



castlepoint

benfleet | canvey | hadleigh | thundersley

2019/2020 STATEMENT OF ACCOUNTS



2019 - 2020

Statement of Accounts

This page has been left intentionally blank



castlepoint

benfleet | canvey | hadleigh | thundersley

CASTLE POINT BOROUGH COUNCIL

STATEMENT OF ACCOUNTS FOR THE FINANCIAL YEAR 2019/20

For further information please contact:

Alison Wigmore
Chief Accountant
Council Offices
Kiln Road
Thundersley
Benfleet
Essex SS7 1TF

Telephone: 01268 882200
E-mail: enquiries@castlepoint.gov.uk

This page has been left intentionally blank

CONTENTS TO THE STATEMENT OF ACCOUNTS 2019/20

Item:

Page:

Information Accompanying the Statement of Accounts:

Narrative Report	1
Statement Of Responsibilities For The Statement Of Accounts	18
External Auditor's Report	19

Core Financial Statements:

Comprehensive Income And Expenditure Statement	22
Movement In Reserves Statement	24
Balance Sheet	26
Cash Flow Statement	28
Notes To The Core Financial Statements	30

Supplementary Financial Statements:

Housing Revenue Account Income And Expenditure Statement	95
Movement On The Housing Revenue Account Statement	96
Notes To The Housing Revenue Account	97
Collection Fund Income And Expenditure Statement	99
Notes To The Collection Fund Income And Expenditure Statement	101

Supplementary Statements:

Annual Governance Statement	102
Glossary Of Terms	120
Index	127

This page has been left intentionally blank

NARRATIVE REPORT

1 INTRODUCTION

The Statement of Accounts summarises the Council's transactions for the 2019/20 financial year, and the Council's position at the year-end date, 31 March 2020.

This Narrative Report provides interested parties with an effective guide to the most significant matters reported in the accounts and although it is part of the same published document, it does not actually form part of the Statement of Accounts. Instead it serves as a summary and a source of supplementary information. The formal Statement of Accounts commences on page 22.

The Narrative Report is split into the following sections:

- **Section 2 – Financial overview and commentary** – this section includes information on the Council's accounts, financial performance and economy, efficiency and effectiveness in its use of resources over the financial year, future challenges, and other items.
- **Section 3 – Descriptions of the Financial Statements** – the Statement of Accounts contains several core and supplementary financial statements. This section contains descriptions of each of them, an explanation of the links between them, and reports some of the key amounts included in these statements.
- **Section 4 – Summary of the Council's spending and income** – this section contains charts showing high level summaries of the Council's spending and income for the year, and definitions of the different Council services and types of cost and income included in the charts.
- **Section 5 – Out-turn and comparison to budget** – this section contains a more detailed analysis of the Council's financial performance for the year compared to budget.

Within the Narrative Report and the Statement of Accounts all reported amounts have generally been rounded to the nearest thousand pounds ("£000s" or "k") or are stated in millions ("m").

2 FINANCIAL OVERVIEW AND COMMENTARY

2.1 – The framework for completion of the Statement of Accounts

The Council is required to prepare an annual Statement of Accounts in accordance with the statutory framework established for England by the Accounts and Audit Regulations 2015 and in accordance with proper accounting practices. These practices primarily comprise The Code of Practice on Local Authority Accounting in the United Kingdom 2019/20 ("the Code"), based on International Financial Reporting Standards (IFRS), and the associated Guidance Notes for Practitioners, both as published by the Chartered Institute of Public Finance and Accountancy (CIPFA).

The Summary of Significant Accounting Policies describe the principles, rules and procedures which have been consistently followed in preparing and reporting the financial statements.

The Code of Practice sometimes requires accounting policies to be changed, and this may require prior year information to be restated. There are no such changes applicable for the 2019/20 accounts.

The financial statements of the Council are intended to provide information on, and present a "True and Fair view" about the Council's financial position, financial performance and cash flows. They should provide such information so as to support the need for public responsibility by enabling users to assess the stewardship and accountability of elected members and senior management for the resources entrusted to them. In order to provide a true and fair view the financial statements must present a faithful representation of the effects of transactions, other events and conditions in accordance with specified definitions and recognition criteria for assets, liabilities, income and expenditure, as set out in the Code.

The presentation of the information in the statements should meet the common needs of, and be useful to, a wide range of users. As such, the financial statements should be readily understandable by users. However it is assumed that the user has a reasonable knowledge of accounting and of the functions of local authorities and the way they provide their services. Where it is unavoidable to use technical terms those terms are defined in the glossary of terms at the end of this document.

NARRATIVE REPORT

2.2 – Classifications of income and expenditure, and operating/budgeting model/process

The Council has three distinct categories of expenditure and income reported within the Statement of Accounts:

- **The General Fund (GF)** – the account that is charged with any revenue expenditure incurred on delivering the Council's services or meeting its day to day expenses that is not connected to the Housing Revenue Account (as described below) and credited with revenue income generated through those services. The net of this expenditure and income is funded by grants and contributions from Central Government, Council Tax collected from residents of the borough and the share of Non-Domestic Rates collected from shops and businesses retained by the Council, etc in the borough.
- **The Housing Revenue Account (HRA)** – the account that records the revenue income and expenditure relating to the Council's stock of dwellings and garages. Income received from tenants of these properties is receipted into the HRA. The Council is required to maintain the HRA as a separate account, distinct from the General Fund, for the provision of local authority housing in accordance with Part VI of the Local Government and Housing Act 1989.
- **The Capital Programme** – the account that is charged with expenditure on the acquisition or enhancement of non-current (long-term) assets. These are assets with a usable life of greater than 1 year, such as property, land, vehicles and equipment. The capital expenditure programme covers non-current assets relating to both the General Fund and the Housing Revenue Account.

Section 4 of the Narrative Report describes the specific service functions and activities and categories of income and expenditure which sit within the General Fund and HRA. These are shown in accordance with the internal structure used by the Council for reporting, decision making and budget setting. Where relevant the information included within both the Narrative Report and the Statement of Accounts itself is reported under this same internal structure.

Budgets are allocated to services through the annual budget setting and service planning process which culminates in reports to Cabinet and Council in February each year and set Council Tax and HRA Rent charges for the new financial year. These reports may be found in the Agendas and Minutes Library on the Council website:

<https://www.castlepoint.gov.uk/agendas-minutes-library>

The Statement of Accounts includes the Annual Governance Statement (AGS), which reports on the governance framework within which the Council operates, including the effectiveness of that framework as well as details on the roles and responsibilities of the Chief Financial Officer, Internal and External Audit and the Audit Committee. The AGS also includes actions to address any governance issues identified and a progress report on previously identified actions.

At the end of each year, unspent budgets meeting specific criteria may be carried forward into the following financial year. These arise when goods have been ordered and not yet received, or works and services have been committed to, but not yet commenced or completed. After adjusting for these carried forward budgets the overall out-turn position at the end of 2019/20 was as shown below:

General Fund	£238k underspend (0.22% of gross budget of £111m)
Housing Revenue Account	£12k underspend (0.08% of gross budget of £15.1m)
Capital programme	£592k underspend (3.17% of gross budget of £18.7m)

A detailed analysis of spend against budget is shown in section 5 below.

NARRATIVE REPORT

2.3 – Council priorities and the Corporate Plan

The Council has four key priorities which were refreshed in 2019 as part of the current Corporate Plan:

- **Environment:** “The environment is a high priority for residents, who want to see well maintained parks and open spaces and streets that are clean and free from litter, refuse, graffiti and fly posters. Whilst we have many well maintained recreational areas satisfaction with our Parks and Open Spaces is low when compared to other authorities. We want to better promote the facilities we maintain and to improve and maximise positive impacts on the environmental quality of the Borough by encouraging a reduction in waste production and increased participation in our recycling and composting services. We will continue to promote our chargeable garden waste wheeled bin scheme and undertake a campaign to promote our parks and open spaces to encourage more diverse usage of these areas and to increase satisfaction. We will also work closely with the community to help enable community projects to improve our Environment and to enable the further development of parks, beaches and foreshore, open spaces, playgrounds and community facilities. We will work closely with the community to reduce litter and to help alleviate flooding concerns and to prevent dykes being blocked. We will also liaise with Essex County Council to help improve our highways and footpaths.”
- **Housing and Regeneration:** “We aim to transform our community to ensure we provide a sustainable future for all who live, work and play in the Borough. We will do this by setting the right planning framework in place, in consultation with our community, which allows for a sustainable future and the regeneration of town centres. We will work with the private and public sectors to improve the supply of good quality housing and we will maximise the use of our assets and work with partners to further develop affordable housing to help meet the needs in the borough. We will work with our partners to deliver a strategic and local planning framework that provides for the needs of our community now and in the future.”
- **Health and Community Safety:** “We will seek to secure the wellbeing of our community and will work closely with our partners to achieve outcomes that have an impact on people’s lives. We will work closely with residents, local businesses and our partners to reduce crime and antisocial behaviour. We will work to improve the wellbeing and health of our community by improving our leisure and recreational offer and by working with our partners to promote healthy living. We will engage more closely with our community and develop services in partnership with other public sector organisations to improve the quality of people’s lives and assist with dealing with the needs of an ageing population as well as provide for needs of younger people through sport, recreation and play facilities. We will work closely with the voluntary sector to provide essential services for those facing difficulties in this challenging economic climate through debt advice and support.”
- **A Commercial and Democratically Accountable Council:** “Reductions in public funding and increasing demand for good quality customer focused services mean that Council services must be as lean as possible. Restrictions on council tax also mean that councils need to consider new ways of bridging the funding gap and strive towards financial self-sufficiency. The methods by which financial self-sufficiency may be achieved fall broadly within the theme of commercialism and the programme of work which is forming under this theme, as expected, includes a focus on raising additional revenue but also includes increasing financial awareness, utilising technology and adopting smarter ways of working in order to reduce operating costs, and making better use of all council operated resources. We will continue to review services and explore working practices to maximise efficiency and we will seek to provide services in the most cost effective way, working with partners in the private, public and with the wider community to secure the best value for money service provision. We will work with our communities to provide greater accountability on the services we provide.”

More information on these priorities can be found in the Council’s Corporate Plan, which is available here: <https://www.castlepoint.gov.uk/council-strategies-and-policies>.

NARRATIVE REPORT

2.4 - Financial Performance, economy, efficiency and effectiveness in the use of resources

The Council measures performance based on a set of Corporate Performance Indicators representing the Council Priorities described in Section 2.3. Performance is reported to Cabinet quarterly and a selection of these indicators is shown below.

Indicator	Performance 2018/19	Target 2019/20	Performance 2019/20
Percentage of food premises awarded a score of at least 3 on the food hygiene rating scheme	90%	90%	92%
Household waste recycled	24.7%	25.0%	25.9%
Household waste composted (Inc. food waste)	23.9%	25.0%	25.6%
Percentage of streets inspected which are deemed to be unsatisfactory using Code of Practice for Litter and Refuse methodology.	9.6%	<10%	8.9%
Tenant satisfaction with repairs and maintenance	97.1%	97%	99.5%
Average void property turnaround time	27.3 days	20.5 days	21.1 days
Percentage of building control applications processed within statutory time limits	100%	100%	100%
Percentage of calls to First Contact resolved without the need to transfer to the back office	95%	95%	95%

In terms of financial performance, the Council compares its performance against other authorities using information published by the Local Government Association. These indicators compare the Council to around 200 other district councils. Values provided are rounded to the nearest pound.

At the time of producing these accounts, information for 2019/20 had not been published. A selection of these indicators is provided below, using the most recently available information.

- **The total net expenditure on council services** - this has reduced from £11.2m in 2017/18 to £9.2m in 2018/19. However, 2017/18 includes a payment of £2.4m to cover the actuarial pension deficiency contribution for 2017/18 to 2019/20, without which the cost would have been £9.1m. The Council's cost remains below the average of all district councils, which was £13.8m in 2018/19.
- **The total net spend per head of population on council services** – this looks at the same data as the first indicator, but per head of population. This has therefore also decreased from £125 in 2017/18 to £102 in 2018/19. The average for all district councils was £122 in 2018/19.
- **Income from sales, fees and charges as a percentage of total spend** – this increased from 17% in 2017/18 to 21% in 2018/19. There is a wide variation in levels of charging between district councils with the same responsibilities, and the Council is still below the average of all district councils, which was 24% in 2018/19.

Other indicators look at spend per head of population on specific service functions:

Indicator – spend per head on:	CPBC 2017/18 £	CPBC 2018/19 £	District Average 2018/19 £
Council tax collection	4	4	5
Culture and sport	52	46	39
Waste management	37	39	36
Street cleansing	5	5	10
Planning services	11	16	23

NARRATIVE REPORT

2.5 – Financial Reserves and looking ahead to the future

There are two principles which the Council follows when determining its annual budget:

- The budget must be balanced, meaning that expenditure does not exceed income and the Council does not have to rely on the use of reserves to support ongoing spending, and
- Reserves must be maintained at or above the minimum recommended level determined by the Council's Chief Financial Officer (Section 151 Officer). This level is set after consideration of potential risk factors and for 2020/21 is £2m for General Fund reserves and £533k for Housing Revenue reserves.

The Council set a balanced budget for 2020/21 prior to the outbreak of Covid-19. The impact of lockdown and the consequential disruption to services, facilities and projects has had a significant impact on the Council's financial plans. The unmitigated impact at the time of writing this report was around £428k, although it is anticipated that funding from central government to compensate for loss of fees, charges and sales will largely offset this.

The financial forecast for future years is not balanced, with funding gaps of £489k in 2021/22 rising to £595k in 2022/23, meaning that the Council will have to rely on the use of reserves to meet spending plans during these years until such time as the budget gap is closed.

The principal cause of these gaps is the significant reduction in Central Government funding over the last decade. For example, in 2010/11 local services were funded by 41% Local Council Tax, 38% Business Rates and central government grants and 21% revenue raised locally. By 2020/21 the proportions will have shifted to 45%, 15% and 40% respectively.

In 2010/11 Castle Point received combined Revenue Support Grant and Redistributed Business Rates in the region of £6.7m. Distribution mechanisms and formulae have changed in this time but the nearest equivalent comparison for 2020/21 is only £1.5m, i.e. less than a quarter of what it was. Furthermore, Castle Point's reductions have been even more severe than the average for shire districts.

In addition, as well as imposing significant reductions in grant funding, the Government has continued to control the amount by which local councils may increase Council Tax. This control is exerted through a process whereby authorities are required to undertake a public referendum if they wish to increase their Council Tax charge beyond a level determined annually by Central Government. This limit has been set at 2% (previously 3%).

To avoid dependence on diminishing Central Government funding, greater emphasis is now placed on locally raised revenue streams such as service specific fees & charges, and charges for discretionary functions.

The Council recognise that it needs to continue to actively pursue other sources of income, maximise fees & charges and introduce innovative and radical changes to the way in which services are delivered in order to achieve financial self-sufficiency in the medium to longer term.

The Council will look at more innovative ways to deliver services to residents and continue to work on programmes during 2020/21 and beyond in order to deliver the savings that are required to balance future years in a measured way. Initiatives include:

- Reviewing service delivery methods to ensure that they focus on customer need and reduce waste within the confines of a traditional service.
- Using technology to transform the way that the Council currently works.
- Reducing spending commitments by delivering more for less.
- Utilising "invest to save" initiatives.
- Reviewing workforce planning and management to ensure staff resources are effectively employed.
- Seeking new opportunities, for example cost sharing with partners.
- Improving the cost effectiveness of building assets.

NARRATIVE REPORT

Commercialism means different things to different organisations but for Castle Point it includes a focus on raising and maintaining additional revenue, establishing greater financial awareness in terms of our costs, how those costs interact with and affect the associated income generated, and smarter ways of working in order to reduce those costs.

In respect of the Housing Revenue Account (HRA) the biggest risks to its future viability are long-term social rent policies and welfare reforms:

- 2020/21 is the first year of a stated minimum period of 5 years in which rent increases at Consumer Price Index (CPI) + 1% are allowed. This follows four consecutive years of a social rent policy that required implementing 1% rent reductions each year over a four year period which has resulted in long-term cash-flow issues for the HRA Business Plan. This plan, which projects the long term financial position of the HRA over several decades, was previously calculated with annual increases in rent levels derived from prevailing Retail Price Index (RPI) rates plus an additional 0.5%, based on prior Government directions. There has now been a return to annual increases based upon CPI + 1%, but the period of decreases has reduced the future revenue due to the Council, compared to if the annual increase policy had continued.
- The roll out of universal credit and direct payment of benefits will impact the Council by limiting the amount of benefits a claimant can receive, whilst this is paid direct to the applicant. Evidence from pilots was that a significant increase in rent arrears resulted, thus impacting on the cash flow within the HRA Business Plan.
- The current uncertainty around the impact of Covid-19 on the economy needs to be highlighted as this may have an impact on both the number of benefit claimants and the ability of tenants to pay rent due. If numbers of benefit claimants increase this may have an impact on future social rent and welfare policy.

Uncertainty remains around the impact Brexit may have on the Council. A grant of around £35k was received in 2019/20 (in addition to the £17k received in 2018/19) from Central Government to help the Council prepare for Brexit. This is currently being held in earmarked reserves.

More information on these matters can be found in the Council's annual Policy Framework and Budget Setting report and Housing Revenue Account (HRA) – Rent Levels, Revenue Budget and Capital Plan report. As previously stated these reports can be found in the Agendas and Minutes Library on the Council website: <https://www.castlepoint.gov.uk/agendas-minutes-library>

2.6 – Other areas of financial uncertainty

As part of the process of completing the Statement of Accounts the Council has to consider a number of areas of financial uncertainty.

The Council must review if any provisions or contingencies are required. Accounting Policy AP21, Provisions and Contingencies, provides further information on the nature of these items.

- Provisions are liabilities of either uncertain timing and/or uncertain amounts. The Council had outstanding provisions as at 31 March 2020, primarily in relation to appeals on business rates. The provisions are explained in Note 21 to the Core Financial Statements.
- Contingent assets and contingent liabilities are assets and liabilities that are not certain as they are dependent on future events which may or may not occur. The Council had no contingent assets as at 31 March 2020, but did have a number of contingent liabilities. These items are also disclosed in Note 21 to the Core Financial Statements.

The Council must also make allowance for the possibility that some of the amounts at 31 March 2020 that are outstanding and due to be paid to the Council may not actually be paid. The allowances are determined in accordance with Accounting Policy AP20, and serve to reduce the value of the outstanding debts included on the Balance Sheet. These allowances are disclosed in Note 14 to the Core Financial Statements, with further analysis in Note 19.

NARRATIVE REPORT

The Council uses independent external valuers to review its non-current (long-term) assets for indications of impairment at the Balance Sheet date, which could mean that the asset values are overstated and need to be reduced. Further information is disclosed in Note 24.1.

The outbreak of Covid-19 has impacted many aspects of daily life and the global economy with some real estate markets experiencing significant lower levels of transactional activity and liquidity. As at the valuation date, there is a shortage of market evidence for comparison purposes for those properties included with the Council's portfolios to inform an opinion of the impact on their values. The valuations are therefore reported as being subject to 'material valuation uncertainty' as set out in VPS3 and VPGA10 of the 'RICS Valuation – Global Standards'. Consequently, less certainty and a higher degree of caution is attached to the valuations than would normally be the case. The inclusion of the 'material valuation uncertainty' declaration however, does not mean that the valuation cannot be relied upon, rather the declaration has been included to ensure transparency of the fact that, in the current extraordinary circumstances, less certainty can be attached to the valuation than would otherwise be the case.

Further information on impairments and revaluations is found in Note 13.7 to the Core Financial Statements and Note 3 to the Housing Revenue Account. Accounting Policy AP16.5 provides further information on impairments of non-current assets.

The Council is required to consider if there are any events after the Balance Sheet date to report in the Statement of Accounts. These are events, both favourable and unfavourable, that occur after the end of the accounting period, and before the date when the financial statements are authorised for issue. There are two types of events:

- Adjusting events: those events that provide additional evidence regarding conditions which existed at the end of the accounting period; and
- Non-Adjusting events: those events that provide evidence regarding conditions that arose after the end of the accounting period.

The unaudited financial statements were signed and authorised for issue by the Council's responsible financial officer on 13 August 2020, to certify that the accounts gave a true and fair view of the Council's financial position and financial performance. This establishes the date after which events have not been recognised in the Statement of Accounts. The Council had no adjusting or non-adjusting events to report at that time.

2.7 – Borrowing and financing of the Capital Programme

The Council owns many assets, including land, buildings, and vehicles. The most significant buildings owned by the Council are the Council Offices and Runnymede Leisure Centre in Benfleet, and Waterside Farm Leisure Centre and the Knightswick Shopping Centre, Canvey Island. The Council also owns around 1,500 council houses. The capital value of the assets owned by the Council is reported on the Balance Sheet.

Total capital expenditure for 2019/20, across both General Fund and Housing Revenue Account, was £16.7m, as shown in Section 5 of this Narrative Report.

The main items of capital expenditure during 2019/20 included:

- Council house improvements;
- Commencement of construction of new Council housing properties;
- Disabled Facilities and other home improvement grants;
- Purchase of the Knightswick Shopping Centre on Canvey Island (see following information) and
- Upgrade of IT equipment.

On the 31st October 2019 the Council purchased the Knightswick Shopping Centre on Canvey Island as a going concern. The Council's intention is to continue to operate the centre whilst implementing improvements to the town centre as part of a programme of Regeneration. A member led working party has been established to take this programme forward.

NARRATIVE REPORT

The operational costs and revenues relating to the centre have been incorporated into the Council's budget but the Council's decision to purchase the facility included a requirement that there should be no financial impact on the General Fund i.e. no additional costs will fall to the General Fund and the revenue stream associated with the centre would be utilised fully towards the operation or improvement of the centre.

Therefore, the net cost or surplus associated with operating the centre, including costs of servicing the associated debt, will be "swept" into an Earmarked Reserve – held for the Knightswick Shopping Centre. There was £350k held in this reserve at the end of 2019/20.

The Local Government Act 2003 includes provisions relating to capital expenditure and borrowing controls. These provisions require local authorities to determine and keep under review the amount of their affordable borrowing. They must also have regard to the Prudential Code for Capital Finance in Local Authorities issued by the Chartered Institute of Public Finance and Accountancy (CIPFA). In accordance with these provisions and the Prudential Code the amount the Council can afford to borrow is called the Affordable Borrowing Limit. This limit ensures that total capital investment remains within affordable and sustainable limits and that any impact on future Council Tax and Dwelling rent levels is acceptable.

As at 31 March 2020 the Council had £14.4m (including £9m relating to the purchase of the Knightswick Centre) of outstanding General Fund borrowing and £36.8m of outstanding Housing Revenue Account borrowings.

Note 13 to the core financial statements, Non-Current Assets, contains details of the Council's capital expenditure and shows how it was financed. Note 19 to the Core Financial Statements, Financial Instruments, contains details of the Council's borrowing.

2.8 – Pension Scheme

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

The Council participates in the Local Government Pension Scheme (LGPS) administered by Essex County Council (ECC). This is a funded defined benefit Career Average Revalued Earnings (CARE) salary scheme, meaning that the Council and employees pay contributions into a fund, calculated at a level intended to balance the pensions' liabilities with investment assets over the long term.

The current pension scheme liability shows the underlying commitment that the Council has in the long run to pay future retirement benefits. The net liability of £28.9m as at 31 March 2020 is recorded in the Balance Sheet. Statutory arrangements for funding the deficit mean that the financial position of the Council remains healthy. The deficit on the pension scheme will be made good by increased contributions over the remaining working life of employees, as assessed by the scheme actuary.

Further detailed information in relation to the pension scheme is reported in Note 18 to the Core Financial Statements, Post-Employment Benefits and Net Pension Liability.

3 DESCRIPTIONS OF THE FINANCIAL STATEMENTS

3.1 – Core Financial Statements

There are four core financial statements included in the Statement of Accounts, as follows:

3.1.1 – Comprehensive Income and Expenditure Statement (CI&ES)

The Comprehensive Income and Expenditure Statement consolidates all of the gains and losses of the Council during the year, so effectively reports the Council's financial performance for the year. It reports the consolidated position for both the General Fund and the Housing Revenue Account.

NARRATIVE REPORT

This statement shows the accounting cost in the year of providing services on an accounting basis, i.e. in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation. Authorities raise taxation to cover expenditure in accordance with regulations; this taxation or funding position is different from the accounting cost. The taxation position is shown in the Movement in Reserves Statement (MIRS). Therefore, in order to reflect the financial results for the year on a funding basis, i.e. as supported by Council Tax and Housing Rents, additional statutory accounting entries are required. These "Adjustments between accounting basis and funding basis under regulations" are reported in the MIRS and analysed in further detail in the accompanying notes.

Services reported within "Net Cost of Services" on the CI&ES are disclosed in accordance with the Council's internal reporting structure used for decision making and budget setting. Internal recharges between services are not reported on the CIES but are still included in the Expenditure and Funding Analysis (see below).

The line "(Surplus) / Deficit on the provision of services" shows the increase or decrease in the net worth of the Council as a result of incurring expenses and generating income. For 2019/20 this was a decrease of £2.1m.

The line "Other Comprehensive Income and Expenditure" shows the increase or decrease in the net worth of the Council as a result of movements in the fair value of its assets, and also from movements on pension fund assets and liabilities. For 2019/20 this amount increased by £9.6m.

3.1.2 – Movement in Reserves Statement (MIRS)

The Movement in Reserves Statement summarises the change in the financial year across all reserves and balances held by the Council, both from incurring expenses and generating income through the Council's services, as well as changes in the fair values of assets held by the Council, and changes in the pension fund liability.

The statement shows the movement in reserves in the year, categorised as Usable Reserves (i.e. those which can be applied to fund expenditure or reduce local taxation) and Unusable Reserves. The Surplus / (Deficit) on the Provision of Services shows the true economic cost of providing the Council's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. This is different from the statutory amounts required to be charged to the General Fund and the Housing Revenue Account for setting Council Tax and Housing Rents. The "Net Increase / (Decrease) before Transfers to / (from) Earmarked Reserves" line shows the statutory General Fund and Housing Revenue Account balances for the year before any discretionary transfers to or from earmarked reserves undertaken by the Council.

3.1.3 – Balance Sheet

The Balance Sheet summarises the Council's overall financial position at the end of the financial year i.e. as at 31 March 2020. It shows the value of assets and liabilities recognised by the Council, which are presented in the top section. The net assets of the Council (assets less liabilities) are matched by the reserves held by the Council, which are reported in the bottom section. Reserves are reported in two categories, as follows:

- The first category of reserves is Usable Reserves, i.e. those reserves that the Council may use to fund the provision of services and meet future expenditure, both revenue and capital in nature. These are subject to the need to maintain a prudent level of reserves and any statutory limitation on their use (for example the Capital Receipts Reserve that may only be used to fund capital expenditure or repay debt). The total as at 31 March 2020 was £28.1m.
- The second category of reserves is Unusable Reserves. These are reserves that the Council is not able to use to provide services. This category includes reserves that hold unrealised gains and losses (for example the Revaluation Reserve), where amounts would only become available to provide services if the assets were sold, and reserves that hold timing differences shown in the Movement in Reserves Statement line "Adjustments between accounting basis and funding basis under regulations." These represent the differences between the outcome of applying proper accounting practices, and the requirements of statutory arrangements for funding expenditure from Council Tax and Housing Rent receipts. The total as at 31 March 2020 was £107.8m.

NARRATIVE REPORT

3.1.4 – Cash Flow Statement

The Cash Flow Statement shows changes in cash and cash equivalents during the accounting period. The statement shows how the Council generates and uses cash and cash equivalents and classifies cash flows as operating, investing and financing activities. The net cash flow arising from operating activities is a key indicator of the extent to which the operations of the Council are funded by way of taxation and grant income or from the recipients of services provided by the Council. Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the Council's future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows for items such as borrowing and loan repayments.

Cash and Cash Equivalents are defined in accounting policy AP5, Cash and Cash Equivalents. The total movement in Cash and Cash Equivalents during 2019/20 was a decrease of £527k.

3.2 – Connections between the core financial statements

The relationship between the core financial statements can be described as follows:

- The Movement in Reserves Statement (MIRS) shows the changes in the Council's financial resources over the year;
- The Comprehensive Income and Expenditure Statement (CI&ES) shows the gains and losses that have contributed to the change in resources;
- The Balance Sheet shows how the resources available to the Council are held in the form of the Council's assets and liabilities; and
- The Cash Flow Statement shows how the movement in reserves has been reflected in cash flows.

The total movement in the year on the MIRS is equivalent to the Total Comprehensive Income and Expenditure on the CI&ES, and also equivalent to the change in both Net Assets and Total Reserves between the previous and current financial years on the Balance Sheet.

3.3 – Expenditure and Funding Analysis (EFA)

The Expenditure and Funding Analysis (EFA) shows how funding available to the authority has been used in providing services in comparison with those resources consumed or earned by the Council in accordance with generally accepted accounting practices. The EFA also shows expenditure allocated between the Council's directorates.

The EFA is included as Note 1 to the Core Financial Statements and can be found on page 49.

3.4 – Supplementary Financial Statements

There are three supplementary financial statements included in the Statement of Accounts, as follows:

3.4.1 – Housing Revenue Account (HRA) Income and Expenditure Statement

The Housing Revenue Account reflects a statutory obligation to maintain a separate revenue account for local authority housing provision in accordance with the Local Government and Housing Act 1989.

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

The majority of amounts shown on this statement are also included within the whole Council Comprehensive Income and Expenditure Statement.

The total on the HRA Income and Expenditure Statement for 2019/20 was an increase of £621k.

NARRATIVE REPORT

3.4.2 – Movement on the Housing Revenue Account (HRA) Statement

This statement shows how the HRA Income and Expenditure Statement surplus or deficit for the year reconciles to the movement on the HRA reserve balance for the year.

The HRA balance at the end of 2019/20 was £3.1m.

3.4.3 – Collection Fund Income and Expenditure Account

The Collection Fund is an agent's statement that reflects the statutory obligation for the Council, as a billing authority, to maintain a separate Collection Fund. The statement shows the transactions of the billing authority in relation to the collection from taxpayers and distribution to local authorities and Central Government of Council Tax and Non-Domestic Rates (NDR).

At the end of 2019/20 the Collection Fund reported a surplus on Council Tax of £517k and a deficit on NDR of £69k. These amounts will be shared in subsequent years between the Council, Central Government and the other major precepting authorities (Essex County Council, Essex Police, Fire and Crime Commissioner (PFCC) - Fire and Rescue Authority and Essex PFCC - Policing and Community Safety).

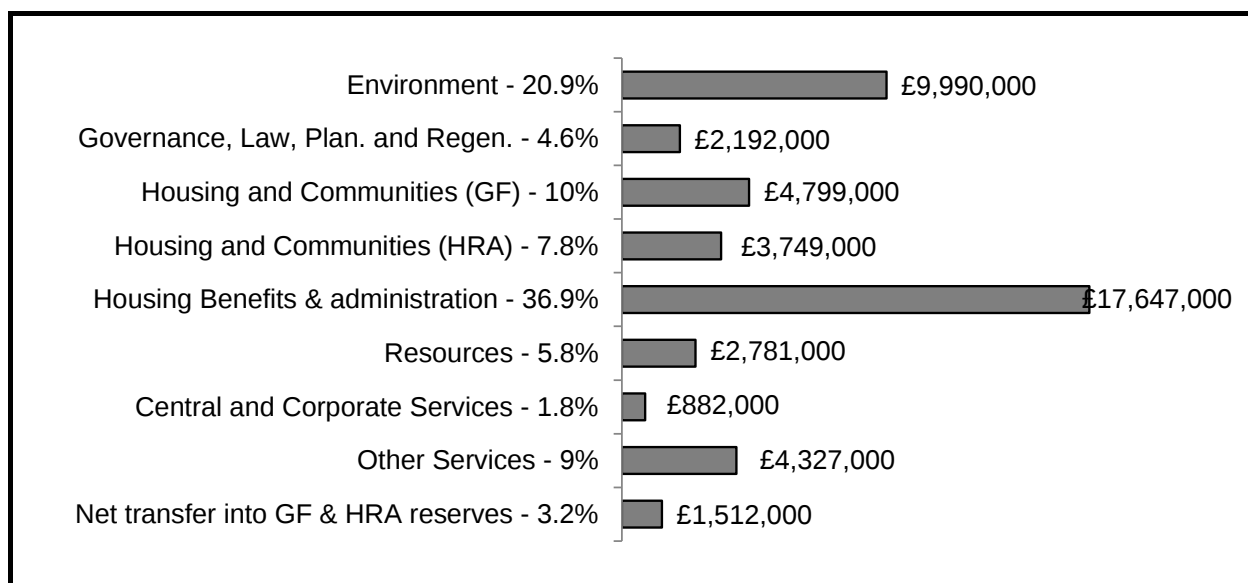
4 SUMMARY OF THE COUNCIL'S SPENDING AND INCOME

The following bar charts show in broad terms where the Council's money came from and what it was spent on during the year.

These figures represent a simplified version of the Council's revenue income and expenses, without the statutory adjustments such as capital charges that are required to be used in the amounts reported in the Statement of Accounts. They also exclude internal recharges between services. The charts report combined figures for both the General Fund (GF) and Housing Revenue Account (HRA). All amounts are rounded to the nearest thousand pounds. Explanatory descriptions of items follow the charts.

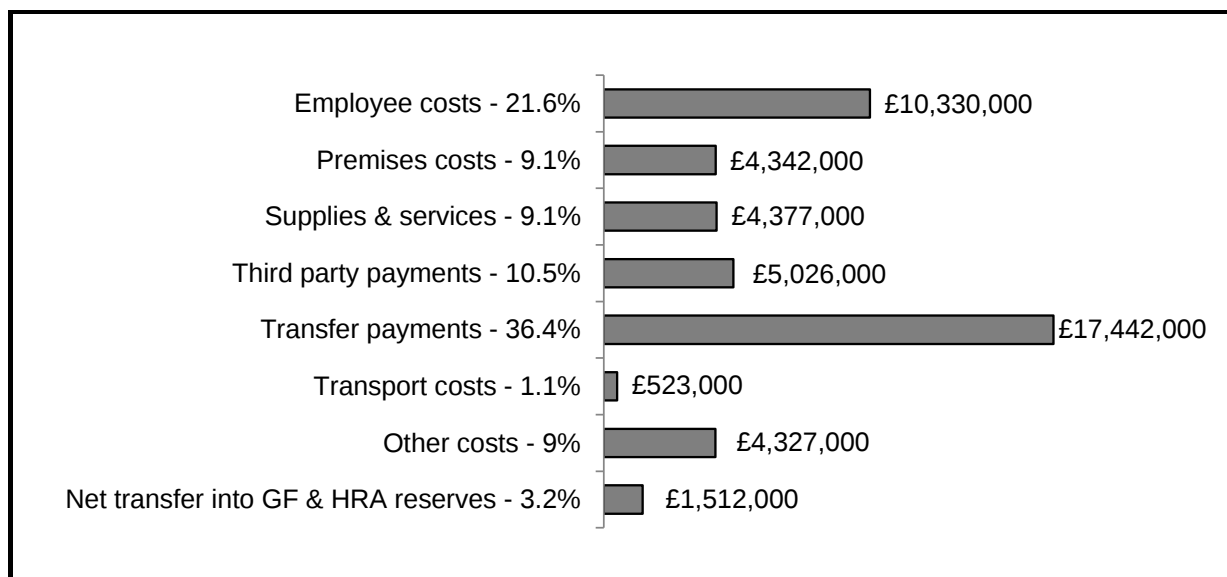
- | | |
|-----------|--|
| Chart 4.1 | Categorised by service |
| Chart 4.2 | Categorised by the type of cost (often referred to as a subjective analysis) |
| Chart 4.3 | Types of income received by the Council |

4.1 – Spend by service (total £47,879,000)

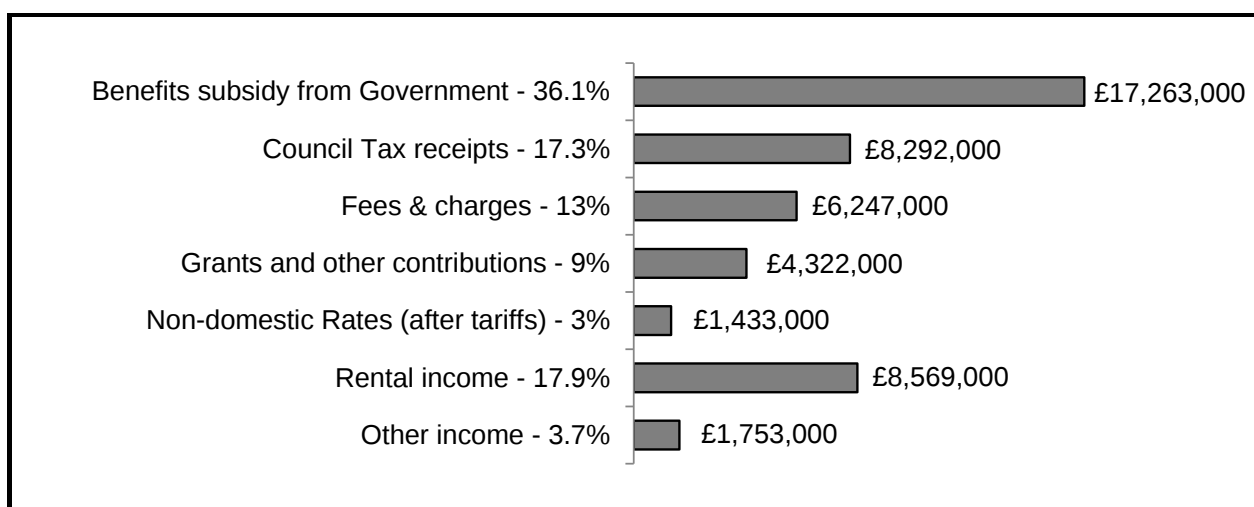


NARRATIVE REPORT

4.2 – Spend by cost type (total £47,879,000)



4.3 – Income received by the Council (total received £47,879,000)



NARRATIVE REPORT

4.4 - Council Service Definitions

The following paragraphs provide definitions of the Council services, as used in the preceding charts and elsewhere in the Statement of Accounts.

Environment includes environmental health services such as food safety, animal & public health and pollution control. It also includes refuse collection and recycling, public conveniences and street cleaning, as well as leisure centres, community centres, allotments, cemeteries, parks and open spaces and car parks.

Governance, Law, Planning and Regeneration includes all planning services, such as building control, development control, planning policy, and economic development. It also includes elections costs and other support functions such as law and governance of members.

Housing and Communities (General Fund) includes the cost of statutory homelessness and housing options functions, as well as other strategic housing functions. It also includes land charges and the cost of various support services such as revenues and benefits, administration of Council Tax and business rates, reception and the First Contact call team. Finally it also includes grants and donations to voluntary and similar organisations, as well as licencing and partnership costs.

Housing and Communities (Housing Revenue Account) includes the management and maintenance of the Council's own housing stock.

Housing Benefits and administration includes the cost of all Housing benefit payments made to claimants, and the cost of administering the Housing Benefit function. Elsewhere in the accounts Housing Benefits and administration forms part of Housing and Communities (General Fund).

Resources includes various support functions such as facilities management, finance, human resources, internal audit and information & communications technology. It also includes emergency planning as well as the costs of various corporate properties such as the main Council offices.

Central and Corporate Services includes all corporate activities and costs which enable the infrastructure that allows services to be provided, such as the Chief Executive, as well as the cost of all member's activities and allowances. It also collects all other service costs which are not allocated to any other specific service, including pension costs for past employees and properties not used as part of the Council's normal activities.

Other services consists of any expenditure which does not fall into the other categories. This includes payments of interest, the precept payment to Canvey Island Town Council, and contributions towards capital expenditure and capital funding. This relates to both the General Fund and Housing Revenue Account.

4.5 - Definition of types of cost and income

The following paragraphs provide definitions of the types of cost and income spent and received by the Council, as used in the preceding charts and elsewhere in the Statement of Accounts.

Employee costs primarily consists of the salaries of current employees. It also includes agency staff costs, National Insurance costs and pension scheme contributions as well as other miscellaneous staffing-related costs.

Premises costs consists of the operating costs of the Council's properties, including repair and maintenance costs and utility charges such as gas and electricity. It also includes costs in relation to Council owned land, such as grounds maintenance.

Supplies and services include costs of equipment, stationery, computer related costs, and various other miscellaneous expenditure items. Allowances paid to Councillors also fall within this category.

Third party payments consist of costs paid to external providers of services, for example the various other local authorities in Essex that the Council works in partnership with.

Transfer payments consists of costs paid by the Council for which no goods or services are received in return. This is primarily the payment of Housing Benefit to claimants.

NARRATIVE REPORT

Transport costs consists of the costs of operating the Council's vehicles, such as the refuse and recycling fleet. It also includes costs of using public transport and employee car allowances.

Other costs consist of any expenditure which does not fall into the other categories. This includes payments of interest, the precept payment to Canvey Island Town Council, and contributions towards capital expenditure and capital funding.

Benefits subsidy is the amount received from Central Government to refund the Council for the payments it has made to claimants of Housing Benefits.

Council Tax receipts is the Council's share of the Council Tax it has collected from residents of the borough. Castle Point Borough Council retains approximately 15 pence of every pound collected, with the remainder going to Essex County Council, Essex PFCC - Policing and Community Safety, Essex PFCC - Fire and Rescue Authority, and for Canvey Island residents only, Canvey Island Town Council.

Fees and charges consist of the income the Council has received from charging users of its services or facilities, for example community centres and leisure centres amongst others.

Grants and other contributions include grants and similar items received from Central Government and other bodies, including grants to fund specific expenditure, as well as general grants to fund overall Council services.

Non-Domestic Rates is the amount of business rates retained by the Council to fund Council services after the portions and tariffs paid to Central Government and major preceptors.

Rental income consists of income the Council has received from renting out its property to third parties. Rents from council house tenants are also included in this category.

Other income consists of various miscellaneous income amounts that do not fall within the other categories. An example would be the recycling credits received from Essex County Council.

Transfers to / from Reserves - when spending is greater than income received, the difference is taken from the Council's reserves. When spending is lower than income received the difference is added to the Council's reserves.

NARRATIVE REPORT

5 OUT-TURN FOR THE FINANCIAL YEAR AND COMPARISON TO BUDGET

The following tables compare the out-turn for the financial year to the budget for the year. Recharges between services are included where relevant as that is the basis on which the Council set its budget.

5.1 - The General Fund

Net Expenditure item	Notes	Actual income & expenditure £000s	Revised net budget £000s	Difference £000s	Budget carried forward £000s	Final residual difference £000s
Environment		6,307	6,699	(392)	184	(208)
Governance, Law, Planning and Regeneration		1,798	1,122	676	49	725
Housing and Communities		3,158	2,812	346	54	400
Resources		57	103	(46)	11	(35)
Central and Corporate Services		2,482	2,172	310	87	397
Net cost of services		13,802	12,908	894	385	1,279
Other operating expenditure		391	476	(85)	0	(85)
Financing and investment income and expenditure		757	780	(23)	0	(23)
(Surplus) / deficit on continuing operations		14,950	14,164	786	385	1,171
Taxation and non specific grant income and expenditure	4	(12,191)	(11,884)	(307)	0	(307)
(Surplus) / deficit on the provision of services		2,759	2,280	479	385	864
Adjustments between accounting basis and funding basis under regulations	1	(3,864)	(2,560)	(1,304)	39	(1,265)
Net transfer to / (from) Earmarked Reserves	2	621	34	587	(424)	163
Transfer (to) / from General Fund balance		(484)	(246)	(238)	0	(238)

NARRATIVE REPORT

5.2 - The Housing Revenue Account (HRA)

Net Expenditure item	Notes	Actual income & expenditure £000s	Revised net budget £000s	Difference £000s	Budget carried forward £000s	Final residual difference £000s
Service Income		(7,800)	(7,708)	(92)	0	(92)
Service Expenditure		6,452	6,383	69	0	69
Net Expenditure / (Income) of HRA Services		(1,348)	(1,325)	(23)	0	(23)
HRA Share of other whole Council income and expenditure	3	727	855	(128)	0	(128)
(Surplus) / deficit on the provision of HRA services		(621)	(470)	(151)	0	(151)
Adjustments between accounting basis and funding basis under regulations	1	215	205	10	129	139
Net transfer to / (from) Earmarked Reserves	2	778	778	0	0	0
Transfer (to) / from HRA reserve		372	513	(141)	129	(12)

5.3 - The Capital programme

Capital Expenditure item	Notes	Actual Expenditure £000s	Revised Budget £000s	Difference £000s	Budget carried forward £000s	Final residual difference £000s
Environment		1,228	1,460	(232)	209	(23)
Governance, Law, Planning and Regeneration		12,037	12,325	(288)	212	(76)
Housing and Communities: General Fund		621	762	(141)	141	0
Housing and Communities: Housing Revenue Account (HRA)		2,421	3,791	(1,370)	797	(573)
Resources		441	361	80	0	80
Total Capital Expenditure		16,748	18,699	(1,951)	1,359	(592)

NARRATIVE REPORT

5.4 - Notes on out-turn and comparison to budget

The following notes provide further information on the more significant amounts and differences reported in the three previous tables. A positive amount in the difference column means there has been either an overspend on expenditure and / or a shortfall in expected income, whereas a negative amount, i.e. an amount in brackets, means there has been either an underspend on expenditure and / or a greater amount of income received than expected.

Note 1 – A full breakdown of the statutory amounts included in these lines can be found at Note 11 accompanying the Movement in Reserves Statement.

Note 2 – The Council maintains several earmarked reserves for specific purposes. The balance remaining at 31 March 2020 in each of these reserves will be carried forward into the new financial year. Details of the movements and balances in these reserves are set out in Note 12.1 to the Core Financial Statements.

Note 3 – The majority of difference on this line relates to statutory adjustments which are reversed through the “Adjustment between accounting basis and funding basis under regulations” line, and as such do not affect the Housing Revenue Account balance.

Note 4 – Several unbudgeted grants were received at year end from Central Government and have been transferred to earmarked reserves.

STATEMENT OF RESPONSIBILITIES

STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

RESPONSIBILITIES OF THE COUNCIL

The Council is required to:

- make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Council, that officer is the Strategic Director (Resources), Chris Mills FCPFA;
- manage its affairs to secure the economic, efficient and effective use of resources and safeguard its assets; and
- approve the Statement of Accounts.

RESPONSIBILITIES OF THE STRATEGIC DIRECTOR (RESOURCES)

The Strategic Director (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 Strategic Director (Resources) has:

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

The Strategic Director (Resources) has also:

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

I certify that the Statement of Accounts gives 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.



Chris Mills FCPFA
Strategic Director (Resources)
25 November 2020

I confirm that the Statement of Accounts was approved by the Council at the meeting held on 25th November 2020.

Signed on behalf of Castle Point Borough Council by the Chair of the meeting approving the Accounts.



Councillor Colin Riley (Mayor)
25 November 2020

EXTERNAL AUDITOR'S REPORT

EXTERNAL AUDITOR'S REPORT

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CASTLE POINT BOROUGH COUNCIL

Opinion

We have audited the financial statements of Castle Point Borough Council for the year ended 31 March 2020 under the Local Audit and Accountability Act 2014. The financial statements comprise the:

- Comprehensive Income and Expenditure Statement,
- Movement in Reserves Statement,
- Balance Sheet,
- Cash Flow Statement,
- The related notes AP1 to AP24 and 1 to 24,
- Housing Revenue Account Income and Expenditure Statement, the Movement on the Housing Revenue Account Statement and the related notes 1 to 4, and
- Collection Fund Income and Expenditure Statement and the related notes 1 to 2

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 Castle Point Borough Council as at 31 March 2020 and of its expenditure and income for the year then ended; and
- have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report below. We 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 the Comptroller and Auditor General's (C&AG) AGN01, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

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

Conclusions relating to going concern

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 Strategic Director (Resources) use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Strategic 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.

Other information

The other information comprises the information included in the Statement of Accounts 2019/20, other than the financial statements and our auditor's report thereon. The Strategic Director (Resources) is responsible for the other information.

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

EXTERNAL AUDITOR'S REPORT

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

We have nothing to report in this regard.

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

Arrangements to secure economy, efficiency and effectiveness in the use of resources

In our opinion, based on the work undertaken in the course of the audit, having regard to the guidance issued by the Comptroller and Auditor General (C&AG) in April 2020, we are satisfied that, in all significant respects, Castle Point Borough Council put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2020.

Matters on which we report by exception

We report to you if:

- in our opinion the annual governance statement is misleading or inconsistent with other information forthcoming from the audit or our knowledge of the Council;
- we issue a report in the public interest under section 24 of the Local Audit and Accountability Act 2014;
- we make written recommendations to the audited body under Section 24 of the Local Audit and Accountability Act 2014;
- we make an application to the court for a declaration that an item of account is contrary to law under Section 28 of the Local Audit and Accountability Act 2014;
- we issue an advisory notice under Section 29 of the Local Audit and Accountability Act 2014; or
- we make an application for judicial review under Section 31 of the Local Audit and Accountability Act 2014.

We have nothing to report in these respects

Responsibility of the Strategic Director (Resources)

As explained more fully in the Statement of the Strategic Director (Resources) Responsibilities set out on page 18, the Strategic 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, and for being satisfied that they give a true and fair view.

In preparing the financial statements, the Strategic 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 the Authority either intends to cease operations, or have no realistic alternative but to do so.

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

Auditor's responsibilities for the audit of the financial statements

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

EXTERNAL AUDITOR'S REPORT

they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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

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

We have undertaken our review in accordance with the Code of Audit Practice, having regard to the guidance on the specified criterion issued by the Comptroller and Auditor General (C&AG) in April 2020, as to whether the Castle Point Borough Council 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 Castle Point Borough Council put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2020.

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

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

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

Certification of completion of the audit

We certify that we have completed the audit of the accounts of Castle Point Borough Council in accordance with the requirements of the Local Audit and Accountability Act 2014 and the Code of Audit Practice issued by the National Audit Office.

Use of our report

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

Debbie Hanson
Ernst & Young LLP

Debbie Hanson (Key Audit Partner)
Ernst & Young LLP (Local Auditor)
Luton
Date 27 November 2020

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation and rents. The Council raises taxation and rents to cover expenditure in accordance with statutory requirements; this funding position is different from the accounting cost. The taxation position is shown in both the Movement in Reserves Statement and the Expenditure and Funding Analysis. This statement reports the consolidated position for both the General Fund and the Housing Revenue Account.

GROSS EXPEND 2018/19 £000s	GROSS INCOME 2018/19 £000s	NET EXPEND 2018/19 £000s		Notes	GROSS EXPEND 2019/20 £000s	GROSS INCOME 2019/20 £000s	NET EXPEND 2019/20 £000s
			GROSS EXPENDITURE, GROSS INCOME AND NET EXPENDITURE OF CONTINUING OPERATIONS				
11,398	(6,394)	5,004	Environment		12,095	(6,556)	5,539
2,412	(754)	1,658	Governance, Law, Planning and Regeneration		3,332	(1,367)	1,965
26,392	(24,332)	2,060	Housing and Communities: General Fund		22,805	(20,160)	2,645
5,008	(7,608)	(2,600)	Housing and Communities: Housing Revenue Account (HRA)		5,594	(7,800)	(2,206)
2,772	(80)	2,692	Resources		3,303	(85)	3,218
850	(4)	846	Central and Corporate Services		1,316	(24)	1,292
48,832	(39,172)	9,660	NET COST OF SERVICES - CONTINUING OPERATIONS		48,445	(35,992)	12,453
			OTHER OPERATING EXPENDITURE				
		(113)	(Gain) / loss on disposal / derecognition of non-current assets				(125)
		242	Payment of precept to Canvey Island Town Council				245
		113	Payment of Housing Pooled Capital Receipts to the Government Pool				151
		30	Pensions - IAS19 administration expenses	18			24
			FINANCING AND INVESTMENT INCOME AND EXPENDITURE				
		1,295	Interest payable on debts and finance leases, and similar charges	19			1,354
		(214)	Interest and investment income receivable, and similar income				(275)
		(120)	Investment Properties - income, expenditure, changes in the fair value of assets, and (gains) / losses on disposal or derecognition	13			(43)
		873	Pensions - net interest on the net defined benefit liability	18			724
		11,766	(SURPLUS) / DEFICIT ON CONTINUING OPERATIONS				14,508

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

2018/19 £000s	Notes	2019/20 £000s
TAXATION AND NON-SPECIFIC GRANT INCOME AND EXPENDITURE		
(7,805) Council Tax income		(8,106)
(115) Council Tax surplus transferred from the Collection Fund		(103)
(5,412) Non-Domestic Rates (NDR) income		(5,507)
3,787 NNDR Tariff, Levy and safety net payments and receipts		3,915
(2,231) Revenue Support Grant and General Government Grants	10	(2,315)
(45) Capital grants and contributions	10	(254)
(11,821)	TOTAL TAXATION & NON-SPECIFIC GRANT INCOME AND EXPENDITURE	(12,370)
(55)	(SURPLUS) / DEFICIT ON THE PROVISION OF SERVICES	2,138
OTHER COMPREHENSIVE INCOME AND EXPENDITURE		
Items non-reclassifiable to (Surplus) / Deficit on Continuing Operations:		
(9,681) • (Surplus) / deficit on revaluation of non-current assets	12.6 & 13	(7,540)
(5,836) • Pensions - remeasurements of the net defined benefit liability	12.5 & 18	(4,177)
(15,517)	TOTAL OTHER COMPREHENSIVE INCOME AND EXPENDITURE	(11,717)
(15,572)	TOTAL COMPREHENSIVE INCOME AND EXPENDITURE	(9,579)

MOVEMENT IN RESERVES STATEMENT

MOVEMENT IN RESERVES STATEMENT

This statement shows the movement from the start to the end of the year on the different reserves held by the Council, analysed into Usable Reserves (i.e. those which can be applied to fund expenditure or reduce local taxation) and other Unusable Reserves. The Movement in Reserves Statement shows how the movements in the year of the Council's reserves are broken down between gains and losses in accordance with generally accepted accounting practices and the statutory adjustments required to return to the amounts chargeable to Council Tax and housing rents for the year. The "Net increase / (decrease) during the year" shows the General Fund Balance and Housing Revenue Account Balance movements in the year after these adjustments and after discretionary transfers to or from earmarked reserves undertaken by the Council.

		Notes Usable Reserves:				
		General Fund (GF) Balance £000s	Housing Revenue Account £000s	GF & HRA Earmarked Reserves £000s	Capital Receipts Reserve £000s	Major Repairs Reserve £000s
Balance as at 1 April 2018		5,673	3,499	12,378	979	355
Movement in reserves during the year						
Total Comprehensive Income and Expenditure		(849)	904	0	0	0
Adjustments between accounting basis and funding basis under regulations	11 & 12	2,582	(131)	0	728	443
Increase / (decrease) in the year before transfers to and from Earmarked Reserves		1,733	773	0	728	443
Transfers to and (from) Earmarked Reserves	12.1	(2,367)	(778)	3,145	0	0
Net increase / (decrease) during the year		(634)	(5)	3,145	728	443
Balance as at 31 March 2019		5,039	3,494	15,523	1,707	798
Balance as at 1 April 2019		5,039	3,494	15,523	1,707	798
Movement in reserves during the year						
Total Comprehensive Income and Expenditure		(2,759)	621	0	0	0
Adjustments between accounting basis and funding basis under regulations	11 & 12	3,864	(215)	0	(329)	324
Increase / (decrease) in the year before transfers to and from Earmarked Reserves		1,105	406	0	(329)	324
Transfers to and (from) Earmarked Reserves	12.1	(621)	(778)	1,399	0	0
Net increase / (decrease) during the year		484	(372)	1,399	(329)	324
Balance as at 31 March 2020		5,523	3,122	16,922	1,378	1,122

MOVEMENT IN RESERVES STATEMENT

MOVEMENT IN RESERVES STATEMENT

Capital Grants Unapplied £000s	Total Usable Reserves £000s	Unusable Reserves:				Total Unusable Reserves £000s	Total Council Reserves £000s
		Pensions Reserve £000s	Revaluation Reserve £000s	Capital Adjustment Account £000s	Other Adjustment Accounts £000s		
109	22,993	(34,764)	42,024	80,550	(47)	87,763	110,756
0	55	5,836	9,681	0	0	15,517	15,572
(16)	3,606	(1,819)	(1,072)	(549)	(166)	(3,606)	0
(16)	3,661	4,017	8,609	(549)	(166)	11,911	15,572
0	0	0	0	0	0	0	0
(16)	3,661	4,017	8,609	(549)	(166)	11,911	15,572
93	26,654	(30,747)	50,633	80,001	(213)	99,674	126,328
93	26,654	(30,747)	50,633	80,001	(213)	99,674	126,328
0	(2,138)	4,177	7,540	0	0	11,717	9,579
(13)	3,631	(2,347)	(1,163)	(132)	11	(3,631)	0
(13)	1,493	1,830	6,377	(132)	11	8,086	9,579
0	0	0	0	0	0	0	0
(13)	1,493	1,830	6,377	(132)	11	8,086	9,579
80	28,147	(28,917)	57,010	79,869	(202)	107,760	135,907

BALANCE SHEET

BALANCE SHEET

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Council. The net assets of the Council (assets less liabilities) are matched by the reserves held by the Council. Reserves are reported in two categories. The first category of reserves are Usable Reserves, i.e. those reserves that the Council may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitation on their use (for example the Capital Receipts Reserve that may only be used to fund capital expenditure or repay debt). The second category of reserves is Unusable Reserves, those that the Council is not able to use to provide services. This category includes reserves that hold unrealised gains and losses (for example the Revaluation Reserve), where amounts would only become available to provide services if the assets were sold; and reserves that hold timing differences shown in the Movement in Reserves Statement line "Adjustments between accounting basis and funding basis under regulations".

31 March 2019 £000s		Notes	31 March 2020 £000s	£000s
NON-CURRENT (LONG TERM) ASSETS				
170,402	Property, plant and equipment	13	188,891	
397	Heritage assets	13	410	
2,147	Investment properties	13	2,038	
124	Intangible assets		334	
143	Long term debtors	14 & 19	149	
0	Long term Investments	19	2,003	
173,213	TOTAL NON-CURRENT (LONG TERM) ASSETS			193,825
CURRENT ASSETS				
30,219	Short term Investments	19	29,173	
45	Inventories		34	
4,476	Short term debtors	14 & 19	4,682	
673	Cash and cash equivalents	15	146	
35,413	TOTAL CURRENT ASSETS			34,035
CURRENT LIABILITIES				
(426)	Short term borrowing and finance lease liabilities	19	(1,374)	
(870)	Revenue and capital grants receipts in advance		(1,081)	
(5,374)	Short term creditors	17	(7,416)	
(1,070)	Provisions	21	(1,298)	
(7,740)	TOTAL CURRENT LIABILITIES			(11,169)

BALANCE SHEET

31 March 2019		Notes	31 March 2020	
£000s			£000s	£000s
	NON-CURRENT (LONG TERM) LIABILITIES			
(41,701)	Long term borrowing and finance lease liabilities	19	(49,801)	
(171)	Long term creditors	17	(114)	
(1,939)	Collection Fund - Government and major preceptors	16	(1,952)	
(30,747)	Liability related to defined benefit pension scheme	18	(28,917)	
(74,558)	TOTAL NON-CURRENT (LONG TERM) LIABILITIES			(80,784)
126,328	NET ASSETS			135,907
	USABLE RESERVES			
5,039	General Fund		5,523	
3,494	Housing Revenue Account		3,122	
15,523	Earmarked Reserves	12.1	16,922	
798	Major Repairs Reserve	11 & 12.2	1,122	
1,707	Capital Receipts Reserve	11 & 12.3	1,378	
93	Capital Grants Unapplied Account	11 & 12.4	80	
26,654	TOTAL USABLE RESERVES			28,147
	UNUSABLE RESERVES			
(30,747)	Pensions Reserve	11, 12.5 & 18	(28,917)	
50,633	Revaluation Reserve	11, 12.6 & 13	57,010	
80,001	Capital Adjustment Account	11 & 12.7	79,869	
	Other Statutory Adjustment Accounts:			
(28)	• Collection Fund Adjustment Account	11 & 12.8	48	
(185)	• Accumulated Absences Account	11 & 12.8	(250)	
99,674	TOTAL UNUSABLE RESERVES			107,760
126,328	TOTAL RESERVES			135,907

These financial statements replace the unaudited financial statements certified by Chris Mills, Strategic Director (Resources) on 13 August 2020.

C. Mills

CASH FLOW STATEMENT

CASH FLOW STATEMENT

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

2018/19		Notes	2019/20	
£000s	£000s		£000s	£000s
OPERATING ACTIVITIES				
Cash Outflows on Operating Activities				
8,203		Cash paid to and on behalf of employees	8,515	
242		Precept paid to Canvey Island Town Council	245	
14,955		Housing Benefit paid	11,951	
188		Payments to the Capital Receipts Pool	151	
3,868		Non-domestic Rates - net total of tariff, levy and safety net amounts to/from Central Government	3,859	
1,295		Interest paid, including interest on finance lease liabilities	1,306	
16,710		Cash paid to suppliers of goods and services, and other payments for Operating Activities	15,289	
	45,461	Total Cash Outflows on Operating Activities		41,316
Cash Inflows on Operating Activities				
(1,959)		Rents (after rebates)	(7,437)	
(8,011)		Council Tax received	(8,276)	
(5,448)		Non-domestic Rates received	(5,276)	
(4,365)		Revenue Support Grant and General Government Grants	(4,248)	
(20,603)		Housing Benefit Subsidy	(17,018)	
(6,077)		Cash received from the sale of goods and the rendering of services	(6,306)	
(181)		Interest received	(269)	
(3,607)		Other cash receipts from Operating Activities	1,133	
	(50,251)	Total Cash Inflows on Operating Activities		(47,697)
	(4,790)	NET CASH (INFLOW) / OUTFLOW FROM OPERATING ACTIVITIES		(6,381)

CASH FLOW STATEMENT

2018/19		Notes	2019/20	
£000s	£000s		£000s	£000s
INVESTING ACTIVITIES				
1,673				16,288
(882)				(923)
35				40
(172)				(181)
0				(180)
(33)				(179)
120,589				146,137
(116,346)				(145,180)
4,864				15,822
FINANCING ACTIVITIES				
		16		
0				(9,000)
0				0
208				561
(308)				(475)
(100)				(8,914)
(26)				527
(647)				(673)
(673)		15		(146)

NOTES TO THE CORE FINANCIAL STATEMENTS:

Contents

NOTES TO THE CORE FINANCIAL STATEMENTS

The following notes to the accounts are intended to aid the interpretation of the preceding financial statements:

Note:	Page:
Summary of Significant Accounting Policies:	
AP1 - Accounting Policies – Introduction And General Principles	32
AP2 - Accounting Policy Changes	34
AP3 - Accruals Of Income And Expenditure	34
AP4 - Administrative Overheads And Support Services Costs.....	34
AP5 - Cash And Cash Equivalents	35
AP6 - Collection Fund – Agency Arrangements.....	35
AP7 - Employee Benefits – Benefits Payable During Employment	35
AP8 - Employee Benefits – Post-Employment Benefits	36
AP9 - Employee Benefits – Termination Benefits	37
AP10 - Events After The Balance Sheet Date.....	37
AP11 - Fair Value Measurement.....	37
AP12 - Financial Assets And Financial Liabilities.....	38
AP13 - Grants And Contributions (Government And Non-Government).....	38
AP14 - Leasing Arrangements.....	39
AP15 - Minimum Revenue Provision (MRP)	40
AP16 - Non-Current (Long Term) Assets – Property, Plant And Equipment (PPE)	40
AP17 - Non-Current (Long Term) Assets – Investment Properties.....	45
AP18 - Non-Current (Long Term) Assets – Heritage Assets	46
AP19 - Prior Period Errors And Adjustments	46
AP20 - Provision For Bad And Doubtful Debts.....	46
AP21 - Provisions And Contingencies	46
AP22 - Reserves	47
AP23 - Revenue Expenditure Funded From Capital Under Statute (REFCUS).....	47
AP24 - Value Added Tax (VAT).....	48

NOTES TO THE CORE FINANCIAL STATEMENTS:

Contents

Note:

Page:

Notes relating to the Comprehensive Income and Expenditure Statement:

1 - Expenditure And Funding Analysis	49
2 – Prior Period Adjustment	52
3 - Expenditure And Income Analysed By Their Nature	52
4 - Segmental Income	53
5 - Audit Fees	53
6 - Members' Allowances	54
7 - Related Party Transactions	55
8 - Termination Benefits (Exit Packages)	56
9 - Officers' Remuneration	56
10 - Grants And Other Contributions	59

Notes relating to the Movement in Reserves Statement:

11 - Reconciliation Of Amounts Included In "Adjustments Between Accounting Basis And Funding Basis Under Regulations"	61
12 - Analysis Of The Movement In Reserves Statement	63

Notes relating to the Balance Sheet:

13 - Non-Current (Long Term) Assets	66
14 - Debtors	74
15 - Cash And Cash Equivalents	75
16 - Reconciliation Of Liabilities Arising From Financing Activities	75
17 - Creditors	75
18 - Post-Employment Benefits And Net Pension Liability	76
19 - Financial Instruments	81

Other Notes to the Core Financial Statements:

20 - Events After The Balance Sheet Date	91
21 - Provisions, Contingent Assets And Contingent Liabilities	91
22 - Accounting Standards Issued But Not Yet Adopted	92
23 - Critical Judgements In Applying Accounting Policies	93
24 - Future Assumptions And Other Major Sources Of Estimation Uncertainty	93

NOTES TO THE CORE FINANCIAL STATEMENTS:

Summary of Significant Accounting Policies

AP1 - ACCOUNTING POLICIES – INTRODUCTION AND GENERAL PRINCIPLES

The Statement of Accounts summarises the Council's transactions for the 2019/20 financial year, 1 April 2019 to 31 March 2020, and its position at the year-end date, 31 March 2020. The Council is required to prepare an annual Statement of Accounts by the Accounts and Audit Regulations 2015, and it has been prepared in accordance with proper accounting practices. These practices primarily comprise The Code of Practice on Local Authority Accounting in the United Kingdom 2018/19, based on International Financial Reporting Standards (IFRS) ("the Code"), and the associated Guidance Notes for Practitioners, both as published by the Chartered Institute of Public Finance and Accountancy (CIPFA).

The accounting convention that has been adopted in the financial statements is primarily that of historical cost, modified using Fair Value for certain categories of assets and liabilities. Furthermore, the financial statements are prepared on a going concern basis. This means that they are prepared on the assumption that the functions of the Council will continue in operational existence for the foreseeable future. Where relevant, materiality levels are stated under applicable accounting policies. These set tolerance limits, below which omissions or misstatements would not prevent the financial statements being fairly stated, nor affect the decisions or assessments made by users of the financial statements.

The following abbreviations are used throughout these policies:

- Comprehensive Income and Expenditure Statement – abbreviated to CI&ES.
- Movement in Reserves Statement - abbreviated to MIRS.
- Capital Adjustment Account – abbreviated to CAA.

Basis of preparation of the accounts.

These accounts have been prepared on a going concern basis that the authority will continue in operational existence for the foreseeable future.

The concept of a going concern assumes that an authority's functions and services will continue in operational existence for the foreseeable future. The provisions in the 2019/20 Code of Practice on Local Authority Accounting in the UK ('the Code') in respect of going concern reporting requirements, reflect the economic and statutory environment in which local authorities operate. These provisions confirm that, as authorities cannot be created or dissolved without statutory prescription, they must prepare their financial statements on a going concern basis of accounting.

Local authorities carry out functions essential to the local community and are revenue-raising bodies with limits on their revenue-raising powers set at the discretion of central government. If an authority were in financial difficulty and unable to provide its essential functions, possible options of last resort are that alternative arrangements might be made by central government for the continuation of the services it provides, or for additional financial assistance / flexibilities to be offered to enable the local authority to continue to operate e.g. to allow recovery of any deficit over more than one financial year.

The global pandemic (Covid-19) and the resulting national lockdown which commenced in March had a net impact on the Council's financial position of £187k in the period covered by these accounts, of which £40k was offset by grant from central government. This impact related to lost revenue in respect of the Council's car parks and leisure services (£187k) and lost interest on investments due to a reduction in bank interest rates (£3k). Additional costs incurred by the Council in its response to Covid-19 included staffing costs (£20k) and other accumulated miscellaneous costs (£14k). Closure of buildings and facilities resulted in a reduction in operational costs of £37k.

Continuation of the lockdown across the United Kingdom created significant issues for many businesses and residents and in the year commencing 1st April 2020 to date has had a further impact on the Council's revenue streams in the region of £2.6m. Additional cost pressures of £227k are predicted to be offset by other reductions in operational costs resulting from the temporary

NOTES TO THE CORE FINANCIAL STATEMENTS: Summary of Significant Accounting Policies

closure of facilities. At the current time, this overall net impact has been fully offset by various government grant initiatives. However, it is unknown when the country will fully return to normal and even then what the lasting impact of Covid-19 will be on resident behaviour in terms of use and demand for Council services. This position therefore remains under constant review.

The Council's investments and cash balances totalled £31.3m at 31 March 2020, of which £29.3m was held in either short term investments (maturing in 2020/21) or cash balances. These accessible balances are forecast to remain above £13.5m for the 2020/21 and 2021/22 financial years with longer term investments increasing to £7m at 30 March 2022. The Council has the ability to borrow an additional £6m, forecast capacity, in 2021/22 should this be required.

Government has extended significant financial support to residents and businesses including grant schemes, business rates relief, council tax support and furlough support for individuals. These in turn have reduced but not entirely alleviated the potential impact on the Council's Council Tax and Business Rates revenue streams. The Government has introduced new flexibilities which will allow authorities to absorb the impact of tax losses across three financial years.

Government has also made available significant funding to local authorities to help mitigate the financial impact of losses of sales, fees and charges and additional costs incurred in response to the crisis. This has enabled authorities to continue to provide essential services to residents.

The Council recognises that there remains uncertainty over the longevity of the impact and will continue to review its financial plans accordingly. The Council has already implemented some changes to spending plans and will apply general reserves to meet any residual costs which may not be mitigated.

The Council's General Reserves remain relatively healthy and exceed the minimum level of £2m recommended by the Council's s151 Officer. The budget process for 2021/22 is currently in progress and it is likely that the recommended level of reserves for future years will increase to £2.8m which recognises a potential ongoing impact from Covid-19 which may not be compensated for by government grant. The Council's general reserves are in excess of this higher figure.

In addition to General Reserves (£5.5m at 31 March 2020) the Council holds Earmarked Reserves to the value of £10.7m at 31 March 2020. These reserves are either supported by detailed spending plans which span a number of financial years or are held in respect of grants given to the Council for specific purposes (e.g. ringfenced grants). Earmarked Reserves are forecast to increase to £12.9m by 31 March 2021, reducing to £9.5m in March 2022 and will be maintained at a level of £9m until March 2030. This forecast may change before the budget for 2021/22 is set in February 2021. £1.3m could be released from Earmarked Reserves to bolster General Reserves without a significant, detrimental impact on services. The release of further funds would however have a detrimental impact.

Going forward there is uncertainty around local government funding and the longer term implications of the Government's Covid-19 rescue package. The Council's financial plans are designed as far as possible to smooth any detrimental impact which may arise from either. The Council is well seasoned in the art of delivering financial efficiencies without impacting on service quality to residents.

Future years budgets assume an ongoing reduction in funding from business rates. The deferment of the introduction of the new funding regime to 1st April 2022 (from 1st April 2021) is anticipated to have a positive impact on the forecast for 2021/22. Whilst future years budgets are not balanced, plans are underway to bring spending within resources and maintain the Council's track record of balanced budgets and healthy reserves. This is however difficult to achieve in the absence of certainty around future funding.

NOTES TO THE CORE FINANCIAL STATEMENTS: Summary of Significant Accounting Policies

AP2 - ACCOUNTING POLICY CHANGES

The Council only changes accounting policies where the change is required by the Code, or where the change results in the financial statements providing reliable or more relevant information on the Council's financial position, financial performance or cash flows. When an accounting policy is changed, the Council is required to apply the change retrospectively, and present comparative transactions and opening balances as if that new policy or changed policy had always been in place. In certain circumstances the Code will provide transitional provisions to be followed, which may mitigate or negate the impact of such a change.

There are no changes in policies effective from 2019/20 which impact on these accounts.

The Council is also required to disclose information on the impact of a change in accounting policy that will be required by an accounting standard that has been issued but not yet adopted. This applies to accounting standards that come into effect for financial years commencing on or before 1 January of the financial year in question (i.e. 1 January 2020 for the 2020/21 financial year). This disclosure is reported in Note 22 to the Core Financial Statements.

AP3 - ACCRUALS OF INCOME AND EXPENDITURE

The financial statements are prepared under the accrual's basis of accounting. This means that transactions are accounted for in the financial year that the relevant activity took place, rather than when cash payments were 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 or services are transferred to the service recipient in accordance with the performance obligations in the contract.
- Revenue from Council Tax and Non-Domestic Rates is measured at the full amount receivable, net of any impairment losses, as these are non-contractual, non-exchange transactions and there can be no difference between the delivery and payment dates.
- Supplies are recorded as expenditure when they are used. Supplies received and not yet used at the Balance Sheet date are held as inventories on the Balance Sheet.
- Expenditure incurred by the Council is recorded as such when the associated services are received, as opposed to when payment is made.
- Interest receivable and payable to and from the Council are accounted for as income and expenditure based on the effective interest rate for the associated financial instruments rather than by the actual cash flows received and made.
- 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 the CI&ES for the income that might not be collected.

Low value items below £200, which have no material impact, may not always be accrued for and will remain in the financial year in which they were received or paid. Other immaterial items may also not be accrued where a full year's amount is already accounted for. Cash flow information, primarily the Cash Flow Statement, is prepared on a cash basis rather than an accruals basis.

AP4 - ADMINISTRATIVE OVERHEADS AND SUPPORT SERVICES COSTS

Administrative overheads and other support service costs are apportioned across the service segments that benefit from the associated supply of service in accordance with the Council's arrangements for accountability and financial performance. This is done using suitable basis of measurement or estimation, such as percentages or time recording. These recharges are not permitted under the Code to be included in the CI&ES, but are included in all service lines reported

NOTES TO THE CORE FINANCIAL STATEMENTS: Summary of Significant Accounting Policies

in the Expenditure and Funding Analysis note in the column "Net Expenditure chargeable to the General Fund & HRA balances", and in the adjustments reconciling that note to the CI&ES.

AP5 - CASH AND CASH EQUIVALENTS

Cash and cash equivalents are those sums held for the purposes of meeting short term cash commitments, as opposed to those sums held for investment and other purposes. Cash equivalents are generally short term, highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of any change in value. Cash and cash equivalents primarily consist of the Council's net balance or overdraft on its current and call accounts with Lloyds Bank and any amounts held in petty cash floats.

The Council on occasion holds other investments which are repayable on demand, principally funds invested in Sterling Money Market Funds. Although they meet the above cash equivalent definition, they are used for investing purposes and to ensure security of funds rather than day to day cash management. Therefore, they are not included in cash and cash equivalents and are instead reported under Short Term Investments on the Balance Sheet. Should any amounts be held in other bank call accounts repayable on demand, although these would also primarily be held for investing purposes they would be required to be recorded as part of cash and cash equivalents as they meet the statutory definition of cash.

AP6 - COLLECTION FUND – AGENCY ARRANGEMENTS

The financial statements reflect that the Council is acting as an agent on behalf of the major preceptors (Essex County Council, Essex PFCC - Fire and Rescue Authority and Essex PFCC - Policing and Community Safety) for the collection and distribution of Council Tax income, and on behalf of Central Government, Essex County Council and Essex PFCC - Fire and Rescue Authority for the collection and distribution of Non-Domestic Rates (NDR). As a result, the Council Tax and NDR income included in the CI&ES is the accrued income for the year relating to Castle Point Borough Council and Canvey Island Town Council for Council Tax only. The difference between the income included in the CI&ES and the amount required by regulation to be credited to the General Fund for the Council is taken to the Collection Fund Adjustment Account in the Balance Sheet. This adjustment is reported through the MIRS.

The shares of the debtors, creditors, appeals provision and impairment allowances balances on Council Tax and NDR payers which are attributable to Central Government and the precepting authorities are derecognised to reflect the agency arrangement. This is done by netting off these amounts against those bodies' share of the collection fund balance. The resulting net balances are split between current and non-current (long-term) creditors on the Balance Sheet.

The Cash Flow Statement includes within Operating Activities, only those cash flows relating to the Council's own share of the Council Tax and NDR net cash collected. The amounts included in precepts paid exclude amounts relating to major preceptors and Central Government and only show the precept paid to Canvey Island Town Council, which as a parish council is not classified as a major preceptor. The difference between the Central Government and major preceptors' shares of the net cash collected, the net cash paid to them and the settlement of previous years surplus or deficit on the Collection Fund is included in Financing Activities as a net inflow or outflow in the two Collection Fund Adjustment lines.

Allowances are made for non-payment of debt by Council Taxpayers and Non-Domestic Rate payers, in accordance with policy note AP20.

AP7 - EMPLOYEE BENEFITS – BENEFITS PAYABLE DURING EMPLOYMENT

Benefits payable during employment are primarily those benefits paid to current employees that fall wholly due within 12 months of the year-end. These include wages and salaries, compensated absences (see below), bonuses, and other non-monetary benefits such as leased cars. Short term employee benefits are recognised on an accruals basis in the relevant lines under (Surplus) / Deficit on the Provision of Services on the CI&ES. Where they occur, non-monetary benefits (i.e. benefits in kind) are recognised at the cost to the Council of providing the benefit.

NOTES TO THE CORE FINANCIAL STATEMENTS: Summary of Significant Accounting Policies

Compensated absences are those periods during which an employee does not provide services to the Council, but benefits continue to be paid, including sick pay, annual leave and flexi leave. Entitlements to annual leave and flexi leave which have not been used by the end of the financial period are treated as accumulating compensated absences, which means they can be carried forward to the following financial period. The Council is required to accrue for the estimated cost, including employer's National Insurance and pension contributions, of any outstanding accumulating compensated absences at the end of the financial period. The estimates are charged to the relevant lines under Net Cost on Services on the CI&ES, however to avoid any impact on Council Tax and Housing Rents, the amounts are reversed through the MIRS to an Unusable Reserve on the Balance Sheet: Accumulated Absences Account.

AP8 - EMPLOYEE BENEFITS – POST-EMPLOYMENT BENEFITS

Employees of the Council are entitled to membership of the Local Government Pension Scheme (LGPS) which is accounted for as a defined benefits scheme. Further information on the scheme can be found in note 18 to the Core Financial Statements. Liabilities of the pension fund attributable to the Council are included in the Balance Sheet on an actuarial basis using the projected unit method, i.e. an estimate of the pensions that will be payable in future years based on assumptions about mortality rates, salary levels, etc. The liabilities are discounted to their current value, using a discount rate of 2.35% (2.40% in 2018/19) derived using the Single Equivalent Discount Rate methodology and the annualised Merrill Lynch AA rated corporate bond yield. The assets of the pension fund attributable to the Council are included in the Balance Sheet at their fair value (principally market value and bid value for investments).

The change in net pension liability each year is analysed into the following components:

- Current Service Cost – the increase in liabilities as a result of years of service earned during the current year, allocated across all relevant services on the CI&ES;
- Past Service Cost – the increase in liabilities as a result of a scheme amendment or curtailment whose effect relates to service earned in earlier years, charged to the Central and Corporate Services line on the CI&ES;
- Administrative expenses – charged to Other Operating Expenditure on the CI&ES;
- Net Interest on the Net Defined Benefit Liability – the net interest expense for the Council, charged to Financing and Investment Income and Expenditure on the CI&ES. This is calculated by applying the discount rate used to measure the defined benefit obligation to the net defined benefit liability;
- Remeasurements – the return on plan assets (excluding amounts in Net Interest on the Net Defined Benefit Liability), and actuarial gains and losses arising from events not coinciding with assumptions made at the previous valuation, or changes to those assumptions. These are charged to Other Comprehensive Income and Expenditure on the CI&ES; and
- Employer contributions paid to the Pension Fund – not accounted for as an expense.

Statutory provisions require the General Fund and Housing Revenue Account balances to be charged with the amount payable by the Council to the pension fund in the year, not the amount calculated according to the relevant accounting standards. In the MIRS there are appropriations to and from the Pensions Reserve to remove the amounts included in the CI&ES and replace them with amounts equivalent to the cost payable during the year. The negative balance on the Pensions Reserve, as reported on the Balance Sheet, measures the beneficial impact on the General Fund and Housing Revenue Account of being required to account for post-employment benefits on the basis of cash flows rather than as benefits are earned by employees.

NOTES TO THE CORE FINANCIAL STATEMENTS: Summary of Significant Accounting Policies

AP9 - EMPLOYEE BENEFITS – TERMINATION BENEFITS

Termination benefits become payable as a result of either the Council's terminating an employee's employment before the normal retirement date or an employee's decision to accept voluntary redundancy in exchange for these benefits. They are usually lump sum payments and include enhanced retirement benefits and/or salary to the end of a specified notice period, if the employee provides no more service during that period. The benefits are recognised on an accruals basis as part of (Surplus) / Deficit on the Provision of Services on the CI&ES, at the earlier of when the Council can no longer withdraw the offer or when the Council recognises restructuring costs that involves paying termination benefits.

Where termination benefits involve the enhancement of pensions, statutory provisions require the General Fund or Housing Revenue Account to be charged with the amount payable by the Council in the year, not the amount calculated according to the relevant accounting standards. Adjustments are made to or from the Pension Reserve through the MIRS to remove the notional amounts for pension enhancement termination benefits and replace them with the amounts paid or payable for the year.

AP10 - EVENTS AFTER THE BALANCE SHEET DATE

Events after the Balance Sheet date are those events, both favourable and unfavourable, that occur after the end of the accounting period, and before the date when the financial statements are authorised for issue. There are two types of events:

- **Adjusting events** - events that provide additional evidence regarding conditions which existed at the end of the accounting period. For these the Council is required to disclose the event and update any relevant amounts included in the financial statements; and
- **Non-Adjusting events** - events that provide evidence regarding conditions that arose after the end of the accounting period, prior to the date of approval. Where the event is material the Council is required to disclose the nature of the event, and an estimate of the financial effect of the event. Where estimation is not possible the Council is required to state that it is not possible.

Details of any events are reported in Note 20 to the Core Financial Statements.

AP11 - FAIR VALUE MEASUREMENT

In accordance with IFRS 13 the Council is required to measure some of its non-financial assets, in particular Investment Properties, at Fair Value, and also report the Fair Value of some of its financial instruments. Fair Value is the price that would be received from sale of an asset or paid to transfer a liability in an orderly transaction between market participants at the date of measurement. This assumes that the transaction takes place in the principal market for the asset or liability, or in the most advantageous market if there is no principal market.

The Council measures the Fair Value of an asset or liability using the assumptions that market participants would use when pricing it, assuming they were acting in their economic best interest and taking into account their ability to generate economic benefits by using the asset in its highest and best use, or selling it on that basis. Appropriate valuation techniques are used for which sufficient data is available, where possible using observable rather than unobservable inputs:

- Observable inputs: developed using market data such as publicly available information about actual transactions;
- Unobservable inputs: for which data is not available and are developed using the best information available about assumptions that market participants would make.

Inputs to valuation techniques are categorised into the following hierarchy:

- Level 1: Quoted prices in active markets for identical assets or liabilities;
- Level 2: Inputs other than quoted prices, that are either directly or indirectly observable;
- Level 3: Unobservable inputs.

NOTES TO THE CORE FINANCIAL STATEMENTS: Summary of Significant Accounting Policies

AP12 - FINANCIAL ASSETS AND FINANCIAL LIABILITIES

Financial assets and liabilities are recognised on the Balance Sheet when the Council becomes party to the contractual provisions of a financial instrument. They are initially measured at fair value and then subsequently carried at amortised cost. Interest is charged or credited to the Financing and Investment Income and Expenditure line in the CI&ES. These amounts are based on the principal outstanding multiplied by the interest rate for the instruments. The amounts for borrowing and investments shown on the Balance Sheet are the carrying amount, which is outstanding principal and accrued interest. No premiums nor discounts were charged or credited during the year.

As stated above, Financial assets are classified and measured at amortised cost, none are measured at Fair Value through Profit and Loss. This is because no gains or losses are expected on investments. The Council's business model is to hold investments to collect contractual cash flows and so all are treated as solely payment of principal and interest.

The Council has not made nor received any soft loans at less than market rates, nor entered in-to any financial guarantees that are required to be accounted for as financial instruments.

Impairment losses reflect the expectation that the future cash flows might not take place because the debtor could default on their obligations. They are calculated using the simplified method on a collective basis, based on age of the debt and recovery stage, and by making a judgement on individual larger or overdue accounts, based on individual debtors' circumstances.

AP13 - GRANTS AND CONTRIBUTIONS (GOVERNMENT AND NON-GOVERNMENT)

Revenue and Capital grants and contributions are accounted for on an accruals basis, and recognised immediately in the CI&ES, unless the grant has an outstanding condition that the Council has yet to satisfy, whereby the grant would have to be returned to the grant provider if not used as set out in the terms of the grant.

Grants with outstanding conditions which have not yet been met are held as Current Liabilities on the Balance Sheet, in either the Revenue Grants or Capital Grants Receipts in Advance Accounts. If any conditions are not satisfied, grants are repaid direct to the grant provider from these accounts. If there is insufficient balance or no balance for any grant remaining in the relevant account then the excess repayable is charged as an expense to the CI&ES. A grant or contribution may be received subject to a condition that it be returned to the grantor if a specified future event does or does not occur (for example, a grant may need to be returned if the Council ceases to use the asset purchased with that grant for a purpose specified by the grant provider). In these cases, an obligation to return does not arise until such time as it is expected that the condition will be breached and a liability is not recognised until that time. Such conditions do not prevent the grant or contribution being recognised as income in the CI&ES.

Grants are reported in Note 10 to the Core Financial Statements. The treatment of different types of grants and contributions with no outstanding conditions are as follows:

- **Capital grants and contributions** - The grant is recognised under Taxation and Non-Specific Grant Income on the CI&ES, and then transferred through the MIRS, to an appropriate capital reserve on the Balance Sheet, as follows:
 - If capital expenditure has been incurred the grant is credited to the CAA, to reflect the application of capital resources to fund capital expenditure.
 - If capital expenditure has not yet been incurred the grant is credited to the Capital Grants Unapplied Account. When capital expenditure subsequently occurs, the grant is then transferred from the Capital Grants Unapplied Account to the CAA.
- **Revenue grants and contributions** - General revenue government grants, which are not ring-fenced and not provided for a specific purpose, are recognised under Taxation and Non-Specific Grant Income and Expenditure on the CI&ES. Other grants which are for specific purposes are recognised as income for the relevant service line under Net Cost of Services. If a grant has

NOTES TO THE CORE FINANCIAL STATEMENTS: Summary of Significant Accounting Policies

been recognised but expenditure has not occurred then the Council may hold the balance of the grant in an earmarked reserve until such time as expenditure takes place. The analysis of the amounts recognised in the relevant service lines shown in Note 10.1 to the Core Financial Statements generally excludes immaterial grants below £1,000.

- **Capital grants and contributions funding Revenue Expenditure Funded from Capital under Statute (REFCUS)** - Grants to fund REFCUS are deemed to be revenue grants, as these amounts are only capital for statutory capital control purposes. These grants are therefore treated in accordance with the above revenue grant principles. However, an additional adjustment is required through the MIRS to transfer the grant to the CAA if expenditure has occurred, or the Capital Grants Unapplied Account, if expenditure has not occurred. Where a capital grant is held and expenditure has not yet been incurred, and the decision has yet to be taken whether the grant will fund capital expenditure or REFCUS expenditure, the unused grant is deemed to be a capital grant, and is held under either the Capital Grants Receipts in Advance account or the Capital Grants Unapplied Account, depending on whether the grant has outstanding conditions or not. Please also refer to policy note AP23 on REFCUS for further information.

AP14 - LEASING ARRANGEMENTS

Leases are classified as either finance leases or operating leases. A Finance lease is a lease that transfers substantially all the risks and rewards incidental to ownership of an asset to the lessee. Any lease which does not meet these criteria is classified as an operating lease. Where a lease covers both land and buildings, they are required to be split between the land and building elements for the purposes of classifying the lease as finance or operating lease. The accounting adjustments required for leases are as follows:

- **Finance leases - Council is lessee** - The Council is required to recognise the lease as an asset and corresponding liability on the Balance Sheet, at an amount equal to the fair value of the asset; or the present value of the minimum lease payments, if that is lower. Minimum lease payments are apportioned between the finance charge, which is the interest element of the lease and is recognised under Financing and Investment Income and Expenditure on the CI&ES, and the reduction in the outstanding liability on the Balance Sheet. The asset is subsequently depreciated over the term of the lease, or, if longer, over the useful life of the asset when it is certain that the Council will purchase the asset at the end of the lease term. Depreciation is applied in accordance with policy note AP16.9. Where applicable, assets held by the Council under finance leases are re-valued in accordance with policy note AP16.3. See also policy note AP15 regarding the minimum revenue provision for finance leases.
- **Finance leases - Council is lessor** - The Council is required to derecognise the asset leased out and recognise a debtor for the net investment in the lease. The lease repayments made to the Council are apportioned between repayment of the outstanding liability on the Balance Sheet and a receipt of interest from the finance charge. The finance charge is recognised as income under Financing and Investment Income and Expenditure on the CI&ES. The Council has set a de minimis level of £2.5k, whereby any lease with annual rental income below that amount that would otherwise be classified as a finance lease, will be treated as an operating lease, on grounds of materiality.
- **Operating leases – Council is lessee** - Lease payments under operating leases are recognised as an expense on a straight-line basis over the term of the lease. Operating lease payments are charged to the relevant lines under Net Cost of Services on the CI&ES.
- **Operating leases – Council is lessor** - Assets which the Council leases out under operating lease arrangements remain on the Council's Balance Sheet under Property, Plant and Equipment or Investment Properties and are accounted for in accordance with policy notes AP16 and AP17. Operating lease receipts relating to Investment Properties are recognised under Financing and Investment Income and Expenditure on the CI&ES. Other operating lease receipts are credited to the relevant lines reported under Net Cost of Services on the CI&ES.

NOTES TO THE CORE FINANCIAL STATEMENTS: Summary of Significant Accounting Policies

IFRS16 Leases was due to come into effect on 1 January 2020 but has been delayed due to Covid-19 until 1 April 2021. The Council is reviewing the effect of the new standard to ascertain the impact on the financial statements and inform a new policy.

AP15 - MINIMUM REVENUE PROVISION (MRP)

Regulations require the Council to approve an Annual Statement of Minimum Revenue Provision (MRP). MRP is an amount which is set aside from revenue annually for the repayment of debt principal relating to the General Fund. It must be an amount which the Council considers to be prudent and is recognised in the MIRS, with a corresponding credit to the CAA in the same statement. The Council calculates MRP using the Asset Life Method for new borrowing under the Prudential system for which no Government support is being given. This option makes provision over the estimated life of the asset for which the borrowing is undertaken. On occasion the Council may take a more prudent approach of applying MRP charges over a shorter term than the estimated life of the associated asset. A further MRP charge is also required for finance leases where the Council is lessee. This is applied using the Annuity Method, whereby the annual MRP charge is equivalent to the reduction in the outstanding liability on the lease reported on the Balance Sheet, over the term of the lease.

AP16 - NON-CURRENT (LONG TERM) ASSETS – PROPERTY, PLANT AND EQUIPMENT (PPE)

AP16.1 – Recognition

These are assets with a physical substance, that have a cost that can be reliably measured, have a life of more than one year, and it must be probable that some future economic benefit or service potential associated with the asset will flow to the Council. All expenditure on the acquisition, creation or enhancement of property, plant and equipment (PPE) assets is capitalised on an accruals basis. The Council operates a de minimis limit of £10,000 below which items will be charged to revenue rather than to capital.

AP16.2 – Initial measurement

PPE assets are initially measured at cost and capitalised on an accruals basis. The measurement of cost primarily comprises the purchase costs and all expenditure that is directly attributable to bringing the asset to the location and condition necessary for its intended use.

AP16.3 – Subsequent measurement after initial recognition

Assets are valued on the basis recommended by CIPFA in the Code, and in accordance with the Statement of Asset Valuation Principles and Guidance Notes, issued by the Royal Institution of Chartered Surveyors (RICS). Infrastructure assets are generally measured at historical cost, adjusted where applicable for subsequent depreciation and impairment. Community assets can be measured at either depreciated historical cost, or at valuation, and the Council has opted to measure at the former. All other classes of asset are measured at their current value, using the following valuation methods:

- Current value determined using the basis of existing use value for social housing (EUV-SH).

As part of this valuation method, a vacant possession factor is applied to the valuation of the Council dwellings to represent their continued use as residential accommodation.

- Current value, determined as the amount that would be paid for the asset in its existing use (EUV)
- Where there is no market-based evidence of current value because of the specialist nature of an asset, depreciated replacement cost (DRC) is used as an estimate of current value.
- Vehicles, plant and equipment assets which are either of a low value or have a short life are included at depreciated historical cost, which is deemed to be a materially sufficient proxy for depreciated replacement cost.

NOTES TO THE CORE FINANCIAL STATEMENTS: Summary of Significant Accounting Policies

The valuation methods for PPE assets are summarised as follows:

Type of Asset	Valuation Method
• Council dwellings	Existing use value & Existing use value - social housing
• Other land & buildings	Existing use value & Depreciated replacement cost
• Infrastructure assets	Depreciated historical cost
• Community assets	Depreciated historical cost
• Vehicles, plant and equipment	Depreciated historical cost

Council dwellings and other land and buildings both have two types of valuation used, depending on the nature and usage of the individual assets within those two categories.

AP16.4 – Revaluations

Classes of assets held at current value are carried at re-valued amounts. The re-valued amount is the asset's current value at its most recent date of valuation, less any subsequent accumulated depreciation and accumulated impairment. When assets are re-valued the accumulated depreciation and impairment at the date of valuation is eliminated against the gross carrying amount of the asset, and the net amount is restated to the new re-valued amount of the asset.

Revaluations of assets are carried out by a qualified valuer as follows:

- Council dwellings and garages are re-valued annually on a beacon basis; and
- All other classes of assets required to be re-valued are re-valued as part of a rolling five-year programme. Therefore around 20% of the total assets, by number, are re-valued each year. A number of the Council's highest value assets are however revalued on a more frequent basis, usually annually, where appropriate taking consideration of material or significant changes that might indicate the need for a valuation.

Council houses are re-valued using the Guidance on Stock Valuation for Resource Accounting issued by the Ministry for Housing, Communities and Local Government (MHCLG), updated in 2016. The guidance allows qualified valuers the ability to vary the rate at which the discount for vacant possession adjustment is made. The valuer has adopted the discount rate applying to the South East region as it was deemed that the property market in Castle Point corresponded and conformed with the property market in Kent and the South East region rather than the more rural aspect of the Eastern region.

As stated above, the approach to Council dwelling and garages works on a beacon basis. Under this methodology the dwellings are placed into like groups by property type, and also separately between Canvey Island and the mainland, so for example mainland one bed flats, Canvey three bed houses, and so on. A sample property, the "beacon", is selected which is deemed to be representative of all properties in each group. The valuation of this beacon property is used as the base valuation from which the valuations of the other dwellings in each group are derived.

Material changes to asset valuations are adjusted in the accounts in the year that they occur. Revaluation gains, which are increases in value, are generally credited to the Revaluation Reserve. This is an unusable reserve used to record unrealised gains from changes in value of assets. Revaluation losses, which are decreases in value, are also generally charged to the Revaluation Reserve, provided previous valuation gains are available for the relevant assets. The Revaluation Reserve only contains gains recognised since 1 April 2007, the date that this reserve was formally implemented. Gains arising before that date were consolidated into the CAA. Under certain circumstances gains and losses can also be credited or charged to the relevant service line on the CI&ES.

NOTES TO THE CORE FINANCIAL STATEMENTS: Summary of Significant Accounting Policies

AP16.5 – Impairments

Impairment arises when the carrying amount of an asset exceeds its recoverable amount:

- The carrying amount is the amount at which the asset is recognised in the Council's accounts, i.e. its historical or re-valued amount, less any accumulated depreciation and accumulated impairment loss.
- The recoverable amount of an asset is the higher of its net selling price (fair value less costs to sell) and its value in use (the present value of the asset's remaining service potential).

Examples of impairment include a significant decline in an asset's carrying amount, more than would be expected as a result of the passage of time or normal usage, or obsolescence or physical damage to an asset. Assets are reviewed annually at the end of the financial year by the Council's qualified valuers, to assess if there is any need for an impairment adjustment, or any reversal of a previous impairment adjustment. If any indication exists that an asset is impaired then the asset's carrying amount is required to be reduced to the estimated recoverable amount or increased if the previous impairment has been reduced.

AP16.6 – Treatment of revaluations and impairments

The specific treatment of revaluation and impairment gains and losses is as follows:

- **Revaluation gains** - Revaluation gains are generally recognised in the Revaluation Reserve and are also reported as part of Other Comprehensive Income and Expenditure on the CI&ES. If, however, the gain is reversing a previous revaluation loss charged to the (Surplus) / Deficit on the Provision of Services in the CI&ES, then the gain is credited back to the relevant line previously charged under Net Cost of Services. The reversal shall not exceed the carrying amount of the asset that would have been determined (net of depreciation) had no prior revaluation decrease been recognised for the asset. Any excess gain above this amount is recognised in the Revaluation Reserve. Any gains credited to the (Surplus) / Deficit on the Provision of Services are transferred to the CAA, through the MIRS.
- **Revaluation losses** - Revaluation losses are initially recognised against any credit balance held for the same asset in the Revaluation Reserve and are also reported as part of Other Comprehensive Income and Expenditure on the CI&ES. If no balance exists for the asset in the Revaluation Reserve, or the loss exceeds the balance held, then the additional amount is charged to the relevant service line under Net Cost of Services as part of the (Surplus) / Deficit on the Provision of Services in the CI&ES. Any such losses charged to the (Surplus) / Deficit on the Provision of Services are appropriated to the CAA, through the MIRS.
- **Impairment reversals** - Any impairment loss previously recognised in the (Surplus) / Deficit on the Provision of Services in the CI&ES is only reversed when there has been a change in the estimates used to determine the asset's recoverable amount since the last impairment loss was recognised. Generally, this occurs when the example circumstances noted in section AP16.5 above are mirrored. The reversal shall not exceed the carrying amount of the asset that would have been determined (net of depreciation) had no prior revaluation decrease been recognised for the asset. Excess gains above this amount are treated as a revaluation gain and recognised in the Revaluation Reserve. Any gains credited to the (Surplus) / Deficit on the Provision of Services are transferred to the CAA, through the MIRS.
- **Impairment losses** - Impairment losses are initially recognised against any credit balance held for the same asset in the Revaluation Reserve and are also reported as part of Other Comprehensive Income and Expenditure on the CI&ES. If no balance exists for the asset in the Revaluation Reserve, or the loss exceeds the balance held, then the additional amount is charged to the relevant service line under Net Cost of Services as part of the (Surplus) / Deficit on the Provision of Services in the CI&ES. Any such losses charged to the (Surplus) / Deficit on the Provision of Services are appropriated to the CAA, through the MIRS.

NOTES TO THE CORE FINANCIAL STATEMENTS: Summary of Significant Accounting Policies

AP16.7 – Disposals

When an asset is derecognised on disposal, any gain or loss arising on the disposal is reported as part of Other Operating Expenditure on the CI&ES. The gain or loss is calculated as the difference between the net disposal proceeds (proceeds of the sale less costs to sell), which are credited to Other Operating Income and Expenditure, and the carrying amount of the asset on the Balance Sheet, which is debited to Other Operating Income and Expenditure.

The gain or loss on disposals is not a proper charge to the General Fund and / or Housing Revenue Account. As such, the gain or loss recognised under the (Surplus) / Deficit on the Provision of Services is appropriated to the CAA, through the MIRS, except for capital receipts less than £10,000 and associated disposal costs which are treated as revenue transactions within the CI&ES.

Any residual revaluation gains in the Revaluation Reserve are transferred from the Revaluation Reserve to the CAA, again through the MIRS, and the net disposal proceeds are credited to the Capital Receipts Reserve.

AP16.8 – Capital Receipts

The proceeds from sales where Housing tenants have exercised the right to purchase their dwellings under the Right to Buy (RTB) scheme, as well as from other asset disposals, are known as capital receipts. Receipts in excess of £10,000 are categorised as capital receipts. Receipts of £10,000 or less are generally deemed to be de minimis and accounted for as revenue receipts within the CI&ES.

Legislation prescribes the portions of housing property capital receipts which must be paid to Central Government. For RTB disposals of houses the following two deductions are made:

- An amount deemed to be the excess of debt supportable by the property sold above the assumed level of debt within the housing self-financing settlement, based on a Central Government calculation. This amount is available to use for future HRA capital expenditure or HRA debt repayment.
- An administration allowance of £1,300 per RTB sale, treated as HRA revenue income.

The remaining balance after these deductions is then split as follows:

- Central Government receives 70.5% of the receipt, capped at £150,854 for 2019/20, paid quarterly assuming there are enough sales receipts each quarter.
- The Council receives 29.5% of the receipt, capped at £63,022 for 2019/20. This amount is available to contribute to any new capital expenditure incurred by the Council.

Where receipts are below the stated amounts, they are shared based on the above percentages.

Finally, any residual receipt above these levels is held by the Council for a period of 3 years from the end of the quarter it was received in and can only be used for the replacement of council properties. If after this time any amount remains unspent it is required to be repaid, with interest, to Central Government. Any amounts payable to Central Government are charged to Other Operating Expenditure on the CI&ES, and then reversed through the MIRS to avoid any impact on Council Tax or Housing Rents.

The capital receipts retained by the Council after any deductions are credited to the Capital Receipts Reserve on an accruals basis. They are then immediately available to finance new capital expenditure, subject to the above conditions for usage of housing receipts. Receipts are appropriated to this reserve through the MIRS. The Council has in the past taken advantage of an exemption to the regulations requiring local authorities to pay over to the Government 50% of all capital receipts received from the disposal of housing land, by designating its use for delivering affordable housing or regeneration projects.

Some statutorily defined capital receipts do not arise from the disposal of a non-current asset and represent income under the general provisions of the code (e.g. the repayment of a grant awarded by the Council to enhance a non-current asset by the recipient). The income received is credited

NOTES TO THE CORE FINANCIAL STATEMENTS: Summary of Significant Accounting Policies

to the CI&ES. A transfer to the Capital Receipts Reserve through the MIRS reverses out the income so that there is no impact on the level of Council Tax or Housing Rents.

AP16.9 – Depreciation

Depreciation is the process by which the consumption of the economic benefits or service potential inherent in an item of property, plant and equipment is recognised in the cost of services. This is done by allocating depreciable amounts over the useful life of each asset. In effect depreciation measures the extent to which the Council's resources have been used up during a financial year using property, plant and equipment in the provision of services.

Depreciation is required to be provided for on all assets classified as Property, Plant and Equipment, except for freehold land, which is deemed to have an unlimited useful life. All operational buildings, vehicles, plant and equipment, and other relevant non-land assets are depreciated from date of purchase on a straight-line basis over the period of their useful life, i.e. an equal amount is charged in each financial year over the life of an asset.

Depreciation is charged to the relevant lines reported under Net Cost of Services on the CI&ES. However, depreciation is not a proper charge to the General Fund and/or Housing Revenue Account. As such the depreciation charges are appropriated to the CAA, through the MIRS.

Additional adjustments through the Major Repairs Reserve are also made in connection to depreciation on Housing Revenue Account assets.

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 CAA. This transfer is also reported through the MIRS.

AP16.10 – Componentisation

Any part of an item of Property, Plant and Equipment with a cost that is significant in relation to the total cost of the asset is required to be depreciated separately over its useful life. This is achieved by separately accounting for any significant components of an asset that have different useful lives. All assets are already split out between the land and buildings elements, and componentisation relates to the building element only, and other non-land assets.

Componentisation is applied on material asset acquisitions, enhancements and revaluations. The Council has set a de minimis level for componentisation, as follows:

- Componentisation will be applied for any revaluations and enhancements on the Council's three most significant Property, Plant and Equipment assets: Benfleet Council Offices, Runnymede Pool, and Waterside Farm Sports Centre.
- On revaluation of other assets, componentisation will be applied where:
 - The component represents 20% or more of the whole asset (excluding land);
 - The component life is different to the core structure of the asset by 5 years or more; and
 - The resulting change in annual depreciation arising from the above two criteria for the individual asset in question will exceed £5,000;
 - Any asset with components below these threshold levels will not be accounted for separately for componentisation purposes, on grounds of materiality.
- For other significant acquisition or enhancement expenditure, componentisation will be reviewed on a case-by-case basis with the Council's qualified valuers, when such expenditure is incurred. For some assets the valuer applied a weighted average life to the asset to take into account componentisation.
- Vehicles, plant and equipment, which generally have useful lives of around 7 years or less, and other assets of a short life will not be componentised.

NOTES TO THE CORE FINANCIAL STATEMENTS:

Summary of Significant Accounting Policies

- For Council dwellings in the Housing Revenue Account it was deemed in discussion with the Council's qualified valuers that a level of 20% would be a suitable component materiality threshold. There were no components above that threshold, therefore componentisation was not applied to those assets. An adjustment is made to derecognise replaced components as part of the annual major replacement programmes – see policy note AP16.11 below.

AP16.11 – Enhancement and derecognition

As well as on disposal, the Council is also required to derecognise an asset or asset component where no future economic benefit is expected from the use of that asset or asset component. As a result, when an asset component is replaced or restored, the carrying value of that element is derecognised, and the carrying value of the new component is recognised in its place. The derecognition of the previous element is required regardless of whether that component was accounted for separately for depreciation purposes or not - see policy note AP16.10 above.

Where the carrying value of the replaced component is not known, the cost of the new component is used as an indication of the cost of the replaced component, adjusted for depreciation and impairment where applicable. Some replaced components also have an inflation adjustment applied to reduce them back to the estimated value at the point the original cost was incurred. The carrying value of the derecognised component is then charged as part of the (gain) / loss on disposal / derecognition of non-current (long term) assets entry reported under Other Operating Income and Expenditure.

Enhancement derecognition and component derecognition are not proper charges to the General Fund and Housing Revenue Account for the purposes of setting Council Tax and Housing Rents. As such, the charges are appropriated to the CAA, through the MIRS. Any residual revaluation gains in the Revaluation Reserve relating to the component are transferred from the Revaluation Reserve to the CAA, again through the MIRS.

AP17 - NON-CURRENT (LONG TERM) ASSETS – INVESTMENT PROPERTIES

Investment Properties are properties held solely to earn rental income, capital appreciation, or both. Property held for the purpose of regeneration is accounted for in Property, Plant and Equipment, and not as an Investment Property. Investment Properties are accounted for in accordance with the relevant sections of policy AP16, with the following exceptions:

- Investment properties are all re-valued on 1 April annually at their Fair Value, as defined in Accounting Policy AP11. All revaluation and impairment gains and losses on Investment properties are charged directly to Financing and Investment Income and Expenditure under the (Surplus) / Deficit on the Provision of Services on the CI&ES, rather than to or from the Revaluation Reserve. They are then appropriated to the CAA, through the MIRS;
- If an asset is transferred to Investment Properties from Property, Plant and Equipment assets, the asset is re-valued to fair value at the point of transfer, and any revaluation gain or loss is recognised in the Revaluation Reserve (for the reversal of any former losses, this is first applied against any loss previously charged to the relevant service line under Net Cost of Services in the CI&ES for that asset, and then subsequently to the Revaluation Reserve). Any such balance is held on the Revaluation Reserve until such time as the asset is derecognised;
- Gains and losses on the disposal of Investment Properties are also charged to Financing and Investment Income and Expenditure on the CI&ES, and are appropriated to the CAA, through the MIRS;
- Investment properties are not depreciated; and
- Expenditure incurred and rental income received on investment properties are both recognised under Financing and Investment Income and Expenditure on the CI&ES. The expenditure relates to those properties where the Council is responsible for structural or other repairs as part of the relevant rental agreements.

NOTES TO THE CORE FINANCIAL STATEMENTS: Summary of Significant Accounting Policies

AP18 - NON-CURRENT (LONG TERM) ASSETS – HERITAGE ASSETS

Heritage Assets are tangible or intangible assets which have historical, artistic, scientific, technological, geophysical or environmental qualities and are held and maintained principally for their contribution to knowledge and culture. They are also intended to be preserved in trust for future generations due to their cultural, environmental or historical associations. They are accounted for in accordance with FRS102, Heritage Assets, and are disclosed separately on the face of the Balance Sheet. The Council primarily has the following Heritage Assets:

- **Memorials, statues, and other miscellaneous heritage assets** - This includes various war memorials found around the borough, as well as other memorials, statues, and other similar items. These items are also accounted for using annual insurance valuations.
- **Other Heritage Assets not recognised** - The Council holds other assets not recognised on the Balance Sheet as either cost or valuation information is not available, or the assets are considered immaterial in value.
- **Dutch Cottage** - A 17th century property on Canvey Island. The building and land are measured and depreciated in accordance with the accounting policies for other land and buildings, as disclosed in policy AP16.9. It is included as part of the 5 year revaluation programme carried out by the Council's external valuers. Further information can be found on the Council website: <http://www.castlepoint.gov.uk/dutch-cottage-museum>
- **Civic Regalia** - Items of office that reflect the Council's status as a borough, such as chains, badges and robes. These items are recognised at their value for insurance purposes. Insurance valuations are updated on an annual basis. As the carrying amount from the insurance valuation is equivalent to their recoverable amount they are not depreciated. Further information can be found on the Council website: <http://www.castlepoint.gov.uk/the-civic-insignia>

As well as the revaluation basis described above the Council will also recognise impairments of Heritage Assets when applicable, for example, if physical deterioration or breakages occur. The accounting entries for revaluations and impairments of Heritage Assets are equivalent to those described in policy AP16 for Property, Plant and Equipment.

AP19 - PRIOR PERIOD ERRORS AND ADJUSTMENTS

Prior period errors and adjustments are omissions or misstatements in the Council's financial statements, relating to one or more prior periods, arising from a failure to use, or incorrect use of, information that was available when the statements for the affected periods were authorised for issue and could reasonably have been expected to have been obtained and taken into consideration when preparing those statements. For material errors the Council is required to correct prior period errors retrospectively in the next set of financial statements after the discovery of the error, by amending the affected opening balances and comparative amounts for the prior period. There were no errors to report in the 2019/20 accounts.

AP20 - PROVISION FOR BAD AND DOUBTFUL DEBTS

Impairment allowances have been made in the accounts for potential bad and doubtful debts where there is a likelihood arising based on past events and experience that cash received will be lower than the carrying amount for receivables. Known uncollectable debts have been written off. Allowances are typically estimated on a percentage basis, with the older the outstanding debt the higher the percentage of the debt that is provided for. All allowances are reviewed and recalculated at the end of the accounting period. Allowances are generally included within short term debtors on the Balance Sheet.

AP21 - PROVISIONS AND CONTINGENCIES

AP21.1 – Provisions

A provision is a liability of uncertain timing or amount. These are made when an event has taken place that gives the Council an obligation that would probably require settlement to be made by

NOTES TO THE CORE FINANCIAL STATEMENTS: Summary of Significant Accounting Policies

transfer of economic benefits, but where the timing of that transfer is uncertain. A provision is only required to be recognised when the following conditions are met:

- The Council has a legal or constructive obligation as a result of a past event;
- It is probable that an outflow of resources (economic benefits) will be required to settle the obligation; and
- A reliable estimate can be made of the amount of the obligation.

Provisions are charged to the appropriate service line under (Surplus) / Deficit on the Provision of Services on the CI&ES in the year that the Council becomes aware of the obligation, based on the best estimate of the likely settlement. When provisions are settled, they are charged to the provision line on the Balance Sheet and are reported under either Current Liabilities or Non-current liabilities. Estimated settlements are reviewed at the end of each financial year, and the provisions increased or decreased through the relevant service line.

Current provisions are reported as part of Note 21 to the Financial Statements.

AP21.2 – Contingencies

There are two types of contingencies required to be disclosed, as described below. They are not recognised in the Balance Sheet; instead they are disclosed in the notes. Current items under these categories are also reported as part of Note 21 to the Financial Statements.

- **Contingent Assets** - A contingent asset is a possible asset arising from past events, but which will only be confirmed by the occurrence or non-occurrence of one or more uncertain future events which are not wholly within the control of the Council.
- **Contingent Liabilities** - A contingent liability is either:
 - A possible obligation that arises from past events, but whose existence will be confirmed only by the occurrence of one or more uncertain future events, not wholly within the Council's control; or
 - A present obligation that arises from past events, but which is not recognised because either it is not probable that a transfer of economic benefits will occur; or the amount of the obligation cannot be measured with enough reliability.

AP22 - RESERVES

The Council maintains earmarked reserves for certain purposes. These are shown separately under Usable Reserves on the Balance Sheet. Earmarked reserves are created by appropriating amounts out of the General Fund or Housing Revenue Account balances. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service revenue account in that year and is included in Net Cost of Services in the CI&ES. The amount in the reserve is then appropriated back to the General Fund or Housing Revenue Account so that there is no net charge against Council Tax or Dwelling Rents for the expenditure.

Other statutory reserves are required to manage the accounting process for tangible non-current assets, retirement benefits and employee benefits. These Unusable Reserves do not represent usable resources for the Council. These reserves are explained under the relevant policies.

AP23 - REVENUE EXPENDITURE FUNDED FROM CAPITAL UNDER STATUTE (REFCUS)

Revenue Expenditure Funded from Capital under Statute (REFCUS) is expenditure that is allowed by legislation to be classified as capital for funding purposes, although not resulting in the creation of Non-current (long term) assets carried on the Balance Sheet. This enables the expenditure to be funded from capital resources rather than be charged to the General Fund or Housing Revenue Account. Generally, it relates to expenditure incurred on properties not owned by the Council, such as disabled facilities grants, and other similar grants awarded to improve or convert private sector dwellings. Any such expenditure, along with any associated grants, is charged to the relevant service revenue account under Net Cost of Service in the CI&ES in the year. Any statutory

NOTES TO THE CORE FINANCIAL STATEMENTS: Summary of Significant Accounting Policies

provision that allows capital resources to meet the expenditure is met by debiting the CAA through the MIRS so that there is no impact on the level of Council Tax or Housing Rents. Please also refer to policy AP13 regarding grants funding REFCUS.

AP24 - VALUE ADDED TAX (VAT)

VAT is an indirect tax levied on most business transactions, and on many goods and services. There are two elements to VAT:

- Input tax - tax paid by the Council on purchases it makes; and
- Output tax - tax received by the Council on sales it makes.

The net amount of VAT owed to or from HMRC at the Balance Sheet date is included in either short term debtors or short term creditors. Input and output VAT amounts are not included in the Comprehensive Income and Expenditure Statement, unless they are irrecoverable, and the cost must be borne by the Council. In these circumstances the VAT cost is added to the cost of the relevant revenue or capital expenditure.

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Comprehensive Income and Expenditure Statement

1 - EXPENDITURE AND FUNDING ANALYSIS

The Expenditure and Funding Analysis (EFA) shows how the funding available to the Council (government grants, rents, Council Tax and business rates) has been used in providing services in comparison with those resources consumed or earned by the Council in accordance with generally accepted accounting practices. The EFA also shows how this expenditure is allocated between the Council's directorates. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement (CI&ES).

1.1 - Expenditure and Funding Analysis

Net Expenditure chargeable to the GF & HRA balances	Adjustments (See note 1.3 below)	Net Expenditure in the CI&ES		Net Expenditure chargeable to the GF & HRA balances	Adjustments (See note 1.3 below)	Net Expenditure in the CI&ES
2018/19 £000s	2018/19 £000s	2018/19 £000s		2019/20 £000s	2019/20 £000s	2019/20 £000s
4,304	700	5,004	Environment	4,815	724	5,539
1,240	418	1,658	Governance, Law, Planning and Regeneration	687	1,278	1,965
2,018	42	2,060	Housing and Communities: General Fund	2,799	(154)	2,645
(1,792)	(808)	(2,600)	Housing and Communities: Housing Revenue Account	(1,399)	(807)	(2,206)
(282)	2,974	2,692	Resources	(465)	3,683	3,218
2,029	(1,183)	846	Central and Corporate Services	2,048	(756)	1,292
7,517	2,143	9,660	Net Cost of Services	8,485	3,968	12,453
(10,023)	308	(9,715)	Other income and expenditure	(9,996)	(319)	(10,315)
(2,506)	2,451	(55)	(Surplus) / Deficit	(1,511)	3,649	2,138
GF, HRA and earmarked reserves balances (See note 1.2 below):						
(21,550)			Total opening balance at 1 April	(24,056)		
(2,506)			Add (surplus) / less deficit for the year	(1,511)		
(24,056)			Total closing balance at 31 March	(25,567)		

NOTES TO THE CORE FINANCIAL STATEMENTS:
Notes relating to the Comprehensive Income and Expenditure Statement

1.2 - Analysis of reserves balances

The overall reserves balance on the previous page is analysed below:

GF	HRA	Earmarked Reserves		GF	HRA	Earmarked Reserves
2018/19	2018/19	2018/19		2019/20	2019/20	2019/20
£000s	£000s	£000s		£000s	£000s	£000s
(5,673)	(3,499)	(12,378)	Opening balances at 1 April	(5,039)	(3,494)	(15,523)
(1,733)	(773)	0	Add (surplus) / less deficit for the year	(1,105)	(406)	0
2,367	778	(3,145)	Transfers to and from Earmarked Reserves	621	778	(1,399)
(5,039)	(3,494)	(15,523)	Closing balances at 31 March	(5,523)	(3,122)	(16,922)

1.3 - Note to the Expenditure and Funding Analysis - Adjustments between Funding and Accounting basis, and for removal of internal recharges

Capital	Pensions	Other	Total	Adjustments from the GF and HRA to arrive at the CI&ES amounts	Capital	Pensions	Other	Total
(note 1.4.1)	(note 1.4.2)	(note 1.4.3)			(note 1.4.1)	(note 1.4.2)	(note 1.4.3)	
2018/19	2018/19	2018/19	2018/19		2019/20	2019/20	2019/20	2019/20
£000s	£000s	£000s	£000s		£000s	£000s	£000s	£000s
994	410	(704)	700	Environment	1,044	454	(774)	724
42	169	207	418	Governance, Law, Plan. and Regen.	912	199	167	1,278
10	263	(231)	42	Housing and Communities: GF	47	288	(489)	(154)
(57)	66	(817)	(808)	Housing and Communities: HRA	(46)	94	(855)	(807)
192	156	2,626	2,974	Resources	343	171	3,169	3,683
4	(148)	(1,039)	(1,183)	Central and Corporate Services	4	393	(1,153)	(756)
1,185	916	42	2,143	Net Cost of Services	2,304	1,599	65	3,968
(719)	903	124	308	Other income and expenditure	(991)	748	(76)	(319)
466	1,819	166	2,451	Difference between GF and HRA (surplus) / deficit and CI&ES (surplus) / deficit	1,313	2,347	(11)	3,649

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Comprehensive Income and Expenditure Statement

1.4 - Explanatory notes to the adjustments

1.4.1 - Adjustments for capital purposes:

- **Service lines** - these adjustments add in depreciation and impairment, revaluation gains and losses and expenditure on Revenue Expenditure Funded from Capital Under Statute (REFCUS) as well as grants that fund that expenditure.
- **Other income and expenditure** - includes the following three sub-categories of adjustments:
 - **Other operating expenditure** - adjustments for capital disposals with a transfer of income or amounts written off relating to those assets.
 - **Financing and investment income and expenditure** - statutory charges for capital financing i.e. Minimum Revenue Provision and other revenue contributions are deducted as these are not chargeable under generally accepted accounting practices.
 - **Taxation and non-specific grant income and expenditure** - Capital grants are adjusted for income not chargeable under generally accepted accounting practices. Revenue grants are adjusted from those receivable in the year to those receivable without conditions or for which conditions were satisfied throughout the year. The Taxation and Non Specific Grant Income and Expenditure line is credited with capital grants receivable in the year without conditions or for which conditions were satisfied in the year.

1.4.2 - Adjustments for net change to pensions:

These adjustments represent the net change for the removal of pension contributions and the addition of IAS 19 Employee Benefits pension related expenditure and income:

- **Service lines** - these adjustments remove the employer pension contributions made by the authority as permitted by statute and replaces them with current service costs and past service costs.
- **Other income and expenditure** - the net interest on the defined benefit liability is charged to the CI&ES.

1.4.3 - Other adjustments:

Other adjustments between amounts debited or credited to the Comprehensive Income and Expenditure Statement and amounts payable or receivable to be recognised under statute:

- **Service lines** - statutory adjustments for accumulated absences are applied to the CI&ES. This column also includes adjustments to reflect that recharges between services are no longer reported in the CI&ES but are still included in the Net Expenditure chargeable to the General Fund & HRA balances on the Expenditure and Funding Analysis.
- **Other income and expenditure** - this represents the difference between what is chargeable under statutory regulations for Council Tax and NDR that was projected to be received at the start of the year and the income recognised under generally accepted accounting practices in the Code. This is a timing difference as any difference will be brought forward in future Surpluses or Deficits on the Collection Fund.

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Comprehensive Income and Expenditure Statement

2 - PRIOR PERIOD ADJUSTMENT

There were no prior period adjustments required in 2019/20.

3 - EXPENDITURE AND INCOME ANALYSED BY THEIR NATURE

This note provides an analysis of the total surplus or deficit on the provision of services included in the CI&ES by income and expenditure type. These figures include internal recharges and hence the amounts are greater than those reported on the CI&ES.

	2018/19 £000s	2019/20 £000s
Expenditure:		
Employee expenses	10,876	12,056
Other service expenses	35,117	32,259
Support service recharges from other services	12,408	13,200
Capital charges - depreciation, amortisation, revaluation & impairment	2,849	4,139
Payment of precept to Canvey Island Town Council	242	245
Payment of Housing Pooled Capital Receipts to the Government Pool	113	151
National Non-Domestic Rates tariffs and levies and safety net	3,787	3,915
(Gain) / loss on disposal / derecognition of non-current (long term) assets	(113)	(125)
Interest payable and similar charges, including Finance Leases interest	1,295	1,354
Pensions - net interest on the net defined benefit liability, and IAS19 pension administration expenses	903	748
Expenses incurred on Investment Properties	51	27
Total Expenditure	67,528	67,969
Income:		
Fees, charges and other service income	(15,821)	(16,104)
Government and other grants & contributions	(23,361)	(19,897)
Support service recharges to other services	(12,408)	(13,200)
Changes in the fair value of Investment Properties	(1)	109
Rental income received on Investment Properties	(170)	(179)
Interest and investment income	(214)	(275)
Council Tax income	(7,920)	(8,209)
National Non-Domestic Rates income	(5,412)	(5,507)
General grants and contributions	(2,231)	(2,315)
Capital grants and contributions	(45)	(254)
Total Income	(67,583)	(65,831)
(Surplus) / Deficit on the provision of services	(55)	2,138

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Comprehensive Income and Expenditure Statement

4 - SEGMENTAL INCOME

This note provides an analysis of total fees, charges, rents and other external service income received by the individual operating segments and reported within the gross income amounts included in the CI&ES. The amounts in this note exclude grants and similar contributions received.

Operating segment	2018/19 £000s	2019/20 £000s
Environment	(4,946)	(5,096)
Governance, Law, Planning and Regeneration	(628)	(1,093)
Housing and Communities: General Fund	(2,546)	(1,998)
Housing and Communities: Housing Revenue Account (HRA)	(7,618)	(7,808)
Resources	(80)	(85)
Central and Corporate Services	(3)	(24)
Total fees, charges and other service income	(15,821)	(16,104)

Where income is received in advance of any relevant performance obligations having been met, this income is not recognised until the following financial year and is not included in the above amounts. The income is instead held within short term creditors on the Balance Sheet, and consists of the following items:

Income stream	31/03/19 £000s	31/03/20 £000s
Community halls bookings	(11)	(2)
Licencing fees and charges	(4)	0
Development control fees and charges	(30)	(33)
Essex County Council Preceptor share back funding	(31)	(31)
S31 Grant (COVID-19 related)	0	(1,301)
Leisure Customers - due to Covid-19	0	(52)
Garden waste bin collections	(174)	(213)
Trade waste bin collections, and other miscellaneous income	(131)	(166)
Total	(381)	(1,798)

5 - AUDIT FEES

The Council incurred the following fees relating to external audit and inspection work carried out by the appointed external auditor Ernst and Young (EY). The Council received no additional chargeable services during either financial year.

Audit fee category	2018/19 £000s	2019/20 £000s
Fees payable to EY for external audit services	43	72
Fees payable for certification of grant claims and returns	25	40
Fees payable to BDO for certification of housing capital receipts return.	1	2
Other external audit fees payable to the Financial Reporting Council	2	4
Total Audit fees	71	118

Grant claims and returns for 2019/20 includes fees of £7k relating to 2017/18 reflecting additional work that was required to be undertaken by EY, £10k additional works carried out by BDO relating to the

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Comprehensive Income and Expenditure Statement

2018/19 grant claim and an estimate of £23k relating to 2019/20 which will be finalised once work is completed during 2020/21. This work will be undertaken by BDO.

Fees payable for external audit services in 2019/20 include an additional sum of £29k which relates to costs associated with regulatory compliance changes and extra work required due to various factors including Covid-19.

6 - MEMBERS' ALLOWANCES

Set out below is the total of Members' allowances and expenses paid:

Allowance category	2018/19 £000s	2019/20 £000s
Basic Allowances	146	146
Special Responsibility Allowances	104	109
Mileage Allowances	10	10
Mayor and Deputy Mayor's Allowances	9	9
Total Members' Allowances	269	274
Total Members' Expenses	1	1

Further details on Members' Allowances are published on the Council's website, at the following link:
<http://www.castlepoint.gov.uk/members-allowances>

Members' expenses include travel, parking, subsistence and accommodation.

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Comprehensive Income and Expenditure Statement

7 - RELATED PARTY TRANSACTIONS

The Council is required to disclose material transactions occurring during the year with related parties. These are bodies or individuals that have the potential to control or influence the Council or to be controlled or influenced by the Council. Related parties include the following:

- The UK (Central) Government effectively has significant influence over the general operations of the Council. It is responsible for providing the statutory legislative framework within which the Council operates, provides funding to the Council in the form of general and specific grants and prescribes the terms of many transactions that the Council has with other parties (e.g. Council Tax and Housing Benefits). Details of Central Government funding is set out in note 10 to the Core Financial Statements.
- Members of the Council have direct control over the Council's financial and operating policies. Total members allowances and expenses are disclosed in note 6.
- The Chief Executive and other key management personnel (i.e. other senior officers) can influence the Council's policies, within the provisions of the Council's regulations and schemes of delegation. Remuneration of the Chief Executive and senior officers is disclosed in note 9.
- Essex County Council, Essex PFCC - Fire and Rescue Authority, Essex PFCC - Policing and Community Safety and Canvey Island Town Council issue precepts on the Council, who act as a collecting agent on their behalf. Details of the transactions with the Precepting Authorities are set out in the Collection Fund Statement and accompanying notes.
- The Council collects rental income from the leasing of properties to various organisations. In some of these organisations Council Members are connected at a senior level, for example as governors or directors. However, in all instances relevant Members had no involvement in setting the rental agreements with the associated organisations.
- The Council pays annual donations under funding agreements to three voluntary bodies, and is a member of, or contracts services from, other organisations, including those detailed below. Officers or elected members serve as the Council's representatives to these bodies and organisations, but are not directly involved in determining the amounts involved:

	2018/19 £000s	2019/20 £000s
Donations to voluntary bodies		
The Peabody Group	42	49
Carer's Choice	34	34
Castle Point Association of Voluntary Services	40	42
Total donations	116	125
Payments to other organisations		
Thames Gateway South Essex groups and Opportunity South Essex Partnership – membership subscriptions and other contributions	23	23
Association of South Essex Local Authorities - membership subscriptions and other contributions	60	60
Wyvern Community Transport – community transport services	10	10
Vine HR Ltd – a not-for-profit human resources company formed by al 15 Essex councils – member subscription and other contributions	6	8
Total payments	99	101

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Comprehensive Income and Expenditure Statement

8 - TERMINATION BENEFITS (EXIT PACKAGES)

The Council is required to provide for termination benefits in relation to employees who are made compulsorily redundant or take other exit packages. There were three employees in 2019/20 (two employees in 2018/19), as shown below, 2 of which took place during the year and one which the Council was committed to at 31 March 2020. The amounts include payments made direct to the relevant employee and where applicable payments made to the pension scheme on their behalf. There were no further planned terminations as at 31 March 2020 beyond the three already undertaken or committed to during the year.

Where payments are made to the pension fund, the amount paid to the fund and included in the total cost paid, is not the same as the pension amount required to be recognised for accounting purposes under IAS 19 (see note 18 for further information). This amount is reported in Central and Corporate Services on the CI&ES and is adjusted for in the total accounting cost columns.

Termination exit package band	Number of compulsory redundancy packages	Number of other packages	Total number of packages	Total cost paid £000s	Total accounting cost – no. & £000s	
2019/20						
£0- £19,999	3	0	3	16	3	16
Total	3	0	3	16	3	16
2018/19						
£0- £19,999	2	0	2	17	2	17
Total	2	0	2	17	2	17

9 - OFFICERS' REMUNERATION

9.1 – Remuneration bandings

Regulations require disclosure of the numbers of staff whose remuneration exceeded £50,000. These are required to be shown in bands of £5,000. The regulations define remuneration as:

- Sums paid to or receivable by an employee (gross pay before deducting pension contributions);
- Compensation for loss of office and any other payments received on termination of employment;
- Expense allowances chargeable to tax (e.g. car allowances); and
- The money value of benefits received by an employee otherwise than in cash (such as cars as declared on form P11D).

The numbers of staff whose remuneration exceeded £50,000, except for senior officers who are reported separately on the following two pages, were as shown below. These include one employee employed by the Council on behalf of the Opportunity South Essex Partnership, jointly funded by all member Councils of that group (see also note 7 – Related Party Transactions).

Remuneration band	2018/19	2019/20
£50,000 – £54,999	6	6
£55,000 – £59,999	2	5
£60,000 – £64,999	2	0
£65,000 – £69,999	2	1
£70,000 – £74,999	0	3
Total	12	15

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Comprehensive Income and Expenditure Statement

9.2 – Senior officer remuneration

The Council is required by regulation to disclose the following additional remuneration information for those senior employees responsible for the management of the Council.

The employees disclosed below are not included in the remuneration bandings on the previous page. The figures shown below also include employer's pension contributions paid by the Council. These pension contributions are not paid directly to the employees, but instead represent the proportion of the Council's contribution to the Essex County Council Pension Fund which relates to those employees. The amounts stated are determined by the Pension Fund Actuary.

No amounts were paid as compensation for loss of office to any of the below employees in either 2018/19 or 2019/20.

9.2.1 – Remuneration for 2019/20

Position	Salary (including fees and allowances) £000s	Expense allowances £000s	Total excluding pension contributions £000s	Employer's pension contributions £000s	Total including pension contributions £000s
Chief Executive (Note 1)	149	0	149	0	149
Strategic Director (Corporate Services)	119	0	119	20	139
Strategic Director (Resources)	110	0	110	18	128
Head of Environment	72	0	72	0	72
Head of Housing and Communities	66	0	66	0	66
Total	516	0	516	38	554

NOTES TO THE CORE FINANCIAL STATEMENTS:
Notes relating to the Comprehensive Income and Expenditure Statement

9.2.2 – Remuneration for 2018/19

Position	Salary (including fees and allowances) £000s	Expense allowances £000s	Total excluding pension contributions £000s	Employer's pension contributions £000s	Total including pension contributions £000s
Chief Executive (Note 1)	143	0	143	0	143
Strategic Director (Corporate Services)	117	0	117	19	136
Strategic Director (Resources)	98	0	98	17	115
Head of Environment	72	0	72	0	72
Head of Housing and Communities	70	0	70	0	70
Total	500	0	500	36	536

- **Note 1** – The amounts paid to the Chief Executive include remuneration paid to him for his statutory duty as Returning Officer for conducting elections. The total cost paid for this function was £6k in 2019/20 and £6k in 2018/19. In addition, although this was nil in 2018/19, he was entitled to a further £7k in 2019/20 for other electoral duties, acting as Returning Officer for the European and General Elections. These amounts are not included in the note as they do not directly relate to the Chief Executive's electoral duties for Castle Point Borough Council.

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Movement in Reserves Statement

10 - GRANTS AND OTHER CONTRIBUTIONS

The following tables provide an analysis of the recognised grants and contributions accounted for on an accruals basis on the CI&ES. The schedules include grants from Government departments as well as grants from other bodies.

Amounts of revenue and capital grants and contributions received with conditions attached, are not recognised on the CI&ES until their conditions have been met. They are therefore reported on the Balance Sheet in the line Revenue and Capital Grants Receipts in Advance.

10.1 – Grants towards Revenue Expenditure

These grants are accounted for within Gross Income on the relevant service lines under Net Cost of Services. This analysis generally excludes grants below £1,000, as they are immaterial.

Service line and grant or contribution name	2018/19 £000s	2019/20 £000s
Environment		
• Essex County Council (ECC) Recycling schemes	(636)	(652)
• Essex County Council (ECC) Grounds Maintenance contribution	(28)	(28)
• Essex County Council (ECC) Highways Ranger funding	(80)	(80)
• Various grants and contributions for parks and open spaces works	(74)	(9)
• Furlough Grant relating to Sports and Fitness	0	(9)
• Miscellaneous grants relating to sports and fitness	(6)	(9)
• Miscellaneous grants relating to highways and car parks works	(16)	(77)
Governance, Law, Planning and Regeneration		
• Regeneration projects grants	(30)	(36)
• Miscellaneous grants relating to Elections and Electoral Registration	(33)	(208)
• Miscellaneous grants relating to planning	(13)	0
Housing and Communities: General Fund		
• Housing Benefit subsidy	(20,585)	(17,075)
• Discretionary Housing Payments grant	(199)	(188)
• National Non-Domestic Rates administration grant	(78)	(76)
• Benefits administration grant	(212)	(200)
• Local Council Tax Support Scheme burdens funding	(87)	(82)
• Miscellaneous grants relating to Benefits, Council Tax and Non-Domestic Rates	(283)	(238)
• Flexible Homelessness Support Grant	(251)	(229)
• Various Local Strategic Partnership grants	(75)	(58)
• Various Community Safety grants	(16)	(15)
Total Revenue Grants and Contributions	(22,702)	(19,269)

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Movement in Reserves Statement

10.2 – Grants towards Revenue Expenditure Funded from Capital Under Statute (REFCUS)

The following grants are also accounted for within Gross Income on the relevant service lines under Net Cost of Services.

Service line and grant or contribution name	2018/19 £000s	2019/20 £000s
Environment		
• Disabled Facilities Grant	(609)	(597)
Governance, Law, Planning and Regeneration		
• Regeneration projects grants	(50)	(30)
Total REFCUS Grants and Contributions	(659)	(627)

10.3 - Grants within Taxation and Non-Specific Grants Income and Expenditure

The grants within Taxation and Non-Specific Grants Income and Expenditure are as follows:

Grant or Contribution name	2018/19 £000s	2019/20 £000s
General Government Grants		
New Homes Bonus Grant	(691)	(569)
New Burdens Grants	(118)	(222)
Business Rate Relief Grants	(1,042)	(1,185)
Preceptors Council Tax technical changes funding	(380)	(339)
Total General Government Grants	(2,231)	(2,315)
Capital Grants and Contributions		
Environment		
• Contribution towards hall demolition costs	0	(75)
Housing and Communities: Housing Revenue Account (HRA)		
• Section 106 Developer Contribution towards new build	(45)	(179)
Total Capital Grants and Contributions	(45)	(254)

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Movement in Reserves Statement

11 - RECONCILIATION OF AMOUNTS INCLUDED IN "ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS"

This reconciliation provides a breakdown of the amounts included for each reserve in the "Adjustments between Accounting Basis and Funding Basis under regulations" line on the Movement in Reserves Statement. The reconciliation also includes other adjusting transfers between these reserves, as they appear in the same line on the Movement in Reserves Statement. Further supporting information is also included in note 12.

11.1 - Adjustments for 2019/20

	Usable Reserves:					Unusable Reserves:			
	General Fund (GF) Balance £000s	Housing Revenue Account £000s	Capital Receipts Reserve £000s	Major Repairs Reserve £000s	Capital Grants Unapplied £000s	Pensions Reserve £000s	Revaluation Reserve £000s	Capital Adjustment Account £000s	Other Adjustment Accounts £000s
Adjustments to Revenue Resources									
Adjustments for the amounts included in the Comprehensive Income and Expenditure Statement (CI&ES) which are different from the amounts calculated in accordance with regulations for:									
• Pension costs	(2,252)	(95)	0	0	0	2,347	0	0	0
• Council Tax and Non-Domestic Rates income	77	0	0	0	0	0	0	0	(77)
• Accumulated Absences (holiday pay)	(63)	(3)	0	0	0	0	0	0	66
Adjustments between Revenue and Capital Resources									
Adjustments for depreciation, amortisation, revaluation and impairment of non-current assets	(2,384)	46	0	(1,802)	0	0	0	4,140	0
Additional transfers between the HRA and the Major Repairs Reserve	0	0	0	0	0	0	0	0	0
Adjustment for recognised capital grants and contributions (applied and unapplied)	702	179	0	0	0	0	0	(881)	0
Adjustment for Revenue Expenditure Funded from Capital Under Statute	(610)	0	0	0	0	0	0	610	0
Capital receipts arising other than from the disposal of a non current asset	17	0	(17)	0	0	0	0	0	0
Adjustment for disposal/derecognition of non-current assets & Investment Properties	10	86	(923)	0	0	0	0	827	0
Adjustment for changes in the fair value of Investment Properties	(109)	0	0	0	0	0	0	109	0
Provisions for the repayment of debt and finance lease liabilities	382	0	0	0	0	0	0	(382)	0
Revenue contribution to finance capital expenditure	517	2	0	0	0	0	0	(519)	0
Transfer from Capital Receipts Reserve for the Housing Capital Receipts Pool	(151)	0	151	0	0	0	0	0	0
Adjustments to Capital Resources									
Transfer from the Major Repairs Reserve to finance capital expenditure	0	0	0	1,478	0	0	0	(1,478)	0
Transfer from Usable Capital Receipts to finance capital expenditure	0	0	1,118	0	0	0	0	(1,118)	0
Transfer from Capital Grants Unapplied to finance capital expenditure	0	0	0	0	13	0	0	(13)	0
Adjustment for the difference between fair value depreciation and historical cost depreciation	0	0	0	0	0	0	644	(644)	0
Adjustment to write out accumulated gains on disposal and derecognition of non-current assets	0	0	0	0	0	0	519	(519)	0
Total Adjustments	(3,864)	215	329	(324)	13	2,347	1,163	132	(11)

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Movement in Reserves Statement

11.2 - Adjustments for 2018/19

	Usable Reserves:					Unusable Reserves:			
	General Fund (GF) Balance £000s	Housing Revenue Account £000s	Capital Receipts Reserve £000s	Major Repairs Reserve £000s	Capital Grants Unapplied £000s	Pensions Reserve £000s	Revaluation Reserve £000s	Capital Adjustment Account £000s	Other Adjustment Accounts £000s
Adjustments to Revenue Resources									
Adjustments for the amounts included in the Comprehensive Income and Expenditure Statement (CI&ES) which are different from the amounts calculated in accordance with regulations for:									
• Pension costs	(1,752)	(67)	0	0	0	1,819	0	0	0
• Council Tax and Non-Domestic Rates income	(124)	0	0	0	0	0	0	0	124
• Accumulated Absences (holiday pay)	(42)	0	0	0	0	0	0	0	42
Adjustments between Revenue and Capital Resources									
Adjustments for depreciation, amortisation, revaluation and impairment of non-current assets	(1,221)	57	0	(1,686)	0	0	0	2,850	0
Additional transfers between the HRA and the Major Repairs Reserve	0	0	0	0	0	0	0	0	0
Adjustment for recognised capital grants and contributions (applied and unapplied)	659	46	0	0	0	0	0	(705)	0
Adjustment for Revenue Expenditure Funded from Capital Under Statute	(689)	0	0	0	0	0	0	689	0
Capital receipts arising other than from the disposal of a non current asset	8	0	(8)	0	0	0	0	0	0
Adjustment for disposal/derecognition of non-current assets & Investment Properties	13	95	(882)	0	0	0	0	774	0
Adjustment for changes in the fair value of Investment Properties	1	0	0	0	0	0	0	(1)	0
Provisions for the repayment of debt and finance lease liabilities	518	0	0	0	0	0	0	(518)	0
Revenue contribution to finance capital expenditure	160	0	0	0	0	0	0	(160)	0
Transfer from Capital Receipts Reserve for the Housing Capital Receipts Pool	(113)	0	113	0	0	0	0	0	0
Adjustments to Capital Resources									
Transfer from the Major Repairs Reserve to finance capital expenditure	0	0	0	1,243	0	0	0	(1,243)	0
Transfer from Usable Capital Receipts to finance capital expenditure	0	0	49	0	0	0	0	(49)	0
Transfer from Capital Grants Unapplied to finance capital expenditure	0	0	0	0	16	0	0	(16)	0
Adjustment for the difference between fair value depreciation and historical cost depreciation	0	0	0	0	0	0	603	(603)	0
Adjustment to write out accumulated gains on disposal and derecognition of non-current assets	0	0	0	0	0	0	469	(469)	0
Total Adjustments	(2,582)	131	(728)	(443)	16	1,819	1,072	549	166

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Movement in Reserves Statement

12 - ANALYSIS OF THE MOVEMENT IN RESERVES STATEMENT

The following notes provide further information on Usable and Unusable revenue and capital reserves reported in the Movement in Reserves Statement (MIRS) and analysed in note 11.

12.1 – Usable Revenue Reserve: Earmarked Reserves

The Council maintains several earmarked reserves, set aside from General Fund and HRA balances, to fund specific future expenditure plans, as detailed below. The net movement to or from earmarked reserves is reported in the "Transfers to / (from) Earmarked Reserves" line on the MIRS.

Earmarked Reserve	Balance 01/04/18 £000s	Additions in 2018/19 £000s	Deductions in 2018/19 £000s	Balance 31/03/19 £000s	Additions in 2019/20 £000s	Deductions in 2019/20 £000s	Balance 31/03/20 £000s
Revenue grants unspent	514	130	(111)	533	219	(134)	618
Future asset maintenance reserves	2,144	415	(366)	2,193	454	(549)	2,098
Insurance repayments reserve	348	0	0	348	0	0	348
Non-Domestic Rates equalisation reserve	956	1,042	(656)	1,342	1,280	(1,421)	1,201
Council Tax Support Scheme reserve	114	0	0	114	0	(15)	99
Improvement fund	0	374	0	374	95	(19)	450
Pension reserve	500	792	0	1,292	750	0	2,042
Planning - Local Development Scheme costs	330	274	(365)	239	0	(76)	163
Planning - Central Government intervention	500	0	0	500	0	(500)	0
Planning - Joint Strategic Plan	0	200	0	200	160	0	360
Highways Improvements and Environment Initiatives funds	0	170	0	170	82	(231)	21
ICT projects reserve	1,785	431	(404)	1,812	485	(368)	1,929
Knightswick	0	0	0	0	350	0	350
Commitments from previous year	313	744	(313)	744	178	(744)	178
Other earmarked reserves (note 1)	206	13	(3)	216	629	(4)	841
HRA earmarked reserves	4,668	778	0	5,446	778	0	6,224
Total Earmarked Reserves	12,378	5,363	(2,218)	15,523	5,460	(4,061)	16,922

Note 1 – Include reserves for regeneration projects, insurances and various other miscellaneous priorities and initiatives funds

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Balance Sheet

12.2 – Usable Capital Reserve: Major Repairs Reserve

The Council is required to maintain a Major Repairs Reserve (MRR). The items to be credited to the reserve are an amount equal to, or on a voluntary basis higher than, HRA depreciation for the year. Items chargeable to the reserve include capital expenditure for HRA purposes. There were no movements in the reserve other than those analysed in note 11.

12.3 – Usable Capital Reserve: Capital Receipts Reserve

This reserve contains proceeds from the sale of non-current (long term) assets, which are available to meet future capital investment, or to finance past capital expenditure. There were no movements in the reserve other than those analysed in note 11.

Of the total closing balance at 31 March 2020 of £1.4m, £900k must be used for replacement housing purposes. Any of this amount not used within three years of the quarter end from the date of original receipt is repayable to Central Government.

12.4 – Usable Capital Reserve: Capital Grants Unapplied Account

This statutory reserve is for capital grants which have been received and have no conditions outstanding, but for which expenditure has not yet taken place. When expenditure subsequently occurs, the relevant amount is transferred to the Capital Adjustment Account. There were no movements in the reserve other than those analysed in note 11.

12.5 – Unusable Revenue Reserve: Pensions Reserve

This statutory reserve absorbs the timing differences arising from the different arrangements for accounting for post-employment benefits and for funding those 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, and 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. The table below shows the movements in the Pension Reserve each year. Further information on pensions is reported in note 18 to the Financial Statements.

	2018/19 £000s	2019/20 £000s
Balance as at 1 April	(34,764)	(30,747)
Remeasurements of the net defined benefit liability, reported in Other Comprehensive Income and Expenditure on the CI&ES	5,836	4,177
Total adjustments included in the MIRS, as shown in note 11	(1,819)	(2,347)
Balance as at 31 March	(30,747)	(28,917)

12.6 – Unusable Capital Reserve: Revaluation Reserve

This is a statutory reserve which records gains on the revaluation of non-current (long term) assets, excluding Investment Properties. The balance is reduced when assets with previously accumulated gains are revalued or impaired down; disposed of, and the gains are realised; or used in the provision of services, and the gains are consumed through depreciation.

The reserve only reports gains accumulated since 1 April 2007. Earlier gains are consolidated into the Capital Adjustment Account. The movements during the year were as follows:

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Balance Sheet

	2018/19 £000s	2019/20 £000s
Balance as at 1 April	42,024	50,633
Revaluations and impairments of assets, reported in Other Comprehensive Income and Expenditure on the CI&ES:		
Increases in asset values	14,129	8,160
Decreases in asset values	(4,448)	(620)
Total reported in Other Comprehensive Income and Expenditure	9,681	7,540
Total adjustments included in the MIRS, as shown in note 11	(1,072)	(1,163)
Balance as at 31 March	50,633	57,010

12.7 – Unusable Capital Reserve: Capital Adjustment Account

This statutory account records the timing differences arising from the different arrangements for accounting for the consumption of non-current assets, and for financing the acquisition and enhancement of those assets under statutory provisions. The account is debited with the cost of acquisitions and enhancements as well as subsequent costs such as depreciation, amortisation and impairments as they are charged to the Comprehensive Income and Expenditure Statement (CI&ES), with compensating adjustments between current or fair value and historical cost through the Revaluation Reserve. The account is credited with amounts set aside by the Council to finance acquisitions, enhancements and subsequent costs. The account contains accumulated gains and losses arising on the revaluation and impairment of Investment Properties. The account also contains accumulated revaluation gains on other classes of non-current (long-term) assets prior to 1 April 2007, the date that the Revaluation Reserve was created to record subsequent gains and losses for those assets. There were no movements in the reserve other than those analysed in note 11.

12.8 – Unusable Revenue Reserve: Other Statutory Adjustment Accounts

There are two other miscellaneous adjustment accounts the Council is required to maintain:

- **Collection Fund Adjustment Account** - This account manages the differences arising from the recognition of Council Tax and Non-Domestic Rate income in the Comprehensive Income and Expenditure Statement (CI&ES) as it falls due from payers, compared with the statutory arrangements for paying across amounts to the General Fund from the Collection Fund.
- **Accumulated Absences Account** - This account manages the differences that would otherwise arise on the General Fund (GF) and Housing Revenue Account (HRA) balances from accruing for compensated absences (i.e. leave entitlement) earned but not yet taken in the year. Statutory arrangements require that the impact on GF and HRA balances are neutralised by transfers to or from this account.

The movements during the year for these two accounts were as follows:

	Collection Fund Adjustment Account		Accumulated Absences Account	
	2018/19 £000s	2019/20 £000s	2018/19 £000s	2019/20 £000s
Balance as at 1 April	96	(28)	(143)	(185)
Total adjustments included in the MIRS, as shown in note 11	(124)	76	(42)	(65)
Balance as at 31 March	(28)	48	(185)	(250)

NOTES TO THE CORE FINANCIAL STATEMENTS:
Notes relating to the Balance Sheet

13 - NON-CURRENT (LONG TERM) ASSETS

13.1 – Non-Current (Long Term) Assets – Asset movements during 2019/20

	Property, Plant and Equipment:				Infra-structure
	Council Dwellings & Garages	Other Land and Buildings	Vehicles, Plant and Equipment (Owned)	(Leased)	
	£000s	£000s	£000s	£000s	£000s
Cost or valuation (Gross Book Value)					
1 April 2019	125,345	42,797	4,893	0	344
Additions & enhancements	1,772	11,976	793	0	0
Derecognition on disposal	(405)	0	(332)	0	0
Other derecognitions	(412)	0	0	0	0
Reclassifications – (to) / from Assets Held for Sale	0	0	0	0	0
Other Reclassifications	0	0	0	0	0
Impairments and Revaluations – applied to Revaluation Reserve:					
• Increases	4,971	732	0	0	0
• Decreases	(351)	(268)	0	0	0
Impairments and Revaluations – applied to (Surplus) / Deficit on the provision of services:					
• Increases	160	62	0	0	0
• Decreases	(114)	(1,268)	0	0	0
31 March 2020	130,966	54,031	5,354	0	344
Depreciation and Impairments					
1 April 2019	(8)	(411)	(3,010)	0	(137)
Depreciation charged	(1,802)	(588)	(572)	0	(13)
Derecognition on disposal	0	0	315	0	0
Other derecognitions	7	0	0	0	0
Impairments and Revaluations – applied to:					
• the Revaluation Reserve	1,800	643	0	0	0
• (Surplus) / Deficit on the provision of services	0	25	0	0	0
31 March 2020	(3)	(331)	(3,267)	0	(150)
Balance Sheet Amount (Net Book Value)					
1 April 2019	125,337	42,386	1,883	0	207
31 March 2020	130,963	53,700	2,087	0	194

All assets are owned by the Council.

NOTES TO THE CORE FINANCIAL STATEMENTS:
Notes relating to the Balance Sheet

Community assets	Surplus assets not held for sale	Assets under construction	Total Property, Plant and Equipment	Heritage assets	Investment properties	Total Assets
£000s	£000s	£000s	£000s	£000s	£000s	£000s
446	0	143	173,968	403	2,147	176,518
0	0	1,358	15,899	0	0	15,899
0	0	0	(737)	0	0	(737)
0	0	0	(412)	0	0	(412)
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	5,703	15	0	5,718
0	0	0	(619)	0	0	(619)
0	0	0	222	0	101	323
0	0	0	(1,382)	0	(210)	(1,592)
446	0	1,501	192,642	418	2,038	195,098
0	0	0	(3,566)	(6)	0	(3,572)
0	0	0	(2,975)	(2)	0	(2,977)
0	0	0	315	0	0	315
0	0	0	7	0	0	7
0	0	0	2,443	0	0	2,443
0	0	0	25	0	0	25
0	0	0	(3,751)	(8)	0	(3,759)
446	0	143	170,402	397	2,147	172,946
446	0	1,501	188,891	410	2,038	191,339

NOTES TO THE CORE FINANCIAL STATEMENTS:
Notes relating to the Balance Sheet

13.2 – Non-Current (Long Term) Assets – Comparative Asset movements during 2018/19

	Property, Plant and Equipment:				
	Council Dwellings & Garages	Other Land and Buildings	Vehicles, Plant and Equipment (Owned)	Infra- structure (Leased)	
	£000s	£000s	£000s	£000s	£000s
Cost or valuation (Gross Book Value)					
1 April 2018	115,998	44,122	4,924	101	344
Additions & enhancements	1,243	0	153	0	0
Derecognition on disposal	(458)	0	(184)	(101)	0
Other derecognitions	(322)	0	0	0	0
Reclassifications – (to) / from Assets Held for Sale	0	0	0	0	0
Other Reclassifications	0	0	0	0	0
Impairments and Revaluations – applied to Revaluation reserve:					
• Increases	10,174	1,803	0	0	0
• Decreases	(1,304)	(3,145)	0	0	0
Impairments and Revaluations – applied to (Surplus) / Deficit on the provision of services:					
• Increases	30	79	0	0	0
• Decreases	(16)	(62)	0	0	0
31 March 2019	125,345	42,797	4,893	0	344
Depreciation and Impairments					
1 April 2018	(33)	(270)	(2,618)	(101)	(124)
Depreciation charged	(1,686)	(659)	(576)	0	(13)
Derecognition on disposal	0	0	184	101	0
Other derecognitions	5	0	0	0	0
Reclassifications – to / (from) Assets Held for Sale	0	0	0	0	0
Other Reclassifications	0	0	0	0	0
Impairments and Revaluations – applied to:					
• the Revaluation Reserve	1,663	477	0	0	0
• (Surplus) / Deficit on the provision of services	43	41	0	0	0
31 March 2019	(8)	(411)	(3,010)	0	(137)
Balance Sheet Amount (Net Book Value)					
1 April 2018	115,965	43,852	2,306	0	220
31 March 2019	125,337	42,386	1,883	0	207

NOTES TO THE CORE FINANCIAL STATEMENTS:
Notes relating to the Balance Sheet

Community assets	Surplus assets not held for sale	Assets under construction	Total Property, Plant and Equipment	Heritage assets	Investment properties	Total Assets
£000s	£000s	£000s	£000s	£000s	£000s	£000s
446	0	17	165,952	389	2,147	168,488
0	0	126	1,522	0	0	1,522
0	0	0	(743)	0	0	(743)
0	0	0	(322)	0	0	(322)
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	11,977	14	0	11,991
0	0	0	(4,449)	0	0	(4,449)
0	0	0	109	0	9	118
0	0	0	(78)	0	(9)	(87)
446	0	143	173,968	403	2,147	176,518
0	0	0	(3,146)	(4)	0	(3,150)
0	0	0	(2,934)	(2)	0	(2,936)
0	0	0	285	0	0	285
0	0	0	5	0	0	5
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	2,140	0	0	2,140
0	0	0	84	0	0	84
0	0	0	(3,566)	(6)	0	(3,572)
446	0	17	162,806	385	2,147	165,338
446	0	143	170,402	397	2,147	172,946

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Balance Sheet

13.3 – Valuation basis

Non-current assets are valued in accordance with the valuation methods and timescales detailed in Accounting Policy AP16. All valuations other than insurance valuations were carried out by chartered surveyors Wilks Head and Eve LLP. This included site visits of the properties subject to valuation. The valuations were carried out in accordance with the professional standards and guidance of the Royal Institute of Chartered Surveyors (RICS). Significant assumptions applied by the external valuers in estimating current values for revaluations included the following:

- There were no planning proposals likely to influence the property value, unless otherwise specifically advised;
- Assets were in a condition suitable for service provision. Structural surveys were not undertaken, nor were inspections performed on parts of properties which were covered, unexposed or inaccessible. Parts were assumed to be in good repair and condition;
- It was also assumed that no contaminative or potentially contaminative uses had ever been performed on the land or properties;
- Plant and machinery that was considered to form part of the building or service installation was included in the valuation.

The tables over the preceding pages show the movements in assets during 2019/20, with comparative figures for 2018/19. The Gross Book Value (GBV) of land and buildings shown on these pages, where relevant including subsequent enhancement costs and excluding amounts derecognised, are based on valuations made over the following timescales, as part of the rolling five-year programme:

Revaluation timescale	GBV at 31/03/19 £000s	GBV at 31/03/20 £000s
Revaluations performed in 2019/20	0	46,003
Revaluations performed in 2018/19	35,945	3,186
Revaluations performed in 2017/18	2,352	2,268
Revaluations performed in 2016/17	856	870
Revaluations performed in 2015/16	2,104	1,704
Revaluations performed in 2014/15	1,540	0
Total Land and Buildings Gross Book Value	42,797	54,031

13.4 – Capital expenditure

The Council undertook capital expenditure during 2018/19 and 2019/20 as follows:

Capital expenditure item	2018/19 £000s	2019/20 £000s
Council house improvements	1,243	1,478
Council housing acquisitions and new developments	82	943
Homeless accommodation acquisitions and new developments	43	621
Disabled facilities and other home improvement grants	609	610
The Crown demolition	0	13
Seafront regeneration	0	75
Knightswick centre purchase	0	11,949
Waterside Farm Sports Centre – new gym equipment	122	0
Jetty demolition	0	27
Vehicle replacement programme	32	591
Capitalised IT systems expenditure – hardware, software, licences	62	441
Industrial Estates Signage	80	0
Total Capital expenditure	2,273	16,748

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Balance Sheet

13.5 – Financing of capital expenditure

The total amount of capital expenditure incurred in 2018/19 and 2019/20 is shown in the table below. The table also shows the resources that have been used to finance the capital expenditure. 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). The CFR is a measure of the capital expenditure incurred historically by the Council that has yet to be financed.

	2018/19 £000s	2019/20 £000s
Opening Capital Financing Requirement at 1 April	42,935	42,517
Capital Expenditure		
Acquisition / enhancement of Property, Plant and Equipment assets	1,522	15,898
Acquisition of intangible assets	62	240
Revenue expenditure funded from capital under statute (REFCUS)	689	610
HRA Reform payment	0	0
Sources of Finance		
Capital receipts applied	(49)	(1,118)
Government grants and other contributions applied	(1,964)	(2,372)
Sums set aside from revenue or charged direct to revenue	(678)	(901)
Closing Capital Financing Requirement at 31 March	42,517	54,874
Explanation of the movements in the Capital Financing Requirement during the year		
Increase / (decrease) in underlying need to borrow (unsupported by Government financial assistance)	(418)	12,357
Assets acquired under finance leases, and associated reduction in outstanding liability	0	0
Increase/(Decrease) in Capital Financing Requirement	(418)	12,357

13.6 – Commitments under capital contracts

As at 31 March 2020 the Council had committed the following for capital expenditure in 2020/21:

- Disabled facilities grants: £104k;
- Council house improvements: £95k kitchen & bathrooms; £39k heating; £122k windows;
- HRA projects: £554k (Hatley Gardens £97k, Church Close £427k and Windsor Gardens £30k)
- 2 refuse/recycling freighters: £209k,
- Regeneration projects £75k (The Crown £8k and Thorney Bay £67k) and
- IT systems: £45k (Windows 10 upgrade residual cost)

Additional capital expenditure is budgeted to be spent in 2020/21 in these and other capital areas but had not yet been contracted for as at 31 March 2020.

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Balance Sheet

13.7 – Revaluation and Impairment review

The Council's independent valuers, Wilks Head and Eve LLP, carry out an annual market and impairment review at the end of each financial year, reporting on any issues arising at the Balance Sheet date of 31 March. The review performed during April 2020 providing data as at March 2020 concluded that movements in values during 2019/20 had resulted in a 2% increase in the value of the Council's dwelling stock at March 2020. They also reported an increase in the value of assets valued using the Depreciated Replacement Cost method. There were no other significant changes required to any other assets. Further information on the Housing Revenue Account revaluations can be found in note 3 to the Housing Revenue Account.

13.8 – Depreciation

All assets required to be depreciated are depreciated using the straight-line basis, whereby an equal amount is charged each year to the relevant services on the CI&ES over the useful live of each asset. The useful lives for each category of asset, including components where relevant but excluding land assets which are not depreciated, are as follows:

Type of Asset	Estimated Useful Life in Years
Property, Plant and Equipment:	
• Council dwellings: housing stock	60 years
• Council dwellings: garages	35 years
• Other buildings	15 to 60 years
• Infrastructure assets	25 to 60 years
• Community assets	60 years
• Vehicles, plant and equipment	Up to 10 years
• Heritage Assets (property only)	35 to 42 years

13.9 – Investment Properties

13.9.1 – General Information on Investment Properties

Investment Properties are reported in accordance with Accounting Policies AP11 and AP16. Movements in property values are shown as part of notes 13.1 and 13.2. The amount reported for Investment Properties under Financing and Investment Income and Expenditure on the Comprehensive Income and Expenditure Statement (CI&ES) consists of the following items:

	2018/19 £000s	2019/20 £000s
Expenses incurred on Investment Properties	51	27
Rental income received from Investment Properties	(170)	(179)
Changes in the fair value of Investment Properties	(1)	109
Total reported on the CI&ES	(120)	(43)

There are no restrictions on the Council's ability to realise the value inherent in its Investment Properties, or on the Council's right to the remittance of income and the proceeds of disposal. The Council has no contractual obligations to purchase, construct or develop Investment Properties.

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Balance Sheet

13.9.2 – Fair Value hierarchies, valuation techniques and quantitative information about fair value measurements

All Investment Properties are valued at Fair Value annually by the Council's external valuers in accordance with policies AP11 and AP16. The techniques used to determine level 2 and level 3 Fair Values, which were unchanged from the previous year, were as follows:

- **Significant observable inputs (Level 2):** assets have been based on the market approach using current market conditions and recent sales prices and other relevant information for similar assets in the local authority area. Market conditions for these asset types are such that the level of observable inputs are significant, leading to the properties being categorised at level 2 in the fair value hierarchy.
- **Significant unobservable inputs (Level 3):** assets have been based on a comparable approach either by estimated market rental values as the majority of these assets are let at sub-market or subsidised passing rents. The valuers have had to draw on a number of assumptions and utilised third party resources in order to value these assets. These assets are therefore categorised as level 3 in the fair value hierarchy as the measurement technique uses significant unobservable inputs to determine the fair value measurements (and there is no reasonably available information that indicates that market participants would use different assumptions).

The Investment Properties are classified into the following Fair Value hierarchies:

Recurring fair value measurements using:	Significant observable inputs (Level 2) £000s	Significant unobservable inputs (Level 3) £000s	Total £000s
Values at 31 March 2020:			
Land, offices and similar assets	1,628	0	1,628
Halls, pavilions and similar assets	0	410	410
Total	1,628	410	2,038
Values at 31 March 2019:			
Land, offices and similar assets	1,811	0	1,811
Halls, pavilions and similar assets	0	336	336
Total	1,811	336	2,147

There are no Investment Properties classified as level 1. There were no non-recurring valuations in 2019/20. The total amount recognised in the CI&ES for changes in the fair value of Investment Properties on level 3 assets for 2019/20 was £109k (£1k for 2018/19). This is included in the value reported in the table under note 13.9.1 above. The level 3 movements are summarised as follows:

Reconciliation of movements in level 3 assets	2018/19 £000s	2019/20 £000s
Balance as at 1 April	335	336
Revaluations	1	70
Transfer of an asset to level 2	0	4
Demolition of an asset	0	0
Transfer of an asset to Property, Plant and Equipment	0	0
Balance as at 31 March	336	410

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Balance Sheet

For most Investment Properties their highest and best use value is their current use. However, for some Investment Properties, none in 2019/20 (£95k in 2018/19) their highest and best use is estimated to be for alternative purposes, for example if they were sold for development. They are not used in this manner because the assets are currently midway thorough lease arrangements to other parties or because the alternative use does not meet Council priorities for those assets.

The following data was used by the valuers to measure level 3 significant unobservable inputs:

	Value at 31/03/20 £000s	Valuation technique used	Unobservable inputs	Range (weighted average used)
Halls, pavilions and similar assets	410	Comparative based on limited rental evidence	Rental value Yields	£10 - £50 psm 10% - 14%
Sensitivity – Changes in rental growth, yields, occupancy will result in a lower or higher fair value.				

13.10 – Intangible non-current (long term) assets

The Council holds intangible assets for IT system software, licences and other similar items. The intangible assets were all purchased, none were internally generated. These assets are held at cost and amortised over their expected useful life to the relevant service lines in the Comprehensive Income and Expenditure Statement. Amortisation charges are appropriated to the Capital Adjustment Account, through the Movement in Reserves Statement (MIRS).

14 - DEBTORS

The long term and short term debtors on the Balance Sheet consist of the following amounts:

Debtor category	31/03/19 £000s	31/03/20 £000s
Short term Debtors (amounts falling due within one year)		
Trade receivables	1,261	1,787
Less impairment allowances for bad and doubtful debts	<u>(517)</u>	<u>(665)</u>
Net trade receivables	744	1,122
Prepayments	705	501
Other receivable amounts	4,483	4,600
Less impairment allowances for bad and doubtful debts	<u>(1,456)</u>	<u>(1,541)</u>
Net other receivable amounts	3,027	3,059
Net total short term Debtors	<u>4,476</u>	<u>4,682</u>
Long term Debtors (amounts falling due after one year)		
Other receivable amounts	143	149
Total long term Debtors	<u>143</u>	<u>149</u>
Total Debtors	<u>4,619</u>	<u>4,831</u>

Other receivable amounts include Central Government and Local Government, HMRC, Council Tax and NDR payers, Housing Rent payers and debtors on Housing Benefit overpayments.

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Balance Sheet

15 - CASH AND CASH EQUIVALENTS

Cash and Cash Equivalents on the Cash Flow Statement and Balance Sheet consists of the following items:

Cash and Cash Equivalent elements	31/03/19 £000s	31/03/20 £000s
Petty cash floats held by the Council	2	2
Bank Current Accounts: Net credit / (Overdrawn balance)	671	144
Total Cash and Cash Equivalents as at 31 March	673	146

16 - RECONCILIATION OF LIABILITIES ARISING FROM FINANCING ACTIVITIES

This note reconciles the balances of relevant liabilities on the Balance Sheet to the movements reported in the Financing Activities section of the Cash Flow Statement.

	01/04/19 £000s	Financing cash flows £000s	31/03/20 £000s
Long Term Borrowings	41,701	8,100	49,801
Short Term Borrowings	0	900	900
Collection Fund Agency Adjustments (Long Term & Short Term)	2,266	(86)	2,180
Total Liabilities from Financing Activities	43,967	8,914	52,881

	01/04/18 £000s	Financing cash flows £000s	31/03/19 £000s
Long Term Borrowings	41,701	0	41,701
Collection Fund Agency Adjustments (Long Term & Short Term)	2,166	100	2,266
Total Liabilities from Financing Activities	43,867	100	43,967

17 - CREDITORS

The long term and short term creditors total on the Balance Sheet consists of the following amounts:

Creditor category	31/03/19 £000s	31/03/20 £000s
Trade payables (Note 1)	3,388	5,680
Other payables	2,157	1,850
Total Creditors	5,545	7,530

Other payables include Central Government and Local Government, HMRC, Council Tax and Non-Domestic Rates payers, Housing Rent payers and accumulated absences adjustments

Note 1 - all creditors are due within 12 months, except for £114k of sundry creditors as at 31 March 2020 (£171k at 31 March 2019), which were due after 12 months and were accordingly classified as long term on the Balance Sheet at that date.

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Balance Sheet

18 - POST-EMPLOYMENT BENEFITS AND NET PENSION LIABILITY

18.1 – Characteristics of defined benefit plans and associated risks

As part of the terms and conditions of employment of its officers, the Council contributes towards the cost of post-employment benefits. Although these benefits will not actually be payable until the employees retire, the Council has a commitment to make the payments and disclose them at the time that employees earn their future entitlement. The Council participates in the Local Government Pension Scheme (LGPS). This was a funded defined benefit final salary scheme, meaning that both the Council and its employees pay contributions into a fund, calculated at a level intended to balance the pension fund's liabilities with its investment assets. From 1 April 2014 the scheme became a Career Average Revalued Earnings (CARE) scheme rather than a final salary scheme, with various protections in place regarding membership in the scheme prior to that date.

The pension scheme is administered locally by Essex County Council (ECC), in accordance with the Local Government Pension Scheme Regulations 2013. The Pension Fund Committee oversees the management of the Fund whilst the day to day fund administration is undertaken by a team within ECC. Where appropriate some functions are delegated to the Fund's professional advisers.

The principal risks to the Council of participating in a defined benefit scheme are:

- **Investment risk** - The Fund holds investments in asset classes, such as equities, which have volatile market values and while these assets are expected to provide real returns over the long term, the short term volatility can cause additional funding to be required if a deficit emerges.
- **Interest rate risk** - The Fund's liabilities are assessed using market yields on high quality corporate bonds to discount the liabilities. As the Fund holds assets such as equities the value of the assets and liabilities may not move in the same way.
- **Inflation risk** - All the benefits under the Fund are linked to inflation and so deficits may emerge to the extent that the assets are not linked to inflation.
- **Longevity risk** - If the members live longer than assumed a deficit will emerge in the Fund. There are also other demographic risks.

In addition, as many unrelated employers participate in the fund there is an orphan liability risk where employers leave the fund but with insufficient assets to cover their pension obligations so that the difference may fall on the remaining employers.

These risks are mitigated to an extent by the requirements to charge to the GF and HRA the amounts required by statute, as described in Accounting Policy AP8. Furthermore, all the risks may also benefit the Council, e.g. higher than expected investment returns or employers leaving the fund with excess assets which eventually get inherited by the remaining employers.

18.2 – Legal rulings

An allowance has been made for the recent Court of Appeal judgement in relation to the McCloud & Sargeant cases which relate to age discrimination within the Judicial & Fire Pension schemes respectively. On 27 June 2019 the Supreme Court denied the Government's request for an appeal, and on 15 July 2019 the Government released a statement to confirm that it expects to have to amend all public service schemes, including the LGPS.

In April 2019 a CIPFA briefing note said local authorities should consider the materiality of the impact. This analysis was to be carried out on a "worst-case" basis. The estimated impact on the total liabilities at 31 March 2020 has been allowed for as a past service cost and has resulted in a slight increase in the defined benefit obligation as at 31 March 2020. The capitalised cost of the additional benefits awarded during the year is calculated at £561,000 (or 0.6% as a percent of total liabilities). This figure has been included within the service cost in the statement of profit or loss. The projected service cost has also increased as a result of this additional allowance and the actuary has estimated the impact as a percentage of the projected service cost for 2020-21 to be 3.1%.

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Balance Sheet

IAS19/FRS102 requires a best estimate value on liabilities and costs which is almost impossible to define and would require judgement. It should be noted that this adjustment is an estimate of the potential impact on the employer's defined benefit obligation based on analysis carried out by the Government Actuary's Department (GAD) and the employer's liability profile. It is not yet clear how this judgement may affect LGPS members' past or future service benefits. There is a consultation until October 2020 with further information to follow. The Actuary has confirmed that if all proposals are taken forward it will take up only a small proportion of the prudence set within the discount rate, so no accounting changes will be required.

The actuary believes no adjustments are necessary to the value placed on the liabilities as a result of the High Court's recent ruling on the equalisation of Guaranteed Minimum Pension between genders.

18.3 – Transactions relating to post-employment benefits

The Council recognises the cost of post-employment benefits in the (Surplus) / Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement (CI&ES) when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge the Council is required to make against Council Tax is based on the cash payable in the year, so the real cost of post-employment benefits is reversed out through the Movement in Reserves Statement (MIRS). The transactions are as shown on the following table:

	2018/19 £000s	2019/20 £000s
Comprehensive Income and Expenditure Statement		
Net Cost of Services:		
• Service costs:		
o Current service costs	2,019	2,256
o Past service costs, including curtailments	0	561
o Net Settlement costs	0	0
Other Operating Expenditure:		
• Administrative expenses	30	24
Financing and Investment Income and Expenditure:		
• Net interest on defined benefit liability	873	724
Other Comprehensive Income and Expenditure:		
• Remeasurements of the net defined benefit liability:		
o Return on plan assets (in excess of interest)	(4,162)	5,864
o Actuarial (gains) / losses: changes in demographic assumptions	(6,004)	(396)
o Actuarial (gains) / losses: changes in financial assumptions	4,330	(8,936)
o Other actuarial (gains) / losses on assets	0	(693)
o Experience (gain) / loss on defined benefit obligation	0	(16)
Net charge / (credit) to the CI&ES	(2,914)	(612)
Movement in Reserves Statement		
• Reversal of net charges made for post-employment benefits in accordance with IAS 19	(2,922)	(3,565)
• Employer's contributions payable to the scheme	1,103	1,218
Net adjustment in the Movement in Reserves Statement	(1,819)	(2,347)

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Balance Sheet

18.4 – Pension assets and liabilities recognised in the Balance Sheet

18.4.1 – Net liability

	2018/19 £000s	2019/20 £000s
Present value of the funded defined benefit obligation	(107,132)	(99,860)
Fair value of the scheme assets	78,528	72,935
Sub-total	(28,604)	(26,925)
Present value of the unfunded defined benefit obligation	(2,143)	(1,992)
Net liability arising from defined benefit obligation	(30,747)	(28,917)

18.4.2 – Reconciliation of movements in the fair value of the scheme assets

	2018/19 £000s	2019/20 £000s
Balance as at 1 April	74,613	78,528
Interest income on assets	1,876	1,858
Remeasurement gain / (loss):		
• Return on plan assets (in excess of interest)	4,162	(5,864)
• Other actuarial (gains) / losses on assets	0	693
Contributions from employer	1,103	1,218
Contributions from employees	379	429
Benefits paid	(3,575)	(3,903)
Administration expenses	(30)	(24)
Settlements	0	0
Balance as at 31 March	78,528	72,935

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

	2018/19 £000s	2019/20 £000s
Balance as at 1 April	109,377	109,275
Current service costs	2,019	2,256
Past service costs, including curtailments	0	561
Interest cost	2,749	2,582
Contributions by scheme participants	379	429
Remeasurement gains / (losses):		
• Actuarial (gains) / losses: changes in demographic assumptions	(6,004)	(396)
• Actuarial (gains) / losses: changes in financial assumptions	4,330	(8,936)
• Experience gain / (loss) on defined benefit obligation	0	(16)
Benefits paid	(3,575)	(3,903)
Settlements	0	0
Balance as at 31 March	109,275	101,852

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Balance Sheet

18.4.4 – Analysis of scheme assets

The estimated allocation of Fund assets for the Council is as follows:

Asset Category	31/03/19		31/03/20	
	£000s	%	£000s	%
Equities	48,890	62	42,691	59
Government bonds (Gilts)	4,168	5	3,144	4
Other bonds	4,590	6	4,419	6
Property	6,982	9	6,559	9
Cash	2,068	3	3,032	4
Alternative assets	7,657	10	8,401	12
Other Managed Funds	4,173	5	4,689	6
Total Assets	78,528	100	72,935	100

18.5 – Basis for estimating assets and liabilities

Liabilities have been assessed on an actuarial basis using the projected unit method, i.e. an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc. Estimates for the fund are based on the latest full valuation of the scheme as at 1 April 2016, amended for updated expectations subsequently. The principal assumptions used by the actuary were as shown in the following table:

	2018/19	2019/20
Rate of RPI inflation	3.5%	1.00%
Rate of CPI inflation	2.45%	1.95%
Rate of increase in salaries	3.95%	2.95%
Rate of increase in pensions	2.45%	1.95%
Rate for discounting scheme liabilities	2.40%	2.35%
Life expectancy assumptions from 65 years of age, in years:		
• Males retiring today	21.3	21.8
• Females retiring today	23.6	23.7
• Males retiring in 20 years	22.9	23.2
• Females retiring in 20 years	25.4	25.2
Other actuarial assumptions:		
• Members will exchange 50% of their commutable pension for cash at retirement;		
• Members will retire at one retirement age for all tranches of benefit, which will be the pension weighted average tranche retirement age;		
• The proportion of active members who take up the option to pay 50% of contributions for 50% of benefits will remain the same as at the previous valuation date.		

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the table above. The sensitivity analysis on the following page have been determined based on reasonably possible changes of the assumptions occurring at the end of the reporting period and assumes, for each change, that the assumption being analysed changes whilst all other assumptions remain constant. In practice however, this is unlikely to occur, and changes in some of the assumptions are more likely to be interrelated. The table shows the impact on the defined benefit obligation and projected service cost of changes of plus and minus 0.1% or 1 year on various assumptions.

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Balance Sheet

	£000s	£000s	£000s
Adjustment to discount rate:	+0.1%	Base	-0.1%
• Present value of total obligation	100,109	101,852	103,627
• Projected service cost	2,349	2,407	2,466
Adjustment to long term salary increase:	+0.1%	Base	-0.1%
• Present value of total obligation	102,005	101,852	101,700
• Projected service cost	2,408	2,407	2,406
Adjustment to pension increases and deferred revaluation:	+0.1%	Base	-0.1%
• Present value of total obligation	103,479	101,852	100,252
• Projected service cost	2,465	2,407	2,350
Adjustment to life expectancy assumptions:	+ 1 Year	Base	-1 Year
• Present value of total obligation	106,373	101,852	97,537
• Projected service cost	2,481	2,407	2,335

18.6 – Asset and liability matching strategy

The actuary does not use a formal asset and liability matching strategy to match types of assets invested into the liabilities in the defined benefit obligation. Instead the actuary adopts a policy of diversification of investment into alternative asset classes including property and bonds to reduce overall volatility in the delivery of fund returns without a significant reduction in the overall expected return.

18.7 – Impact on the Council's cash flows

The objectives of the scheme are to keep employers' contributions at as constant a rate as possible. Funding levels are monitored on an annual basis.

The pension fund is reviewed every three years and contributions are set as a result of each actuarial valuation. The most recent review was undertaken during 2019/20, which provided a valuation of the fund as at 1 April 2019. This valuation is effective for contributions payable to the scheme from 1 April 2020. The next actuarial valuation will take place during 2022/23 to provide a valuation as at 1 April 2022 which will be effective for contributions from 1 April 2023. There are no minimum funding requirements in the LGPS but the contributions are generally set to target a funding level of 100% using the actuarial valuation assumptions. The actuary estimates that the duration of the employer's liabilities is 10 years.

The total employer contributions expected to be made to the pension scheme by the Council in the year to 31 March 2021 is estimated at £3.0m. This includes a single payment of £1.6m to cover the actuarial deficiency contribution for 2020/21 to 2022/23. The Council took advantage of the opportunity to pay this amount in full in April 2020 rather than in monthly instalments across the three year period. This was done in order to benefit from significant cash saving on the single lump sum amount compared to the total that would otherwise have been paid over the three years.

The scheme deficit, or liability, shows the underlying commitment that the Council has in the long run to pay future post-employment benefits. The net liability of £28.9m as at 31 March 2020 has a substantial impact on the net worth of the Council recorded in the Balance Sheet. Statutory arrangements for funding the deficit mean that the financial position of the Council remains healthy. The deficit on the pension scheme will be made good by increased contributions over the remaining working life of employees, as assessed by the scheme actuary.

18.8 – Further information

Further information can be found in the Essex Pension Fund Annual Report, which is available on the Essex Pension Fund website: www.essexpensionfund.co.uk

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Balance Sheet

19 - FINANCIAL INSTRUMENTS

19.1 – Nature of Financial instruments and Financial instruments balances

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 and is settled in exchange for cash or cash equivalents. For the Council this means that all borrowings and investments, trade receivables and payables (debtors and creditors), cash and overdrafts are recognised as financial instruments. Statutory amounts that do not arise under contracts are not accounted for as financial instruments. This includes Council Tax debt, National Insurance and VAT.

The financial instruments disclosed in the Balance Sheet are made up of the following categories:

	Non-Current 31/03/19 £000s	Current 31/03/19 £000s	Non-Current 31/03/20 £000s	Current 31/03/20 £000s
Borrowings (including accrued interest) at amortised cost	5,250	68	13,350	1,016
Borrowings re HRA reform	36,451	358	36,451	358
Creditors	171	3,792	114	4,730
Total financial liabilities	41,872	4,218	49,915	6,104
Investments	0	30,219	2,003	29,173
Debtors	142	2,739	149	3,311
Cash and cash equivalents	0	673	0	146
Total financial assets	142	33,631	2,152	32,630

Under accounting requirements, the financial instrument value as shown in the Balance Sheet includes the principal amount borrowed plus accrued interest. Accrued interest of £474k (£426k at 31 March 2019), although relating to long-term liabilities, is due within one year. An analysis of the maturity profile of borrowing is shown in note 19.5.5.

19.2 – Financial instruments income, expense, gains and losses

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

	2018/19 £000s	2019/20 £000s
Financial Liabilities, measured at amortised cost		
Interest expense, including interest on finance leases	1,295	1,354
Financial Assets - loans and receivables		
Interest income	208	257

19.3 – Fair value of Assets and Liabilities carried at Amortised Cost

The figures quoted for debtors and creditors exclude statutory amounts such as Council Tax and prepayments and receipts in advance.

The Council's portfolio of loans includes several fixed rate loans which were taken out when interest rates were higher than those available for similar loans at the Balance Sheet date. Should the Council wish to settle these loans earlier than current terms, a premium or penalty charge would be payable to the lender. Conversely, where the Council has loans with rates lower than current market rates,

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Balance Sheet

earlier settlement of these will attract a discount. The net effect of these factors has resulted in a higher fair value amount for financial liabilities.

Financial Assets and Liabilities are carried on the Balance Sheet at amortised cost. Their fair value can be assessed by calculating the present value of the cash flows that will take place over the remaining term of the instruments, using the following assumptions:

- IFRS13 states fair value is a market-based measurement with prices determined by transactions between market participants. However, for Public Works Loan Board (PWLB) loans, premature repayment rates from PWLB (varying between 0.03% to 0.63% for General Fund borrowing and -0.02% to 0.71% for HRA borrowing) have been used to calculate the fair value which is £13.7m more than the carrying amount. This is a level 2 valuation within the fair value hierarchy, as defined in accounting policy AP11.
- No early repayment or impairment is recognised.
- Where an instrument will mature in the next 12 months, carrying amount is assumed to approximate the fair value, and is taken to be the principal outstanding plus accrued interest.
- Treasury bills are instruments for which there is a clear market price, observable in an open market and therefore they are a level 1 valuation. Their maturity does not exceed 6 months and the weighted average maturity of the bills held at 31st March is only 14 days. Their fair value is negligibly less (£435) than the carrying value and the Council intends holding them to maturity, so treasury bills are shown on the Balance Sheet at their carrying value and not treated as available for resale.
- The fair value of trade debtors and creditors is taken to be the invoiced or billed amount.
- Cash and cash equivalent assets can be accessed without notice, and therefore fair value and carrying value are the same.

Details of carrying amount and fair value are shown below:

	Carrying Amount 31/03/19 £000s	Fair Value 31/03/19 £000s	Carrying Amount 31/03/20 £000s	Fair Value 31/03/20 £000s
PWLB debt (borrowing) Interest rates: 1.08% to 4.10%	5,318	8,988	14,366	19,630
PWLB debt (borrowing) re HRA Interest rates: 2.31% to 3.49%	36,809	43,535	36,809	45,282
Creditors	3,963	3,963	4,844	4,844
Total financial liabilities	46,090	56,486	56,019	69,756
Investments	30,219	30,219	31,176	31,212
Long-term debtors	142	142	149	149
Trade debtors	2,739	2,739	3,311	3,311
Cash and cash equivalents	673	673	146	146
Total financial assets	33,773	33,773	34,782	34,818

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Balance Sheet

19.4 – Analysis of investments

The Council had funds invested of £31.12m as at 31 March 2020 (£30.17m as at 31 March 2019):

Category	Organisation	£000s
Money Market Funds:	Aberdeen Liquidity Fund	5,000
	Aviva Sterling Liquidity Fund	5,000
	Federated Short-Term Liquidity Fund	5,000
	LGIM Sterling Liquidity Fund	3,630
Treasury bills:	UK Debt Management Office	1,993
Local authorities:	Central Bedfordshire Council	2,500
	Folkestone & Hythe Council	2,000
	Highland Council	2,000
	Thurrock Council	2,000
Banks:	Lloyds Bank plc notice account	1,000
	Santander plc notice account	1,000
Total		31,123

The carrying and fair value amounts for investments are higher than the principal amount due to the inclusion of accrued interest of £53k (£53k at 31 March 2019) which is not reflected in the above amounts.

19.5 – Disclosure of nature and extent of risk arising from financial instruments

19.5.1 – Key risks

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

- **Credit risk** – the possibility that other parties might fail to pay amounts due to the Council.
- **Liquidity risk** – the possibility that the Council might not have funds available to meet its commitment to make payments.
- **Re-financing risk** – the possibility that the Council might be required to renew a financial instrument on maturity at disadvantageous interest rates or terms.
- **Market risk** – the possibility that financial loss might arise for the Council as a result of changes in interest rates.

19.5.2 – Overall procedures for managing risk

The Council's overall risk management procedures focus on the unpredictability of financial markets and implementing restrictions to minimise these risks. The procedures for risk management are set out through a legal framework in the Local Government Act 2003 and the associated regulations. These require the Council to comply with the CIPFA Prudential Code, the Treasury Management in the Public Services Code of Practice and Investment Guidance issued by Government. Overall, these procedures require the Council to manage risk in the following ways:

- By formally adopting the requirement of the Code of Practice.
- By the adoption of a Treasury Policy Statement and treasury management clauses within its financial regulations and constitution.
- By approving annually in advance, prudential indicators for the following three years limiting:
 - the Council's overall borrowing;
 - its maximum and minimum exposure to fixed and variable rates;
 - its maximum and minimum exposure to the maturity structure of its debt;
 - its maximum annual exposure to investments beyond a year.

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Balance Sheet

- By approving an Investment Strategy for the forthcoming year setting out its criteria for both investing and selecting investment counterparties in compliance with the Government guidance.

These are required to be reported and approved at or before the Council's annual Council Tax setting meeting or before the start of the year to which they relate. These items are reported with the Annual Treasury Management and Investment Strategy which outlines the approach to managing risk in relation to the Council's financial instrument exposure. Actual performance is also reported annually to Members.

The 2019/20 strategy included sections on:

- Definition of Treasury Management.
- The prospects for interest rates.
- Current debt position.
- Borrowing strategy and objectives.
- Borrowing maturity structure.
- Interest rate sensitivity.
- Limits of fixed and variable rate exposure.
- Investment principles – security, liquidity and yield.
- Specified and non-specified investments.
- Security of capital and the use of credit ratings.
- Banking crisis – temporary guidance.
- Table of minimum credit ratings for counterparties.

These policies are implemented by the Financial Services team. The full documents for 2019/20 are available on request and the equivalent Strategies for 2020/21 can be found on the Council's website: www.castlepoint.gov.uk/council-strategies-and-policies

The Council maintains written principles for risk management, as well as written policies covering specific areas, such as interest rate risk, credit risk and the investment of surplus cash through Treasury Management Practices. The Treasury Management Practices are a requirement of the Code of Practice and are regularly reviewed.

19.5.3 – Credit risk

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Council's customers. Deposits are not made with banks and financial institutions unless they meet the minimum requirements of the investment criteria specified in the Annual Investment Strategy, which also imposes a maximum amount and time to be invested with a financial institution in each category.

The credit criteria in respect of financial assets held by the Council during 2019/20 are detailed as follows:

Non-specified Investments for the Financial Year 2019/20			
Investment	Counterparty limit	Security / Minimum Credit Rating	Maximum period of investment
Term deposits with the UK Government or with UK local authorities (i.e. local authorities as defined under section 23 of the 2003 Act)	The lesser of £4m or 25% of total investments	High quality as either directly invested or via agencies of UK Government (Although local authorities are not specifically credit rated)	3 years

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Balance Sheet

Specified Investments for the Financial Year 2019/20			
Investment	Counterparty limit	Security / Minimum Credit Rating	Maximum period of investment
Debt Management Agency Deposit Facility (DMADF) (this facility is at present available for investments up to 6 months)	No limit	The Debt Management Office is an agency of the UK Government	6 months (DMO imposed time limit)
Treasury Bills issued by the UK Government (currently maximum 6 month duration)	No limit	The Debt Management Office is an agency of the UK Government	364 days
Term deposits with the UK Government or with UK local authorities (i.e. local authorities as defined under section 23 of the 2003 Act)	The lesser of £5m or 33% of total investments	High quality as either directly invested or via agencies of UK Government. (Although local authorities are not specifically credit rated)	364 days
Term Deposits with institutions, part nationalised by the UK Government	The lesser of £5m or 33% of total investments	long-term A-, short-term F1 (lowest common denominator Fitch, Moody's & S&P)	364 days
Money Market Funds (i.e. a collective investment scheme as defined in SI 2004 No 534) These funds do not have a maturity date	The lesser of £5m or 33% of total investments	Fitch, Moody's or Standard and Poors AAA (Minimum of two ratings)	n/a (repayable on demand)
Current accounts, notice accounts or term deposits with credit-rated deposit takers (UK banks and building societies)	The lesser of £4m or 25% of total investments	long-term A-, short-term F1 (lowest common denominator Fitch, Moody's & S&P)	364 days (Call deposits repayable on demand)
Forward deals with credit rated banks and building societies < 1 year (i.e. negotiated deal period plus period of deposit)	The lesser of £4m or 25% of total investments	long-term A-, short-term F1 (lowest common denominator Fitch, Moody's & S&P)	364 days
Certificates of Deposit issued by UK institutions	The lesser of £4m or 25% of total investments	long-term A-, short-term F1 (lowest common denominator Fitch, Moody's & S&P)	364 days
Covered bonds (maximum 364 day period includes borrower extension option)	The lesser of £4m or 25% of total investments	long-term AA-, short-term F1 (lowest common denominator Fitch, Moody's & S&P)	364 days
Reverse repurchase agreements "repos" (a form of secured lending with enhanced security)	The lesser of £4m or 25% of total investments	long-term AA-, short-term F1 (lowest common denominator Fitch, Moody's & S&P)	364 days

- All Specified Investments listed above must be sterling-denominated.
- All investments are managed in-house.
- No shares or loan capital is held by the Council
- None of the investments are classified as capital expenditure.

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Balance Sheet

Customers are normally assessed considering their financial position, past experience and other factors, with individual credit limits being set in accordance with internal ratings and parameters set by the Council. Where the Council has a statutory duty to provide services, such as homelessness, the Council has no discretion whether to incur a debt and there may be a reduced chance of recovery. In these cases, an impairment loss allowance is calculated. An impairment allowance is calculated for debts more than 30 days overdue, unless collection is almost certain. Impairment allowances are calculated by both collective assessment based on age of the debt and recovery stage, and also by making a judgement on individual larger or overdue accounts, based on individual debtors' circumstances.

The Council's write-off policy describes the procedure for establishing if a debt is irrecoverable and defines when a debt is irrecoverable. Debts are written off if they are irrecoverable, uneconomic to collect, or should or cannot be enforced because of the debtor's circumstances. The Financial Services Manager has delegated authority to write off up to a limit of £10k. Debts above this level are referred to the S151 Officer. Debts written off may subsequently be recovered when a debtor is later traced or a dividend in bankruptcy received.

The Council's maximum exposure to credit risk in relation to its investments in banks and building societies of £2.2m, AAA rated money market funds and other counterparties of £29.1m, cannot be assessed generally as the risk of any institution failing to make interest payments or repay the principal sum will be specific to each individual institution. Recent experience has shown that it is rare for such entities to be unable to meet their commitments. The Council monitors credit ratings of investment counterparties and other market information on a monthly basis as part of the on-going assessment of change in credit risk since initial recognition of the financial asset. A risk of non-recovery applies to all the Council's deposits but there was no evidence at 31 March 2020 that this was likely to crystallise.

No breaches of the Council's counterparty criteria occurred during the year. Whilst uncertainty in international markets may have raised the overall possibility of default, the Council maintains strict credit criteria for investment counterparties.

The changes in loss allowance for each class of financial asset during the year were as follows:

Financial instrument debtors loss allowance	2018/19 £000s	2019/20 £000s
Opening balance 1 April	1,617	1,598
Amounts written off	(142)	(184)
Other changes	123	367
As at 31 March	1,598	1,781

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Balance Sheet

The analysis below summarises the Council's potential maximum exposure to credit risk as at 31 March 2020, based on experience of default assessed by the ratings agencies and the Council's experience over the last eleven financial years, since the 2008 financial crisis, adjusted to reflect current market conditions. The amount stated for customers excludes impairment allowances for bad debts.

Gross carrying amounts at amortised cost					
	Gross balances	Impairment	Total not impaired	Of which:	
	£000s	£000s	£000s	Financial instruments £000s	Non- financial £000s
Investments (no provision):					
AAA rated counterparties	18,636	0	18,636	18,636	0
AA rated counterparties	0	0	0	0	0
A rated counterparties	2,228	0	2,228	2,228	0
Government bodies	10,509	0	10,509	10,509	0
Total investments	31,373	0	31,373	31,373	0
Debtors (by provision percentage):					
0%	1,633	0	1,633	1,633	0
1% to 25%	265	(61)	204	99	105
26% to 50%	982	(358)	624	579	45
51% to 75%	294	(223)	71	71	0
76% to 99%	1,563	(1,413)	150	139	11
100%	151	(151)	0	0	0
Total debtors	4,888	(2,206)	2,682	2,521	161
Overall total	36,261	(2,206)	34,055	33,894	161

The simplified approach, not the twelve-month approach or lifetime losses approach for impairment is used for all debtors. No impairment is provided for investments, including bank balances and money market funds, as they are expected to be repaid in full and the expected credit loss is estimated at only £367.

The Council allows credit to its customers only in exceptional cases, mainly where there is a statutory responsibility to provide services. The Council actively pursues all debtors in accordance with its debt management policy and does not write debt off until it has exhausted all options for recovery. The Council regularly reviews its levels of debt, which includes considering the adequacy of its impairment allowance for bad debts.

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Balance Sheet

Of the total debtors of £4.888m shown in the previous table £1.688m is past its due date (£1,743k at 31 March 2019) and is unimpaired, as shown in the tables below. The majority relates to Housing Benefit payments.

Reconciliation of debtors from Balance Sheet to debtors past due date and not impaired	31/03/2020 £000s
Total Balance Sheet long term and short term debtors (as disclosed in note 14)	4,831
Add back impairment allowances	2,206
Total Balance Sheet debtors (before impairment allowances)	7,037
Adjust to exclude debtors not exposed to credit risk:	
• Statutory and other debtors	(1,648)
• Prepayments	(501)
Total Debtors exposed to credit risk	4,888
Less impairment allowances	(2,206)
Less debtors not yet due for payment	(994)
Total debtors past due date and not impaired	1,688

Debts past due date and not impaired as at 31/03/20	Council Tax & NNDR £000s	Benefit over payments £000s	Other customers £000s	Total £000s
Less than one month	5	17	72	94
One to three months	3	50	110	163
Three to six months	6	41	107	154
Six months to one year	55	136	104	295
More than one year	92	823	67	982
Total	161	1,067	460	1,688

Debts past due date and not impaired as at 31/03/19	Council Tax & NNDR £000s	Benefit over payments £000s	Other customers £000s	Total £000s
Less than one month	4	44	58	106
One to three months	4	88	88	180
Three to six months	7	64	128	199
Six months to one year	52	99	106	257
More than one year	86	869	46	1,001
Total	153	1,164	426	1,743

During the year the Council held no collateral as security.

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Balance Sheet

19.5.4 – Liquidity risk

The Council manages its liquidity position through the risk management procedures above (the setting and approval of prudential indicators and the approval of the Treasury and Investment Strategy reports), as well as through cash flow management procedures required by the Code of Practice. This seeks to ensure that cash is available when needed. The Council has ready access to borrowings from the Money Markets to cover any day to day cash flow need and whilst the PWLB provides access to longer terms funds, it also acts as a lender of last resort to councils. The Council is also required to provide a balanced budget by the Local Government Finance Act 1992, which ensures that enough monies are raised to cover annual expenditure. There is therefore no significant risk that it will be unable to raise finance to meet its commitments under financial instruments.

19.5.5 – Re-financing and maturity risk

The Council maintains a debt and investment portfolio. Whilst the cash flow procedures above are considered against the refinancing risk procedures, longer term risk to the Council relates to managing exposure to replacing financial instruments as they mature. This risk relates to the maturing of longer-term financial liabilities. The approved prudential indicator limits for the maturity structure of debt, and the limits on investments placed for greater than one year are key parameters used to address this risk. The Council approved Treasury and Investment Strategies address the main risks and the Financial Services Unit addresses the operational risks within the approved parameters. The maturity analysis of loans, including finance lease liabilities, by value and percentage, is as follows:

Maturity Term	31/03/19 £000s	31/03/20 £000s
Less than one year (accrued interest only)	426	1,374
Between one and two years	0	7,900
Between two and five years	7,000	8,700
Between five and ten years	13,000	11,500
More than ten years	21,701	21,701
Total	42,127	51,175

	Actual 31/03/20	Cumulative Actual 31/03/20	Approved Maximum Upper Cumulative Limit
Less than one year	3%	3%	50%
Between one and two years	15%	18%	50%
Between two and five years	17%	35%	60%
Between five and ten years	22%	57%	80%
More than ten years	43%	100%	100%
	100%		

All other payables are due to be paid in less than one year.

NOTES TO THE CORE FINANCIAL STATEMENTS:

Notes relating to the Balance Sheet

19.5.6 – Market risk

Interest rate risk

The Council is exposed to interest rate movements on its investments and on any future borrowings or rescheduling of existing borrowings. Movements in interest rates have a complex impact on the Council, depending on how variable and fixed interest rates move across differing financial instrument periods. For instance, a rise in variable and fixed interest rates would have the following effects:

- Borrowing at variable rates – the interest expense charged to the Surplus or Deficit on the Provision of Services on the Comprehensive Income and Expenditure Statement (CI&ES) will rise.
- Borrowing at fixed rates – the fair value of the borrowing liability will fall.
- Investments at variable rates – the interest income credited to the Surplus or Deficit on the Provision of Services on the CI&ES will rise.
- Investments at fixed rates – the fair value of longer-term assets will fall.

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 CI&ES. However, changes in interest payable and receivable on variable rate borrowings and investments will be allocated to the CI&ES and will affect the General Fund Balance. The Annual Treasury Management Strategy brings together the Council's prudential indicators and its expected treasury operations, including an expectation of interest rate movements. From this strategy a prudential indicator is set which provides maximum limits for fixed and variable interest rate exposures. The Financial Services team will monitor market and forecast interest rates within the year to adjust exposure appropriately.

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

	2018/19 £000s	2019/20 £000s
Increase in interest payable on variable rate borrowings	0	0
Increase in interest receivable on variable rate investments	321	347
Impact on Comprehensive Income and Expenditure Statement	321	347

The impact of a 1% fall in interest rates would be as above but with the movements being reversed (assuming negative rather than zero interest rates).

Price risk

The Council does not invest in equity shares. It therefore has no exposure to risk arising from movement in prices.

Foreign exchange risk

The Council receives grant funding as part of an Interreg Bid called 'GoTrade', the project explores how traditional markets can be used as a catalyst for development and growth. Funding is received in Euros and at 31 March 2020 an outstanding claim of €14,243 was recognised as a debtor, converted at the spot exchange rate of £1.125 at the balance sheet date. If the exchange rate is different when the claim is paid, there will be an exchange rate gain or loss, but this is not expected to exceed £1,000. Apart from this, the Council has no financial assets or liabilities denominated in foreign currencies.

NOTES TO THE CORE FINANCIAL STATEMENTS:

Other Notes to the Core Financial Statements

20 - EVENTS AFTER THE BALANCE SHEET DATE

Events after the Balance Sheet Date are accounted for in accordance with Accounting Policy AP10. The unaudited financial statements were signed and authorised for issue on 13 August 2020 by the Strategic Director (Resources), the Council's responsible financial officer. This establishes the date after which events have not been recognised in the Statement of Accounts. The Council had no events after the Balance Sheet date to report.

21 - PROVISIONS, CONTINGENT ASSETS AND CONTINGENT LIABILITIES

Provisions, contingent assets and contingent liabilities are accounted for in accordance with Accounting Policy AP21 - Provisions and Contingencies. The balance of outstanding provisions appears under Current Liabilities on the Balance Sheet.

21.1 – Provisions

The Council holds the following total provisions balance as at 31 March 2020:

	Total Provisions
	£000s
Balance as at 1 April 2019	1,070
Amounts used in 2019/20	(62)
Additional provisions made in 2019/20	336
Unused amounts reversed in 2019/20	(46)
Balance as at 31 March 2020	1,298

The balance relates entirely to the following provision:

- **Business rates provision for appeals** – The Local Government Finance Act 2012 introduced a business rates retention scheme from 1 April 2013 that enables local authorities to retain a portion of the business rates generated in their area. As part of this process each local authority assumed part of the liability for refunding ratepayers who had successfully appealed against the rateable value of their properties on the rating list. This included amounts that were paid over in respect of 2012/13 and prior years to Central Government. The Council calculated an initial provision and charged it to the Collection Fund in 2013/14. In each subsequent year the Council has re-estimated the required level of provision at 31 March each year to take into account the latest information on successful and unsuccessful appeals and those which are still unresolved, and adjusted the provision accordingly. Please also refer to note 23.

21.2 – Contingent Assets

The Council has no contingent assets to report as at 31 March 2020.

21.3 – Contingent Liabilities

The Council has the following contingent liabilities to report as at 31 March 2020:

- Currently there are court cases and also disputes with contractors and other parties where we may take or defend legal action which may give rise to costs depending on the outcome.
- The Council signed agreements with the Homes and Communities Agency (HCA) in March 2010 in order to secure funding in relation to projects for the regeneration of Hadleigh and Canvey Island Town Centres. Failure to meet future regeneration targets could result in some of the funding becoming repayable to the HCA, now known as Homes England. Funding may also become repayable in the event that the Crown public house is sold and a capital receipt realised as part of

NOTES TO THE CORE FINANCIAL STATEMENTS:

Other Notes to the Core Financial Statements

the regeneration of the Hadleigh Island site. The Council has other funding agreements, including some with potential State Aid implications, that also make provision for clawback of funds.

- The Council has undertaken a great deal of work around pay harmonisation and single status including undertaking post comparisons etc. A full job evaluation exercise as required by the 2004 National Agreement has not been undertaken and there is no information available that can be used to form a view on the estimated future likely costs that the Council could face. The risk of a claim being made against the Council and/or the financial implications arising through such a claim is not considered significant.
- A high profile legal case challenged the basis upon which councils recharged the provision of water services to residents. The legal challenge was based upon reselling of water legislation introduced on 1 April 2001. Typically a council would pay the annual water charge for council properties less a commission to the water provider, but would charge the full cost to residents via their weekly rents, not passing on the reduction as required by the legislation. The Council has a potential exposure of 1 year between the legislative start date of 1 April 2001 and the end of the Council's arrangement on 31 March 2002.
- In September 1992 Municipal Mutual Insurance (MMI) went into receivership. Zurich took over the vast majority of MMI's staff and renewal business and changed their name to Zurich Municipal. Zurich did not however take over MMI's residual liabilities and therefore Castle Point Borough Council along with other major creditors, agreed to a Scheme of Arrangement (SOA), under s425 of the Companies Act 1985. This became effective in January 1994. A Supreme Court judgement was handed down in March 2012 and found against MMI in respect of the Employer Liability Policy Trigger Litigation for cases of negligent exposure to asbestos. In November 2012 the SOA was triggered by the MMI board of directors as it was no longer foreseen that a solvent run-off of MMI would be achieved and as a consequence Councils would now be required to contribute. The Council's maximum exposure is approximately £464k. The Council made provision of £114k, i.e. around 25% of the liability, during 2012/13. Payment of £69k (15%) was made during 2013/14 and £46k (10%) during 2016/17. Any subsequent repayments that may be required continue to remain subject to uncertainty. The Council holds the remaining £348k (75%) in an earmarked reserve to cover any potential further payments, as shown in Note 12.1.

22 - ACCOUNTING STANDARDS ISSUED BUT NOT YET ADOPTED

The Council is required to disclose information on the impact of a change in accounting policy that will be required by an accounting standard that has been issued but not yet adopted. This applies to accounting standards that come into effect for financial years commencing on or before 1 January of the financial year in question (i.e. 1 January 2020 for the 2020/21 financial year). The applicable changes for 2020/21 are as follows:

- **Amendments to IAS 28 Investments in Associates and Joint Ventures** - The Council rarely does such transfers and therefore there is no immediate impact expected on the Council's accounts from this amendment.
- **Annual Improvements to IFRS Standards 2015-2017 Cycle** - This included scope clarifications for certain group account disclosures. This has no impact on the Council's accounts.
- **Amendments to IAS19 Employee Benefits** - It is not anticipated that these changes will impact on the Council's accounts.

IFRS16 Leases was due to come into effect on 1 January 2020. Due to Covid-19 this has been deferred to 1 April 2021. The Council is reviewing the effect of this new standard to ascertain the impact on the financial statements.

NOTES TO THE CORE FINANCIAL STATEMENTS:

Other Notes to the Core Financial Statements

23 - CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES

In applying the Council's accounting policies, the Council has made certain judgements about complex transactions or those involving uncertainty around future events. The judgements made in the Statement of Accounts include, but are not limited to, the following:

- There is a continuing high degree of uncertainty about future levels of funding for local government. However, the Council has determined that this uncertainty is not enough to provide an indication that the Council's assets might be impaired, for example as a result of a need to close facilities and reduce levels of service provision.
- The Council has previously estimated the likelihood of having to make payment under the Municipal Mutual Insurance receivership case described in the preceding notes, and this is currently being reported as a contingent liability under note 21.3 above.
- The Council has estimated the likelihood of success of appeals against National Non-Domestic Rates liabilities submitted to the Valuation Office by rate payers, and has made provision, as disclosed in note 21.1. In 2018/19 a new "Check, Challenge, Appeal" process was introduced by the Government for organisations disputing their rateable charges against the 2017 ratings list. It is not yet known how this will impact the level of appeals submitted on properties within the borough and the success, dismissal or withdrawal of those appeals. The Ministry of Housing, Communities and Local Government (MHCLG) had previously estimated a nationwide impact of 4.7% on rates income from appeals, and the Council applied this for part of its March 2019 appeals provision calculation and has continued to do so for March 2020. This amounts to just under half of the closing value of £1.298m shown in note 21.1 above.

The ultimate impact on the Council will be greater or lower than 4.7% and the calculation will be revisited and refined in later years as more data becomes available on those organisations in the borough submitting appeals through the "Check, Challenge, Appeal" process.

24 - FUTURE ASSUMPTIONS AND OTHER MAJOR SOURCES OF ESTIMATION UNCERTAINTY

The Statement of Accounts contains estimated figures that are based on assumptions made by the Council about the future that are uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However because balances cannot be determined with absolute certainty, actual results could be different from these assumptions and estimates. The items in the Balance Sheet as at 31 March 2020, for which there could be a risk of material adjustment in the forthcoming financial year, are as follows:

24.1 - Property, Plant and Equipment (See Note 13)

Area of uncertainty - Assets are depreciated over their useful lives, which are partly dependent upon assumptions about the levels of repairs and maintenance to be carried out on those assets in future years. Reduced levels of funding could impact on the Council's planned spending on repairs and maintenance, which could then influence the expected lives of these assets.

Estimated effect if results differ from assumptions - If the useful lives of assets were to reduce, then the annual depreciation charges on these assets would increase and their carrying value on the Balance Sheet would decrease. It is estimated that the annual depreciation charge for all General Fund operational buildings would increase by £17k for each year that the useful lives were decreased.

Area of uncertainty - The outbreak of Covid-19 has impacted many aspects of daily life and the global economy with some real estate markets experiencing significantly lower levels of transactional activity and liquidity. As at the valuation date, there is a shortage of market evidence for comparison purposes for those properties included within the Council's portfolios to inform an opinion of the impact on these values. The valuations are therefore reported by the valuer as being subject to 'material valuation uncertainty' as set out in VP3 and VPGA10 of the 'RICS Valuation – Global Standards'. Consequently, less certainty, and a higher degree of caution, is attached to the valuations than would normally be the case. The inclusion of the 'material valuation uncertainty' declaration, however, does not mean that the valuation cannot be relied upon, rather that the declaration has been included to

NOTES TO THE CORE FINANCIAL STATEMENTS:

Other Notes to the Core Financial Statements

ensure transparency of the fact that, in the current extraordinary circumstances, less certainty can be attached to the valuation than would otherwise be the case. Given the unknown impact of Covid-19 going forward on the assets, the valuers have recommended that the valuations are kept under review.

The largest single asset owned by the Council is the Knightswick Shopping Centre and a 1% change in valuation for the asset would have an impact in the region of £111k. The centre's main tenant represents 59% of the annual rental stream for the centre and continued to trade throughout lockdown. The Council continues to work with its Management Agent to maintain occupancy levels at the centre and will monitor performance of all investment properties closely to assess identify and manage as far as possible any potential longer-term impact which may affect valuations.

Council dwellings represent the majority of the Council's assets at £131m. Based on market data available post 30 March 2020, their value is unlikely to be materially impacted by Covid-19.

Likewise, with assets valued at depreciated replacement cost (£17m) are not valued by reference to market information and are therefore unlikely to be impacted by Covid-19.

The Council is satisfied that the valuer has exercised his professional judgement in providing the valuations adopted and that these remain the most reliable available to the Council at the time of producing the accounts.

Estimated effect if results differ from assumptions – The impact of a 1% valuation change on the Knightswick Shopping Centre would be £111k.

24.2 - Pensions Liability (See Note 18)

Area of uncertainty - Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. Expert advice about the assumptions to be applied in the Council's accounts is provided by Essex Pension Fund and Barnett Waddingham, an independent firm of actuaries.

Estimated effect if results differ from assumptions - The effect on the net pension liability of changes in individual assumptions can be measured. The actuary has estimated the effect of increases and decreases in several areas and these are reported in note 18.4. However, the assumptions interact in complex ways. For example, during 2019/20 the actuary advised that the net pension liability had decreased by £8.9m due to changes in financial assumptions underlying the present value of the liabilities, decreased by £0.4m due to changes in demographic assumptions, and decreased by £16k due to experience gains arising from the triennial valuation.

24.3 - Fair Value Measurements (See Accounting Policy AP11 and Notes 13 and 19)

Area of uncertainty – When the fair values of financial assets and liabilities cannot be measured based on quoted prices in active markets (level 1 inputs) the value is measured using other valuation techniques. Where possible the inputs to these techniques are based on observable data, but if this is not possible, then judgements and assumptions are required to establish fair values. This could affect the fair value derived from these judgements. The Council will use relevant experts, such as the external valuers who value Investment Properties, in order to determine Fair Value.

Estimated effect if results differ from assumptions – The Council uses the methods described in the above mentioned Accounting Policy and Notes to measure the fair value of its Investment Properties and report the fair value of some of its Financial Instruments, including the significant unobservable inputs also described in those notes. Changes in these inputs could result in a higher or lower value of the associated asset or liability.

HOUSING REVENUE ACCOUNT (HRA)

HOUSING REVENUE ACCOUNT INCOME AND EXPENDITURE STATEMENT

The Housing Revenue Account (HRA) reflects a statutory obligation to maintain a separate revenue account for local authority housing provision in accordance with the Local Government and Housing Act 1989. The Housing Revenue Account Income and Expenditure Statement shows the economic cost in the year of providing housing services in accordance with generally accepted accounting practices, rather than the amount to be funded from rents and government grants. The Council charges rent to cover expenditure in accordance with the legislative framework; this may be different from the accounting cost. The increase or decrease in the year, on the funding basis through which rents are raised, is shown in the Movement on the Housing Revenue Account Statement, shown on the following page. Most of the amounts shown on this statement are also included within the overall Comprehensive Income and Expenditure Statement.

2018/19 £000s	Notes	2019/20 £000s
INCOME		
(6,873) Dwelling rents		(6,908)
(122) Non-dwelling rents		(113)
(613) Charges for services and facilities		(779)
(7,608) TOTAL INCOME		(7,800)
EXPENDITURE		
1,670 Repairs and maintenance		1,759
1,515 Supervision and management		1,756
191 Rents, rates, taxes and other charges		229
1,629 Depreciation, revaluation and impairment of non-current assets	3	1,755
3 Increase / (decrease) in allowance for bad or doubtful debts		95
5,008 TOTAL EXPENDITURE		5,594
(2,600) NET EXPENDITURE / (INCOME) OF HRA SERVICES AS INCLUDED IN THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT		(2,206)
24 HRA services' share of Corporate and Democratic Core		24
793 HRA services' share of other amounts included in the whole Council net cost of services - continuing operations, but not allocated to specific services, plus HRA services' share of other recharges from the General Fund		834
(1,783) NET EXPENDITURE / (INCOME) OF HRA SERVICES		(1,348)
HRA SHARE OF THE OPERATING INCOME AND EXPENDITURE INCLUDED IN THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT		
(95) (Gain) / loss on disposal / derecognition of non-current (long term) assets		(96)
(68) Interest and Investment income		(85)
1,087 Interest payable on debt, and similar charges		1,087
(45) Capital grants and contributions		(179)
(904) (SURPLUS) / DEFICIT FOR THE YEAR ON HRA SERVICES		(621)

HOUSING REVENUE ACCOUNT (HRA)

MOVEMENT ON THE HOUSING REVENUE ACCOUNT STATEMENT

This statement shows how the HRA Income and Expenditure Statement (surplus) / deficit for the year, as shown on the previous page, reconciles to the movement on the Housing Revenue Account balance for the year, calculated in accordance with the Local Government and Housing Act 1989.

2018/19 £000s	Notes	2019/20 £000s
(3,499)	HOUSING REVENUE ACCOUNT BALANCE BROUGHT FORWARD	(3,494)
(904)	(SURPLUS) / DEFICIT FOR THE YEAR ON THE HRA INCOME AND EXPENDITURE STATEMENT	(621)
	Adjustments between accounting basis and funding basis under statute	
57	Revaluation and impairment of non-current (long term) assets 3	46
95	Net gain / (loss) on disposal or derecognition of non-current (long term) assets	86
46	Adjustment for recognised capital grants and contributions (applied and unapplied)	179
(160)	Reversal of net charges made for post-employment benefits in accordance with IAS 19	(211)
0	Adjustment for Accumulated Absences (holiday pay)	(3)
0	Revenue contribution to finance capital expenditure	2
93	Employer's contributions payable to pension fund	116
0	Transfer to / (from) the Major Repairs Reserve 1	0
131	Total adjustments	215
(773)	NET DECREASE / (INCREASE) BEFORE TRANSFERS TO / (FROM) HRA EARMARKED RESERVES	(406)
778	Transfers to / (from) HRA Earmarked Reserves	778
5	DECREASE / (INCREASE) IN THE HRA BALANCE FOR THE YEAR	372
(3,494)	HOUSING REVENUE ACCOUNT BALANCE CARRIED FORWARD	(3,122)

HOUSING REVENUE ACCOUNT (HRA)

NOTES TO THE HOUSING REVENUE ACCOUNT

1 HRA CAPITAL EXPENDITURE AND RECEIPTS

Capital expenditure during 2018/19 and 2019/20 was as follows:

Item	2018/19 £000s	2019/20 £000s
Enhancement works	1,243	1,478
Property acquisitions and new developments	82	943
Total capital expenditure	1,325	2,421
Funded from:		
Major Repairs Reserve (Note 1)	(1,243)	(1,478)
Grants and capital receipts	(82)	(941)
Revenue contributions	(0)	(2)
Total funding sources	(1,325)	(2,421)

Note 1 - The Council is required to maintain a Major Repairs Reserve (MRR) for the funding of HRA capital expenditure. The MRR is described in Note 12.2 to the Core Financial Statements, Analysis of the Movement in Reserves Statement. Movements in the MRR during the year are reported in Note 11 to the Core Financial Statements, Reconciliation of amounts included in "Adjustments between accounting basis and funding basis under regulations."

An estimated amount of the previous carrying value of the enhancement works was derecognised in accordance with Policy Note AP16.11. This was based on the value of works with an inflation adjustment applied to reduce the value back to the estimated value at the point the original cost was incurred, as well as a further adjustment for accumulated depreciation over the period since the most recent valuation on each asset group.

Gross capital receipts from the disposal of Council dwellings and repayment of Right to Buy discounts received during 2019/20 totalled £902k (£876k in 2018/19), from which £5k was deducted for costs incurred and £151k was payable to Central Government under statutory pooling arrangements. The balance of un-used HRA capital receipts held as at 31 March 2020 was £1.311m, of which £919k must be used for replacement housing purposes. Any of this portion not used within three years of the quarter-end from the date of original receipt is repayable to Central Government.

2 HOUSING ASSETS

The Council sold 5 council properties during 2019/20 (6 in 2018/19) and purchased 1 three bed property. In 2019/20, a three bed flat converted into 2 x 1 bed sheltered flats. No garages were demolished in 2019/20 (43 in total in 2018/19) and none were sold in 2019/20 (none were sold in 2018/19). The housing assets included in the Balance Sheet are as follows:

Dwelling Type	31/03/19 Number	31/03/20 Number
1 bedroom	510	512
2 bedroom	359	357
3 bedroom	428	425
4 bedroom	11	11
Bedsits	203	203
Total Dwellings	1,511	1,508
Total Garages	357	357

HOUSING REVENUE ACCOUNT (HRA)

Dwelling Type	31/03/19 £000s	31/03/20 £000s
Council Dwellings	124,339	130,136
Garages	998	827
Other housing land (value below £1,000)	0	0
Total Balance Sheet net book value at 31 March	125,337	130,963
	01/04/18 £000s	01/04/19 £000s
Vacant possession value of Council Dwellings at 1 April	279,542	282,494

When compared to the vacant possession value, the Balance Sheet values of HRA dwellings show the economic cost of providing council housing at less than open market rents. The Balance Sheet value shows the effect of the discounted valuation methodology, as described in Accounting Policy AP16.4, as well as depreciation charges. The value at 01/04/19 is an estimate only as there was no formal valuation at that date in 2019/20.

3 REVALUATION AND IMPAIRMENT REVIEWS OF NON-CURRENT ASSETS

Council houses are re-valued using the Guidance on Stock Valuation for Resource Accounting issued by the Ministry of Housing, Communities and Local Government (MHCLG), as detailed in Accounting Policy AP16.4. The Council's independent valuers, Wilks Head and Eve, carry out an annual market and impairment review at the end of each financial year, reporting on any issues arising at the Balance Sheet date of 31 March. The review performed during April 2020 providing data as at March 2020 concluded that movements in values during 2019/20 had resulted in a 2% increase in the value of the Council's dwelling stock at March 2020, which has been adjusted for on the Balance Sheet

Council Dwelling revaluation and impairment amounts recognised in the HRA Income and Expenditure Statement are currently transferred through the Movement on the HRA Statement to the Capital Adjustment Account (CAA) to avoid having any impact on rent levels.

The HRA also receives a depreciation charge based on the value, age and condition of property calculated in accordance with proper accounting practices. Depreciation is also transferred through the Movement on the HRA Statement to the CAA, with additional adjustments through the Major Repairs Reserve.

The entries included in the Depreciation, Revaluation and Impairment of non-current (long term) assets lines on the HRA Income and Expenditure Statement are as follows:

Item	2018/19 £000s	2019/20 £000s
Dwellings and garages depreciation charge	1,686	1,802
Revaluation losses	16	114
Reversal of previous revaluation losses	(73)	(161)
Total	1,629	1,755

4 HOUSING RENT ARREARS

The total value of housing rent arrears included on the Balance Sheet, less an allowance to meet possible future bad debts, is as shown in Note 14 to the Core Financial Statements, Debtors.

COLLECTION FUND

COLLECTION FUND INCOME AND EXPENDITURE STATEMENT

The Collection Fund is an agent's statement that reflects the statutory obligation for billing authorities to maintain a separate Collection Fund. The statement shows the transactions of the billing authority in relation to the collection from taxpayers and distribution to local authorities and the Government of Council Tax and Non-domestic Rates (NDR).

BUSINESS RATES 2018/19 £000s	COUNCIL TAX 2018/19 £000s	TOTAL 2018/19 £000s		Notes	BUSINESS RATES 2019/20 £000s	COUNCIL TAX 2019/20 £000s	TOTAL 2019/20 £000s
INCOME							
0	(53,244)	(53,244)	Council Tax income receivable	1	0	(56,100)	(56,100)
(14,545)	0	(14,545)	Non-domestic rates income receivable	2	(14,657)	0	(14,657)
(14,545)	(53,244)	(67,789)	TOTAL INCOME		(14,657)	(56,100)	(70,757)
EXPENDITURE							
Apportionment of previous year surpluses / (deficits)							
(138)	0	(138)	Central Government		(214)	0	(214)
(110)	115	5	Castle Point Borough Council		(171)	103	(68)
(25)	534	509	Essex County Council		(39)	488	449
0	72	72	Essex PFCC - Policing and Community Safety		0	68	68
(3)	32	29	Essex PFCC - Fire and Rescue Authority		(4)	28	24
Precepts, demands and shares							
6,975	0	6,975	Central Government		6,898	0	6,898
5,580	7,870	13,450	Castle Point Borough Council		5,519	8,189	13,708
1,256	37,194	38,450	Essex County Council		1,242	39,113	40,355
0	5,146	5,146	Essex PFCC - Policing and Community Safety		0	5,941	5,941
140	2,143	2,283	Essex PFCC - Fire and Rescue Authority		138	2,231	2,369

COLLECTION FUND

BUSINESS RATES 2018/19 £000s	COUNCIL TAX 2018/19 £000s	TOTAL 2018/19 £000s	Notes	BUSINESS RATES 2019/20 £000s	COUNCIL TAX 2019/20 £000s	TOTAL 2019/20 £000s
			Other charges to the Collection Fund			
78	0	78	Costs of collection	76	0	76
95	554	649	Increase / (decrease) in allowance for bad and doubtful debts	87	486	573
843	0	843	Increase / (decrease) in allowance for appeals	726	0	726
14,691	53,660	68,351	TOTAL EXPENDITURE	14,258	56,647	70,905
146	416	562	(Surplus) / deficit for the year	(399)	547	148
322	(1,480)	(1,158)	(Surplus) / deficit brought forward	468	(1,064)	(596)
468	(1,064)	(596)	(SURPLUS) / DEFICIT CARRIED FORWARD	69	(517)	(448)

The (surpluses) / deficits on Council Tax and NDR on the Collection Fund are shared between Castle Point Borough Council and the other bodies as shown below and are included in the calculation and distribution of Council Tax and NDR in subsequent years.

The total amount attributable to Castle Point Borough Council is shown under Reserves on the Balance Sheet, and the amounts attributable to the other bodies are shown within current assets and liabilities and non-current liabilities on the Balance Sheet.

£000s	£000s	£000s		£000s	£000s	£000s
234	0	234	Central Government	34	0	34
187	(159)	28	Castle Point Borough Council	27	(76)	(49)
42	(754)	(712)	Essex County Council	6	(366)	(360)
0	(108)	(108)	Essex PFCC - Policing and Community Safety	0	(55)	(55)
5	(43)	(38)	Essex PFCC - Fire and Rescue Authority	1	(21)	(20)
468	(1,064)	(596)	(SURPLUS) / DEFICIT CARRIED FORWARD	68	(518)	(450)

COLLECTION FUND

NOTES TO THE COLLECTION FUND INCOME AND EXPENDITURE STATEMENT

1 COUNCIL TAX BASE

The Council's tax base for 2019/20, i.e. the number of chargeable dwellings in each valuation band (adjusted for dwellings where discounts apply) converted to an equivalent number of band D dwellings, was calculated as follows:

Band	A	B	C	D	E	F	G	H	TOTAL
Number of dwellings after discounts	1,791	4,588	11,532	7,669	4,037	1,731	645	56	32,049
Ratio to band D	6:9	7:9	8:9	9:9	11:9	13:9	15:9	18:9	
Number of band D equivalent dwellings	1,195	3,568	10,251	7,669	4,934	2,500	1,075	112	31,304
Collection rate adjustment									(517)
Council Tax Base for 2019/20									30,787

2 INCOME COLLECTABLE FROM NON-DOMESTIC RATES (NDR)

Central Government specifies a national multiplier of 50.4p (49.3p in 2018/19) and, subject to the effects of transitional arrangements and any reliefs, local businesses pay rates which are calculated by multiplying the rateable value of their business properties by the multiplier. The Council is responsible for collecting rates due from the ratepayers in its area, and retains part of the amounts collected, with the remainder distributed to Central Government, Essex County Council and Essex PFCC - Fire and Rescue Authority. The following table shows the gross business rates income collectable from ratepayers, before rates reliefs and other adjustments:

	2018/19 £000s	2019/20 £000s
Non-domestic rateable value as at 31 March	40,792	41,460
National multiplier	0.493	0.504
Gross amount of rates collectable from ratepayers	20,110	20,896

ANNUAL GOVERNANCE STATEMENT

ANNUAL GOVERNANCE STATEMENT

1 SCOPE OF RESPONSIBILITY

The Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for and used economically, efficiently and effectively. The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised.

In discharging this overall responsibility, the Council must put in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, including arrangements for the management of risk.

Castle Point Borough Council has approved and adopted a Local Code of Governance, which is consistent with the principles of the CIPFA/SOLACE Framework *Delivering Good Governance in Local Government*. A copy of the Council's code is on our website at <https://www.castlepoint.gov.uk/local-code-of-corporate-governance> or can be obtained from the Strategy, Policy and Performance Manager by e-mail bbrook@castlepoint.gov.uk or by phone on 01268 882220. This statement explains how the Council has complied with the code and also meets the requirements of the Accounts and Audit (England) Regulations 2015, which requires all relevant bodies to prepare an annual governance statement. In anticipation of the potential disruption to relevant authorities caused by the spread of coronavirus, these Regulations were amended to extend the deadlines for relevant authorities to publish and make available for public inspection, their annual accounts and supporting documents – including this Annual Governance Statement – in relation to the financial year beginning on 1st April 2019.

2 THE PURPOSE OF THE GOVERNANCE FRAMEWORK

The governance framework comprises the vision, culture and values, systems and processes and structure by which the Council is organised, directed and controlled and its activities through which it accounts to, engages with and leads the community. It enables the Council 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 framework needs to be flexible to ensure it meets the needs of a changing environment.

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

The governance framework has been in place at Castle Point Borough Council for the year ended 31 March 2020 and up to the date of approval of the Statement of Accounts.

Operation of the governance framework

The governance framework ensures the Council's vision and key priorities are effectively promoted and progressed through its corporate governance arrangements and business planning processes. The key elements of the governance framework are as follows:

- Consultation and Engagement
- Business Planning and Strategy
- Financial Reporting including Budgetary Management
- Asset Management including value for money

ANNUAL GOVERNANCE STATEMENT

- Risk Management including Anti-Fraud and Corruption, and Whistleblowing
- Health & Safety
- Business Continuity
- Performance Management
- Workforce Management
- Data Quality
- Information Management Security
- Procurement
- Project Management
- Complaints, Compliments and Comments
- Ethical Governance

These areas form the main sources of assurance to be considered in any review of the internal control environment. In support of the review process, the Local Code of Governance sets out further detail to be reviewed in each area before an opinion on the effectiveness of the system of internal control can be expressed.

The Strategy, Policy and Performance Manager has been given the responsibility for overseeing the implementation and monitoring of the Code, through a process which includes:

- three reports over the financial year to Executive Management Team and the Audit Committee which set out:
 - weaknesses identified in the governance arrangements;
 - any corrective action necessary to resolve concerns identified
- an annual review of the governance framework supported by manager assurance statements certified by service managers and reviewed and certified by Directors / Heads of Service
- a corporate assurance process for key governance processes with a nominated officer owner undertaking an assessment
- an assessment of compliance with the core principles of the CIPFA delivering good governance assessment
- an annual report – this Annual Governance Statement – to Executive Management Team and the Audit Committee on the adequacy of governance arrangements.

The process also includes a governance group of officers responsible for the implementation and monitoring of key governance processes. The group provides a challenge to the operation of the processes and individual assessments of core governance processes for which they are responsible. Some of their findings and further work have been incorporated into the views expressed in this governance statement. Each corporate process is subject to an overall assessment by the governance group according to one of four assessments: High (majority or all requirements being met), Satisfactory (significant proportion greater than 50% of requirements are met), Partial (Some requirements are met but less than 50%); Minimal (very few requirements are met). A summary of the key findings for each corporate process is set out in the table below and Further detail relating to the findings is incorporated into the review of effectiveness set out in section 3:

ANNUAL GOVERNANCE STATEMENT

Assurance Process	Assessment
Consultation and Engagement	Satisfactory
Business Planning and Strategy	Satisfactory
Financial Reporting inc. Budgetary Management	High
Asset management	Satisfactory
Risk Management, inc. Anti-Fraud & Corruption and Whistleblowing	Partial
Health and Safety	Satisfactory
Business Continuity	Partial
Performance Management	Satisfactory
Workforce Management	High
Data Quality	Satisfactory
Information Management Security	Satisfactory
Procurement	Satisfactory
Project Management	Partial
Complaints, Compliments and Comments	Satisfactory
Ethical Governance	Satisfactory

The Council's key governance and business planning processes are also subject to audit on a risk basis. This work forms part of the evidence in support of the Head of Internal Audit's annual opinion on the adequacy and effectiveness of the Council's risk management, control and governance framework.

3 REVIEW OF EFFECTIVENESS

Reviewing the effectiveness of the framework

Castle Point Borough Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the Directors and Heads of Service within the Council who have responsibility for the development and maintenance of the governance environment, the Head of Internal Audit's annual report, and also by comments made by the external auditors and other review agencies.

The Internal Audit service also produced reports throughout the year on a range of subject areas, that support provision of an opinion on the adequacy and effectiveness of the Council's risk management, control and governance framework. These reports are considered when reviewing the effectiveness of the framework, with audit findings taken into account and reflected in the assessments presented in the table above.

During the review of the operation of the framework for 2019/20, the governance group found that in several areas whilst the core corporate processes were in place, the application of those processes was not always consistent across the areas of the Council's business. This is set out in more detail for specific processes in the following sections.

CIPFA Key Principle 1:

Behave with Integrity, demonstrating strong commitment to ethical values, and respecting the rule of law.

The Council has an established set of organisational values which underpin the approach to engaging with staff and the community. These can be found on page 8 of the Council's Corporate Plan which is available on the following web link, along with a variety of other strategies and plans as well as the Council Constitution: <https://www.castlepoint.gov.uk/council-strategies-and-policies>

ANNUAL GOVERNANCE STATEMENT

The Council has Codes of Conduct for Members and Staff within the Council's Constitution. The Code of Conduct for Members makes specific reference to the Seven Principles of Public Life (the "Nolan Principles"), was developed by an Essex wide legal partnership and has been adopted by a number of Council's within Essex.

As a condition of office all Members are required to sign an undertaking that they will observe the Code of Conduct. There is a requirement to re-sign this undertaking when there are any major revisions to the Code as well as on election or re-election. The Code of Conduct for Staff sets out policies and expectations for staff conduct. It is published on the Intranet and a copy is issued to every new starter as part of the induction pack.

Arrangements to investigate breaches of proper standards of conduct include a staff handbook which outlines expected codes of conduct and procedures for dealing with breaches e.g. disciplinary procedures for staff. The Constitution also includes the requirement for the Council to appoint a Review Committee which has a role that includes promoting and maintaining high standards of conduct and behaviour as well as hearing any complaints of breaches of the Code. The Council has appointed 2 Independent Persons who must be consulted before the Council makes a finding as to whether a Member has failed to comply with the Code of Conduct.

An assessment of **ethical governance** has been undertaken and the arrangements have been assessed as satisfactory. Key corporate documents are in place and for example, the Council's PPDP (Appraisal) form includes a record of whether any declarations of interest have been made by staff during the year. Specialist training has also been undertaken for Development Control Committee members.

The Council ensures access to its [complaints policies](#) and [whistle blowing procedures](#) by publishing these on the Council's website. The requirements of the complaints policy and procedure were communicated to OMT at the time of the update of the "Customer Promise" and complaints are also discussed at DMT meetings as appropriate. The website has also been improved to more clearly set out how to complain regarding issues for services as well as set out the Council's complaints procedure.

Counter Fraud and Investigation services continue to be provided by Thurrock Council. A programme of work was in place during the year and progress in delivering the programme is presented to EMT and Audit Committee. As reported to Audit Committee in January 2020¹, the value of suspected fraud currently under investigation was £228,400. A new e-learning package for countering fraud, bribery, corruption and money laundering was launched in September 2019 and completed by all staff. A new procedure to enhance counter fraud and money laundering controls for Finance & Revenue teams was implemented in November 2019. The value of detected fraud in the Castle Point Borough over 2019/20 was £149,990.

CIPFA Key Principle 2

Ensure Openness and Comprehensive Stakeholder Engagement.

The Council has the core requirements in place. Corporate guidance requires the results of any **customer engagement or consultation** activities to be considered as part of the service planning process. Individual services undertake consultation on a range of areas. For example, the Housing Department undertakes routine satisfaction surveys following repairs and maintenance on Council-owned properties and the draft Allocations Policy was subject to a consultation in January and February 2020.

The Council's corporate plan, which was refreshed and agreed by Full Council in October 2019 – following a special Scrutiny session in August 2019 – refers to public consultation to develop priorities and included satisfaction levels for a range of services as well as on priorities for improvement. The

¹ Due to the impact of the Covid-19 pandemic, Audit Committee did not meet in April 2020 so this report in January 2020 was the last considered by the Committee. However, fraud investigation and detection continued over the remainder of the 2019/20 financial year.

ANNUAL GOVERNANCE STATEMENT

plan also includes updated Place Survey results from a consultation commissioned by Essex County Council which gives a statistically reliable return. The corporate plan update also includes an Annual Report which sets out progress made against the objective from the previous year.

A significant piece of work in 2019/20 was the revision of the new Castle Point Local Plan which, in October 2019, Full Council approved for publication for further consultation and then submission to the Secretary of State. The new Local Plan was published for consultation on the 16 December 2019 for eight weeks through to the 14 February 2020, during which 1,105 responses were received.

The Council also has a consultation toolkit available for services to use and this is set out in the 'How it Works' guidance. The Council also ensures it involves staff in any appropriate decisions and elicits their views on issues. For example, a monthly staff forum meets to discuss and agree any issues important to staff.

The Council ensures its services provide clear expectations for service users and members of the public through a set of service standards known as the "Customer Promise" which was updated in October 2019 and published on the Council's website <https://www.castlepoint.gov.uk/customer-promise>.

Work was undertaken in 2019/20 to improve the tracking of Freedom of Information requests to maximise performance on response times. As part of this work, more open data sets are now available on the website <https://www.castlepoint.gov.uk/freedom-of-information-foi>, increasing transparency.

All public meetings are [broadcast live](#) and recorded so that members of the public can engage in Council-business without leaving their homes. Agendas and minutes of meetings are made available on the website <https://www.castlepoint.gov.uk/agendas-minutes-library>.

The Council works closely with partners on joint objectives. For example, with the Health and Wellbeing Board and the Crime and Disorder reduction partnership. Good progress has been made this year on the strategic approach and partnership framework, which was identified as an area of focus in last year's annual governance statement.

CIPFA Core Principle 3:

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

The Council's refreshed corporate plan was approved by full Council in October 2019. The plan sets out a high-level vision for the area and four corporate priorities: Environment, Housing and Regeneration, Health and Community Safety, A Commercial and Democratically Accountable Council. The plan complies with a number of good-practice requirements and sets out some defined outcomes that have sustainable benefits. For example, it targets the construction or acquisition of a total of 45 new affordable or social rented homes by March 2021. Last year's Annual Governance Statement contained an action linked to the South Essex 2050 partnership to clarify the vision for Castle Point and link longer term ambitions for the area to the corporate plan. Progress was made towards the end of 2019/20 where an "away day" with Cabinet and the Council's Executive Management Team and a series of follow-up joint meetings has helped to set the direction for a new corporate plan with longer-term ambitions to be developed over 2020/21 for implementation from April 2021.

An annual corporate action plan to help deliver the aims and objectives of the corporate plan was developed and formed the basis for monitoring and highlight reporting. Monthly highlight reports were considered by the Corporate Management Team with an in-depth mid-year review of the delivery of this action plan in October 2019 and end-of-year review in March 2020.

The Council is committed to working in partnership with all other South Essex authorities to develop the South Essex 2050 partnership with ambitions that will include Regeneration, Economic

ANNUAL GOVERNANCE STATEMENT

Infrastructure, Transport, Housing and Quality of Life. A Memorandum of Understanding is in place. The Peer Challenge review recommended that the Council must continue to commit fully to South Essex Vision 2050 as a ground-breaking initiative to develop the vision and ambitions for the area as well as Castle Point. Consequently, work has been undertaken to develop a South Essex Joint Strategic Plan. Progress will be monitored.

CIPFA Core Principle 4

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

Further to the threat of intervention from central government due to lack of progress with the development of its Local Plan, progressing the draft Castle Point Local Plan was top priority in 2019/20 and identified as a key action in last year's Annual Governance Statement. In October 2019, Full Council approved the draft Castle Point Local Plan for publication for further consultation and then submission to the Secretary of State. Continued progress with the Local Plan remains one of the priority areas of work for the Council in 2020/21.

The Council faces significant financial challenges and needs to reduce net operational spend over the coming years or increase income substantially. Whilst the budget set for 2020/21 was balanced, the impact of the Covid-19 pandemic has had significant financial consequences that are impacting on delivery against that budget during 2020/21. Work is being undertaken to address those consequences in 2020/21 and to meet the significant future savings that had already been identified as necessary for 2021/22 and thereafter. Short term, this will be managed through the establishment of in-year savings and delay to expenditure in 2020/21; updates have been ongoing to Cabinet. Longer-term, this will be achieved through the combination of a variety of approaches including service reviews, maximising the use of estate and assets, utilising new technology to transform working practices and procedures, procurement, and exploring ways of securing greater income. The Council has made good progress in developing further a Commercialism Strategy which was agreed by Executive Management Team in February 2020. Work is being undertaken to close the budget gap and will be monitored. Nevertheless, it should be noted that **financial reporting, including budgetary management** is assessed as high level of compliance, so the Council has good control over its finances.

The assessment of the Council's **project management** arrangements continues to be partial. The Council has established project management arrangements with a framework and suite of templates based on PRINCE2 principles. Over the year, this framework and suite of templates has been revised, simplified and updated. However, whilst the core corporate processes are in place, further work is required to ensure that the approach is consistently implemented in all service areas. A number of managers indicated that they had not undertaken any projects over the year, whilst those that did indicated a mix of high and satisfactory compliance, with just one reporting partial compliance. Those managers who have used the new templates have reported that they find them easier to follow, however, the governance group considers that whilst project documentation is more accessible, there is a training and awareness gap across the Council that needs addressing. Furthermore, project governance arrangements require further clarification. This will feature as a key piece of work in 2020/21 and is being supported by a follow-up audit drawing on external expertise in project management.

The approach to **business continuity** (BC) has been assessed as partial. Most core requirements are in place although, training and exercising was deferred until 2020/21 to enable further BC management development and revisions to be in place first. There is a corporate BC plan for the Council, which has recently been subject to full review and revision as part of a two-year cycle and is stored electronically including on the Government's secure 'Resilience Direct' website. Business impact assessments have been undertaken by all services and are being incorporated into a revised format for Service level BC plans. A strategic business risk and threats assessment was approved by Executive Management Team in May 2019, verifying the hierarchy of priorities in relation to BC. Other primary documents relating to BC include; an annual workplan, policy, business impact assessment and the BC framework document, which seeks to describe how the Council deals with

ANNUAL GOVERNANCE STATEMENT

emergencies, as well as disruptions to the organisation's ability to deliver its critical services to the public. An internal audit report concluded that BC arrangements need to be further embedded, which training already planned for 2020/21 will help with. Progress will be monitored.

The Council has a **business planning** process and associated guidance. A review of the manager's assurance statements demonstrated that most services assessed themselves to be satisfactory or high compliance. The corporate processes have been complied with and this included a challenge of individual service plans and directorate plans that was fed back to Directors / Heads of Service for further action. Service plans have in most cases been completed to a high standard although there is some inconsistency. Directorate Plans are in place and provide an "elevated view" of key actions planned by the services in each directorate. A performance issue flagged as an example in last year's Annual Governance Statement concerned an increase in the time taken to re-let a void property. Further to development and implementation of an action plan to address this, together with monitoring of performance over the year by Cabinet as this was one of the indicators on the Corporate Performance Scorecard, a significant improvement in performance was achieved. The Scorecard for 2020/21 remains broadly similar as a number of indicators on there are at risk of being impacted negatively by actions taken in response to Covid-19; for example, leisure memberships as a result of closure of the Council's leisure centres and the inclusion of an indicator of benefit processing times which could be impacted by an increase in volume of applications.

CIPFA Core Principle 5

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

The 2018 Peer Challenge report recognised strong officer leadership and stated: "CPBC is led by strong senior managerial leadership. This is recognised by many, including senior influential figures from external partners, who see the Council as a professional and well-respected organisation". The report also notes that "Positive officer and member relationships have also been identified as a key factor for past success". The report also recognises good practice in the delivery of formal and mandatory Development Control (DC) Committee training as part of the 30-minute briefings before each DC meeting. However, it is also considered that more is required with regular briefings on key issues and the developing vision for the area as well as issues of importance for members to allow them to ask questions. Consequently, the Council developed a programme of Scrutiny for 2018/19 which has continued in 2019/20 and included:

- Scrutiny Committee review of consultation undertaken on the future of The Paddock community hall
- Environment Policy and Scrutiny Committee review and recommendations to Cabinet on the outcome of the consultation undertaken over the summer on the proposal to require dogs to be kept on leads on Canvey beaches during the summer months.
- Special meeting of all Scrutiny Committees to review the proposed 2019 update to the Corporate Plan 2018-21
- All Councillors had the opportunity to engage in briefing sessions to understand the development of the New Local Plan

The information needs for members to effectively develop policy and make decisions is also considered, and reports to Cabinet included considerable detail in some areas, for example: Budget and Policy Framework for 2020/21; reports for the approval of Disabled Facilities Grants (DFGs); the process to introduce a Community Infrastructure Levy (CIL); a revised Tenancy Strategy; as well as Cabinet and full Council decisions on the Corporate Plan and the Local Plan.

Although working relationships between officers and members are constructive in a number of aspects, they are not yet fully effective. This is illustrated in the decision to delay implementation of a recommendation in a Planning Improvement Peer Challenge to "Reconstitute a new modernised strategic Development Management Committee with a strategic focus." Although this recommendation was made in the report at the beginning of the 2019/20 financial year, progress was not made in a timely fashion. However, it should be noted that a further recommendation in the

ANNUAL GOVERNANCE STATEMENT

same report “The political leadership should ensure they provide the political guidance necessary to ensure the Local Plan is agreed by Council” was implemented as Full Council made the decision in October 2019 to approve the Local Plan for publication for further consultation and then submission to the Secretary of State. A further example of effective joint working was the decision by Cabinet to purchase the freehold of the Knightswick Shopping Centre Canvey Island, a substantial and strategic decision to facilitate the regeneration of Canvey town centre. Nevertheless, progress in this area will continue to be monitored.

The Council uses partnership working to good effect to increase its capacity. The Council maintains its commitment to the Local Strategic Partnership jointly with Rochford District Council and the Joint Castle Point and Rochford Health and Wellbeing Board. The Leader and Chief Executive are active members of the Association of South Essex Local Authorities (ASELA), a partnership of seven neighbouring councils that have come together to promote growth and prosperity in the region. The Council is also actively involved in the Regeneration Partnership and Opportunity South Essex. Senior officers are leading workstreams in the South Essex 2050 emerging vision for future growth. As a result, there are a number of operational projects which have resulted in outcomes for residents and improved staff understanding. Examples include:

- *Let's Keep Moving* - a free wellbeing and activity group for older adults, which runs in Benfleet and Canvey (this is facilitated by Active Castle Point - a community activity network made up of representatives from Active Essex, Castle Point Borough Council and local organisations within the statutory, voluntary and private sectors).
- Cookery courses - basic cookery courses to help people learn how to cook and eat healthily
- *Stressbuster* workshops - to help young people build resilience and learn coping mechanisms to deal with stress and anxiety

The Council is successful in obtaining grant funding to pursue projects that will result in better outcomes for local people. Recent and current examples include:

- A successful bid for £1.52m from the Coastal Communities Fund for Canvey Island Seafront Regeneration.
- Funding from the DWP for various programmes totalling £72k in 2019/20.
- Miscellaneous grants relating to highways and car parks works totalling £185k
- £67k from various organisations towards health and fitness projects.

Last year's Annual Governance Statement identified a need to develop the approach to strategic partnership working. Work has been undertaken over 2019/20 to compile a more accurate and complete picture of partnerships that the Council is involved in. This register has helped to categorise such partnerships into: strategic; operational; contractual; and networking. A revised partnership framework and toolkit was also developed and shared with Corporate and Operational Management Teams. In October 2019, a comprehensive review of the community safety initiatives as presented to Cabinet, helping to raise awareness of the work of this partnership. However, there is further work required in this area to better understand the increasingly complex partnership landscape and how the effectiveness of these partnerships is understood and reported to members and senior officers accordingly.

The Monitoring Officer is responsible for the maintenance of the Constitution and for reviewing its relevance and effectiveness. Any significant changes to the Constitution are approved by full Council following consideration of a report made by the Chief Executive.

Decisions made by the Cabinet may be Called-in (in accordance with the procedure for a Call-in, which is shown in the Overview and Scrutiny Procedure Rules) by the Scrutiny Committee. A decision made by Cabinet is published within 4 working days of the Cabinet meeting and can be called-in for consideration by the Scrutiny Committee within 5 working days of the publication by either the Chairman of the committee or by 3 committee members.

ANNUAL GOVERNANCE STATEMENT

The Constitution sets out the responsibilities for Scrutiny Committee, Policy and Scrutiny Committees and the Audit Committee. The Audit Committee's role includes an overview of the governance arrangements and it received quarterly monitoring reports on its effectiveness. In addition, the committee also considered the corporate risk register. The new Audit Committee Chairman received a standard induction from the Head of Internal Audit. Additional training is provided to meet identified needs and every agenda to the committee includes any relevant recent publications to help with good practice in governance awareness.

Workforce management demonstrates a high level of compliance. The Council has effective recruitment and retention arrangements and provides a Corporate programme of training which provides staff development programmes to ensure staff skills are further developed to improve the capacity of the Council and the continued development of staff. Some development for existing employees can be funded by the Apprenticeship Levy. Development and training is varied and includes professional programmes such as CIPFA qualifications to generic training. The Council also makes use of online training platforms particularly for induction and training in health and safety arrangements. Compliance with the appraisal process has significantly improved and most staff are recorded to have undergone the personal performance development plan process. Monitoring of the process will continue to ensure compliance is in place for all services.

The organisation continues to ensure that there is leadership capacity, bringing in new people where a gap exists and re-assigning people to new posts where there is a business need to do so. Towards the end of 2019/20, the departure of the Financial Services Manager was well-managed and there was a longer-than-usual handover period to ensure continuity in this key post.

CIPFA Core Principle 6

Managing risks and performance through robust internal control and strong public financial management.

Core **performance management** arrangements are in place and this includes the operation of an Access database to produce performance information for all services, with performance scorecard reports produced every quarter and reviewed by Executive Management Team (EMT) before consideration by Cabinet. There is some variance in the completion of performance information and in the robustness of target setting as although this is reviewed and challenged when compiling performance indicators from service plans for the new financial year, decisions on selection of indicators and target setting ultimately rest with the service managers. However, there are some strong examples of performance management in the housing and revenues & benefits service areas where performance officers are in post.

The key performance reporting arrangements remain in place. Highlight reporting was regularly undertaken to ensure the delivery of corporate objectives and a quarterly performance scorecard was monitored by Cabinet and Executive Management Team.

Whilst work is underway to re-balance the budget for 2020/21 as a result of the immediate financial consequences of the Covid-19 pandemic, significant ongoing efficiencies and cost savings also need to be identified for future years to reduce funding gaps of around, £489k in 2021/22 and £595k in 2022/23. General reserves are currently predicted to be fully depleted by the end of 2023/24. In this context the Council has continued to undertake efficiency review work during 2019/20 and this generated ongoing savings of approximately £694k for 2019/20 and £1.5m for 2020/21. Progress in the securing of cashable savings will be monitored.

Financial monitoring reports are informed by a risk assessment and focus on the Council's large, high risk or volatile budgets. Departures from budget, and corresponding operational performance information, are reported to Executive Management Team and Cabinet on a regular basis.

ANNUAL GOVERNANCE STATEMENT

ROLE OF THE CHIEF FINANCIAL OFFICER

The Section 151 Chief Financial Officer (CFO) occupies a key position in the Council, managing the Councils' finances and ensuring that resources are used wisely to secure positive results.

In order to support the post holder in the fulfilment of their duties and ensure that the Council has access to effective financial advice, in 2010 the Chartered Institute of Public Finance and Accounting (CIPFA) issued a Statement on the Role of the Chief Financial Officer in Local Government, most recently updated in 2016. The statement sets out how the requirements of legislation and professional standards should be fulfilled by CFOs in the carrying out of their role, and includes five key principles that define the core activities and behaviours that belong to the role of the CFO in public service organisations and the organisational arrangements needed to support them. These statements are set out below:

- 1) The CFO in a local authority is a key member of the Leadership Team, helping it to develop and implement strategy and to resource and deliver the authority's strategic objectives sustainably and in the public interest.
- 2) The CFO in a local authority must be actively involved in, and able to bring influence to bear on, all material business decisions to ensure immediate and longer-term implications, opportunities and risks are fully considered, and alignment with the authority's overall financial strategy.
- 3) The CFO in a local authority must lead the promotion and delivery by the whole authority of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently, and effectively.
- 4) The CFO in a local authority must lead and direct a finance function that is resourced to be fit for purpose.
- 5) The CFO in a local authority must be professionally qualified and suitably experienced.

The Council has the necessary arrangements and procedures in place which ensure that these principles are either directly complied with or, where not directly complied with, there are alternative procedures in place so that the necessary outcomes and objectives are still achieved, and suitable controls are in place. For example, the CFO is a member of the leadership team (Executive Management Team) and reports directly to the Chief Executive.

There are three Policy and Scrutiny Committees which may make proposals in relation to their functions, including the review and development of policy items, whose proposals support the Council's published priorities. The work undertaken by the committees is further detailed above under CIPFA core principle 5.

The corporate risk register was monitored during the year by Executive Management Team and has been updated by Heads of Service. It has also been reported to the Audit Committee. Risks and health and safety issues were also discussed at directorate meetings during the year. A refresh of the corporate risk register was most recently undertaken in March 2020 and this will continue to be updated every six months. To ensure better alignment between the corporate risk register and directorate risk registers and ownership of cross-cutting risks, a number of key risks on the corporate register that applied to all directorate were added to directorate registers. However, the governance group felt that risk was not necessarily considered in its widest context at the right time. Some people understand the approach and use it, but this is not consistent across the Council. The approach is suitably designed, but not universally well understood or implemented. Counter fraud arrangements are outsourced to Thurrock and policies need to be refreshed.

As an employer the Council continues in its aim to meet its statutory **health and safety** duties and to achieve this employs a competent person. The competent person, who as the corporate health and safety lead maintains an overview of Council arrangements and provides analysis on current

ANNUAL GOVERNANCE STATEMENT

management performance, attends Operational Management Team to highlight areas of concern. Any significant health and safety issues are raised to the Executive Management Team.

The key functions of the corporate health and safety lead is to advise and assist the Councils Operational Management Team in developing a positive health and safety culture, where risk is managed sensibly with specific aims to reduce accidents and ill health, and to bring about improvements in overall efficiency, quality and productivity. Completion rates of the health and safety online training modules remain high.

CIPFA Core Principle 7:

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

the 'How it Works' document, which is updated annually. Arrangements are led by the Head of Law and include a number of policies ranging from a clear desk policy and document retention policy to guidance on privacy of data and when data is clearly public. Information asset registers are also in place for services. Managers are also required to follow the data security breach management procedure in the event of a data breach. The Head of Law has led a corporate project to implement the requirements of the General Data Protection Regulations which came into force in May 2018. This was followed up by an Internal Audit of the GDPR implementation which received partial assurance. Over the year, significant progress was made against the recommendations and a further audit on GDPR concluded that satisfactory arrangements were in place.

The Council has a comprehensive **procurement** toolkit and strategy and associated governance processes which have been subject to an annual review by the Head of Law, with contract procedure rules updated following advice from internal audit. The arrangements are proving to be effective and officers use the expertise provided by the Braintree Procurement Hub to help develop invitation to tenders for a range of services and to quantify savings from procurements compared to budgeted costs. The organisation would benefit from a plan of upcoming procurements to allow for planning of resources internally and at the Braintree Procurement Hub.

Guidance on the importance of **data quality** requirements was set out in the 'How it Works' document and communicated to all managers. The 'How it Works' document was refreshed in November 2019. Systems are designed in some areas to ensure data quality requirements are considered, for example, the operation of a detailed performance management framework in the Housing Services, and systems for revenues and benefits and planning. There is a risk of variations in the implementation of the approach as there are different systems for a variety of services, with some operating under a nationally set framework and others operating local frameworks. Although there is no evidence of poor data quality, the governance group considered arrangements to be very manual and reliant on individuals doing the right thing, rather than being managed by the organisation. There is scope for this to be better coordinated corporately.

The Council has the core processes in place to ensure decisions consider key information requirements. All Cabinet reports are required to include considerations for financial, legal and equality issues. The Council also recognises when the need for external support and has for example, service level agreement in place with South Essex Homes to obtain professional advice and support to undertake effective housing estate and procurement functions, as well as for a fraud, land charges and internal audit services. The Council continues to procure specialist support in the design and construction of new council homes in the borough.

Internal Audit

The annual risk-based audit plan was prepared in consultation with Heads of Service, Executive Management Team and the Audit Committee. The audit plan was delivered with reports issued to senior managers at the conclusion of each audit highlighting internal control weaknesses identified and the actions required to address them. Recommendations were also reviewed to ensure they were implemented properly, by the due date. A quarterly performance report was taken to Executive

ANNUAL GOVERNANCE STATEMENT

Management Team and the Audit Committee. The Head of Internal Audit annual report and opinion was also considered by the Audit Committee and included an assessment of compliance with relevant professional standards. The Head of Internal Audit's annual opinion states:

The Council continues to maintain satisfactory and effective risk management, control and governance arrangements, despite the continuing financial pressure that it is dealing with. During 2019/20 an external provider reported on a high-level assessment of the Council's risk management arrangements which concluded that risk management is happening as expected across the Council, however there is further work to be done to fully embed this to drive value from the process and help inform decision making at all levels of the Council. As a result, reliance continues to be placed on the Council's risk management arrangements, but steps will be taken to further enhance the consistent utilisation of arrangements and to refresh the Risk Management Policy and Strategy.

The work of the Good Governance Group and results of the audits completed continue to confirm that:

- corporate business management processes remain generally well designed and, in some areas, work is underway to update or strengthen them further
- there is inconsistency in terms of application, across some services which still need to be addressed.

Therefore as a result of the assurance provided by audit and other work undertaken, the design and operation of the Council's risk management, control and governance framework in place for the year remains satisfactory overall.

The impact of the covid-19 pandemic began to manifest itself in the latter part of the year as the Council went into emergency response mode in line with the rest of the country and most of the world. The Council's response appears to have held up well, cooperating with and coordinating a range of resources from a range of different sources to provide the support, response and management of the community to meet the requirements of the Borough as it went through the period of lockdown. There remains much to do as the situation continues to evolve and there will be further challenges as the Borough and the Council works on recovery from the pandemic, and the Council is gearing itself up to deliver and meet the multiple challenges ahead.

As a result there are changes being made to way the Council is operating, including most staff currently operating remotely for most of the time. These new ways of working in the current situation continue to develop and evolve, and there is a need for these to have the opportunity to be properly embedded and assurance obtained that they are working effectively as intended, before they can be considered to be operating effectively. However the opportunity for a period of time in which things can settle into a 'new normal' does not appear to be forthcoming very soon.

Therefore, the remainder of this report should be read within this context.

No issues have come to my attention this year, other than those already disclosed, that I believe need including in the Council's Annual Governance Statement.

Internal Audit is subject to a formal, independent review of its compliance with professional standards every five years.

Audit Committee

The Audit Committee consists of a chairman and four other members. The committee's role is to provide independent assurance to Council on the adequacy of the risk management framework and associated internal control environment and the integrity of the financial reporting and governance processes.

ANNUAL GOVERNANCE STATEMENT

External Audit

External Audit is undertaken by Ernst & Young and their work includes:

- providing an opinion on the financial statements, including whether they provide a true and fair view of the financial position at the end of the year and the expenditure and income for the year, and that they have been properly prepared in accordance with relevant legislation and applicable accounting standards;
- reviewing and providing a conclusion of the arrangements in place to secure value for money.

Where the auditor identifies weaknesses in the Council's arrangements or significant deficiencies in internal controls, these are highlighted in the final report to the Audit Committee.

External Inspections

Planning Improvement Peer Challenge

Early in 2019, the Council commissioned the Local Government Association (LGA) and Planning Advisory Service (PAS) to undertake a peer challenge of Planning. The peer challenge team made a number of recommendations.

Good progress has been made on recommendations relating to the Local Plan, which was approved by Full Council in October 2019 for publication for further consultation and then submission to the Secretary of State.

However, some recommendations remain outstanding, including the reconstitution of a new modernised strategic Development Management Committee with a strategic focus.

Risk management health check

The Council commissioned a Risk Management Health Check Report from its insurers, Zurich Municipal, early in 2019/20.

Although an advisory report rather than official audit, the review concluded that *there is clear evidence that the organisation recognises the need and importance to engage in risk management and has the appropriate tools and methodologies to do so*. The review identified five areas for improvement:

1. Increase visibility of directorate risk profile
2. Risk management training and awareness
3. Risk register and reporting formats
4. Approach to risk appetite (awareness and understanding)
5. Project risk management

Progress has been made in areas 1 and 3 with outstanding action required to address areas 2,4 and 5. Areas for improvement in risk management are also identified under core principle 6 and therefore risk management features as an area for further work in 2020/21.

ANNUAL GOVERNANCE STATEMENT

Progress against Recommendations Identified in last year's Annual Governance Statement

The table below sets out the actions identified and an assessment of progress. Starting in 2019/20, progress on implementation of these actions has been reported to Audit Committee as part of the governance monitoring report.

Number	Issue	Action 2019/20	Date of implementation	Responsible officer	Progress
1.	Need to ensure the Local Plan is progressed and submitted for consideration.	Programme in place and subject to intervention to ensure timescales are met.	December 2019	Head of Place and Policy	Full Council approved the draft Local Plan for Regulation 19 consultation on 22 October 2019. The Council also approved the Local Development Scheme (LDS). The LDS requires consultation at Regulation 19 which started in December 2019 and ran to 14 February. Responses are being reviewed and summarised into a Statement of Community Engagement. Any further work required to improve soundness and legal compliance in light of the responses is being undertaken.
2.	Need to ensure sufficient savings and revenue is identified so that there is no budget gap in 2020/21 and in future years.	Develop and implement Commercial Council Strategy.	March 2020	Strategic Director for Resources	The strategy is now in draft form and includes a proposed set of commercial principles. The new strategy will be adopted in 2020/21, delayed from earlier in the year due to Covid-19. To complement this work, the Council has recently joined the Essex Commercial Network to understand and explore commercial opportunities across the county.
3.	Clarify strategic approach to partnership working.	Develop a Partnership Framework and associated Strategy.	March 2020	Strategy, Policy and Performance Manager	A partnership strategy and framework is now drafted and has been shared with Corporate and Operational Management Teams; this will help clarify the

ANNUAL GOVERNANCE STATEMENT

					arrangements currently in place and how these link to the objectives of the authority. However, there is further work required in this area to better understand the increasingly complex partnership landscape and how the effectiveness of these partnerships is understood and reported to members and senior officers accordingly
4.	Work with the South Essex 2050 partnership to develop the vision for region and long-term ambitions and to further develop the corporate plan.	Through the development of the South Essex 2050 partnership vision and associated strategy and planning arrangements.	June 2020	Chief Executive	There are two key elements to the South Essex 2050 project. The first is the vision/ambition and priorities; and the second the Joint Strategic Plan (JSP). The preparation of the Joint Strategic Plan (JSP) has run concurrent with the development of the wider strategies for South Essex. A new Local Development Scheme (LDS) for the plan needs to be approved. This new LDS will reset the timescales for this performance indicator.
5.	Need to simplify and clarify project management arrangements	Implement new arrangements and ensure responsibilities for monitoring is clear.	March 2020	Strategy, Policy and Performance Manager	Over the year, this framework and suite of templates has been revised, simplified and updated. However, whilst the core corporate processes are in place, further work is required to ensure that the approach is consistently implemented in all service areas. There remains a training and awareness gap across the Council that needs addressing. Project governance arrangements require further clarification.

ANNUAL GOVERNANCE STATEMENT

6.	Strengthen the approach to business continuity.	Undertake review of strategic and tactical business impact analysis and produce a mitigation and continuity options document. Business Continuity also features in this year's Internal Audit reviews.	March 2020	Facilities and Asset Manager	A strategic 'Business Risk Assessment' was approved by EMT in May 2019 and Subsequently, a hierarchy of strategic priorities produced and endorsed. In conjunction with the tactical Business Impact Analysis (BIA), this assisted in the identification of mitigation and continuity options. An internal audit of Business Continuity was conducted in early 2020 which included recommendations to further embed BC within the organisation.
----	---	--	------------	------------------------------	---

ANNUAL GOVERNANCE STATEMENT

Key governance issues

The following are the key governance issues that have been identified:

Number	Issue	Action 2020/21	Date of implementation	Responsible officer
1.	Improve the organisation's understanding of the effectiveness of partnership working	Develop and introduce reporting mechanisms on key partnerships to members and senior managers.	March 2021	Strategy, Policy and Performance Manager
2.	Address awareness and training needs for project management	Participate in a follow-up audit of project management and use the learning to develop and deliver a training programme for Operational Management Team and others in the Council who manage projects. Develop and implement project governance structures for approval of business cases and ongoing monitoring of key project delivery.	March 2021	Strategy, Policy and Performance Manager
3.	Improve the organisation's understanding and application of good risk management	Update the Risk Management Policy and Strategy and implement the remaining areas of focus identified in the health check of risk management.	Dec 2020	Head of Internal Audit
4.	Better corporate coordination of data quality	Raise awareness of the importance of data quality and work with internal audit to develop a system of spot-checks in areas of risk.	Dec 2020	Strategy, Policy and Performance Manager
5.	Coordination of procurement activity to plan required resources to undertake this procurement	Use service plans to create a register of planned procurement showing timescales and expected resource requirements. Training on procurement to be delivered.	Oct 2020 Mar 2021	Principal Admin Officer and Procurement Specialist
6.	Overdue implementation of the recommendations in the Planning Improvement Peer Challenge	Implement the outstanding recommendations made in the Planning Improvement Peer Challenge report.	Oct 2020	Head of Place and Policy
7.	Business continuity training and exercising is overdue (audit finding)	Undertake business continuity training and exercising with manager and other relevant staff.	Feb 2021	Principle Admin Officer and Procurement Specialist

ANNUAL GOVERNANCE STATEMENT

CONCLUSION

This statement has been considered by the governance group of officers as well as Executive Management Team and is considered an accurate reflection of the Council's governance arrangements. We propose over the coming year to take steps to address the above 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.



Councillor Norman Smith
Leader of the Council
25 November 2020



David Marchant
Chief Executive
25 November 2020

GLOSSARY OF TERMS

GLOSSARY OF TERMS

Accounting Period

The period of time covered by the accounts. For the Council, this is a period of 12 months from 1 April in one year until 31 March in the following year. The end of the accounting period is the date of the Balance Sheet.

Accruals concept

Income and expenditure are recognised when they are earned or incurred, not when money is received or paid.

Actuarial Gains and Losses

For a defined benefit pension scheme, the changes in actuarial surplus and deficits that arise because either events have not coincided with previous actuarial assumptions, or where actuarial assumptions have changed.

Adjustment Account

Statutory adjustment accounts which are used for the differences between the accounting cost of providing services in accordance with generally accepted accounting practices, and the amount to be funded from taxation for the General Fund and housing rents for the Housing Revenue Account. Examples include the Capital Adjustment Account and the Revaluation Reserve. These accounts form part of Unusable Reserves as reported on both the Balance Sheet and the Movement in Reserves Statement.

Assets

Resources controlled by the Council as a result of past events, and from which future economic benefits or service potential are expected to flow to the Council. See also Intangible Assets and Tangible Assets.

Balance Sheet

One of the primary statements. The Balance Sheet is a statement of all the assets, liabilities, reserves and other balances held by the Council to show the overall net worth of the Council at a certain point in time. It brings together details of the individual funds maintained by the Council as at the end of the relevant accounting period. Please also refer to the detailed description on pages 9 or 26.

Capital Adjustment Account

A statutory unusable reserve included on the Balance Sheet, which represents the balance of capital resources set aside to finance capital expenditure, and certain other capital financing transactions, including the reversal of some entries posted to the Movement in Reserves Statement.

Capital Charges

Charges made to service department revenue accounts to reflect the cost of non-current assets used during the period. This primarily relates to depreciation charges.

Capital Expenditure

Expenditure on the acquisition of a new non-current asset, such as a piece of land or a building, or expenditure which adds to, and not merely maintains, the value of an existing non-current asset, for example by prolonging its useful life.

Capital Financing Requirement

The value of the capital expenditure incurred historically by the Council that has yet to be financed. Please also refer to the detailed description on page 71.

GLOSSARY OF TERMS

Capital Receipt

The proceeds from the sale of a non-current asset. The government prescribes the amount of the receipt which must be set aside to repay debt and the usable amount which may be used to finance capital expenditure.

Carrying Amount

The principal amount plus accrued interest at the Balance Sheet date.

Cash Flow Statement

One of the primary statements. The statement shows how the Council has generated and used cash and cash equivalents during the period, classified into operating, investing and financing cash flow activities. Please refer to the detailed description on pages 10 or 28.

Chartered Institute of Public Finance and Accountancy (CIPFA)

The Chartered Institute of Public Finance and Accountancy is the professional body responsible for determining local government financial regulations. CIPFA issues annually the Code of Practice on Local Authority Accounting in the United Kingdom (the Code).

Code of Practice on Local Authority Accounting in the United Kingdom

A document issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) which sets out the proper accounting practices for Local Government to adhere to in the preparation of their annual Statement of Accounts.

Comprehensive Income and Expenditure Statement (CI&ES)

One of the primary statements. This statement brings together income and expenditure relating to all of the Council's functions. It demonstrates how the costs have been financed from government grants and income from local taxpayers. Please also refer to the detailed description on pages 8 or 22.

Collection Fund Income and Expenditure Account

One of the supplementary statements. All receipts of Council Tax and National Non-Domestic Rates are paid into this account. The Council uses this money to pay the precepts due to Essex County Council, Essex PFCC - Fire and Rescue Authority and Essex PFCC - Policing and Community Safety, and also the Council Tax demand by the Council's General Fund, which finances the Council's day to day expenditure. Please refer to the detailed description on pages 11 or 99.

Contingent Asset

A possible asset that arises from past events but will only be confirmed by the occurrence of one or more uncertain future events not wholly within the Council's control.

Contingent Liability

This is either:

- A possible obligation that arises from past events and whose existence will be confirmed only by the occurrence of one of more uncertain future events, not wholly within the Council's control, or
- A present obligation that arises from past events but which is not recognised because either it is not probable that a transfer of economic benefits will occur, or the amount of the obligation cannot be measured with sufficient reliability.

Corporate and Democratic Core (CDC)

CDC is reported within Central and Corporate Services on the Comprehensive Income and Expenditure Statement and incorporates the following sub-divisions:

GLOSSARY OF TERMS

- Democratic Representation and Management costs – includes all aspects of Members' activities including corporate, programme and service policy-making, general governance and representing local interests.
- Corporate Management costs – concerns those activities which provide the infrastructure which allows services to be provided, whether by the Council or not, and the information required for public accountability.

Creditor

Amounts owed by the Council for goods, services or works received by the Council, for which payment had not been made by the Council at the Balance Sheet date.

Current Asset

An asset held which will be used or received within the next financial year.

Current Liability

An amount which could or will become payable within the next financial year.

Debtor

Amounts owed to the Council for goods, services or works provided by the Council, for which payment had not been received by the Council at the Balance Sheet date.

Derecognition of non-current assets

Derecognition is when an amount that has been included as part of a non-current asset is removed from the asset value recorded on the Balance Sheet. This is either:

- On disposal, or
- When no further economic benefits are expected from that asset or part of asset.

When an asset has enhancement work performed on it to replace or restore all or part of it, an adjustment is applied to remove the estimated amount already recorded in the asset value of that part replaced or restored.

Depreciation

The measure of the loss in value of an asset during the period due to age, wear and tear, deterioration or obsolescence. This charge is spread over the useful life of the asset.

Earmarked Reserve

Amounts set aside for specific future commitments or potential liabilities.

Expenditure

The gross outflow of economic benefits or service potential during the accounting period, which result in a decrease in reserves, either through the consumption of assets or an increase in liabilities.

Expenditure and Funding Analysis (EFA)

A note to the accounts which shows how annual expenditure is used and funded from resources (government grants, rents, council tax and business rates) in comparison with those resources consumed or earned by the Council in accordance with generally accepted accounting practices. The EFA also shows how this expenditure is allocated between the Council's directorates.

Fair Value

The price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants.

GLOSSARY OF TERMS

General Fund

This is the main Income and Expenditure account which summarises the cost of all services (except those related to Council Housing) provided by the Council.

Government Grants

Grants made by the Government to support council services and used for capital or revenue expenditure. They may be for specific schemes or to support Council services in general.

Gross Book Value

The Gross Book Value is the original price paid for an asset, adjusted for subsequent revaluations, acquisitions, enhancements and disposals, prior to deductions for depreciation.

Heritage Asset

Non-current (long term) assets which have historical, artistic, scientific, technological, geophysical or environmental qualities, are held and maintained principally for their contribution to knowledge and culture, and are intended to be preserved in trust for future generations due to their cultural, environmental or historical associations.

Housing Revenue Account (HRA) Income and Expenditure Statement

One of the supplementary statements. The Housing Revenue Account reflects a statutory obligation to account separately for local authority housing provision, specifically the management and maintenance of the Council's housing stock. It shows the major elements of housing revenue expenditure and how this is met by rents, subsidy and other income. Please also refer to the detailed description on pages 10 or 95.

Impairment

A reduction in the value of a non-current asset caused by an event occurring to the asset or to the economic environment in which it operates. This reduces the Gross Book Value of the asset recorded on the Balance Sheet.

Income

The gross inflow of economic benefits or service potential during the accounting period, which result in an increase in reserves, either through an enhancement of assets or a decrease in liabilities.

Intangible Assets

Non-current (long term) assets that do not have a physical substance but are identifiable and are controlled by an entity through custody or legal rights. This includes software licences.

Investment Properties

Non-current (long term) assets which are held by the Council to earn rental income from, or for capital appreciation, rather than for use in providing services.

Leases

These can be either:

- Finance lease – a lease that transfers the substantial risks and rewards of ownership of a non-current asset to the lessee and so the asset is shown on the balance sheet of the lessee not the lessor.
- Operating lease – a lease other than a finance lease. This is a method whereby a Council can use an asset, but not own it. The asset is therefore not classified as capital expenditure and is not shown on the balance sheet of the lessee.

GLOSSARY OF TERMS

Liabilities

Present obligations of the Council arising from past events, which are expected to be settled through an outflow of resources from the Council, in the form of future economic benefits or service potential.

Materiality concept

The premise that the financial statements often cannot be precisely accurate but this need not distract from their ability to be fairly stated. Within certain limits a tolerance is permitted in measurement and disclosure of financial statement items and the concept of materiality determines the degree of this tolerance.

Minimum Revenue Provision (MRP)

This is the minimum amount which must be charged to the revenue account each year in order to provide for the repayment of loans and other amounts borrowed by the Council.

Movement in Reserves Statement (MIRS)

One of the primary statements. The MIRS summarises the change in the financial year across all the reserves and balances held by the Council. Please refer to the detailed description on pages 9 or 24.

Movement on the Housing Revenue Account (HRA) Statement

One of the supplementary statements. This shows how the HRA Income and Expenditure Statement surplus or deficit for the year is adjusted and reconciled to reach the closing HRA balance for the year.

National Non-Domestic Rates (NDR)

A rate in the pound set by central government multiplied by the value of non-domestic properties to calculate the gross amount of rates due from businesses in the borough. The Council is responsible for collecting rates due from the ratepayers in its area and retains part of the amounts collected, with the remainder distributed to Central Government, Essex County Council and Essex PFCC - Fire and Rescue Authority. Commonly also referred to as Business Rates.

Net Book Value

The Net Book Value of an asset is equivalent to its Gross book value, less the deduction of cumulative depreciation charges. Net Book Value is also often referred to as depreciated cost. Asset values recorded on the Balance Sheet are at Net Book Value.

Net Cost of Services

The total cost of providing services after deducting any specific grants or other income.

Net debt

The Council's total borrowings and obligations less cash and investments held by the Council.

Non-Current (Long Term) Assets

Assets that yield benefit to the Council and the service it provides for a period of more than one year. These are split into Tangible Assets and Intangible Assets – please see those definitions.

Non-Distributed Costs (NDC)

NDC is reported within Central and Corporate Services on the Comprehensive Income and Expenditure Statement. It relates to overheads for which no service receives any benefit, for example, pension costs arising from discretionary added years' service and costs relating to unused assets, and is not therefore apportioned to services.

GLOSSARY OF TERMS

Other Comprehensive Income and Expenditure

The increase or decrease in the net worth of the Council as a result of movements in the fair value of its assets, as reported on both the Comprehensive Income and Expenditure Statement and the Movement in Reserves Statement.

Precept

The levy made on billing authorities, such as Castle Point Borough Council, by precepting authorities, such as Essex County Council, Essex PFCC - Fire and Rescue Authority and Essex PFCC - Policing and Community Safety. These levies require the billing authority to collect income from Council Taxpayers and NDR payers on behalf of the precepting authorities.

Principal amount

The original amount of a debt or investment on which interest is calculated.

Prudential Code

This sets out the regulatory system of capital finance and capital controls for local authorities. This gives authorities the freedom to determine how much of their capital investment they can afford to fund by borrowing, and seeks to ensure that an authority's capital investment plans are affordable, prudent and sustainable. As part of this, local authorities are required to set and report on certain Prudential Indicators.

Public Works Loan Board (PWLB)

A central government agency which provides loans for one year and above to authorities at interest rates only slightly higher than those at which the government itself can borrow.

Reserves

The accumulation of surpluses of income over expenditure from previous years, or capital appreciation. They are not allocated to specific liabilities in the way that provisions are although earmarked reserves are allocated for specific purposes. See also Usable Reserves and Unusable Reserves.

Revaluation

A revaluation of non-current assets is a technique used to adjust for the true value of certain classes of non-current assets owned by the Council. The purpose of a revaluation is to bring into the accounts the fair market value of non-current assets.

Revaluation Reserve

A statutory unusable reserve included on the Balance Sheet, which represents increases in value arising from revaluations of non-current assets. Impairment to an asset will reduce any previous increase in value for that asset recorded in this reserve. Other statutory adjustments are also posted to this reserve on disposal of assets, and also for depreciation.

Revenue Expenditure Funded from Capital under Statute (REFCUS)

Expenditure normally categorised as capital expenditure which does not result in or remain matched with a non-current asset and which may be properly deferred. An example is expenditure on improvement grants.

Substance over Form

This concept requires that transactions and other events are accounted for and represented in financial statements with regard to their economic substance and financial reality rather than just their legal form.

(Surplus) / Deficit on the provision of services

The increase (surplus) or decrease (deficit) in the net worth of the Council as a result of incurring expenses and generating income, as reported on both the Comprehensive Income and Expenditure Statement and the Movement in Reserves Statement.

GLOSSARY OF TERMS

Tangible Assets

Non-Current (long term) assets which have physical substance. Examples include land, buildings and vehicles.

Unusable Reserves

Reserves which are not available to fund future expenditure and liabilities, as reported on both the Balance Sheet and the Movement in Reserves Statement. These reserves represent unrealised gains and losses, such as on the revaluation of non-current assets, as well as an estimate of the liability arising on the pension fund.

Usable Reserves

Revenue and Capital resources available to fund future expenditure and liabilities, as reported on both the Balance Sheet and the Movement in Reserves Statement. These reserves represent the accumulation of previous years' surpluses of revenue income above revenue expenditure, and also other sources of income, such as from the sale of non-current assets.

Useful Life

The period over which benefits will be derived from the use of a non-current asset.

Value Added Tax (VAT)

VAT is an indirect tax levied on most business transactions, and on many goods and some services.

There are two elements to VAT:

- Input tax - tax paid by the Council on purchases it makes; and
- Output tax - tax received by the Council on sales it makes.

VAT must be passed on to HM Revenue and Customs (HMRC), when output tax exceeds input tax, or reclaimed from HMRC when input tax exceeds output tax.

INDEX

INDEX

	Item	Section	Page
A	Accounting Policies – Introduction and General Principles	Accounting Policies	32
	Accounting Policy changes	Accounting Policies	34
	Accounting standards issued but not yet adopted	Notes to the Core Financial Statements	92
	Accruals of Income and Expenditure	Accounting Policies	34
	Adjustments between Accounting Basis and Funding Basis, reconciliation of	Notes to the Core Financial Statements	61
	Administrative overheads and support services costs	Accounting Policies	34
	Audit Fees	Notes to the Core Financial Statements	52
B	Balance Sheet	Core Financial Statements	26
C	Capital Expenditure and Receipts	Supplementary Statement notes: HRA	97
	Cash and Cash Equivalents	Accounting Policies	35
	Cash and Cash Equivalents	Notes to the Core Financial Statements	75
	Cash Flow Statement	Core Financial Statements	28
	Collection Fund – Agency Arrangements	Accounting Policies	35
	Collection Fund: Income and Expenditure Account	Supplementary Statements: Collection Fund	99
	Comprehensive Income and Expenditure Statement	Core Financial Statements	22
	Council's Spending and Income, summary of	Narrative Report	11
	Council Tax Base	Supplementary Statement notes: Collection Fund	101
	Creditors	Notes to the Core Financial Statements	75
	Critical Judgements in Applying Accounting Policies	Notes to the Core Financial Statements	92
D	Debtors	Notes to the Core Financial Statements	74
E	Employee Benefits – benefits payable during employment	Accounting Policies	35
	Employee Benefits – Post employment benefits	Accounting Policies	36
	Employee Benefits – Termination benefits	Accounting Policies	37
	Expenditure and Funding Analysis	Notes to the Core Financial Statements	49
	Expenditure and Income analysed by their nature	Notes to the Core Financial Statements	52
	Events after the Balance Sheet Date	Accounting Policies	37
	Events after the Balance Sheet Date	Notes to the Core Financial Statements	91
	External Auditor's Report	External Auditor's Report	19

INDEX

	Item	Section	Page
F	Fair Value measurement	Accounting Policies	37
	Financial Assets and Financial Liabilities	Accounting Policies	38
	Financial Instruments	Notes to the Core Financial Statements	81
	Financial Overview and Commentary	Narrative Report	1
	Financial Statements, descriptions of	Narrative Report	8
	Future assumptions and other major sources of estimation uncertainty	Notes to the Core Financial Statements	93
G	Glossary of Terms	Glossary of Terms	120
	Governance Statement	Governance Statement	102
	Grants and other contributions	Accounting Policies	38
	Grants and other contributions	Notes to the Core Financial Statements	59
H	Housing Assets	Supplementary Statement notes: HRA	97
	Housing Revenue Account Income and Expenditure Statement	Supplementary Statements: HRA	95
I	Income Collectable from National Non-Domestic Rates (NDR)	Supplementary Statement notes: Collection Fund	101
	Introduction	Narrative Report	1
L	Leasing arrangements	Accounting Policies	39
	Liabilities arising from Financial Activities, reconciliation of	Notes to the Core Financial Statements	75
M	Members' Allowances	Notes to the Core Financial Statements	54
	Minimum Revenue Provision (MRP)	Accounting Policies	40
	Movement in Reserves Statement	Core Financial Statements	24
	Movement in Reserves Statement, analysis of	Notes to the Core Financial Statements	63
	Movement on the Housing Revenue Account Statement	Supplementary Statements: HRA	96
N	Non-current assets	Notes to the Core Financial Statements	66
	Non-current assets – Heritage Assets	Accounting Policies	46
	Non-current assets – Investment Properties	Accounting Policies	45
	Non-current assets – Property, Plant and Equipment	Accounting Policies	40
	Notes to the Core Financial Statements - Contents	Notes to the Core Financial Statements	30
O	Officers' remuneration	Notes to the Core Financial Statements	56
	Out turn for the Financial Year, and Comparison to budget	Narrative Report	15

INDEX

	Item	Section	Page
P	Post-employment benefits and net pension liability	Notes to the Core Financial Statements	76
	Prior Period Errors and Adjustments	Accounting Policies	46
	Prior Period Adjustments	Notes to the Core Financial Statements	52
	Provision for Bad and Doubtful Debts	Accounting Policies	46
	Provisions and Contingencies	Accounting Policies	46
	Provisions, Contingent assets and Contingent liabilities	Notes to the Core Financial Statements	91
R	Related Party Transactions	Notes to the Core Financial Statements	55
	Rent Arrears	Supplementary Statement notes: HRA	98
	Reserves	Accounting Policies	47
	Revaluation and impairment reviews of non-current assets	Supplementary Statement notes: HRA	98
	Revenue Expenditure Funded from Capital Under Statute (REFCUS)	Accounting Policies	47
S	Segmental Income	Notes to the Core Financial Statements	53
	Statement of Responsibilities	Statement of Responsibilities	18
T	Termination benefits (exit packages)	Notes to the Core Financial Statements	56
V	Value Added Tax	Accounting Policies	48

This page has been left intentionally blank

Castle Point Borough Council
Council Offices
Kiln Road
Thundersley
Benfleet
Essex SS7 1TF



Telephone: 01268 882200
enquiries@castlepoint.gov.uk

Twitter [@CastlePointBC](https://twitter.com/CastlePointBC)
www.castlepoint.gov.uk