, homelessness, supply important documents or verification of life for a pension.
- Staff wellbeing cases increased following the pandemic which we have responded by increasing staff support and granting flexibility to work from home and in the office (hybrid working).

## **Acquisitions, Transformation & Regeneration**

### Acquisitions

- Acquisitions have seen a huge impact in terms of delays, which are continuing given other known risk factors such the impact on planning timeframes, caused additional delay together with legal resource in spring/summer 2020 due to Wealden District Council having limited capacity to support procurement initially.
- Likely impact of material shortages and increase in costs on our major developments.

### Transformation

- Reduced availability of contractors has been noticed with timescales for scheduled work affected, causing delays to project implementation.
- Some work programmes have been accelerated or created due to the change in the way we work. Notable projects include streaming of Council Chamber meetings, Outgoing Electronic Mail, Increased reliance on the DIP system.
- There have been requirements for solutions to address the changing work patterns for Rother staff.
- There has been a noticeable increase of pressure for solutions to be implemented in the shortest possible time.
- There is an impact on the loss of social interaction which may be improved with ad hoc on-site meeting in the future following the completion of the restructure and the office moves.

### Policy

- Impact will be on public engagement events such as focus groups, public meetings, exhibitions, and open days. For the foreseeable future it is best to plan for an increased risk of less participation at such events due to the pandemic, public hesitation to attend public events and possible local lockdowns.
- Noticed an increase in consultation participation by the public in online platforms appears to make it easier to communicate about consultations and to get respondents.

### Estates

- Estate's workload is continuing as normal with routine estate management, landlord and tenant work and project work all ongoing and little affected by the pandemic.
- Building maintenance capacity has been affected by staff absence, with the availability and cost of labour and materials having an effect on maintenance costs and turnaround.

## Regen / Tourism

- 1066 Country have provided regular updates and guidance to Members and gathered feedback from businesses on impact.
- Recruitment difficulties in the sector is a major concern, this is a national issue (and not unique to hospitality) – suspect more to do with BREXIT than with COVID, however.
- Additional work has arisen from administration of temporary funding issued by Government - Welcome Back funding, etc.

## **Planning & Strategy**

- Increased planning applications and land charge searches being submitted, likely to be as a result of COVID - with people investing in their homes as holidays were not available.
- From Jan – July we received 1,406 applications averaging 47 per week. This increase exceeded the capacity of our resources to be able to process applications.
- CAPITA engaged to help with validation and after a slow start, the number process is slowly increasing.
- Public engagement on the local plan has been affected and new channels of communication used.

## **Democratic Services and Elections**

### Democratic Services

- Following the return to face to face formal meetings, Democratic Services, working in partnership with the Transformation Team have adapted to broadcasting meetings, via the internal interim solution which is resource hungry and technically challenging for the team, with little available on-site support.
- The Team continue to adapt to the use of MS Teams for informal meetings, training sessions and briefings.

### Elections

- Door to door canvassing for electoral registration has not taken place over the last eighteen months. We have begun to resume now and will monitor the public health situation and suspend door to door activities if necessary. The planned national reforms to the annual canvass process introduced last year have reduced the impact somewhat, as we have been able to use telephone canvassing and other alternative activities.
- We are continuing to monitor requirements and recommendations on the use of PPE and other COVID safety measures in polling stations at forthcoming elections and referendums.
- We have seen a moderate increase in applications for postal voting over the last eighteen months, which is likely attributable to COVID. The increased number of postal votes has required additional administrative time for processing and an increase in cost.

## **Resources**

- Increases in caseload for Council Tax Reduction.

- Collection of Council Tax and Business Rate arrears continuing issue into 2021.
- Continued diversion of staff resources supporting business grant.
- Consolidation of the significant shift in ICT to enable home working for all staff and increased load on IT team to support cross-business systems e.g. Microsoft 365.
- Lead times for equipment can still be problematic.
- Delays to external audit work on 2020/21 annual accounts due to COVID and their resourcing will impact Finance capacity at the same time as the annual budget needs to be produced and financial plans updated.

### **Internal Audit**

The continued impact of the COVID pandemic on Internal Audit is fairly limited at present.

- Difficulty in accessing paper files but this only affects a few audits.
- Problem getting hold of people who work remotely, and not being able to meet in person can be a real disadvantage in our line of work.
- Most of these issues are not unique to our service and some are likely to continue well beyond the pandemic as a result of reduced office space.

## Rother District Council

**Report to:** Audit and Standards Committee

**Date:** 27 September 2021

**Title:** Risk Management – Risk Register for Environmental Services

**Report of:** Assistant Director Resources

**Purpose of Report:** To update Members on the Risk Management issues affecting the Environmental Services Service.

**Officer**

**Recommendation(s):** It be **RESOLVED:** That the report be noted.

1. Members previously agreed to receive details from each Head of Service of their service based risk registers. This was to provide insight for Members to better understand service specific risks and how they are managed within each service area. This first report focusses on Environmental Services. A copy of their risk register is shown at Appendix A and details of the services that are provided are shown at Appendix B.
2. The Head of Service will be attending the meeting to provide more detail as required and to answer any specific questions.

Other Implications	Applies?	Other Implications	Applies?
Human Rights	No	Equalities and Diversity	No
Crime and Disorder	No	Consultation	No
Environmental	No	Access to Information	No
Sustainability	No	Exempt from publication	No
Risk Management	Yes		

Chief Executive:	Malcolm Johnston
Proper Officer:	Robin Vennard
Report Contact Officer:	Robin Vennard
e-mail address:	<a href="mailto:robin.vennard@rother.gov.uk">robin.vennard@rother.gov.uk</a>
Appendices:	None
Relevant Previous Minutes:	None
Background Papers:	None
Reference Documents:	None

**Environmental Health Service Risk Register**

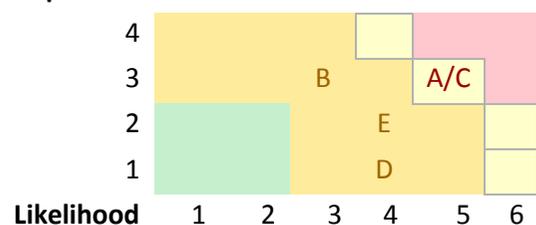
The starting table is shown below. 2 impacts shown, a). health, safety and welfare and b). reputation (in brackets).

	<b>Area of Risk</b>	<b>Impact (1 to 4)</b>	<b>Likelihood (1 to 6)</b>	<b>Total</b>	<b>Mitigating actions in place</b>
A	Financial pressures	3 (3)	5	15 (15)	Implement new and more efficient ways of working e.g. on-line licensing.
B	Business interruption due to e.g. loss of IT, loss of staff resources	3 (4)	3	9 (12)	Business continuity plans in place.
C	Low staffing levels or inability to recruit	3 (4)	5	15 (20)	Appraisal, training and development plans. One Trainee EHO being recruited.
D	National/Political change	2 (3)	4	8 (12)	Liaison with Members, Portfolio holders and Cabinet. Liaison with Management Team.
E	New legislation	2 (3)	4	8 (12)	Enough qualified staff; Maintain vigilance for new legislation and bid for additional resources, if significant.
F	On-going Covid-19 pandemic	3 (2)	4	12 (8)	Enough qualified staff; BCP priorities services during intense activity;

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					Additional resources provided; Close co-operation with neighbouring authorities, ESCC (Trading Standards) and Police
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**Impact**



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Area of Risk	Impact	Likelihood	Total	Mitigating actions in place
Financial pressures	4 (4)	5	20 (20)	None
Business interruption due to e.g. loss of IT, loss of staff resources	4 (4)	3	12 (12)	None
Low staffing levels or inability to recruit	4 (4)	5	20 (20)	None
National/Political change	3 (4)	4	12 (16)	None
New legislation	3 (4)	4	12 (16)	None
On-going Covid-19 pandemic	5 (5)	4	20 (20)	None

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**ROTHER and WEALDEN DISTRICT COUNCILS  
ENVIRONMENTAL HEALTH SERVICE**

**Service Overview**

<p align="center"><b>Food Safety</b></p> <p>Export Health Certificates</p> <p>Hygiene Standards Food Safety</p> <p>Food Related Illnesses</p> <p>Food Hygiene Rating Scheme</p>	<p align="center"><b>Licensing</b></p> <p>Alcohol</p> <p>Animal Welfare</p> <p>Regulated Entertainment</p> <p>Gambling</p> <p>Taxis</p>	<p align="center"><b>Health and Safety</b></p> <p>In work places and where work related activity affect the public, if we are the enforcing authority</p> <p>Accident Investigations if an employee is injured or killed at work</p> <p>Safety Advisory Groups (for public events)</p>
<p align="center"><b>Environmental Protection</b></p> <p>Air Quality</p> <p>Anti Social Behaviour</p> <p>Contaminated Land</p> <p>Drainage</p> <p>Noise</p> <p>Waste-Fly-tipping</p>	<p align="center"><b>Public Health</b></p> <p>Infectious Diseases</p> <p>Filthy and Verminous Premises</p> <p>Fuel Poverty</p> <p>Pest and Dog Control (lost, found and strays)</p> <p>Housing Conditions</p>	<p align="center"><b>Community Safety (Rother)</b></p> <p>Hastings and Rother CSP JAG, ASBRAC</p> <p>Anti-social behaviour</p> <p>Safeguarding- domestic abuse</p>

**Examples of work carried out**

AIR QUALITY
CARAVAN SITES
COMMUNITY SAFETY (Rother only)
CONTAMINATED LAND
ACUPUNCTURE, BODY PIERCING, ELECTROLYSIS, SEMI PERMANENT MAKE UP and TATTOOING
PRIVATE WATER SUPPLIES
PEST CONTROL
DISEASE INVESTIGATIONS
HEALTHY WORKPLACES-Health and Safety at Work
DOG CONTROL (Rother only)
PUBLIC HEALTH FUNERALS (Wealden only)
FOOD SAFETY
FUEL POVERTY (Rother only)
HOUSING CONDITIONS
LICENSING
STRAY DOGS
POLLUTION CONTROL

## AIR QUALITY

One of the most urgent public health issues, in terms of mortality, is that of air quality. Earlier this year the European Commission issued a final warning to the UK for failing to deal with repeated breaches of air pollution limits for nitrogen dioxide (NO<sub>2</sub>) which is a serious health risk. The World Health Organisation (WHO) places the mortality rate from air pollution in the UK at 25.7 per 100,000, a rate beaten by Brazil and Mexico.



Smog surrounds The Shard and St Paul's Cathedral in London April 2017 Reuters

Air pollution is caused by road traffic, industry, oil and wood burning and power plants. The WHO has described this situation as “a major Environmental Health problem affecting everyone”, where national and international policy makers need to tackle this “toxic air crisis”.

The Council monitors for air quality across both Rother and Wealden districts for nitrogen dioxides, particulates and ozone. In 2016 there were no areas in Rother or Wealden where people were exposed to levels of NO<sub>2</sub> or particulates in excess of UK air quality objectives. However the levels of ozone are a considerable concern; for full details see the air quality reports at

<http://www.rother.gov.uk/article/193/Air-quality>

[http://www.wealden.gov.uk/Wealden/Environment/Pollution/Air/PHCS\\_Air\\_Pollution.aspx](http://www.wealden.gov.uk/Wealden/Environment/Pollution/Air/PHCS_Air_Pollution.aspx)

We work with Sussex Air so they can provide information and news direct to the public, <http://www.sussex-air.net/>. Sussex Air also provides the airAlert service, which provides instant information direct to subscribers' phones on air quality in their

area. The Environmental Health service will continue to monitor air pollution. Local action may be taken on this issue pending formal powers.

## CARAVAN SITES

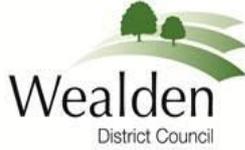
Well laid out and well managed caravan sites are a safe environment for holidaymakers and contribute to a strong local economy.



Image courtesy of UK aerial imaging

Poorly laid out caravan sites are a fire risk. Overcrowding on caravan sites can overwhelm site facilities particularly refuse disposal, sewage and toilets. To protect holiday makers and to maintain the touring and static caravan sites within Rother and Wealden Districts as holiday centres the Environmental Health department will;

1. Issue each caravan site with new licences and new standard conditions as agreed by Rother and Wealden District Councils in 2016/7.
2. Caravan sites will be visited in the summer months of 2017 to check they are compliant with the new licences.
3. Enforcement action may be taken where sites do not comply.



### **COMMUNITY SAFETY [Rother only]**

The Council administers the Hastings and Rother Community Safety Partnership. A monthly Rother JAG is held with the ESFRS, Optivo, Police and voluntary sector, to agree actions to resolve crime and anti-social behaviour in the district, including street drinkers and rough sleepers. In addition, a monthly ASBRAC meeting discusses victim and perpetrators of anti-social behaviour -practitioners from all partners take part to agree the lead agency and joint action.

The Council has safeguarding responsibilities, particularly in relation to domestic abuse.

<https://www.rother.gov.uk/community-safety-and-emergencies/>

*Officers also attend the Wealden CSP, JAG and ASBRAC*

Contact: Carol Studley

### **CONTAMINATED LAND**

Local authorities have a duty to declare land as contaminated if chemicals in the soil can impact human health. Contaminated land that may impact on controlled water, may be declared special sites, where the Environment Agency is the enforcing authority eg Rye Harbour. Most contaminated land sites are remediated when redeveloped through the planning regime.

<https://www.rother.gov.uk/environmental-health/land-that-may-be-contaminated/>

Contact: Greg Minns

## ACUPUNCTURE, BODY PIERCING, ELECTROLYSIS, SEMI PERMANENT SKIN COLOURING and TATTOOING

Rother and Wealden DC registers practitioners who use needles to penetrate the skin for treatments for acupuncture, body piercing, electrolysis, semi permanent skin colouring and tattooing. These treatments are popular and when done correctly can give the individual relief from particular conditions and satisfaction with personal appearance.



Each practitioner must comply with the Council's Byelaws to make sure their operation is safe and does not transmit infectious diseases from one client to the next. In the summer of 2016 there was an outbreak of a serious skin infection called *Pseudomonas aeruginosa* in South East England which originated from defective saline solution used as part of cartilage ear piercing.



To protect consumers

- Rother and Wealden DC have strengthened their Byelaws for acupuncture, body piercing, electrolysis, semi permanent make up and tattooing.
- Environmental Health Officers will visit practitioners to ensure they comply with the revised Byelaws.
- Environmental Health Officers will issue Tattoo Hygiene Ratings to each Tattoo parlour after inspection

## PRIVATE WATER SUPPLIES

There are over a hundred households in Rother and Wealden that are dependant on wells, boreholes and springs for their drinking water. Such supplies may not be treated with chlorine. Private water supplies can become contaminated with *Campylobacter*, *E.coli*, *Giardia* and *Cryptosporidium* and may pose a threat to health, especially for children. To make sure these risks are controlled the Environmental Health department will;



- Provide advice to consumers through the website and in person
- Sample and risk assess the large supplies
- Act on significant risks to health found during the risk assessment
- Agree to sample from small supplies when asked by householders
- Survey the district for unknown supplies
- Check the source of water in all food businesses

## PEST CONTROL

The control of rats and mice is central to public health. Rats and mice can carry a variety of diseases including Salmonella and E.coli. When found in a household they must be dispatched, the house thoroughly cleaned and where necessary disinfected, and the structure repaired to prevent their re entry. Wasp colonies establish in/outside homes in the late spring or a swarm may arrive suddenly making rooms uninhabitable or barring entry. A wasp sting is painful to most people but for some it can trigger an anaphylactic shock. To control pests the Environmental Health department will;



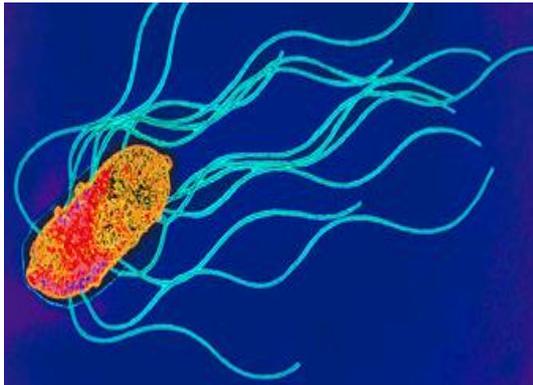
- Provide a pest control service to the residents of Rother & Wealden
- Treat households for rats, wasps and mice as soon as possible
- Investigate the sources of rat infestations
- Take enforcement action against landowners who have allowed rats to shelter and find food on their land



<https://www.rother.gov.uk/environmental-health/pest-control/>

## DISEASE INVESTIGATIONS

Public Health England report cases of infectious disease such as Salmonella and Campylobacter, which occur in the community to the Environmental Health department. These infections can be passed from person to person and through poor food preparation, so it is important that we advise on how they can be stopped.



- We contact every reported case with advice on personal hygiene and food preparation.
- Where the case is a food handler we will interview them and if necessary take legal action to prevent them from going to work

- When reports of TB in a dairy herd are received we check immediately that the milk is not being used for human consumption or cheese making without pasteurisation.



- We trace people who have come into contact with those already diagnosed with infectious disease and give them prompt health advice

The Environmental Health department has a Duty Manager system so a Manager is always available to requests for assistance with disease investigations by Public Health England.

## Covid

During 200/21 the control of Covid-19 in food, licensed and workplaces has dominated our work. Officers have participated in weekly operational cell meetings with the Director of Public Health and Enforcement meetings with the police and trading standards. We have carried out track and trace visits.

## HEALTHY WORKPLACES

Rother and Wealden DC actively support the drive for Healthy Workplaces The Office of National Statistics reports that 131 million days are lost to work each year because of sickness. It is to the benefit of workers and employers alike that steps are taken in the workplace to improve absenteeism and prevent ill health.

We administer and Chair Safety Advisory Groups, (SAGs) where event organisers are advised about their event management plans by Officers from the Council and emergency services  
eg Bonfire Societies

Health and Safety legislation is enforced by the HSE or the Council.

The HSE is responsible for hospitals, nursing homes, schools, mines and quarries, agriculture and heavy industry

<https://www.rother.gov.uk/environmental-health/healthy-workplaces/>



## CONTROL OF DOGS [Rother only]

Dog fouling on pavements, on the seafront and in parks is a health risk especially to children. Dog faeces may contain the eggs of the parasite Toxoplasma, which can cause Toxoplasmosis in humans. To make sure this risk is controlled Environmental Health will;

- Survey the seafront, parks and cemeteries to make sure the correct signage is in place and that dog waste bins are in use.
- Undertake regular surveillance of known dog fouling “hot spots”.
- Run the Tidy Britain campaign “We’re watching You” every Autumn

## **PUBLIC HEALTH FUNERALS [Wealden only]**

The Council is responsible for organising funerals of people who die in the district, where sadly there are no relatives or friends able to make the arrangements.

A Council Officer arranges a funeral, taking into account the known wishes of the deceased. If there is an estate then the costs of the funeral can be recovered.

Over twelve funerals were undertaken last year.





## **FOOD SAFETY**

There are 1000 food premises within the Rother District and 1500 food premises in Wealden which either manufacture, process, wholesale or retail food.

All food businesses are routinely and regularly inspected. The frequency of inspections is based on a national determined risk assessment of the premises at the time of the inspection. The interval may vary between 6 months for a 'high risk' premises to every three years for 'low risk' premises.

In addition to routine work, visits are undertaken as a result of complaints by members of the public either concerning unsatisfactory premises or food bought in Rother or Wealden. We receive numerous requests for advice from people who wish to start up a new business, alter existing premises or start up new processing methods are dealt with.

The Food hygiene Rating System (FHRS) provides information to the public about food business hygiene scores. These are published on a web-site and mobile phone application and certificates are provided to each premises for voluntary display.

<https://www.rother.gov.uk/environmental-health/food-hygiene/>

## **FUEL POVERTY [Rother only]**

We are members of the East Sussex Energy Partnership and are working to reduce fuel poverty by referring residents to the Winter Home Check Service, which can access grants to install energy efficiency measures, including new boilers for eligible households.

<https://www.eastsussex.gov.uk/socialcare/support-to-stay-at-home/help-to-keep-warm-and-well/>

We also promote community energy supplier switching every winter:

<http://www.rother.gov.uk/article/12449/Energy-switching-scheme-heralds-cheaper-fuel-bills>

## **HOUSING CONDITIONS**

We inspect rented property to check housing conditions including disrepair, dampness, electricity and gas safety, fire safety, minimum energy efficiency standards etc. We can serve legal notices on landlords to require repairs or improvements are carried out.

We licence houses in multiple occupation.

We act to get empty properties back into use-Empty Properties Action Plan.

Rother: <http://www.rother.gov.uk/privatesectorhousing>



## LICENSING

Licensing can be divided into:

- Alcohol, regulated entertainment and late night refreshment (Licensing Act 2003)
- Animal welfare, i.e. boarding and breeding establishments, pet shops and riding stables
- Gambling Act 2005: betting shops, bingo, lotteries, family and adult entertainment centres, gaming machines etc.
- Miscellaneous licences, i.e., street collections, street trading, scrap metal, game dealers, skin piercing, tattooists, ear pierces, acupuncture, hypnotism etc.

The conditions attached to the various licences fall into the following areas:

- Protecting Public Safety
- Protecting Public Health
- Protecting children
- Preventing Crime and Disorder
- Animal Welfare

<https://www.rother.gov.uk/licences-and-permits/>

Contact: Mark Randolph

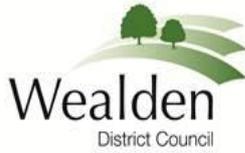
### **TAXIs-Hackney Carriages and Private Hire**

All taxi (hackney carriage) and private hire vehicles, drivers and operators are licensed by the Council to ensure consistency and the safety & comfort of passengers. The majority of licences are issued annually. The trade is governed by various Acts of Parliament, in addition to local conditions set by the Council.

New drivers are required to consent to a Criminal Records check (enhanced DBS), DVLA check, DSA test, local knowledge test, English proficiency test and satisfy medical requirements.

Driver licences are issued for 1 to 3 years.

All complaints from the public are investigated. A penalty points system operates whereby a driver with more than 12 points in one year is referred to the Licensing Sub Committee or Taxi Licensing Panel. The Head of Environmental Health has the power to suspend a licence if the safety of the public is at risk, pending a decision by the Panel whether to revoke the licence.



## **LOST, FOUND & STRAY DOGS**

Our contractor, Animal Wardens Ltd receives reports of lost and found dogs and seeks to reunite owner and pet. If this does not happen then the dog is kept in kennels for 7 days, after that the dog is normally rehomed.

Contact: Animal Wardens-01424 490034 (24 hour service)

<https://www.rother.gov.uk/environmental-health/dog-control/>

## **POLLUTION CONTROL**

The inspection and control of local air polluting industries.

This team will also investigate complaints of:

- bonfires (including demolition sites, dark smoke from businesses) & odours
- noise complaints (including domestic, commercial, car and house alarms)
- drainage complaints (drains, cesspools and septic tanks)
- waste accumulations (including fly-tipping & harbourage for vermin)
- filthy or verminous premises

Rother investigates 800 complaints and Wealden investigates 1200 complaints a year.

We encourage neighbours to use our free mediation service:

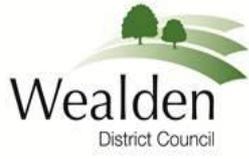
<http://www.mediationeastsussex.co.uk/>

There is a statutory duty to annually review air quality, to determine if an air quality management area has to be declared. Air pollution (nitrogen dioxide, particulates and ozone) and background radiation are monitored.

Comments are made on the environmental impact of various types of planning applications when requested by the planning officer (e.g. restaurants, take-always, industrial, stables & contaminated land).

<https://www.rother.gov.uk/environmental-health/neighbourhood-problems/>

Contact: Cathy Beaumont



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AUDIT AND STANDARDS COMMITTEE

<b>WORK PROGRAMME 2021 – 2022</b>	
<b>DATE OF COMMITTEE</b>	<b>SUBJECT</b>
<b>Monday 27 September 2021</b>	<p><b>Part A – Standards Reports (none scheduled)</b></p> <p><b>Part B – Audit Reports</b></p> <ul style="list-style-type: none"> <li>• Grant Thornton – The Audit Findings for Rother District Council (Year Ended 31 March 2020)</li> <li>• Statement of Accounts 2019/20</li> <li>• Internal Audit Report to 30 June 2021</li> <li>• Treasury Management Update</li> <li>• Risk Management Update</li> <li>• Risk Management – Risk Register for Environmental Services</li> </ul>
<b>Monday 6 December 2021</b>	<p><b>Part A – Standards Reports</b></p> <ul style="list-style-type: none"> <li>• Code of Conduct Complaints Monitoring</li> <li>• Local Government Ombudsman Complaints Monitoring and Annual Review 2020/2021</li> </ul> <p><b>Part B – Audit Reports</b></p> <ul style="list-style-type: none"> <li>• Grant Thornton – Annual Audit Letter 2020/21</li> <li>• Internal Audit Report to 30 September 2021</li> <li>• Service Area Risk Management Update - TBC</li> <li>• Treasury Management Update</li> </ul>
<b>Xx January 2021 (provisional date if required)</b>	<p><b>Part A – Standards Reports (none scheduled)</b></p> <p><b>Part B – Audit Reports</b></p> <ul style="list-style-type: none"> <li>• Grant Thornton – Annual Governance Report 2020/21</li> <li>• Statement of Accounts 2020/21</li> </ul>
<b>Monday 21 March 2022</b>	<p><b>Part A – Standards Reports (none scheduled)</b></p> <p><b>Part B – Audit Reports</b></p> <ul style="list-style-type: none"> <li>• Grant Thornton – Audit Progress Report and Sector Update</li> <li>• Grant Thornton – External Audit Plan 2021/22</li> <li>• Internal Audit Report to 31 December 2021</li> <li>• Internal Audit Strategy and Plan 2022/23 to 2024/25</li> <li>• Review of Internal Audit 2021/22</li> <li>• Annual Governance Statement</li> <li>• Annual Property Investment Update</li> </ul>

## WORK PROGRAMME 2021 – 2022

DATE OF COMMITTEE	SUBJECT
	<ul style="list-style-type: none"><li>• Treasury Management Update</li><li>• Accounting Policies 2021/22</li><li>• Annual Risk Register Update</li><li>• Service Area Risk Management Update - TBC</li></ul>