

West Devon Audit Committee



West Devon
Borough
Council

| | |
|--|---|
| Title: | Agenda |
| Date: | Tuesday, 7th September, 2021 |
| Time: | 2.00 pm |
| Venue: | Chamber - Kilworthy Park |
| Full Members: | <p style="text-align: center;">Chairman Cllr Davies Vice Chairman Cllr Ball</p> <p><i>Members:</i> Cllr Bolton Cllr Ridgers Cllr Bridgewater Cllr Yelland Cllr Renders</p> |
| Interests – Declaration and Restriction on Participation: | Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest. |
| Committee administrator: | Democratic.Services@swdevon.gov.uk |

1. Apologies for absence

2. Declarations of interest

Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in any items to be considered at this meeting.

If Councillors have any questions relating to predetermination, bias or interests in items on this Agenda then please contact the Monitoring Officer in advance of the meeting.

3. Items Requiring Urgent Attention

To consider those items which, in the opinion of the Chairman, should be considered by the Meeting as matters of urgency (if any).

4. Confirmation of Minutes

1 - 4

Meeting held on 29 June 2021

5. Draft Statement of Accounts and Draft Annual Governance Statement 2020-2021

5 - 160

Agenda Item 4

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At a Meeting of the **AUDIT COMMITTEE** held in the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY** the **29th** day of **June 2021** at **2.00pm**

Present: Cllr M Davies (Chairman)
Cllr K Ball
Cllr M Renders
Cllr P Ridgers
Cllr J Yelland

Officers in attendance:

Section 151 Officer
Internal Auditor Manager
Head of Strategy & Projects
Senior Case Manager –Democratic Services

Apologies Received: Cllr S Hipsev and External Auditor

Also in attendance: Cllr C Edmonds (lead Hub Committee Member) Cllr N Jory (Leader of the Council)

*** AC 1 CONFIRMATION OF MINUTES**

The Minutes of the Committee Meeting held on 6 April 2021 were confirmed by the Chairman as a correct record.

*** AC 2 GRANT THORNTON: West Devon Borough Council Audit Plan for the Year Ending 31 March 2021**

The S151 Officer acknowledged the External Auditors apologies and stated that Committee Members had been asked to forward any questions to Grant Thornton in respect of the Audit Plan and they would endeavour to respond.

The S151 Officer explained that in the report under significant risks the conclusion of Grant Thornton was that in the revenue cycle, fraudulent transactions were rebutted and withdrawn due to controls in place. She also said that journals of over £25,000 are checked by a senior officer.

A fair valuation of property has been carried out and the S151 Officer confirmed the valuations had not significantly altered from last year, in fact valuations had increased, however a material uncertainty would be stated in the fixed asset notes, due to the national situation with the Covid pandemic.

A Member queried the rise in the Audit fee. The S151 Officer responded by stating that both pensions and fixed assets led to an amount of work that would be carried out if the Council was a private company. It is disproportioned to the risk and has no effect on the Council's bottom line as these entries are reversed out. Despite Local Authority finance teams feeding these concerns into the Redmond

Review, the review did not conclude that the audit work could be reduced in these areas. A £15,000 one off payment had been given by the government to all councils to compensate for the increased fees. Performance Indicators went to O&S on 13 April 2021. Business continuity measures were put in place during the Covid Pandemic. The recovery and renewal plan focussed on key issues such as the administration of business grants and the Council's community response.

It was then **RESOLVED** that:

The Plan was noted by the Committee.

*** AC 3**

INTERNAL AUDIT ANNUAL REPORT 2020/21

Cllr Edmonds introduced the report to Members and the Internal Auditor presented to the Committee.

Concern was raised over planned building maintenance against reactive maintenance. A comprehensive schedule was being prepared. A proposed advisory group will be tasked to look at the points raised. The Council was fully insured but a question was is it over insured. This will be considered over the next two years.

The S151 Officer talked through the amount of money spent on Business Grants which the Council had administered on behalf of the Government and the finding of 8 cases of fraud, which have been reported. The team looked for patterns of fraud which had been seen nationally.

There was still a lot of work in regard to Business grants before the Government formally close the programme down.

The chairman passed on his thanks to the business rates team and this was seconded by members.

It was then **RESOLVED** that:

1. The Audit Committee noted that overall and based on work performed during 2020/21, and that of our experience from previous year's audit, the Head of Internal Audit's Opinion is of "Reasonable Assurance" on the adequacy and effectiveness of the Authority's internal control framework.
2. Members noted the performance and achievements of the Internal Audit Team during 2020/21

*** AC 4**

STRATEGIC RISK REGISTER

Cllr Jory presented the Strategic Risk Register to the Committee.

A member raised a concern that in his view, Fusion were not advertising adequately that they had re- opened the leisure centres, on all social media outlets. The S151 Officer stated that she met monthly with the Council's leisure operator (Fusion) and that she would feed this back to them at the next monthly meeting.

It was then **RESOLVED** that:

The Audit Committee Reviewed the Strategic Risk Register (Appendix 1).

***AC 5 DATE OF NEXT MEETING**

It was agreed that the date of the next meeting scheduled for 3 August be cancelled and replaced with meeting dates of 7 September and 28 September.

(The Meeting terminated at 3.13 pm)

Dated this

Chairman

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Report to: **Audit Committee**

Date: **7 September 2021**

Title: **Draft Statement of Accounts and Draft Annual Governance Statement 2020/2021**

Portfolio Area: **Performance & Resources – Cllr C Edmonds**

Wards Affected: **All**

Urgent Decision: **N** Approval and clearance obtained: **Y**

Date next steps can be taken: **28th September 2021**

Author: **Clare Scotton** Role: **Finance Business Partner**
Pauline Henstock **Head of Finance Practice and Deputy S.151 Officer**

Contact: **01822 861559** clare.scotton@swdevon.gov.uk
01803 861377 pauline.henstock@swdevon.gov.uk

Recommendations:

1. The Draft Statement of Accounts and the Draft Annual Governance Statement (AGS) for the financial year ended 31 March 2021 are noted.

1. Executive summary

- 1.1 The report advises Members that an under spend of £75,000 was generated in 2020/2021 which was transferred to the General Fund Balance (un-earmarked revenue reserve). The level of this reserve now stands at £1.294 million at 31 March 2021.
- 1.2 The Narrative Statement to the Accounts gives a summary of the main items in the Statement of Accounts for 2020/2021.

2. Background

- 2.1 The Accounts and Audit (England) Regulations 2015 set out the requirements for the production and publication of the local authority's annual Statement of Accounts (SOA). These regulations introduced revised procedures for the approval and

publication of accounting statements. In line with common practice in the commercial sector, local authorities are now required to approve the accounts following the completion of the audit.

- 2.2 The statutory timetable relating to the production and publication of the final accounts was brought forward from 2017/18. Since then the Council has been required to publish the draft SOA by 31 May, one month earlier than previously. However, due to the Covid-19 pandemic the 2020/21 statutory timetable was extended. In accordance with statute the draft Accounts for 2020/21 were published by 31 July 2021.
- 2.3 The SOA is an essential feature of public accountability, since it provides the stewardship report on the use of funds raised from the public. The closing of accounts is also important to the budgetary process, since it confirms the availability of reserves and balances for future use.
- 2.4 The attached booklet in Appendix A contains the Council's final accounts in full, including details of the Comprehensive Income and Expenditure Statement (CIES), the Balance Sheet and Collection Fund together with statements setting out movements in reserves and cash flow.
- 2.5 The accounts have been prepared in accordance with all relevant and appropriate accounting standards, including International Accounting Standard (IAS) 19 which deals with pension costs. This standard ensures that the full cost of employing people is recognised systematically in the accounts and that creditors reflect the Council's liability to pay money into the pension fund. A full explanation of the pension's liability is included in the Council's Statement of Accounts. Members are advised that the accounting arrangements for IAS 19 are for reporting purposes only. Indeed the required entries are reversed out of the accounts and consequently, IAS 19 has no impact on the Council's surplus for the year.
- 2.6 The Annual Governance Statement (AGS) for 2020/21 shown in Appendix B reflects the reporting requirements introduced by CIPFA/SOLACE's 2016 Delivering Good Governance in Local Government Framework. These requirements include:
 - An acknowledgement of responsibility for ensuring there is a sound system of governance
 - A reference to and assessment of the effectiveness of key elements of the governance framework and the role of those responsible for the development and maintenance of the governance environment.
 - An opinion on the level of assurance that the governance arrangements can provide.
 - An agreed action plan.
 - A conclusion.

- 2.7 The CIPFA/SOLACE 2016 Framework recommends that the Council carries out annually a self-assessment of the extent to which it complies with seven core principles of good governance. Examples of the framework the Council adopts to comply with the Code's key principles are included within the AGS, as well as an accompanying assurance statement.

3. Outcomes/outputs

Revenue Expenditure

- 3.1 Revenue expenditure represents the ongoing costs of carrying out day-to-day operations, and is financed from council tax, business rates, fees and charges, government grants and interest earned on investment activity. The under spend on the General Fund in 2020/2021 of £75,000 is essentially a break-even position. ***The amended 2020/21 budget was £7.71 million and therefore the saving of £75,000 means that the actual spend was 1.0% less than the budget.*** This saving will go into the Council's Unearmarked Reserves which now stand at £1.294 million. The main variations from budget are shown on Page 9 of the Narrative Statement in the Statement of Accounts.

Capital Expenditure

- 3.2 Capital expenditure represents monies spent on the purchase, construction or major refurbishment of assets. The Council's capital expenditure amounted to £1.0 million in 2020/21. The main areas of expenditure were as follows:
- Housing renovation grants including disabled facilities grants (£0.7m)
 - IT schemes (£0.2m)
 - New vehicles (£0.1m)

4. Other items within the Final Accounts for 2020/21

Asset Valuations

- 4.1 In line with 2019/20 the outbreak of Covid-19 has impacted global financial markets and as at the valuation date, less weight can be attached to previous market evidence to inform opinions of the value of the Council's property, plant, equipment and investment properties. There is an unprecedented set of circumstances on which to base a judgement. Asset Valuations are therefore reported on the basis of 'material valuation uncertainty' as per the RICS (Royal Institution of Chartered Surveyors) Red Book Global. Consequently, less certainty and a higher degree of caution should be attached to the valuation.

- 4.2 At the current time, it is not possible to accurately predict the longevity and severity of the impact of Covid-19 on the economy. Therefore, values have been based on the situation prior to Covid-19, on the assumption that values will be restored when the real estate market becomes more fluid. *This is a national issue and the 'material valuation uncertainty' is a common theme in all Local Authority Accounts for both 2019/20 and 2020/21.*

Outturn for the 2020/21 year, COVID funding and Reserves

- 4.3 Due to the Covid-19 pandemic, the Council undertook more regular budget monitoring in 2020/21. The main variations from the budgeted amounts are detailed on Page 9 of the Narrative Statement in the Statement of Accounts. The analysis of variations (outturn at year end) show the amount of Covid-19 Government grant support the Council received in 2020/21 of £826,000 and the compensation from the Government income guarantee scheme for sales, fees and charges of £436,000.
- 4.4 Unearmarked Reserves have increased by £75,000 in 2020/21 and total £1.294 million at 31 March 2021. The Council has not needed to use the £133,000 underspend from the 2019/20 Statement of Accounts as part of the Amended Budget for 2020/21, due to the amount of COVID funding the Council has received and the compensation which the Council has claimed from the Government sales, fees and charges income compensation scheme for 2020/21.
- 4.5 Earmarked Reserves have increased by £3.957 million in 2020/21 and total £8.941 million at 31 March 2021. This is mainly due to the new Earmarked Reserve set up in 2020/21 to hold the S31 Business Rates compensation grants (£2.61m) which will be released to the Collection Fund to smooth the impact of the Business Rates deficit over the next 3 years.
- 4.6 The increase in Earmarked Reserves of £2.61m (S31 Business Rates compensation grants) is due to a technical accounting adjustment where Councils were compensated for the business rates holidays that were announced by the Government for the retail, hospitality and leisure sectors in 2020/21. This temporary increase in reserves will reverse back out again in the 2021/22 Accounts, to fund the deficit on the Collection Fund. Therefore this is not money which is available for the Council to spend and it is important that this is not misinterpreted in the Accounts, as this is a national issue.

5. Proposed Way Forward

5.1 Members are advised that the accounts will be audited by our External Auditors, Grant Thornton during August and September 2021. Following the Audit, the Statement of Accounts will be brought back to the Audit Committee for approval in September.

6. Implications

| Implications | Relevant to proposals Y/N | Details and proposed measures to address |
|--|---------------------------|--|
| Legal/Governance | | <p>The Statutory Powers that apply to this report are Section 151 Local Government Act 1972 Section 21 (12), Local Government Act 2003 and the Accounts and Audit (England) Regulations 2015.</p> <p>The Accounts and Audit (England) Regulations 2015 requires all relevant bodies to prepare an Annual Governance Statement (AGS).</p> <p>The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020 No 4040)</p> |
| Financial implications to include reference to value for money | | <p>The financial implications to this report are that an under spend of £75,000 was generated in 2020/2021. This means that the Council's actual spend for 2020/2021 was 1.0% less than the budget set for the year.</p> <p>As part of Grant Thornton's external audit of the Statement of Accounts for 2020/2021, they will assess the arrangements the Council has in place for:-</p> <ul style="list-style-type: none"> • Improving economy, efficiency and effectiveness • Financial Sustainability • Governance <p>The outcome of Grant Thornton's work in this area will be reported to Members at the Audit Committee meeting on 28th September 2021.</p> |
| Risk | | <p>Public Accountability – the accounts have been drawn up in strict accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 which is recognised by statute as representing proper accounting practice.</p> <p>Resource Planning – the Council takes into account any significant issues when developing the Council's Medium Term Financial Strategy.</p> |

| | | |
|---|--|---|
| Supporting Corporate Strategy | | <p>The Annual Statement of Accounts and Annual Governance Statement support all of the six Corporate Strategy Themes of Council, Homes, Enterprise, Communities, Environment and Wellbeing, as both encompass and summarise everything that the Council does in monetary terms.</p> <p>In particular for the 'Council Theme', the Accounts summarise how the Council is delivering efficient and effective services and demonstrating strong financial management and strategic financial planning.</p> <p>Our Guiding Principles of the Corporate Strategy are 'to provide value for money and good customer service'. See comments above on the annual Value for Money audit opinion.</p> |
| Climate Change - Carbon / Biodiversity Impact | | None directly arising from this report. |
| Comprehensive Impact Assessment Implications | | |
| Equality and Diversity | | None directly arising from this report. |
| Safeguarding | | None directly arising from this report. |
| Community Safety, Crime and Disorder | | None directly arising from this report. |
| Health, Safety and Wellbeing | | None directly arising from this report. |
| Other implications | | None directly arising from this report. |

Supporting Information Appendices:

Appendix A – Draft Statement of Accounts 2020/21
Appendix B – Annual Governance Statement 2020/21

Background Papers:

None

Approval and clearance of report

| Process checklist | Completed |
|---|------------------|
| Portfolio Holder briefed/sign off | Yes |
| SLT Rep briefed/sign off | Yes |
| Relevant Heads of Practice sign off (draft) | Yes |
| Data protection issues considered | Yes |
| Accessibility checked | Yes |



West Devon Borough Council
Draft Statement of Accounts (Un-audited)
2020/2021



**West Devon
Borough
Council**

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Statement of Accounts 2020-21

The Statement of Accounts 2020-21 can be made available in large print, Braille, tape format or other languages upon request.

West Devon Borough Council is committed to reflecting the full diversity of our community and to promoting equality of opportunity for everyone.

Section 1

Narrative Statement

Introduction to the 2020/21 Statement of Accounts by Councillor Neil Jory, Leader of West Devon Borough Council



I am very pleased to welcome you to the 2020/21 Statement of Accounts for West Devon Borough Council. It has undoubtedly been a challenging year that none of us could really have imagined with the pandemic, one that will remain in our memories for a very long time. In March 2020, the Council rapidly changed its operations, to provide much needed support to our community groups, our businesses and offering assistance to our most vulnerable residents through our community response. I am truly proud of the way that we have all united together, in the most difficult of times, to be there for each other and bringing about a profound rethink of the way we live and work.

The Council was proactive and approved an Amended Budget for 2020/21 in September 2020, to address the projected financial impact on the Borough from the pandemic. This took into account the additional financial support that was announced by the Government. Our Council, along with other South West Councils, lobbied the case for this additional funding that was so desperately needed.

There was also considerable Government funding support to businesses impacted by the pandemic. This included significant business grant allocations for many businesses in the Retail, Hospitality and Leisure sector, amongst others. This funding flowed through the Council's Accounts and the Council has handed out essential Government funding of £25 million of business grants to 1,566 businesses in 2020/21.

West Devon is a special place. From the wildness and beauty of the Moor, to the hustle and activity of our market towns, the legacy of our industrial heritage and the warmth and spirit of our communities, that evidence is around us every day. In response to the newly evolving challenges and opportunities of the post-pandemic landscape, the Council has started a six week public consultation on its 20 year vision for our Borough, 'The Plan for West Devon'. The document is aspirational and inspirational, setting out the West Devon that we want to live in. Tell us what you think about West Devon as a place to live, work and visit: <https://www.engagement.westdevon.gov.uk/planforwestdevon>

Underpinning our vision, we must ensure that we deliver quality Council services that are responsive to the needs of West Devon, its residents and businesses. We are all aware of the huge challenge we face as a society in dealing with climate change and the Council declared an emergency in May 2019. The Council has set aside some funding for projects to help achieve our aim to be a carbon neutral organisation by 2030 and the whole District by 2050.

In such a difficult year, I am pleased to report a small surplus for the 20/21 year of £75,000 (1.0% of the net budget of £7.71m). This shows another strong performance over what has been an exceptional year and demonstrates the Council's financial resilience and actions taken to maintain longer term stability in service delivery going forward. This surplus will go into the Council's unearmarked reserves, with a view to it being reinvested in our core services and The Plan for West Devon.

Councillor N Jory, Leader of the Council

Foreword by the Chief Executive



During the past year, the Council has continued to play a vital role in responding to the global pandemic, by continuing to deliver core services, whilst also re-aligning staff and resources to respond to the needs of the community and Government initiatives. The agile operating model established over the last few years has enabled the vast majority of staff to continue to work efficiently and safely from home, whilst the ability and willingness of staff to take on new challenges has delivered support where it has been urgently needed.

The Coronavirus pandemic has impacted the lives of everybody in our Borough. I am incredibly impressed at the speed at which the Council has continued to adapt to support the delivery of government support schemes such as the business grants, emergency food parcels for shielding residents and supporting our Public Health colleagues with Track and Trace.

Covid had a significant impact on our finances with some of our key income sources being impacted through the national lockdowns. As a result, in September, we developed and agreed a revised budget for the year which meant that we haven't had to make cuts to our core services. Additional funding was provided by Government to contribute to some of the financial losses we suffered and we made our voice heard through national and local lobbying of Government and our local MPs.

During these difficult times, the Council provided financial support to its leisure provider to keep leisure services running and to cover essential operating costs while they were closed, to ensure centres were in a position to reopen to our residents as restrictions began to be lifted. We also provided assistance to the local economy and local businesses through our Covid support officers providing advice and support to businesses. The Council has also applied for funding for a West Devon Transport Hub at Okehampton and to progress plans for an Eco Museum and active travel.

The Council is taking its first steps towards developing a new long-term strategy for the Borough, 'A Plan for West Devon'. From supporting businesses to thrive, to helping communities stay strong, it's now time for our residents, businesses and stakeholders to share how they see West Devon as a place to live, work, and play and what they hope for in the future.

I would like to take this opportunity to pay tribute to all of the Members and staff whose dedication to public service and tireless commitment has shone through in the Council's response to the pandemic.

Andy Bates, Chief Executive

Message from the Section 151 Officer and Corporate Director for Strategic Finance - Lisa Buckle



The Statement of Accounts has been prepared in accordance with the requirements of the Chartered Institute of Public Finance and Accountancy (CIPFA). The aim of the Accounts is to enable members of the public, Council Members, partners, stakeholders and other interested parties to:

- Understand the financial position of the Council as at 31 March 2021 and how the Council has performed against the budget set for 2020/21
- Be assured that the financial position of the Council is secure, with a degree of resilience.

This Narrative Statement provides information about West Devon Borough Council, including the key issues affecting the Council and its Accounts. It is very important to us to provide residents and other stakeholders with the confidence that the public money for which we are responsible has been properly accounted for.

Prudent financial management in the past, has meant that the Council was in a relatively healthy position financially before the pandemic hit. When Councillors set the Budget for 2020/21 in February 2020, no-one could have foreseen how our future finances and everyday lives were about to be impacted.

The finance team have tracked the financial impact of the pandemic on the Council and submitted monthly returns to the Government highlighting the financial cost and loss of income streams, as well as submitting claims to the Government for lost revenue from sales, fees and charges. The management of risk and promoting financial resilience is a key principle of our budget strategy and this has helped facilitate our response. Key to the authority's financial resilience are our reserves, which are at a prudent level.

Although our Earmarked Reserves appear to have increased in 2020/21 by £3.957m to £8.941m, an amount of £2.609m of this is due to a technical accounting adjustment where Councils were compensated for the business rates holidays that were announced by the Government for the retail, hospitality and leisure sectors in 2020/21. This temporary increase in reserves will reverse back out again in the 2021/22 Accounts, to fund the deficit on the Collection Fund. Therefore this is not money which is available for the Council to spend and it is important that this is not misinterpreted in the Accounts, as this is a national issue.

We are in unprecedented times and the Council faces significant risk of increased demand for services, increased costs and reducing funding. The next few years will be challenging as the Council moves into the Recovery phase and the Government's Fair Funding Review and the reset of the Business Rates baseline will be introduced, coupled with receiving no Government Grant and the cessation of the current New Homes Bonus scheme.

Mrs Lisa Buckle BSc (Hons), ACA
Corporate Director for Strategic Finance (S151 Officer)

NARRATIVE STATEMENT – INTRODUCTION

- Each year West Devon Borough Council publishes a Statement of Accounts that incorporates all the financial statements and disclosure notes required by statute. The Statement of Accounting Policies summarises the framework within which the Council's accounts are prepared and published.

REVIEW OF THE YEAR – THE REVENUE BUDGET

- The amended 2020/21 budget for West Devon was £7.71 million. A surplus of £75,000 means that the actual spend was 1.0% less than the budget. This saving will go into the Council's Unearmarked Reserves which now stand at £1.294 million. The main components of the General Fund budget for 2020/21 and how these compare with actual income and expenditure are set out below:

| | Estimate £000 | Actual £000 | Difference Cost/ (Saving) £000 |
|---|------------------|----------------|---|
| Cost of services | 7,317 | 7,367 | 50 |
| Parish Precepts | 1,640 | 1,640 | - |
| Interest and Investment income | (105) | (37) | 68 |
| Amount to be met from Government grants and taxation | 8,852 | 8,970 | 118 |
| <i>Financed from:</i> | | | |
| Business Rates | (1,648) | (1,648) | - |
| Business Rates Pooling Gain - See Note* below | (95) | - | 95 |
| Council Tax | (6,437) | (6,437) | - |
| Surplus on Collection Fund | (67) | (67) | - |
| Rural Services Delivery Grant | (464) | (464) | - |
| Budgeted Earmarked Reserve Contributions | (141) | (141) | - |
| Amended Budget Earmarked Reserve Contributions | - | (69) | (69) |
| Amended Budget - 3rd tranche of Gov COVID funding & New Burdens Gov grant for the administration of the Business Rates Grants | - | (219) | (219) |
| SURPLUS FOR 2020/21 | - | (75) | (75) |

Note* - A Business Rates Pooling Gain of £163,000 was received in 2020/21 but this has been transferred to the Business Rates Retention Earmarked Reserve and therefore has not been used to support the cost of services in 20/21.

3. The surplus on the General Fund Balance of £75,000 is essentially a break-even position and represents less than 0.4% of the Council's gross turnover in 2020/21 of £21.06 million. The £75,000 will be added to Unearmarked Reserves as set out in paragraph 2.
4. The table below shows a reconciliation of the position shown on the bottom of the Comprehensive Income and Expenditure Statement and the underspend for 20/21.

| | £000 |
|---|--------------|
| Total Comprehensive Income and Expenditure | 1,574 |
| Remeasurements of the net defined benefit pension liability | (4,787) |
| Surplus on the revaluation of Property, Plant and Equipment | 1,724 |
| Surplus on the revaluation of financial assets | (3) |
| Transfers to earmarked reserves | 3,957 |
| Transfers from the General Fund Balance to earmarked reserves | - |
| The detail of the items below are shown in Note 7 'Adjustments between Accounting Basis and Funding Basis under Regulations' | |
| Adjustments primarily involving the Capital Adjustment Account | 735 |
| Adjustments primarily involving the Capital Receipts Reserve | 10 |
| Adjustments primarily involving the Capital Grants Unapplied Account | 103 |
| Adjustments primarily involving the Pensions Reserve | (572) |
| Adjustments primarily involving the Council Tax Collection Fund Adjustment Account | 51 |
| Adjustments primarily involving the Business Rates Collection Fund Adjustment Account | (2,866) |
| Adjustments primarily involving the Accumulated Absences Account | (1) |
| Underspend for the 2020/21 financial year | (75) |

5. A summary of the main differences from budget in 2020/21 is provided below:

| ANALYSIS OF VARIATIONS (% column shows variation against budget) | £000 | % variation |
|--|--------------|------------------------|
| Increases in expenditure/reduction in income | | |
| COVID-19 expenditure (The £836k includes Leisure Support of £435k to the Council's leisure provider, which has been funded from earmarked reserves – as shown below) | 836 | - |
| Sales, fees and charges income shortfall – e.g. losses in car parking income and other regulatory services e.g. licensing. These losses of £840k are partly offset by the £436k of Government funding from the income guarantee scheme for sales, fees and charges as shown below. | 840 | 55.0% |
| *Shortfall in Housing Benefit overpayment recoveries (offset by additional Housing Benefit subsidy of £141k, see ** below) | 89 | 65.9% |
| Shortfall in treasury management investment income due to low base rates | 69 | 65.7% |
| Reductions in expenditure/additional income | | |
| Savings on staff and Member travel and expenses | (51) | 56.0% |
| Historic bank reconciliation adjustment (as per March 21 Budget Monitoring report) | (69) | - |
| Salary savings (mainly from vacancies in 2020/21, as per the March 21 Budget Monitoring report which estimated £80k) | (118) | 2.9% |
| Homelessness – savings in Homelessness prevention expenses | (52) | 55.9% |
| **Additional Housing Benefit Subsidy (see * above) | (141) | 1.7% |
| Employment Estates – mainly savings in expenditure e.g. rates, cleaning supplies plus additional income of £13k | (52) | 36.1% |
| Garden Waste – additional income of £37k and savings in expenditure of £15k | (52) | 25.4% |
| Non-Distributed Costs – Pensions Employer Contributions (secondary rate), saving on the cash amount paid to Devon County Council for pensions employer contributions, as per the March 21 Budget Monitoring report | (80) | 18.6% |
| Business Rates Pooling Gain (actual pooling gain for 2020/21 was £163k, which was £28K higher than the estimate of £135k) | (28) | 20.7% |
| COVID-19 Government grant support (the Council's share of four tranches of COVID grant funding) | (826) | - |
| Compensation from the Government income guarantee scheme for sales, fees and charges for 2020-21 | (436) | - |
| Other small variances | (34) | - |
| Sub Total | (105) | |
| Less: Transfer to a COVID Earmarked Reserve: (Fourth tranche of COVID funding of £151k and bank reconciliation adjustment of £69k) (as per the Hub Committee 8 December 2020 Minute) | 220 | - |
| Less: Transfer to a new Salary Savings Earmarked Reserve: (salary savings from vacancies in 2020/21, as per the March 21 Budget Monitoring report). | 80 | - |

| ANALYSIS OF VARIATIONS (% column shows variation against budget) | £000 | % variation |
|---|-------------|------------------------|
| Less: Transfer Business Rates Pooling Gain (WDBC share of the overall gain of £163k) to the Business Rates Retention Earmarked Reserve | 163 | - |
| Less: Transfer £200,000 of the 2020/21 projected surplus into a Recovery Plan and Corporate Strategy Earmarked Reserve (March 21 Budget Monitoring report) | 200 | - |
| Leisure support funded from Earmarked Reserves | (435) | - |
| Other one-off financing sources from the Amended Budget 2020/21 | (198) | - |
| TOTAL UNDERSPEND FOR 2020/21 | (75) | (1.0%) |

The amended 2020/21 budget for West Devon was £7.71 million but the actual spend was 1.0% lower, providing an underspend of £75,000 as shown above.

KEY AREAS TO NOTE FROM THE 2020/21 STATEMENT OF ACCOUNTS

Pension Liability

6. International Accounting Standard 19 (IAS19) requires local authorities to recognise pension assets and liabilities within their accounts. The overall impact on the General Fund of the IAS 19 entries is neutral.
7. The Actuary has estimated a net deficit on the funded liabilities within the Pension Fund as at 31 March 2021 of £27.1 million, which compares to a deficit of £21.8 million as at 31 March 2020. The deficit is derived by calculating the pension assets and liabilities at 31 March 2021. See Note 36 for further information.

Business Rates

8. The Local Government Finance Act 2012 introduced a Business Rates Retention Scheme (BRRS) that enabled local authorities to retain a proportion of the business rates generated in their area, with effect from 1 April 2013. There is a risk of volatility in the system because Councils are exposed to any loss of income if businesses go into decline or if a Council's income from business rates falls due to successful business rates appeals.
9. Provision is made for likely refunds of business rates as a result of appeals against the rateable value of business properties. The provision is based on the total value of outstanding appeals at the end of the financial year as advised by the Valuation Office Agency. Using this information, an assessment was made about the likely success rate of appeals and their value.

10. In 2020/21 there has been a £206,000 increase in the provision for appeals within the Collection Fund. The balance on the Business Rates Collection Fund at 31 March 2021 is a deficit of £7.22 million (£53,000 deficit in 2019/20). West Devon Borough Council's share of the deficit is 40% (£2.89 million).
11. Monies are set aside in the Business Rates Retention Earmarked Reserve to mitigate the impact of volatility in Business Rates income due to the complex accounting arrangements for Business Rates. In 2020/21 the balance of the Business Rates Retention Scheme (BRRS) earmarked reserve increased by £0.36m to £1.26m as at 31 March 2021 (£0.90m at 31 March 2020). This reflects the additional Business Rates income generated for the Borough in 2020/21. Some of this additional business rates income is due to timing differences in the way the Collection Fund operates and part of the funding will be needed to meet future years' budgets for business rates, in particular when business rates baselines are due to be re-set in the future.
12. In addition a new earmarked reserve has been created in 2020/21 called the S31 Compensation Grant (Business Rates) Reserve. During 2020/21 local authorities received S31 grants to offset the business rate reliefs given to businesses during lockdown. Under current Collection Fund accounting rules, the S31 grants received in 2020/21 will not be discharged against the Collection Fund deficit until 2021/22 onwards. Therefore this S31 grant (£2.46m) together with the Tax Income Guarantee S31 grant for Business Rates of £0.15m has been transferred to the S31 Compensation Grant (Business Rates) Earmarked Reserve. This compensation grant will be applied to the Collection Fund over the next three years to smooth the impact of the Business Rates deficit. The balance on this reserve as at 31 March 2021 is £2.61m.

Trading Company

13. West Devon Borough Council and South Hams District Council set up a trading company, Servaco Limited, on 4th September 2014. This is a company limited by shares. The company has not traded in 2020/21 and a set of statutory dormant Accounts will be filed with Companies House for the period 1 April 2020 to 31 March 2021. The future of Servaco Limited will be reviewed during 2021/22.

Borrowing

14. In 2020/21 the long term borrowing of the Council decreased from £28,944,000 (19/20) to £28,342,000. Short term borrowing increased from £590,000 to £603,000.

Capital Spending

15. The Council spent £1.0 million on capital projects in 2020/21. The main areas of expenditure were as follows:

- Housing renovation grants including disabled facilities grants (£0.7m)
- IT schemes (£0.2m)
- New vehicles (£0.1m)

The capital programme is funded from capital receipts, capital grants, external contributions and earmarked reserves (please see Note 33).

Financial Instruments – IFRS9 Election to treat Equity Instruments as Fair Value through Other Comprehensive Income

16. In February 2017, the Council made the decision to invest £500,000 in the CCLA Local Authority Property Fund, with the investment being placed in April 2017.

17. Upon transition to IFRS 9 – Financial Instruments on 1 April 2018, and in accordance with paragraphs 5.7.5 and 7.2.8 (b) of IFRS9, West Devon Borough Council made an irrevocable election to present in other comprehensive income, changes in the fair values of its equity instruments. These investments are eligible for the election because they meet the definition of equity instruments in paragraph 11 of IAS32 and are neither held for trading (the Council holds this investment as a long term strategic investment) nor contingent consideration recognised by an acquirer in a business combination to which IFRS3 applies. They are not considered to be puttable instruments because the Council does not have a contractual right to put the instrument back to the issuer for cash.

18. A summary of the position of these equity instruments as at 31 March 2021 is shown below:

| | Purchase cost | Fair Value at 31 March 2021 | Movement in Financial Instruments Revaluation Reserve 2020/21 |
|--------------------------------------|----------------------|------------------------------------|--|
| | £000 | £000 | £000 |
| Equity Instrument | | | |
| CCLA Local Authorities Property Fund | 500 | 471 | (3) |

FINANCIAL NEEDS AND RESOURCES

19. The Council maintains both capital and revenue reserves. The provision of an appropriate level of balances is a fundamental part of prudent financial management, enabling the Council to build up funds to meet known and potential financial commitments.
20. General Fund reserves (which include earmarked reserves) have increased by £4.0m from the preceding year and stand at £10.2m at 31 March 2021. This is mainly due to the new Earmarked Reserve set up in 2020/21 to hold the S31 Business Rates compensation grants (£2.61m) which will be released to the Collection Fund to smooth the impact of the Business Rates deficit over the next 3 years.
21. The increase in Earmarked Reserves of £3.957m, is mainly due to the new S31 Business Rates compensation grants reserve of £2.609m, which is a technical accounting adjustment where Councils were compensated for the business rates holidays that were announced by the Government for the retail, hospitality and leisure sectors in 2020/21. This temporary increase in reserves will reverse back out again in the 2021/22 Accounts, to fund the deficit on the Collection Fund. Therefore this is not money which is available for the Council to spend and it is important that this is not misinterpreted in the Accounts, as this is a national issue.
22. The General Fund Balance (un-earmarked reserve) has increased by £75,000 in 2020/21 and totals £1.294m. Revenue reserves may be used to finance capital or revenue spending plans. The level of Reserves are assessed as adequate for the Council's operations.
23. Capital Reserves are represented by capital receipts and capital contributions unapplied. The balance at 31 March 2021 amounts to £0.377m, compared to £0.367m at the end of the previous year.
24. There are a number of Unusable Reserves which include the Revaluation Reserve, Capital Adjustment Account and Pensions Reserve which are subject to complex accounting arrangements. The Revaluation Reserve and Capital Adjustment Account are used primarily to account for changes in fixed asset values associated with revaluations and new capital expenditure and as such cannot be used to finance capital or revenue expenditure. In addition the Financial Instruments Revaluation Unusable Reserve was created in 2018/19 following the implementation of IFRS9 Financial Instruments on 1 April 2018.
25. When reviewing the amount of overall reserves held, consideration should be given to the possible implications of the Pension Fund deficiency disclosed within the notes to the balance sheet. The requirement to recognise the net pension liability in the balance sheet has reduced the reported net worth of the Authority by £27.1 million at 31 March 2021. This disclosure follows the implementation of the International Accounting Standards (IAS 19). This standard requires local authorities and other businesses to disclose pension assets and liabilities within the balance sheet.

26. It is important to gain an understanding of the accounts to appreciate the nature of this reported deficiency, which is based on a “snapshot” of pension assets and liabilities at the year end. This is quite different from the valuation basis used for the purposes of establishing the employer’s contribution rate and fund shortfall, which are calculated using actuarial assumptions spread over a number of years.

Annual Governance Statement (AGS)

27. The Council’s Annual Governance Statement sets out the arrangements for governance which the Council has in place. The AGS is published alongside the Accounts for 2020/21.

COVID-19 Response

28. The Covid-19 pandemic has undoubtedly had a significant impact on the Council during the financial year. The pandemic required us to refocus officer effort to deliver support to our residents, businesses and communities while maintaining the majority of our core services.
29. In March 2020 we took the decision that all office staff should work from home which meant that we were able to continue to provide our services to residents uninterrupted.
30. During the year we adapted quickly to develop the processes and procedures that enabled us to provide £25 million of business grants to 1,566 businesses within the Borough.
31. New community grant schemes were launched to provide support to voluntary organisations that were supporting residents and direct welfare support schemes were implemented for those residents who required short term, emergency help to buy essentials

In Year Budget

32. Covid-19 has a significant impact on our finances with some of our key income sources being impacted throughout the national lockdowns. As a result, in September, we developed and agreed a revised budget for the year which means that we haven’t had to cut our core services.
33. Fortunately additional funding has since been provided by Government to contribute to some of the financial losses we suffered.

New Chief Executive

34. Andy Bates, previously the South West Principal Adviser for the Local Government Association, took up the post of joint Chief Executive for both West Devon Borough Council and South Hams District Council with effect from June 2020. His predecessor in the post resigned in March 2020.

LOOKING FORWARD TO THE FUTURE AND NEXT STEPS

Developing our priorities

35. We have made great progress in pushing ahead with our priorities having adopted a number of strategies focusing on Housing, Climate and Biodiversity and Consultation and Engagement.
36. These were all in development prior to the pandemic and as a result, in July, we held a series of Recovery Workshops, based on the principle of Build Back Better. This enabled all Members to put forward proposals for how we should respond to emerging challenges and maximise on emerging opportunities.
37. The recovery plans have been refined and informed a draft Corporate Strategy for the Council which will be considered during 2021/22.
38. There is no denying that West Devon is an incredibly special place. In response to the newly evolving challenges and opportunities of the post-pandemic landscape, the Borough Council has started a six week public consultation on its 20 year vision for our Borough, 'A Plan for West Devon'. Tell us what you think about West Devon as a place to live, work and visit:

<https://www.engagement.westdevon.gov.uk>

Climate Emergency Response

39. In 2019, the Council declared a climate change and biodiversity emergency. The Council has agreed an ambitious plan to support its aim to be a carbon neutral organisation by 2030 and to help the whole borough reach net-zero carbon by 2050 by joining forces with the Devon Climate Emergency Response Group to support the creation of a Devon-wide plan.
40. During 2020/21 the Council backed up its ambitions by developing and adopting a Climate and Biodiversity Strategy and Action Plan setting out specific actions that the Council and our communities can take to respond to the emergency.

Covid-19 Community Leadership

41. A key focus for the Council in 2021/22 will be ensuring we continue to support our communities in responding to the Covid-19 pandemic.
42. We know that the broader impacts of this pandemic will be felt for many years both locally and nationally and we continue to assess the impact on the Council's finances and our communities.

Working with communities

43. We will continue our work with Town and Parish Councils and Neighbourhood Planning Groups to prepare Town Centre Strategies. These will identify priorities and provide the basis for coordinated action to ensure the role town centres play in meeting the needs of communities and their hinterland are maintained and enhanced.
44. Covid-19 has enhanced our relationship with Town and Parish Councils as well as wider community groups, some of which have formed specifically to help the most vulnerable through the pandemic.
45. Through our recovery planning we will look to further develop on these relationships and identify opportunities to support our communities.

Our financial future

46. The situation continues to evolve and we are continuing to assess the impacts on our finances and our communities of the pandemic, but we know that this will be a **long term recovery and** we have commenced our recovery planning.
47. The financial standing of the Council is secure in the immediate future, but there is still much work to do to ensure the long term financial sustainability of the Council. The next few years will be challenging as the Council moves into the Recovery phase and the Government's Fair Funding Review and the reset of the Business Rates baseline will be introduced, coupled with receiving no Government Grant and the cessation of the current New Homes Bonus scheme.

Going Concern

48. There is a high degree of uncertainty about future levels of funding for local government. The Council is awaiting the announcement from the Government of the Comprehensive Spending Review for 2022/23 onwards, as the plans published in Spending Review 2020 only covered the single year of 2021/22. The other areas adding to the uncertainty are the postponement of the implementation of the Fair Funding Review, the future resetting of business rates baselines, the impact of the COVID-19 pandemic on major income streams and the future of the New Homes Bonus scheme.

49. In 2020/21 a shortfall of £0.5million was originally projected due to the impact of the COVID pandemic on the Council's financial position. At Council on 22nd September 2020, Members approved an Amended Budget for 2020/21 which addressed this shortfall.
50. Based on the S151 Officer's management assessment (which has included consideration of the Government support available, the Council's current level of reserves, the level of working capital including cash and investments, a sensitivity analysis on forecast cashflows, income from local taxation and borrowing headroom etc.), there is no material uncertainty and as a result the Accounts for 2020/21 are prepared on a going concern basis.

Issue of the Accounts

51. The Corporate Director for Strategic Finance (Section 151 Officer) authorised the unaudited Statement of Accounts 2020/21 for issue on 30 July 2021. Events taking place after this date are not reflected in the financial statements or notes.

ACHIEVEMENTS FOR 2020/21

The following pages set out the achievements of the Council for 2020/21

Supporting our Residents

In a year that has been challenging for all residents of West Devon, the Council has focused much of its effort on ensuring existing support was maintained while putting new support measures in place.

| Action | 20/21 Update |
|--|--|
| Covid-19 response | <p>During 2020/21 we took steps to ensure our residents were supported throughout the pandemic, we increased our Money Advice offering from 3 days to 5 days, launched an emergency welfare fund to support individuals that found themselves without money for essentials and delivered food parcels to our most vulnerable residents who were required to shield but couldn't access food and essential supplies.</p> <p>Our Councillors formed Community Clusters in order to ensure a joined up response between the Council and the Voluntary Sector - holding regular focused meetings online.</p> |
| Homes Strategy – Better Homes, Better Lives | During the year we developed and adopted a five year strategy setting out how we'll ensure all of our residents have access to safe and warm homes. |
| Disabled Facilities Grants | In the last 12 months we've enabled 71 residents to live in their homes more safely by adapting their property. |
| A warmer and more energy efficient home | During the year we've enabled 330 families to access energy efficient measures for their homes in addition to awarding grants to 38 of the least energy efficient properties for installing first time central heating |
| Counselling and Mentoring Young People | Through our membership of the Community Safety Partnership we've worked with young people in Tavistock involved in county lines and exploitation. The young people have now disengaged with these concerning activities and continue to attend the youth sessions. |
| Support to our Leisure Services | During the year we worked closely with our Leisure provider, Fusion, to support them during a period which saw all Leisure Centres forced to close. By providing financial support to cover essential operating costs while closed, we've ensured that the centres were in a position to reopen to our residents as Covid-19 restrictions began to lift. |

Supporting the Economy

This year has been incredibly challenging for many of our business, most of which were required to close as part of the national effort to stop the spread of Covid-19. The Council has acted quickly to ensure that vital lifelines have been made available to businesses across the Borough.

| Action | 2020/21 |
|--|--|
| Providing government business grants | The Council acted quickly, using its new IT platform to develop application processes for businesses to claim much needed grants. A total of £25m in grants was awarded throughout the year. An incredible effort by the team. |
| Covid safety advice and Support to businesses | The challenges of Covid required many businesses to adapt in order to offer a safe customer experience. To support our existing environmental health team, we appointed Covid-19 Compliance Officers to offer businesses and towns safety advice and support. Since they joined us in November, 630 visits to businesses have been undertaken across West Devon (and South Hams) |
| Business Growth Support and Advice | Through our partnership with Business Information Point, we have provided over 79 hours 1-to-1 support to 30 businesses. Support for the businesses has focused on advice to deal with the covid-19 pandemic, financial, marketing and business development support. We also ran a week long fully funded online course through the pop-up business school, leading to the launching of a West Devon Business Forum on Facebook to enable businesses across the Borough to network |
| Supporting our highstreets | The Council was awarded just under £100,000 to support Reopening of the Local High Streets as Covid restrictions begun being lifted. Working with Town Councils, we advertised our Towns, provided additional marshals to encourage social distancing, enhancing the appearance of the high street by placing art in vacant shop windows. We're developing plans to do more of the same in 2021/22 |
| Spending Local | During the year, a new Procurement Strategy was considered. As part of the Strategy, the Council have made a commitment to explore opportunities to spend more of its budget with suppliers within the West Devon Borough Council area |
| Supporting our key towns | During the year we have supported the Tavistock Business Improvement District with its renewal proposals, hosted two conversations with businesses and Town Councillors in Tavistock and Okehampton to better understand the needs of the place, begun conversations with Okehampton about how their businesses may want to work together in the future, and positioned Okehampton and Tavistock at the heart of an application for £922k of Community Renewal Fund monies. |

Enhancing our Communities

| Action | 2020/21 |
|---|---|
| <p>Support community schemes to</p> | <p>Our Members each have a locality fund of £500 a year which enables them to support local community initiatives. During 2020/21, over 35 schemes were awarded a total of £12,976.</p> <p>During the year we also launched a specific Covid-19 grant scheme which awarded funding to support voluntary sector schemes such as developing educational videos during lockdown, establishing delivery of essential supplies to residents and delivering food parcels to families that would normally receive free school meals.</p> |
| <p>Adopted a Climate and Biodiversity Strategy and Action Plan</p> | <p>During 2020/21 the Council adopted a Climate and Biodiversity Strategy and Action Plan which sets out specific actions that the Council and our communities can take to respond to the emergency.</p> |
| <p>Community Safety</p> | <p>During the year to Sept 2019- Oct 2021, 21 Anti-Social Behaviour referrals were made to the Community Safety Partnership.</p> <p>Included in these were issues with young people causing problems in Okehampton. The ASB Officer and the Police Youth Intervention Officers have worked with the Youth Offending Team to address the behaviour.</p> <p>Generally, there is positive engagement by all partner agencies and monthly ASB meetings continue to be held.</p> |
| <p>Seamoor Lotto</p> | <p>Our community lottery, now in its 3rd year, is enabling 101 charity and community groups across West Devon and South Hams to raise over £25,000 a year.</p> |

Service Delivery and Governance

Throughout the year, we're really pleased that the significant majority of our services continued to be delivered in addition to the new services we implemented to respond to the pandemic. Our office staff all transitioned brilliantly to working from home full time and our frontline staff adopted new safety measures to ensure they could continue to support our residents and communities.

| Action | 2020/21 |
|---|--|
| Maintaining services | <p>We took the decision in March that all office staff should work from home. Our staff have been able to work from home for many years and so this was a smooth transition.</p> <p>We supported employees through the transition to homeworking, including providing advice and guidance on maintaining health and wellbeing, and holding regular staff briefings online. A number of staff also trained as Mental Health First Aiders and can now offer support to colleagues.</p> <p>We also continued to recruit staff with our recruitment process shifting to an online interview process.</p> |
| Revising our budget | <p>Covid had a significant impact on our finances with some of our key income sources being impacted through the national lockdowns. As a result, in September, we developed and agreed a revised budget for the year. Fortunately additional funding has been provided by Government to contribute to some of the financial losses we suffered.</p> |
| Continuing to develop our priorities | <p>We have made great progress in pushing ahead with our priorities having adopted a number of strategies focusing on Housing, Climate and Biodiversity Strategy and Consultation and Engagement.</p> <p>The focus for the coming year will be on delivering against the action plans for these. We have also made good progress in developing the 'Plan for West Devon'.</p> |
| Democracy Online | <p>The Council quickly took steps to implement remote meetings of its committees. All 31 Members of the Council were able to participate in the democratic process and our residents were able to watch meetings online. A total of 35 formal committee meetings were held online during the year.</p> |
| Three-Weekly Waste Collections | <p>During the year we commenced a trial of 1,000 properties moving to three-weekly waste collections and enhanced recycling services. The results of the trial will be considered during 2021/22 and if successful, may be rolled out across the Borough.</p> |

2020/21 IN NUMBERS

The following are just a few examples of how our funding was used during the year to support our businesses, residents and communities

2154 Residents supported with debt, housing and employment advice through our partnership with Citizens Advice

£100,000 Funding to support our key towns recovery from Covid-19

630 Visits to support businesses with Covid-19 Safety Measures

£8,877 Awarded to maintain community facilities across West Devon through capital grants

21 Anti-Social Behaviour Referrals dealt with, improving the community by taking action

31 Council computers repurposed to enable home education of children without access to a computer

71 Residents properties adapted to support their needs, enabling them to remain in their own homes




£13,000 Member Community Grants awarded to projects making improvements in local areas




















£25m in Government Business Support Grants awarded to businesses within the Borough















PERFORMANCE INDICATORS FOR 2020/21











Performance has continued the multi-year trend and been maintained at a high, and generally improving, level. It is encouraging to see a continuing decline in the volumes of calls to the contact centre and a continued trend in a move to online interaction. Work is planned to develop and implement a new Performance Management Framework for the Council and to review performance measures in line with the Council’s Corporate Strategy. This will include a new approach to reporting performance through Overview and Scrutiny so that performance is reported by each theme rather than all performance measures being included in a single report.






Balanced Scorecard

| | |
|---|-------------------------------|
|  | Below target performance |
|  | Narrowly off target, be aware |
|  | On or above target |

| Customer | | | | | |
|---|---|---|---|---|---|
| Q1 | Q2 | Q3 | Q4 | Yr. | |
|  |  |  |  |  | Waste Recycling Rate % |
|  |  |  |  |  | Residual waste per household |
|  |  |  |  |  | Contact centre calls answered within 20 seconds |
|  |  |  | |  | Average number missed waste and recycling collections per 100,000 |

| Process | | | | | |
|---|---|---|--|---|---|
| Q1 | Q2 | Q3 | Q4 | Yr. | |
|  |  |  |  |  | Processing speed of new benefit claims |
|  |  |  |  |  | Processing speed – change of circumstances |
|  |  |  | |  | % of Major planning applications determined on time (with extensions) |

| Financial | | | | | |
|---|---|---|---|---|-----------------------------------|
| Q1 | Q2 | Q3 | Q4 | Yr. | |
|  |  |  |  |  | % of Non-Domestic Rates collected |
|  |  |  |  |  | % of Council Tax collected |

| Organisational Capacity | | | | | |
|---|---|---|--|---|---------------------------------------|
| Q1 | Q2 | Q3 | Q4 | Yr. | |
|  |  |  |  |  | Working days lost to sickness absence |

PRINCIPAL RISKS AND UNCERTAINTIES

A risk and opportunity management strategy is in place to identify and evaluate risks. There are clearly defined steps to support better decision making through the understanding of risks, whether a positive opportunity or a threat and the likely impact. A Statutory Officers' Panel was set up in 2015/16 and a key role of this Panel is strategic risk management. This Panel consists of the Head of Paid Service, Chief Finance Officer and the Monitoring Officer. A risk report is presented to the Council's Audit Committee every six months. The latest update was presented to the Committee on 29th June 2021 with the principle risks being set out as below.

| Risk Title | Description | Current Note (June 2021) |
|--|---|---|
| Adherence to Medium Term Financial Strategy | Failure to sustain a robust on-going medium term financial strategy in WDBC with adequate reserves to meet unforeseen circumstances, due to cost pressures and reduced income, council decisions, changes in Government policy with regard to business rates and affordable housing; Potential impact on delivering the MTFS, particularly if national/regional businesses successfully appeal against business rate valuations or litigation proceedings / legal challenges / planning appeals, etc. | <p>The Council is in the process of closing its Accounts for 2020/21 and these will be published by 1st August 2021. In the Council's latest budget report for 2020/21, a small surplus of £23,000 is predicted, against the Council's total net budget of just over £7million.</p> <p>The Council has to be entirely independent to fund all of its services on a net budget of just over £7million, as the Borough Council no longer receives any main Government Grant (Revenue Support Grant). The Council has had a reduction in core Government funding of £3million per year since 2010.</p> <p>The Council will prepare its Medium Term Financial Strategy for the period covering 2022/23 to 2026/27 and this will be presented to the Hub Committee in September 2021.</p> <p>The Council will continue to respond to national funding consultations and lobby alongside other Devon Councils and national organisations such as the District Councils' Network for a multi-year financial settlement, to aid long term strategic financial planning. The Fair Funding Review and the re-setting of the Business Rates baseline could be deferred from 2022/23. The Council is also awaiting further Government announcements on the New Homes Bonus funding. The Budget Gap over the next two years is likely to be in excess of £0.5million and work is already underway to address this. Much will also depend on the next Government financial settlement for 2022/23 and confirmation on funding items like Negative Revenue Support Grant, which has been assumed in the modelling to start impacting in 2022/23.</p> |

| Risk Title | Description | Current Note (June 2021) |
|-------------------------------------|--|---|
| Inadequate Staffing Resource | <p>Failure to have sufficient staffing arrangements. Loss of staff morale, and inadequate resources for training and re-skilling in an ongoing period of change. Failure to engage staff resulting in uncertainty regarding changes in working practices and job security. Particular risk in relation to future terms and conditions. Cost and time of retraining/up-skilling staff. Unrealistic expectations in relation to staffing capacity.</p> | <p>The ongoing response to Covid-19 continues to impact staffing resource as we continue to:-</p> <ul style="list-style-type: none"> - Process business grants - Prepare for new Restart Grants - Implement Covid-19 Secure elections - Offer support and advice to businesses on safety measures - Plan for the removal of restrictions - Plan and implement recovery measures including development of a new Corporate Strategy <p>Flexibility around government funding has meant that we have been able to extend the temporary Covid marshals to support business advice on safety measures, supporting our existing EH team resource.</p> |
| Business Continuity | <p>Officers fail to develop robust processes to ensure business continuity in the event of a significant event occurring, e.g. Failure to ensure the continuous availability of critical IT systems</p> | <p>Covid-19 incident management meetings have now reduced to twice a week and remain an effective way of the management team monitoring the impacts.</p> <p>While we still find ourselves in the 'response' phase of the pandemic, we will now focus on refining our broader business continuity plans to cover other scenarios.</p> |

| Risk Title | Description | Current Note (June 2021) |
|--|---|--|
| Emergency Response | There is high public expectation in relation to supporting communities during coastal erosion/storm damage/flooding events, as well as engagement in longer term recovery, in particular assumptions about capital investment to restore assets. The risk relates to how best to support dispersed communities, e.g. with filling, transporting and laying sandbags as well as providing workforce on site, given limited resources and expectations during an event. | The Council continues to engage with the Local Resilience Forum and is keeping its emergency response plans up to date |
| Covid-19 (Coronavirus) impact on services | Covid-19 (Coronavirus) will impact on the ability for the Council to deliver its services leading to a drop in operational performance and customer satisfaction. There will be additional financial implications | <p>We continue to monitor the government roadmap in order to identify any possible impacts on council services. As restrictions are lifted, we have been able to 'stand down' our community response although there still remains a focus on provision of government grants to businesses which is causing pressure in this area of the Council.</p> <p>The summer period may well see additional pressures to our localities team given the expected increase in 'staycations'. To support this activity, the Council have extended our Covid-19 compliance officers until the end of the year.</p> |
| Political Commitment for Change | On-going political commitment to support changes needed for ongoing financial sustainability & community resilience | Council have supported the development of a new Corporate Strategy which will set out a clear direction and priorities for the future. The draft strategy will be considered by Council in July 2021 and there will then be a period of consultation on the emerging priorities. A final strategy and detailed delivery plans will be considered by Hub and Council in September 2021. |

| Risk Title | Description | Current Note (June 2021) |
|---|--|--|
| Health and Wellbeing Service Provision | <p>Covid-19 has a significant impact on Leisure provision given the nature of activities and hygiene requirements. The risk is that as leisure centres make adjustments to reduce the risk of Covid-19 to both staff and customers, the capacity of the centres is significantly reduced while many overheads and operating costs remain the same.</p> | <p>All Centre's are open and running activities in line with Covid-19 restrictions and as before the popular activities being Swim School, casual swimming, group exercise classes, then going to the gym.</p> <p>Average monthly usage for all 6 Centres is running at c35,000 whereas prior to the pandemic this would be between 52-55,000.</p> <p>In the first month of returning, 634 centres memberships were taken but overall numbers are at 56% at c3,800 compared to c6,700 in Feb '20. Swim School is performing very well with numbers currently at 71% compared to Feb'20.</p> <p>Group exercise classes occupancy is at c75% and is still affected due to space and number restrictions. GP Referrals are back but numbers are still small and other activities, schools and clubs are beginning to return.</p> <p>Fusion highlight that customers are upbeat and usage is going in the right direction. This will hopefully improve further when Step 4 of the lockdown eases. However in a recent APSE report the effects of the pandemic on leisure are likely to last for another 18months with social distancing and public anxiety likely to suppress centre usage for a period of time. A report to Members on Leisure is on the Hub Committee Forward Plan for October 2021.</p> |

| Risk Title | Description | Current Note (June 2021) |
|---|--|---|
| <p>Delivery of waste & recycling service changes</p> | <p>The risk is that the Trial of 3 weekly residual collections is negatively impacted by the Covid-19 pandemic as a result of higher than normal waste from homes resulting in skewed data</p> | <p>At the Hub Committee meeting on 27th April 2021, Members considered a report on the Waste Collection Frequency Trial (Minute HC86).</p> <p>In this report, the findings of the trial of three-weekly refuse collections to around 1,000 households in the Borough was endorsed. It was resolved that a further report be presented to the Hub Committee in September 2021 that details the potential income/costs and the national waste strategy impacts, so that a final decision can be made on whether a three-weekly refuse collection should be implemented throughout the Borough from Spring 2022.</p> <p>During the interim, the Council will continue to collect on a three-weekly basis from the trial households. While the overall risk score has increased (as the likelihood of inaccurate data has materialised), in extending the trial, it is likely that we will have more accurate data to make a decision on.</p> |

Section 2

Core Financial Statements

SECTION 2A COMPREHENSIVE INCOME & 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. Authorities raise taxation to cover expenditure in accordance with regulations; this may be different from the accounting cost. The taxation position is shown in both the Expenditure and Funding Analysis and the Movement in Reserves Statement.

| 2019/20 Restated* | | | 2020/21 | | | |
|-------------------|-----------------|-----------------|---|-------------------|-----------------|-----------------|
| Gross Expenditure | Gross Income | Net Expenditure | Segment | Gross Expenditure | Gross Income | Net Expenditure |
| £000 | £000 | £000 | | £000 | £000 | £000 |
| 18,479 | (13,338) | 5,141 | Customer Service & Delivery | 19,260 | (14,114) | 5,146 |
| 740 | (77) | 663 | Strategic Finance | 477 | (50) | 427 |
| 2,089 | (1,602) | 487 | Place and Enterprise | 3,556 | (2,885) | 671 |
| 4,027 | (740) | 3,287 | Governance & Assurance | 3,660 | (644) | 3,016 |
| - | - | - | Material Items (Note 2) | | | |
| 25,335 | (15,757) | 9,578 | Cost of Services | 26,953 | (17,693) | 9,260 |
| | | 1,375 | Other operating expenditure (Note 9) | | | 1,659 |
| | | 1,124 | Financing and investment income and expenditure (Note 10) | | | (785) |
| | | (9,710) | Taxation and non-specific grant income (Note 11) | | | (11,626) |
| | | 2,367 | (Surplus) or Deficit on Provision of Services | | | (1,492) |
| | | (89) | (Surplus) or deficit on revaluation of Property, Plant and Equipment | | | (1,724) |
| | | (3,043) | Remeasurements of the net defined benefit liability | | | 4,787 |
| | | 18 | (Surplus) or deficit from investments in equity instruments designated at fair value through other comprehensive income | | | 3 |
| | | (3,114) | Other Comprehensive Income and Expenditure | | | 3,066 |
| | | (747) | Total Comprehensive Income and Expenditure | | | 1,574 |

*The 2019/20 Cost of Services have been restated in 2020/21 following a Management Restructure in September 2019. The total cost of services figures remain the same, only the presentation of the individual service groups has changed.

SECTION 2B: MOVEMENT IN RESERVES STATEMENT

Movement in Reserves Statement

This statement shows the movement from the start of the year to the end on the different reserves held by the Authority, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and other 'unusable reserves'. The Movement in Reserves Statement shows how the movements in year of the Authority's reserves are broken down between gains and losses incurred in accordance with generally accepted accounting practices and the statutory adjustments required to return to the amounts chargeable to council tax for the year. The Increase/Decrease in Year line shows the statutory General Fund Balance movements in the year following these adjustments.

| 2020/21 | General Fund Balance £000 | Earmarked General Fund Reserves £000 | Total General Fund Reserves £000 | Capital Receipts Reserve £000 | Capital Grants Unapplied £000 | Total Usable Reserves £000 | Unusable Reserves £000 | Total Authority Reserves 2020/21 £000 |
|---|------------------------------|---|---|----------------------------------|----------------------------------|---------------------------------------|---------------------------|--|
| Balance at 31 March 2020 carried forward | 1,219 | 4,984 | 6,203 | 159 | 208 | 6,570 | (4,132) | 2,438 |
| Movement in Reserves during Year | | | | | | | | |
| Total Comprehensive Income & Expenditure | 1,492 | - | 1,492 | - | - | 1,492 | (3,066) | (1,574) |
| Adjustments between accounting basis & funding basis under regulations (Note 7) | 2,540 | - | 2,540 | (1) | 11 | 2,550 | (2,550) | - |
| Transfers to/from Earmarked Reserves (Note 8) | (3,957) | 3,957 | - | - | - | - | - | - |
| Increase/ (Decrease) in Year | 75 | 3,957 | 4,032 | (1) | 11 | 4,042 | (5,616) | (1,574) |
| Balance at 31 March 2021 carried forward | 1,294 | 8,941 | 10,235 | 158 | 219 | 10,612 | (9,748) | 864 |

SECTION 2B: MOVEMENT IN RESERVES STATEMENT

| 2019/20 Comparatives | General Fund Balance £000 | Earmarked General Fund Reserves £000 | Total General Fund Reserves £000 | Capital Receipts Reserve £000 | Capital Grants Unapplied £000 | Total Usable Reserves £000 | Unusable Reserves £000 | Total Authority Reserves 2019/20 £000 |
|---|--|---|---|--|--|---|---------------------------------------|--|
| Balance at 31 March 2019 carried forward | 1,286 | 4,316 | 5,602 | 321 | 548 | 6,471 | (4,780) | 1,691 |
| Movement in Reserves during Year | | | | | | | | |
| Total Comprehensive Income & Expenditure | (2,367) | - | (2,367) | - | - | (2,367) | 3,114 | 747 |
| Adjustments between accounting basis & funding basis under regulations (Note 7) | 2,968 | - | 2,968 | (162) | (340) | 2,466 | (2,466) | - |
| Transfers to/from Earmarked Reserves (Note 8) | (668) | 668 | - | - | - | - | - | - |
| Increase/ (Decrease) in Year | (67) | 668 | 601 | (162) | (340) | 99 | 648 | 747 |
| Balance at 31 March 2020 carried forward | 1,219 | 4,984 | 6,203 | 159 | 208 | 6,570 | (4,132) | 2,438 |

SECTION 2C. BALANCE SHEET

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

| 31 March 2020 | | Notes | | 31 March 2021 |
|------------------|------------------------------------|-------|--|------------------|
| £000 | | | | £000 |
| 24,593 | Property, Plant & Equipment | 12 | | 25,594 |
| 19,004 | Investment Property | 13 | | 19,830 |
| 75 | Intangible Assets | | | 200 |
| 474 | Long Term Investments | 14 | | 471 |
| - | Long Term Debtors | 15 | | - |
| 44,146 | Long Term Assets | | | 46,095 |
| 3,000 | Short Term Investments | 14 | | 6,500 |
| 3,318 | Short Term Debtors | 15 | | 6,283 |
| 10,477 | Cash and Cash Equivalents | 17 | | 12,760 |
| 16,795 | Current Assets | | | 25,543 |
| (4,135) | Short Term Creditors | 18 | | (11,138) |
| (590) | Short Term Borrowing | 14 | | (603) |
| (1,129) | Revenue Grants in Advance | 31 | | (689) |
| (804) | Provisions | 19 | | (886) |
| (6,658) | Current Liabilities | | | (13,316) |
| (208) | Long Term Creditors | 18 | | (179) |
| (28,944) | Long Term Borrowing | 14 | | (28,342) |
| (21,783) | Pension Fund Liabilities | 36 | | (27,142) |
| (910) | Capital Grants Receipts in Advance | 31 | | (1,795) |
| (51,845) | Long Term Liabilities | | | (57,458) |
| 2,438 | Total Net Assets | | | 864 |
| 6,570 | Usable Reserves | 20 | | 10,612 |
| (4,132) | Unusable Reserves | 21 | | (9,748) |
| 2,438 | Total Reserves | | | 864 |

The notes on pages 35 to 121 form part of these financial statements. The unaudited accounts were issued on 30 July 2021.

SECTION 2D. CASH FLOW STATEMENT

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

| 2019/20 £000 | | 2020/21 £000 |
|-------------------------|---|-------------------------|
| 2,367 | Net (surplus) or deficit on the provision of services | (1,492) |
| (2,346) | Adjustments to net surplus or deficit on the provision of services for non-cash movements (Note 22) | (4,662) |
| 816 | Adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities (Note 23) | 669 |
| 837 | Net cash flows from Operating Activities | (5,485) |
| 1,882 | Net increase/(decrease) in Investing Activities (Note 24) | 2,111 |
| (2,558) | Net cash outflow/(inflow) from Financing Activities (Note 25) | 1,091 |
| 161 | Net (increase) or decrease in cash and cash equivalents | (2,283) |
| 10,638 | Cash and cash equivalents at the beginning of the reporting period | 10,477 |
| 10,477 | Cash and cash equivalents at the end of the reporting period (Note 17) | 12,760 |

Section 3

Notes to the Financial Statements

Notes to the Financial Statements

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SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

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

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

The items in the Authority's Balance Sheet at 31 March 2021 for which there are significant risks of material adjustment in the forthcoming financial year are as follows:

| Item | Uncertainties | Effect if Actual Results Differ from Assumptions |
|---|---|---|
| <p>Property, Plant and Equipment</p> | <p>Asset valuations are based on market prices and are periodically reviewed to ensure that the Council does not materially misstate its non-current assets.</p> <p>The outbreak of Covid-19 has impacted global financial markets and as at the valuation date, less weight can be attached to previous market evidence to inform opinions of value. There is an unprecedented set of circumstances on which to base a judgement.</p> <p>Valuations are therefore reported on the basis of 'material valuation uncertainty' as per the RICS (Royal Institution of Chartered Surveyors) Red Book Global. Consequently, less certainty and a higher degree of caution should be attached to the valuation. At the current time, it is not possible to accurately predict the longevity and severity of the impact of Covid-19 on the economy. Therefore, values have been based on the situation prior to Covid-19, on the assumption that values will be restored when the real estate market becomes more fluid.</p> <p>Assets are depreciated over useful lives which are estimated annually. The carrying value of Property, Plant and Equipment as at 31 March 2021 is £26 million.</p> | <p>A reduction in the estimated valuations would result in reductions to the Revaluation Reserve and / or a loss recorded as appropriate in the Comprehensive Income and Expenditure Statement. If the value of the Council's operational properties were to reduce by 10%, this would result in an impact on the financial statements of approximately £2.6m.</p> <p>An increase in estimated valuations would result in increases to the Revaluation Reserve and / or reversals of previous negative revaluations to the Comprehensive Income and Expenditure Statement and / or gains being recorded as appropriate in the Comprehensive Income and Expenditure Statement.</p> <p>If the useful life of assets is reduced, depreciation increases and the carrying amount of the asset falls. If the depreciation lives of the assets were to change by 1 year across all assets, this would have a £162,000 impact on the Council's finances.</p> |

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

| Item | Uncertainties | Effect if Actual Results Differ from Assumptions |
|---|---|--|
| <p>Fair value measurement of investment property</p> | <p>The Council's external valuers use recognised valuation techniques to determine the fair value of Investment Property each year. This involves making assumptions and estimates in terms of how market participants would price the property. The fair value of Investment Properties as at 31 March 2021 is £20 million.</p> <p>The outbreak of Covid-19 has impacted global financial markets and as at the valuation date, less weight can be attached to previous market evidence to inform opinions of value. There is an unprecedented set of circumstances on which to base a judgement.</p> <p>Valuations are therefore reported on the basis of 'material valuation uncertainty' as per the RICS (Royal Institution of Chartered Surveyors) Red Book Global. Consequently, less certainty and a higher degree of caution should be attached to the valuation. At the current time, it is not possible to accurately predict the longevity and severity of the impact of Covid-19 on the economy. Therefore, values have been based on the situation prior to Covid-19, on the assumption that values will be restored when the real estate market becomes more fluid.</p> | <p>The valuations for our Investment Properties are subject to the same uncertainties as those described above.</p> <p>In addition, the fair value estimates may differ from the actual prices that could be achieved in an arm's length transaction. If the fair value estimates were to change by 2%, this would have a £400,000 impact on the Council's finances.</p> |
| <p>Business Rates Appeals Provision</p> | <p>Estimates have been made for the provision for refunding ratepayers who may successfully appeal against the rateable value of their properties. This includes the current and previous financial years. The estimate is based on those ratepayers who have appealed. The total appeals provision as at 31 March 2021 is £2.21 million, of which the Council's share is 40% (£886,000).</p> | <p>Whilst the uncertainty around Covid-19 means any estimate of the impact would be highly uncertain, the impact would feed through in to the collection fund balance which would then be taken account of in future years' budgets.</p> |

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

| Item | Uncertainties | Effect if Actual Results Differ from Assumptions |
|----------------------------------|---|---|
| | <p>Due to the uncertain impact of Covid-19 on businesses and potential rateable value appeals it is possible that current assumptions may not be fully accurate. The Government has indicated its intention to amend regulations to rule out appeals against rateable values based on the impact of the pandemic, but has not actually done so to date.</p> | |
| <p>Pensions Liability</p> | <p>Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Authority with expert advice about the assumptions to be applied.</p> <p>The value of pension assets is estimated based upon information available at the Balance Sheet date, but these valuations may be earlier than the Balance Sheet date. The actual valuations at the Balance Sheet date, which may not be available until sometime later, may give a different value of pension assets, but this difference is not considered to be material.</p> <p>The Pension Fund's Actuary has provided updated figures for the year based on the last valuation in 2019. This valuation is based upon cash flow and assets values as at 31 March 2021.</p> <p>Contributions are set every 3 years as a result of the actuarial valuation of the Fund required by the Regulations. The next actuarial valuation of the Fund will be carried out during 2022/23 (as at 31 March 2022) and will set contributions for the period from 1 April 2023 to 31 March 2026.</p> | <p>The effects on the net pension liability of changes in individual assumptions can be measured. For example, a 0.1% increase in the discount rate assumption would result in a decrease in the pension liability of £57,000.</p> <p>The assumptions interact in complex ways. For example, in 2020/21, the Authority's actuaries advised that the pension liability has decreased by £0.2 million as a result of a change in "demographic assumptions" and increased by £11.5 million as a result of a change in "financial assumptions".</p> <p>Please refer to Note 36 for further information about the assumptions used by the actuaries.</p> |

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

| Item | Uncertainties | Effect if Actual Results Differ from Assumptions |
|------|--|---|
| | <p>The carrying value of the Pensions Liability as at 31 March 2021 is £27.1 million.</p> <p>Movements in the value of investments due to current economic uncertainty will affect the valuation of the pension liability. This will include the impact on the value of Investment Properties held by the Local Government Pension Scheme on behalf of West Devon Borough Council.</p> <p>A material uncertainty has been identified on the valuations of a number of pooled property investment funds held by Devon Pension Fund for 2020/21 as a result of the COVID-19 pandemic. These assets are material to the Devon Pension Fund as at 31 March 2021.</p> | <p>If the value of investments is found to have changed from the estimates used by the actuaries, it will impact the overall value of the pension liability. For instance, a 5% increase in the pension liability would have an impact of £1.4m on the financial statements.</p> <p>The Council's share of these Pension Fund property investments would be material to the Council's net liability, this would also present a material uncertainty on the valuation of the Council's pension assets and liabilities as at 31 March 2021.</p> |

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

2. MATERIAL ITEMS OF INCOME AND EXPENDITURE

There are no material items of income and expense in 2019/20 or 2020/21.

3. EVENTS AFTER THE REPORTING PERIOD

The draft Statement of Accounts (SOA) for 2020/21 was approved for issue by the Section 151 Officer & Corporate Director for Strategic Finance on 30 July 2021. This is also the date up to which events after the reporting period have been considered.

4. EXPENDITURE AND FUNDING ANALYSIS

The objective of the Expenditure and Funding Analysis is to demonstrate to council tax payers how the funding available to the Authority (i.e. government grants, council tax and business rates) for the year has been used in providing services in comparison with those resources consumed or earned by the Authority in accordance with generally accepted accounting practices. The Expenditure and Funding Analysis also shows how this expenditure is allocated for decision making purposes between the Authority's service areas. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement in Section 2A. The Expenditure and Funding Analysis also fulfils the requirement to report by segments.

| 2020-2021 | Net Expenditure Chargeable to the General Fund £000 | Adjustments between Funding and Accounting Basis (Note 5) £000 | Net Expenditure in the Comprehensive Income and Expenditure Statement £000 |
|---|--|---|---|
| Customer Service and Delivery | 4,435 | 711 | 5,146 |
| Strategic Finance | 427 | - | 427 |
| Place and Enterprise | 444 | 227 | 671 |
| Governance and Assurance | 2,292 | 724 | 3,016 |
| Net Cost of Services | 7,598 | 1,662 | 9,260 |
| Other income and expenditure | (11,630) | 878 | (10,752) |
| (Surplus)/Deficit on Provision of Services | (4,032) | 2,540 | 1,492 |

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

| | General Fund Balance £000 | Earmarked Reserves £000 | Total General Fund Reserves £000 |
|---|--------------------------------------|------------------------------------|---|
| Opening Balance at 31 March 2020 | (1,219) | (4,984) | (6,203) |
| (Increase)/decrease in year | (75) | (3,957) | (4,032) |
| Closing Balance at 31 March 2021 | (1,294) | (8,941) | (10,235) |

| 2019-2020 Comparatives (restated)* | Net Expenditure Chargeable to the General Fund £000 | Adjustments between Funding and Accounting Basis (Note 5) £000 | Net Expenditure in the Comprehensive Income and Expenditure Statement £000 |
|---|--|---|---|
| Customer Service and Delivery | 3,802 | 1,339 | 5,141 |
| Strategic Finance | 663 | - | 663 |
| Place and Enterprise | 197 | 290 | 487 |
| Governance and Assurance | 2,543 | 744 | 3,287 |
| Net Cost of Services | 7,205 | 2,373 | 9,578 |
| Other income and expenditure | (7,806) | 595 | (7,211) |
| (Surplus)/Deficit on Provision of Services | (601) | 2,968 | 2,367 |

| | General Fund Balance £000 | Earmarked Reserves £000 | Total General Fund Reserves £000 |
|---|--------------------------------------|------------------------------------|---|
| Opening Balance at 31 March 2019 | (1,286) | (4,316) | (5,602) |
| (Increase)/decrease in year | 67 | (668) | (601) |
| Closing Balance at 31 March 2020 | (1,219) | (4,984) | (6,203) |

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

5. NOTE TO THE EXPENDITURE AND FUNDING ANALYSIS

This note explains the main adjustments from net expenditure chargeable to the general fund balances to arrive at the amounts in the Comprehensive Income and Expenditure Statement (CIES).

| Adjustments between Funding and Accounting Basis | | | | |
|--|--|--|---|--|
| 2020/21 | Adjustments for capital purposes (Note A) £000 | Net change for the pensions adjustments (Note B) £000 | Other Differences (Note C) £000 | Total adjustments £000 |
| Customer Service & Delivery | 677 | 32 | 2 | 711 |
| Strategic Finance | - | - | - | - |
| Place and Enterprise | 215 | 12 | - | 227 |
| Governance & Assurance | 715 | 9 | - | 724 |
| Net Cost of Services | 1,607 | 53 | 2 | 1,662 |
| Other income and expenditure from the Expenditure & Funding Analysis | (2,455) | 519 | 2,814 | 878 |
| Difference between the General Fund surplus or deficit, and the surplus or deficit on the provision of services in the CIES | (848) | 572 | 2,816 | 2,540 |

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

| Adjustments between Funding and Accounting Basis | | | | |
|--|--|--|--|----------------------------------|
| 2019/20 Comparatives (restated)* | Adjustments for capital purposes (Note A) £000 | Net change for the pensions adjustments (Note B) £000 | Other Differences (Note C) £000 | Total adjustments £000 |
| Customer Service & Delivery | 1,107 | 251 | (19) | 1,339 |
| Strategic Finance | - | - | - | - |
| Place and Enterprise | 194 | 96 | - | 290 |
| Governance & Assurance | 669 | 76 | (1) | 744 |
| Net Cost of Services | 1,970 | 423 | (20) | 2,373 |
| Other income and expenditure from the Expenditure & Funding Analysis | (246) | 581 | 260 | 595 |
| Difference between the General Fund surplus or deficit, and the surplus or deficit on the provision of services in the CIES | 1,724 | 1,004 | 240 | 2,968 |

*The 2019/20 Net Cost of Services has been restated in 2020/21 following a Management Restructure in September 2019. The total net cost of services figures remain the same, only the presentation of the individual service groups has changed.

Note A: Adjustments for Capital Purposes

Adjustments for capital purposes reflect:

For services this column adds in depreciation and impairment and adjusts for revenue expenditure funded from capital under statute.

Other income and expenditure from the Expenditure and Funding Analysis – this adjusts for statutory charges for capital financing i.e. Minimum Revenue Provision and other capital contributions. It also adjusts for capital disposals with a transfer of the income on the disposal and the amounts written-off.

Note B: Net Change for the Pensions Adjustments

Net changes for the removal of pension contributions and the addition of IAS 19 Employee Benefits pension related expenditure and income:

For services this represents the removal of the employer pension contributions made by the Authority as allowed by statute and the replacement with current service costs and past service costs.

For other income and expenditure from the Expenditure and Funding Analysis – the net interest on the defined benefit liability is charged to the CIES.

Note C: Other Differences

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

For services reflects the change in the annual leave accrual when compared with the previous year.

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

For other income and expenditure from the Expenditure and Funding Analysis represents the timing difference between what is chargeable under statutory regulations for Council Tax and Business Rates that was projected to be received at the start of the financial year, and the income recognised under generally accepted accounting practices.

6. EXPENDITURE AND INCOME ANALYSED BY NATURE

The Expenditure and Income Analysed by Nature note shows the amounts that make up the surplus or deficit on the provision of services on the CIES, but here they are categorised by nature instead of by service segment.

| Expenditure and Income Analysed by Nature | 2019/20 £000 | 2020/21 £000 |
|--|-------------------------|-------------------------|
| Employee Benefits Expenses | 7,245 | 7,099 |
| Other Service Expenses | 16,174 | 18,267 |
| Depreciation, Amortisation and Impairment | 1,970 | 780 |
| Interest Payments | 750 | 758 |
| Pension Fund Administration Expenses | 20 | 19 |
| Net Interest on the net defined benefit liability | 561 | 498 |
| Losses/(Gains) from fair value adjustments | 1,130 | - |
| Total Expenditure | 27,850 | 27,421 |
| Fees, Charges and Other Service Income | (5,818) | (5,773) |
| Interest and Investment Income | (130) | (37) |
| Income from Council Tax and Business Rates* | (5,508) | (3,188) |
| Revenue Grants and Contributions** | (13,203) | (19,246) |
| Capital Grants and Contributions | (716) | (659) |
| Losses/(Gains) on disposal of non-current assets | (98) | - |
| Other Income | (10) | (10) |
| Total Income | (25,483) | (28,913) |
| (Surplus) or Deficit on Provision of Services | 2,367 | 1,492 |

* The figure for Council Tax and Business Rates in this statement is shown net of expenditure (precepts to other bodies). This includes a deficit on the Business Rates Collection Fund Adjustment Account. The expenditure detail is shown in Note 11 – Taxation and Non-Specific Grant Income.

**The increase in Revenue Grants and Contributions largely relates to the receipt of additional COVID-19 related funding support. This includes the S31 compensation grant that local authorities were awarded to offset the business rate reliefs given to businesses during lockdown and the Tax Income Guarantee S31 grant for Business Rates, amounting to £2.61m.

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

7. ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

This note details the adjustments that are made to the total comprehensive income and expenditure recognised by the Authority in the year, in accordance with proper accounting practice, to the resources that are specified by statutory provisions as being available to the Authority to meet future capital and revenue expenditure.

| 2020/21 | Usable Reserves | | | Movement in Unusable Reserves £000 |
|---|------------------------------|----------------------------------|----------------------------------|---------------------------------------|
| | General Fund Balance £000 | Capital Receipts Reserve £000 | Capital Grants Unapplied £000 | |
| Adjustments primarily involving the Capital Adjustment Account (CAA): | | | | |
| <i>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement (CIES):</i> | | | | |
| Charges for depreciation and impairment of non-current assets | 894 | | | (894) |
| Revaluation losses/(gains) on Property, Plant and Equipment | - | | | - |
| Movements in the market value of Investment Properties | (826) | | | 826 |
| Amortisation of Intangible Assets | 54 | | | (54) |
| Capital grants and contributions applied | (556) | | | 556 |
| Revenue expenditure funded from capital under statute (REFCUS) | 658 | | | (658) |
| Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal | - | | | - |
| <i>Insertion of items not debited or credited to the CIES:</i> | | | | |
| Statutory provision for the financing of capital investment | (610) | | | 610 |
| Capital expenditure charged against the General Fund | (199) | | | 199 |
| Revenue Contribution to Capital Outlay - RCCO | (150) | | | 150 |
| Adjustments primarily involving the Capital Grants Unapplied Account: | | | | |
| Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement | (103) | | 103 | - |
| Application of grants to capital financing transferred to the Capital Adjustment Account | | | (92) | 92 |

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

| 2020/21 | Usable Reserves | | | Movement in Unusable Reserves £000 |
|---|------------------------------|----------------------------------|----------------------------------|---------------------------------------|
| | General Fund Balance £000 | Capital Receipts Reserve £000 | Capital Grants Unapplied £000 | |
| Adjustments primarily involving the Capital Receipts Reserve: | | | | |
| Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement | - | - | | - |
| Transfer of unattached capital receipts | (10) | 10 | | - |
| Use of the Capital Receipts Reserve to finance new capital expenditure | | (11) | | 11 |
| Adjustments primarily involving the Pensions Reserve: | | | | |
| Reversal of items relating to retirement benefits debited or credited to the CIES (see Note 36) | 1,473 | | | (1,473) |
| Employer's pension contributions and direct payments to pensioners payable in the year | (901) | | | 901 |
| Adjustments primarily involving the Council Tax Collection Fund Adjustment Account: | | | | |
| Amount by which Council Tax income credited to the CIES is different from Council Tax income calculated for the year in accordance with statutory requirements | (51) | | | 51 |
| Adjustments primarily involving the Business Rates Collection Fund Adjustment Account*: | | | | |
| Amount by which Business Rates income credited to the CIES is different from Business Rates income calculated for the year in accordance with statutory requirements | 2,866 | | | (2,866) |
| Adjustment primarily involving the Accumulated Absences Account: | | | | |
| Amount by which officer remuneration charged to the CIES on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements | 1 | | | (1) |
| Total Adjustments between the Accounting Basis and Funding Basis under regulations in 2020/21 | 2,540 | (1) | 11 | (2,550) |

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

| 2019/20 Comparatives | Usable Reserves | | | Movement in Unusable Reserves £000 |
|--|------------------------------------|--|--|--|
| | General Fund Balance £000 | Capital Receipts Reserve £000 | Capital Grants Unapplied £000 | |
| Adjustments primarily involving the Capital Adjustment Account (CAA): | | | | |
| Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement (CIES): | | | | |
| Charges for depreciation and impairment of non-current assets | 819 | | | (819) |
| Revaluation losses/(gains) on Property, Plant and Equipment | 9 | | | (9) |
| Movements in the market value of Investment Properties | 1,130 | | | (1,130) |
| Amortisation of Intangible Assets | 59 | | | (59) |
| Capital grants and contributions applied | (624) | | | 624 |
| Capital grants written off | 123 | | | (123) |
| Revenue expenditure funded from capital under statute (REFCUS) | 1,082 | | | (1,082) |
| Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal | 2 | | | (2) |
| Insertion of items not debited or credited to the CIES: | | | | |
| Statutory provision for the financing of capital investment | (598) | | | 598 |
| Capital expenditure charged against the General Fund | (76) | | | 76 |
| Adjustments primarily involving the Capital Grants Unapplied Account: | | | | |
| Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement | (92) | | 92 | - |
| Application of grants to capital financing transferred to the Capital Adjustment Account | | | (432) | 432 |

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

| 2019/20 Comparatives | Usable Reserves | | | Movement in Unusable Reserves £000 |
|---|------------------------------------|--|--|--|
| | General Fund Balance £000 | Capital Receipts Reserve £000 | Capital Grants Unapplied £000 | |
| Adjustments primarily involving the Capital Receipts Reserve: | | | | |
| Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement | (100) | 100 | | - |
| Transfer of unattached capital receipts | (10) | 10 | | - |
| Use of the Capital Receipts Reserve to finance new capital expenditure | | (272) | | 272 |
| Adjustments primarily involving the Pensions Reserve: | | | | |
| Reversal of items relating to retirement benefits debited or credited to the CIES (see Note 36) | 1,972 | | | (1,972) |
| Employer's pension contributions and direct payments to pensioners payable in the year | (968) | | | 968 |
| Adjustments primarily involving the Council Tax Collection Fund Adjustment Account: | | | | |
| Amount by which Council Tax income credited to the CIES is different from Council Tax income calculated for the year in accordance with statutory requirements | 20 | | | (20) |
| Adjustments primarily involving the Business Rates Collection Fund Adjustment Account: | | | | |
| Amount by which Business Rates income credited to the CIES is different from Business Rates income calculated for the year in accordance with statutory requirements | 239 | | | (239) |
| Adjustment primarily involving the Accumulated Absences Account: | | | | |
| Amount by which officer remuneration charged to the CIES on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements | (19) | | | 19 |
| Total Adjustments between the Accounting Basis and Funding Basis under regulations in 2019/20 | 2,968 | (162) | (340) | (2,466) |

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

*The large adjustment in 2020/21 regarding the Business Rates Collection Fund Adjustment Account reflects the deficit position on the Business Rates Collection Fund at 31 March 2021. During 2020/21 local authorities received S31 grants to offset the business rate reliefs given to businesses during lockdown. Under current Collection Fund accounting rules, the S31 grants received in 2020/21 will not be discharged against the Collection Fund deficit until 2021/22 onwards. Therefore there is a deficit on the Business Rates Collection Fund Adjustment Account at 31 March 2021.

8. TRANSFERS TO/ FROM EARMARKED RESERVES

This note details the amounts set aside from the General Fund balances in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund expenditure in 2020/21. The purpose of some of the more significant earmarked reserves are shown below:

Car Parking Maintenance – In line with the Council's car parking strategy, a car parking maintenance reserve is held to ensure that major planned works on car parks can be carried out at the appropriate time, in line with a cyclical programme of maintenance and repairs.

New Homes Bonus – This reserve was established to show how New Homes Bonus funding has been used on an annual basis.

Business Rates Retention Scheme – The business rates reserve covers any possible funding issues from the new accounting arrangements and also smooths the volatility in business rates income over a number of years.

COVID-19 – This is a new reserve set up to hold tranches of Government COVID-19 funding to protect against future COVID-19 losses.

16/17 Budget Surplus Contingency – This reserve was created as part of the 2016/17 Budget setting process.

Innovation Fund (Invest to Earn) Reserve – Some of this fund will be used to acquire and develop land within West Devon to support local housing need and to facilitate an upgrade to the Hayedown Depot.

Revenue Grants Reserve – This reserve holds revenue grants with no repayment conditions that have not been used during the year.

S31 Compensation Grant (Business Rates) Reserve – This is a new reserve set up to hold the business rates S31 grants received in 2020/21 to offset the business rate reliefs given to businesses during lockdown. Under current Collection Fund accounting rules, the S31 grants received in 2020/21 will not be discharged against the Collection Fund deficit until 2021/22 onwards.

Although our Earmarked Reserves appear to have increased overall in 2020/21 by £3.957m to £8.941m, an amount of £2.61m of this is due to a technical accounting adjustment where Councils were compensated for the business rates holidays that were announced by the Government for the retail, hospitality and leisure sectors in 2020/21 (this funding is in the S31 Compensation Grant Reserve). This temporary increase in reserves will reverse back out again in the 2021/22 Accounts, to fund the deficit on the Collection Fund. Therefore this is not money which is available for the Council to spend and it is important that this is not misinterpreted in the Accounts, as this is a national issue.

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

Financial Stability Reserve – This reserve was set up in 2018/19 to hold the business rates pilot income. It will be used to meet the primary aim of the business rates pilot bid which is to achieve higher levels of investment in economic regeneration in Devon, and to help secure financial stability for the longer term.

Vehicle & Plant Reserve – This reserve was set up in 2019/20 to fund the Council’s vehicle replacement programme.

Recovery Plan and Corporate Strategy – This is a new reserve set up for funding for the Recovery Plan and Corporate Strategy. Further details on the Corporate Strategy, ‘A Plan for West Devon’ are set out in the Narrative Statement (paragraphs 35 to 40) and the Leader’s Introduction to the Accounts.

The table below shows the earmarked reserve balances at 31 March 2021 and the movement during 2020/21.

| 2020/21 EARMARKED RESERVES | Balance at 31.3.2020 £000 | Transfers Out £000 | Transfers In £000 | Balance at 31.3.2021 £000 |
|--|--|-----------------------------------|----------------------------------|--|
| General Fund | | | | |
| Car Parking Maintenance | 464 | (23) | 43 | 484 |
| ICT Development | 66 | (52) | 25 | 39 |
| JSG Future Options | 5 | - | - | 5 |
| Planning Policy & Major Developments | 122 | - | 25 | 147 |
| 16/17 Budget Surplus Contingency | 196 | (110) | - | 86 |
| Members Sustainable Community Fund | - | (3) | 9 | 6 |
| Innovation Fund (Invest to Earn) | 432 | (33) | - | 399 |
| Outdoor Sports & Recreation | 18 | (2) | - | 16 |
| Strategic Waste & Cleansing Options Review | 104 | (8) | 80 | 176 |
| Leisure Services | 204 | (146) | - | 58 |
| Support Services Trading | 8 | - | 23 | 31 |
| Environmental Health Initiatives | 20 | - | - | 20 |
| Habitats Reserve | 3 | (3) | - | - |
| Financial Stability | 454 | - | - | 454 |
| Joint Local Plan | 20 | (20) | - | - |
| Maintenance, Management & Risk Mitigation | 190 | (6) | 118 | 302 |
| Grounds Maintenance (ex Landscape Maint.) | 18 | - | 30 | 48 |
| Invest to Save | 12 | - | - | 12 |
| Elections | - | - | 20 | 20 |
| DCC Localism Support Officer | 14 | (9) | - | 5 |
| Neighbourhood Planning Grants | 16 | (27) | 21 | 10 |
| Cannons Meadow | 8 | (3) | - | 5 |
| DCC Public Health | 6 | - | - | 6 |
| Revenue Grants | 508 | (67) | 471 | 912 |
| Business Rates Retention Scheme | 904 | (2,875) | 3,231 | 1,260 |
| COVID-19 | - | - | 221 | 221 |
| Town Teams & Economic Grants | 23 | (18) | 21 | 26 |

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

| | | | | |
|---|--------------|----------------|--------------|--------------|
| Flood Works | 15 | - | - | 15 |
| New Homes Bonus | 401 | (297) | 348 | 452 |
| Homelessness | 115 | - | 58 | 173 |
| Strategic Change | 67 | - | - | 67 |
| Planning Enforcement | 5 | - | - | 5 |
| Maintenance Fund | 170 | - | 72 | 242 |
| Salary Savings Reserve | - | - | 80 | 80 |
| Recovery Plan & Corporate Strategy | - | - | 200 | 200 |
| Broadband Community Support | - | - | 50 | 50 |
| S106 Monitoring | - | (4) | 4 | - |
| S106 Technical Support | - | (6) | 8 | 2 |
| Vehicle Replacement | 396 | (149) | 51 | 298 |
| SUBTOTAL EARMARKED RESERVES | 4,984 | (3,861) | 5,209 | 6,332 |
| Business Rates S31 Compensation Grants* | - | - | 2,609 | 2,609 |
| TOTAL EARMARKED REVENUE RESERVES | | | | |
| (See note below on the S31 Compensation Grant) | 4,984 | (3,861) | 7,818 | 8,941 |

Note* - Business Rates S31 Compensation Grant Earmarked Reserve

Earmarked Reserves have increased by £3.957m in 2020/21. This is mainly due to the creation of a new earmarked reserve in 2020/21 called the S31 Compensation Grant (Business Rates) Reserve. During 2020/21 local authorities received S31 grants to offset the business rate reliefs given to businesses during lockdown in the retail, hospitality and leisure sectors (business rates holidays). Under current Collection Fund accounting rules, the S31 grants received in 2020/21 will not be discharged against the Collection Fund deficit until 2021/22 onwards. Therefore this S31 grant (£2.46m) together with the Tax Income Guarantee S31 grant for Business Rates of £0.15m has been transferred to the Business Rates S31 Compensation Grant Earmarked Reserve. This compensation grant will be applied to the Collection Fund over the next three years to smooth the impact of the Business Rates deficit. The balance on this reserve as at 31 March 2021 is £2.609m.

This temporary increase in reserves will reverse back out again in the 2021/22 Accounts, to fund the deficit on the Collection Fund. Therefore this is not money which is available for the Council to spend and it is important that this is not misinterpreted in the Accounts, as this is a national issue.

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

| 2019/20 Comparatives EARMARKED RESERVES | Balance at 31.3.2019 £000 | Transfers Out £000 | Transfers In £000 | Balance at 31.3.2020 £000 |
|--|--|-----------------------------------|----------------------------------|--|
| General Fund | | | | |
| Car Parking Maintenance | 417 | - | 47 | 464 |
| ICT Development | 76 | (54) | 44 | 66 |
| JSG Future Options | 5 | - | - | 5 |
| Planning Policy & Major Developments | 104 | (7) | 25 | 122 |
| 16/17 Budget Surplus Contingency | 375 | (179) | - | 196 |
| Innovation Fund (Invest to Earn) | 453 | (28) | 7 | 432 |
| Outdoor Sports & Recreation | 18 | - | - | 18 |
| Strategic Waste & Cleansing Options Review | 163 | (59) | - | 104 |
| Community Housing Fund | 152 | (152) | - | - |
| Leisure Services | 231 | (27) | - | 204 |
| Support Services Trading | 8 | - | - | 8 |
| Environmental Health Initiatives | 20 | - | - | 20 |
| Habitats Reserve | 8 | (5) | - | 3 |
| Financial Stability | 267 | (56) | 243 | 454 |
| Joint Local Plan | 30 | (10) | - | 20 |
| Maintenance, Management & Risk Mitigation (Investment Properties) | 88 | (18) | 120 | 190 |
| Landscape Maintenance | - | - | 18 | 18 |
| Invest to Save | 12 | - | - | 12 |
| Elections | 24 | (44) | 20 | - |
| DCC Localism Support Officer | 5 | - | 9 | 14 |
| Neighbourhood Planning Grants | 42 | (26) | - | 16 |
| Cannons Meadow | 11 | (3) | - | 8 |
| DCC Public Health | 6 | - | - | 6 |
| Revenue Grants | 422 | (49) | 135 | 508 |
| Business Rates Retention Scheme | 492 | - | 412 | 904 |
| Town Teams & Economic Grants | 23 | - | - | 23 |
| Flood Works | 15 | - | - | 15 |
| New Homes Bonus | 291 | (390) | 500 | 401 |
| Homelessness | 115 | (30) | 30 | 115 |
| Strategic Change | 234 | (167) | - | 67 |
| Planning Enforcement | 5 | - | - | 5 |
| Maintenance Fund | 196 | (26) | - | 170 |
| S106 Monitoring | 8 | (9) | 1 | - |
| Vehicle Replacement | - | - | 396 | 396 |
| TOTAL EARMARKED REVENUE RESERVES | 4,316 | (1,339) | 2,007 | 4,984 |

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

9. OTHER OPERATING EXPENDITURE

| 2019/20 £000 | | 2020/21 £000 |
|-------------------------|--|-------------------------|
| 1,453 | Parish council precepts | 1,640 |
| (98) | (Gains)/losses on the disposal of non-current assets | - |
| 20 | Pension administration expenses | 19 |
| 1,375 | Total | 1,659 |

10. FINANCING AND INVESTMENT INCOME AND EXPENDITURE

| 2019/20 £000 | | 2020/21 £000 |
|-------------------------|---|-------------------------|
| 750 | Interest payable and similar charges | 759 |
| (130) | Interest receivable and similar income | (37) |
| (10) | Other investment income | (10) |
| - | Investment (gains)/losses | - |
| 561 | Net interest on the net defined benefit liability | 498 |
| (47) | Investment properties (Note 13) | (1,995) |
| 1,124 | Total | (785) |

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

11. TAXATION AND NON SPECIFIC GRANT INCOME

| 2019/20 £000 | | 2020/21 £000 |
|-----------------|---|-----------------|
| | Council Tax | |
| (6,127) | • Income | (6,437) |
| (84) | • Collection Fund adjustment | (112) |
| 21 | • Collection Fund - distribution of surplus | (6) |
| 59 | • Support grant to parishes | - |
| | Business Rates | |
| (3,965) | • Income | (4,067) |
| 3,179 | • Tariff* | 3,230 |
| 1 | • Pooling administration costs | 1 |
| (99) | • Pooling gain | (163) |
| 8 | • Section 31 Adjustment | - |
| 120 | • Levy payment | 127 |
| (73) | • Transfer of Collection Fund deficit/(surplus) | 2,599 |
| | Non ring - fenced Government Grants: | |
| (1,063) | • S31 Business Rate Relief Grants* | (3,740) |
| (501) | • New Homes Bonus Grant | (347) |
| (464) | • Rural Services Delivery Grant | (464) |
| (6) | • Levy Account Surplus Grant | - |
| | Non ring – fenced Government Grants: COVID-19 | |
| - | • LA Response Grant | (797) |
| - | • Sales, Fees and Charges Compensation | (436) |
| - | • New Burdens Admin Support Grant | (355) |
| (716) | Capital grants and contributions | (659) |
| (9,710) | Total | (11,626) |

*The S31 Business Rate Relief Grants received in 2020/21 include the S31 compensation grant that local authorities were awarded to offset the business rate reliefs given to businesses during lockdown and the Tax Income Guarantee S31 grant for Business Rates, amounting to £2.61m in total. Under current Collection Fund accounting rules, the S31 grants received in 2020/21 will not be discharged against the Collection Fund deficit until 2021/22 onwards. Therefore there is a deficit on the Business Rates Collection Fund Adjustment Account at 31 March 2021 which is reflected in the transfer of the Collection Fund deficit above. The S31 compensation grant is held in an earmarked reserve and will be applied to the Collection Fund over the next three years to smooth the impact of the Business Rates deficit.

This temporary increase in Earmarked Reserves will reverse back out again in the 2021/22 Accounts, to fund the deficit on the Collection Fund. Therefore this is not money which is available for the Council to spend and it is important that this is not misinterpreted in the Accounts, as this is a national issue.

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

12. PROPERTY, PLANT AND EQUIPMENT

Movements in 2020/21:

| | Land and Buildings | Vehicles, Plant & Equipment | Infra-structure Assets | Community Assets | Assets Under Construction | Total Property, Plant and Equipment |
|--|--------------------|-----------------------------|------------------------|------------------|---------------------------|-------------------------------------|
| | £000 | £000 | £000 | £000 | £000 | £000 |
| Cost or Valuation | | | | | | |
| At 1 April 2020 | 22,405 | 2,628 | 1,074 | - | - | 26,107 |
| Additions | | 171 | | | | 171 |
| Revaluation increases/(decreases) recognised in the Revaluation Reserve | 922 | | | | | 922 |
| Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services | | | | | | |
| At 31 March 2021 | 23,327 | 2,799 | 1,074 | - | - | 27,200 |
| Accumulated Depreciation and Impairment at 1 April 2020 | 559 | 543 | 412 | - | - | 1,514 |
| Charge for 2020/21 | 555 | 315 | 24 | | | 894 |
| Depreciation written out to the Revaluation Reserve | (740) | | | | | (740) |
| Depreciation written out to the Surplus/Deficit on the Provision of Services | - | | | | | - |
| Depreciation Adjustment (re 19/20) | (62) | | | | | (62) |
| At 31 March 2021 | 312 | 858 | 436 | - | - | 1,606 |
| Balance Sheet amount at 31 March 2021 | 23,015 | 1,941 | 638 | - | - | 25,594 |
| Balance Sheet amount at 31 March 2020 | 21,846 | 2,085 | 662 | - | - | 24,593 |

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

Comparative Movements in 2019/20:

| | Land and Buildings | Vehicles, Plant & Equipment | Infra-structure Assets | Community Assets | Assets Under Construction | Total Property, Plant and Equipment |
|--|--------------------|-----------------------------|------------------------|------------------|---------------------------|-------------------------------------|
| | £000 | £000 | £000 | £000 | £000 | £000 |
| Cost or Valuation | | | | | | |
| At 1 April 2019 | 22,193 | 2,628 | 1,074 | - | - | 25,895 |
| Additions | 187 | | | | | 187 |
| Revaluation increases/(decreases) recognised in the Revaluation Reserve | 37 | | | | | 37 |
| Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services | (12) | | | | | (12) |
| At 31 March 2020 | 22,405 | 2,628 | 1,074 | - | - | 26,107 |
| | | | | | | |
| Accumulated Depreciation and Impairment at 1 April 2019 | 148 | 218 | 380 | - | - | 746 |
| Charge for 2019/20 | 462 | 325 | 32 | | | 819 |
| Depreciation written out to the Revaluation Reserve | (52) | | | | | (52) |
| Depreciation written out to the Surplus/Deficit on the Provision of Services | 1 | | | | | 1 |
| At 31 March 2020 | 559 | 543 | 412 | - | - | 1,514 |
| | | | | | | |
| Balance Sheet amount at 31 March 2020 | 21,846 | 2,085 | 662 | - | - | 24,593 |
| Balance Sheet amount at 31 March 2019 | 22,045 | 2,410 | 694 | - | - | 25,149 |

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

Depreciation

The Council provides for depreciation on all assets other than freehold land and community assets. The provision for depreciation is made by allocating the cost (or revalued amount) of the assets over the accounting period expected to benefit from their use. The straight line method of depreciation is used. Assets are depreciated in the year following acquisition and in the year of disposal.

Asset lives are reviewed regularly as part of the property revaluation and annual impairment review. Where the useful life of an asset is revised the carrying amount of the asset is depreciated over the revised remaining life.

Capital Commitments

As at 31 March 2021 the Authority had not entered into any contracts for the construction or enhancement of Property, Plant and Equipment.

As a comparison, there were no contracts entered as at 31 March 2020.

Revaluations

All material freehold land and buildings which comprise the Authority's property portfolio are revalued by the Council's Valuer on a rolling basis.

Valuations of land and buildings were carried out in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors.

Assets are valued in accordance with a five year rolling programme (with ad hoc valuations taking place, for example where assets have been enhanced). In addition, a formal impairment review of the entire holding of land and buildings is undertaken at the end of each financial year, to ensure the carrying value reflects the fair value at the Balance Sheet date. The basis of valuation is set out in the Statement of Accounting policies in Note 39.

See Note 1 for uncertainty arising from the impact of the Covid-19 pandemic.

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

| | Land and buildings £000 | Vehicles, plant furniture & equipment £000 | Total £000 |
|-----------------------------|----------------------------|---|---------------|
| Valued at historical cost | - | 1,941 | 1,941 |
| Valued at current value in: | | | |
| 2020/21 | 16,663 | - | 16,663 |
| 2019/20 | 5,054 | - | 5,054 |
| 2018/19 | 1,298 | - | 1,298 |
| Total | 23,015 | 1,941 | 24,956 |

Impairment Losses

Impairment losses and impairment reversals charged to the Surplus or Deficit on the Provision of Services and to Other Comprehensive Income and Expenditure, are summarised in the preceding movements table, reconciling the movement over the year in the Property, Plant and Equipment balances. No impairment losses other than those relating to revaluation losses were incurred.

13. INVESTMENT PROPERTIES

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

| A. Income & Expenditure Account | 2019/20 £000 | 2020/21 £000 |
|--|-----------------|-----------------|
| Rental income from investment properties | (1,203) | (1,180) |
| Direct operating expenses arising from investment properties | 1,156 | (815) |
| Net (gain)/ loss | (47) | (1,995) |

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

| B. Movement in fair value | 2019/20 £000 | 2020/21 £000 |
|--|-----------------|-----------------|
| Balance at start of the year | 20,130 | 19,004 |
| Purchases | 4 | - |
| Net gains/(losses) from fair value adjustments | (1,130) | 826 |
| Balance at end of the year | 19,004 | 19,830 |

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

There are no restrictions on the Authority's ability to realise the value inherent in its investment property or on the Authority's right to the remittance of income and the proceeds of disposal.

The Code requires that Investment Properties are measured annually at fair value. The fair value valuation was £19.8 million as at 31 March 2021. The Code confirms that movements in fair value are debited to the provision of services and are not proper charges to the General Fund. They are reversed out to the Capital Adjustment Account in the Movement in Reserves Statement. Therefore this change in valuation does not impact on the Council's 'bottom line' of the Income and Expenditure account, as it is reversed out through the Capital Adjustment Account.

There has been a net gain on the fair value valuations of the four Investment properties of £826,000 in 2020/21. This predominantly relates to an increase in the fair value valuation at 31.3.2021 of the largest investment property within the West Devon portfolio.

See Note 1 for uncertainty arising from the impact of the Covid-19 pandemic.

14. FINANCIAL INSTRUMENTS

Categories of Financial Instruments

Financial instruments are recognised on the Balance Sheet when the Council becomes party to the contractual provisions of a financial instrument. They are classified based on the business model for holding the instruments and their expected cash flow characteristics.

Financial Liabilities

Financial liabilities are initially measured at fair value and subsequently measured at amortised cost. For the Council's borrowing this means that the amount presented in the Balance Sheet is the outstanding principal repayable (plus outstanding interest payable).

Annual charges to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement are based on the carrying amount of the liability, multiplied by the effective rate of interest for the instrument.

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

Financial Assets

To meet the code requirements, financial assets are now classified into one of three categories:

- **Financial assets held at amortised cost** – These represent loans and loan-type arrangements where repayments or interest and principal take place on set dates and at specific amounts. The figure presented in the Balance Sheet represents the outstanding principal received plus accrued interest. Interest credited to the Comprehensive Income and Expenditure Statement (CIES) is the amount receivable as per the loan agreement.
- **Fair Value Through Other Comprehensive Income (FVOCI)** – These assets are measured and carried at fair value. All gains and losses due to changes in fair value (both realised and unrealised) are accounted for through a reserve account, with the balance debited or credited to the CIES when the asset is disposed of.
- **Fair Value Through Profit and Loss (FVTPL)** – These assets are measured and carried at fair value. All gains and losses due to changes in fair value (both realised and unrealised) are recognised in the CIES as they occur.

Allowances for impairment losses have been calculated for amortised cost assets, applying the expected credit loss method. Changes in loss allowances (including balances outstanding at the date of recognition of an asset) are debited/credited to the Financing and Investment Income and Expenditure line in the CIES. Changes in the value of assets carried at fair value are debited/credited to the Financing and Investment Income and Expenditure line in the CIES as they arise.

The value of debtors and creditors reported in the table below are solely those amounts meeting the definition of a financial instrument. The balances of debtors and creditors reported in the Balance Sheet and Notes 15 and 18 also include balances which do not meet the definition of a financial instrument, such as tax-based debtors and creditors.

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

Summary of Financial Instruments

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

| | Long-term | | Current | |
|---|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| | 31 March 2020 £000 | 31 March 2021 £000 | 31 March 2020 £000 | 31 March 2021 £000 |
| Financial Assets at Amortised Cost | | | | |
| Investments | - | - | 3,000 | 6,500 |
| Cash and Cash Equivalents | - | - | 10,477 | 12,760 |
| Debtors | - | - | 1,588 | 1,562 |
| | | | | |
| Fair Value through Other Comprehensive Income – Financial Assets | | | | |
| Investments – Local Authorities’ Property Fund | 474 | 471 | - | - |
| | | | | |
| Total Financial Assets | 474 | 471 | 15,065 | 20,822 |
| | | | | |
| Financial Liabilities at Amortised Cost | | | | |
| Borrowing | (28,944) | (28,342) | (590) | (603) |
| Creditors | (208) | (179) | (1,952) | (6,190) |
| | | | | |
| Total Financial Liabilities | (29,152) | (28,521) | (2,542) | (6,793) |

Designated to Fair Value Through Other Comprehensive Income

At 31 March 2021 the Council had a £0.5 million investment with the CCLA Property Fund and up to 31 March 2018 this was held as an ‘Available for Sale Financial Asset’ and measured at fair value each year. Any change in fair value was posted to Other Comprehensive Income and Expenditure and accumulated gains and losses have been held in an Available for Sale Financial Instruments Reserve.

Following the adoption of accounting standard IFRS 9 Financial Instruments in 2018/19, the ‘Available for Sale Financial Asset’ category is no longer available. The new standard requires that investments in equity to be classified as fair value through profit and loss unless there is an irrevocable election to designate the asset as fair value through other comprehensive income.

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

The Council has elected to designate the CCLA investment as fair value through other comprehensive income. These investments are eligible for the election because they meet the definition of equity instruments in paragraph 11 of IAS32 and are neither held for trading (the Council holds this investment as a long term strategic investment) nor contingent consideration recognised by an acquirer in a business combination to which IFRS3 applies. They are not considered to be puttable instruments because the Council does not have a contractual right to put the instrument back to the issuer for cash.

This election means there is no impact on the revenue budget. Any gains or losses on the valuation of the CCLA investment will therefore be transferred to a Financial Instruments Revaluation Reserve until they are realised.

Statutory Override on Pooled Investments

As a result of the change in accounting standards for 2018/19 under IFRS 9, the Ministry for Housing, Communities and Local Government (MHCLG) have agreed a temporary override to allow English Local Authorities time to adjust their portfolio of all pooled investments by announcing a statutory override to delay implementation of IFRS 9 for five years commencing from April 2018. The Council will use the statutory override to account for any changes in the fair value on its pooled investments. For the Council's Money Market Fund investments the change in fair value was immaterial in 2020/21.

Investments in Equity Instruments Designated at Fair Value Through Other Comprehensive Income

The Council had the following investments in equity instruments at 31 March 2021:

| Investment | Nominal | Fair Value March 2021 | Change in Fair Value During 2020/21 |
|--------------------|----------------|----------------------------------|--|
| | £000 | £000 | £000 |
| CCLA Property Fund | 500 | 471 | (3) |

Net Gains and Losses on Financial Instruments

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

| | 2019/20 | 2020/21 |
|---|----------------|----------------|
| | £000 | £000 |
| Net gains/losses on: Financial Assets measured at fair value through other comprehensive income | (18) | (3) |
| Total Net Gains/(Losses) | (18) | (3) |

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

Fair Value of Financial Instruments

The following financial asset is measured in the Balance Sheet at fair value on a recurring basis:

| Recurring Fair Value Measurements | Input Level in Fair Value Hierarchy | Valuation Technique Used to Measure Fair Value | 31 March 2020 Fair Value | 31 March 2021 Fair Value |
|--|-------------------------------------|---|--------------------------|--------------------------|
| | | | £000 | £000 |
| Fair Value Through Other Comprehensive Income | | | | |
| CCLA Property Fund | Level 2 | Inputs other than quoted market prices that are observable for the asset or liability | 474 | 471 |
| TOTAL | | | 474 | 471 |

Except for the financial assets carried at fair value, all other financial liabilities and financial assets represented are carried forward on the Balance Sheet at amortised cost. Their fair values are as follows:

| | 31 March 2020 | | 31 March 2021 | |
|----------------------|-----------------|------------|-----------------|------------|
| | Carrying amount | Fair Value | Carrying amount | Fair Value |
| | £000 | £000 | £000 | £000 |
| PWLB Debt – Maturity | (5,692) | (6,719) | (5,692) | (7,255) |
| PWLB Debt – Annuity | (23,842) | (23,656) | (23,252) | (24,906) |
| Long Term Debtors | - | - | - | - |
| Long Term Creditors | (208) | (208) | (179) | (179) |

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

15. DEBTORS

| 31.3.2020 £000 | | 31.3.2021 £000 |
|-------------------|--------------------------------|-------------------|
| | Short Term | |
| 990 | Central Government bodies | 795 |
| 277 | Other Local Authorities | 524 |
| | Other debtors | |
| 677 | Council Tax | 779 |
| 249 | Business Rates* | 3,147 |
| 1,125 | Other entities and individuals | 1,038 |
| 3,318 | Total | 6,283 |
| | Long Term | |
| - | Other entities and individuals | - |
| - | Total | - |

*There is a significant increase in the short term Business Rates debtor as at 31 March 2021. This is due to the movement on the Collection Fund during 2020/21 and the end of year deficit position resulting from the timing differences in the Collection Fund accounting treatment of the S31 compensation grant. The debtor includes the deficits attributable to each of the Business Rates Preceptors (Central Government £3.61m, Devon County Council £0.65m and Devon and Somerset Fire Authority £0.07m) at 31 March 2021. This is partly offset by the Preceptors share of the Business Rates bad debts and appeals provisions.

16. DEBTORS FOR LOCAL TAXATION

The past due but not impaired amount for local taxation (council tax and business rates) can be analysed by age as follows:

| 31.3.2020 £000 | | 31.3.2021 £000 |
|-------------------|---|-------------------|
| 329 | Up to one year | 358 |
| 262 | One to three years | 403 |
| 88 | Over three years | 221 |
| 679 | Total Debtors for Local Taxation | 982 |

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

17. CASH AND CASH EQUIVALENTS

| 31.3.2020 £000 | | 31.3.2021 £000 |
|-------------------|--|-------------------|
| 277 | Cash held by the Authority | 760 |
| 10,200 | Money Market Funds* | 12,000 |
| 10,477 | Total Cash and Cash Equivalents | 12,760 |

*Cash and Cash Equivalents have increased by £2.3m in 2020/21. This is mainly due to the receipt of S31 compensation grants during 2020/21 amounting to £2.61m. These grants are held in an earmarked reserve as at 31 March 2021 and will be applied to the Business Rates Collection Fund over the next three years to smooth the impact of the Business Rates deficit.

18. CREDITORS

| 31.3.2020 £000 | | 31.3.2021 £000 |
|-------------------|--------------------------------|-------------------|
| | Short Term | |
| (246) | Central Government bodies* | (3,925) |
| (781) | Other Local Authorities | (1,102) |
| | Other Creditors | |
| (62) | Council Tax | (80) |
| (1,158) | Business Rates** | (3,720) |
| (1,888) | Other entities and individuals | (2,311) |
| (4,135) | Total | (11,138) |
| | Long Term | |
| (208) | Other entities and individuals | (179) |
| (208) | Total | (179) |

*The Council administered various Business Grants on behalf of Central Government during 2020/21 and the increase in the short term creditors is funding which represents the amount still available at year end. A large proportion of this will be distributed in 2021/22 with any remaining balances ultimately due back to Central Government.

**The increase in the creditor for Business Rates as at 31 March 2021 largely relates to S31 grant paid on account by Central Government which is due to be returned (£3.6m). This is partially offset by the Tax Income Guarantee S31 grant (£0.154m) due from Central Government.

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

19. PROVISIONS

Provisions payable within twelve months of the Balance Sheet date are classified as current liabilities; provisions payable more than twelve months from the Balance Sheet date are classified as long term liabilities. No long term provisions were created in 2020/21 or 2019/20. The breakdown of the 2020/21 provision is shown in the following table:

| | Business Rates Appeals £000 |
|---------------------------------|--|
| Balance at 1 April 2020 | (804) |
| Provisions made in year | (170) |
| Amounts used in year | 88 |
| Balance at 31 March 2021 | (886) |

Short term Provision – Business Rates Appeals:

Provision is made for likely refunds of business rates as a result of appeals against the rateable value of business properties. The provision is based on the total value of outstanding appeals at the end of the financial year as advised by the Valuation Office Agency. Using this information, an assessment was made about the likely success rate of appeals and their value. In 2020/21 there has been a £206,000 increase in the provision for appeals within the Collection Fund. The Council's share of this is 40% (£82,000).

20. USABLE RESERVES

Movements in the Authority's usable reserves are detailed in the Movement in Reserves Statement in Section 2B. The Council has the following usable reserves:

General Fund Balance – This balance has been established from surpluses on the Council's total expenditure. It provides a financial cushion should anything unexpected happen which would require unplanned expenditure.

Earmarked Reserves – The Council has set aside monies for specific purposes e.g. vehicle and plant replacement and the funding of strategic issues. In addition, on an annual basis monies are set aside in the Business Rates Retention Earmarked Reserve to mitigate the impact of business rates income volatility in future years. The movements in the 2020/21 Earmarked Reserves balance is explained in detail in the Narrative Statement.

Capital Receipts Reserve – Proceeds from the sale of assets are held in this reserve to be made available for future capital expenditure.

Capital Grants Unapplied – This reserve represents grants and contributions received in advance of matching to new capital investment.

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

21. UNUSABLE RESERVES

| 31.3.2020 £000 | | 31.3.2021 £000 |
|-------------------|---|-------------------|
| 8,974 | Revaluation Reserve | 10,327 |
| 8,727 | Capital Adjustment Account | 9,936 |
| (21,783) | Pensions Reserve | (27,142) |
| (27) | Financial Instruments Revaluation Reserve | (30) |
| 61 | Council Tax Collection Fund Adjustment Account | 112 |
| (21) | Business Rates Collection Fund Adjustment Account | (2,887) |
| (63) | Accumulated Absences Account | (64) |
| (4,132) | Total Unusable Reserves | (9,748) |

Revaluation Reserve

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

- revalued downwards or impaired and the gains are lost
- used in the provision of services and the gains are consumed through depreciation or
- disposed of and the gains are realised

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

The outbreak of Covid-19 has impacted global financial markets and as at the valuation date, less weight can be attached to previous market evidence to inform opinions of value. There is an unprecedented set of circumstances on which to base a judgement.

Valuations are therefore reported on the basis of 'material valuation uncertainty' as per the RICS (Royal Institution of Chartered Surveyors) Red Book Global. Consequently, less certainty and a higher degree of caution should be attached to the valuation. At the current time, it is not possible to accurately predict the longevity and severity of the impact of Covid-19 on the economy. Therefore, values have been based on the situation prior to Covid-19, on the assumption that values will be restored when the real estate market becomes more fluid. For further information please see Note 1.

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

| 31.3.2020 £000 | 31.3.2020 £000 | Revaluation Reserve | 31.3.2021 £000 | 31.3.2021 £000 |
|-------------------|-------------------|--|-------------------|-------------------|
| | 8,899 | Balance at 1 April | | 8,974 |
| 111 | | Upward revaluation of assets | 2,067 | |
| (22) | | Downward revaluation of assets and impairment losses not charged to the Surplus or Deficit on the Provision of Services | (343) | |
| | 89 | Surplus or (Deficit) on revaluation of non-current assets not posted to the Surplus or Deficit on the Provision of Services | | 1,724 |
| (14) | | Difference between fair value depreciation and historical cost depreciation | (371) | |
| | | Accumulated gains on assets sold or scrapped | | |
| | (14) | Amount written off to the Capital Adjustment Account | | (371) |
| | 8,974 | Balance at 31 March | | 10,327 |

Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The Account is debited with the cost of acquisition, construction or enhancement, as depreciation, impairment losses and amortisations are charged to the Comprehensive Income and Expenditure Statement (with reconciling postings from the Revaluation Reserve to convert fair value figures to an historical cost basis). The Account is credited with the amounts set aside by the Authority as finance for the costs of acquisition, construction and enhancement. The Account contains accumulated gains and losses on Investment Properties and gains recognised on donated assets that have yet to be consumed by the Authority.

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

| 2019/20 £000 | 2019/20 £000 | Capital Adjustment Account | 2020/21 £000 | 2020/21 £000 |
|-----------------|-----------------|--|-----------------|-----------------|
| | 9,935 | Balance at 1 April | | 8,727 |
| | | Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement (CIES) : | | |
| (819) | | ▪ Charges for depreciation of non-current assets | (894) | |
| (9) | | ▪ Revaluation losses on Property, Plant and Equipment | - | |
| (1,130) | | ▪ Revaluation gains/(losses) on Investment Properties | 826 | |
| (59) | | ▪ Amortisation of Intangible Assets | (54) | |
| (1,082) | | ▪ Revenue expenditure funded from capital under statute (REFCUS) | (658) | |
| (2) | | ▪ Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the CIES | - | |
| - | | ▪ Amounts of Revaluation Reserve balance written off on disposal or sale of PPE | - | |
| = | | ▪ Write down of Bank Investment | = | |
| | (3,101) | Total | | (780) |
| <u>14</u> | | Adjusting amounts written out of the Revaluation Reserve | <u>371</u> | |
| | 14 | Net written out amount of the cost of non-current assets consumed in the year | | 371 |
| | | Capital financing applied in the year: | | |
| 272 | | • Use of the Capital Receipts Reserve to finance new capital expenditure | 11 | |
| 624 | | • Capital grants and contributions credited to the CIES that have been applied to capital financing | 556 | |
| 432 | | • Application of grants to capital financing from the Capitals Grants Unapplied Account | 92 | |
| 76 | | • Capital expenditure charged against the General Fund | 199 | |
| (123) | | • Capital Grants written off | - | |
| 598 | | • Statutory provision for the financing of capital investment charged against the General Fund (Minimum Revenue Provision) | 610 | |
| = | | • Revenue Contribution to Capital Outlay (RCCO) | <u>150</u> | |
| | 1,879 | Total | | 1,618 |
| | 8,727 | Balance at 31 March | | 9,936 |

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

Pensions Reserve

The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post-employment benefits and for funding benefits in accordance with statutory provisions. The Authority accounts for post-employment benefits in the Comprehensive Income and Expenditure Statement (CIES) as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Authority 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 Authority 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.

| 31.3.2020 £000 | Pensions Reserve | 31.3.2021 £000 |
|-------------------|--|-------------------|
| (23,822) | Balance at 1 April | (21,783) |
| 3,043 | Actuarial gains or (losses) on pension assets and liabilities | (4,787) |
| (1,972) | Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the CIES | (1,473) |
| 968 | Employer's pensions contributions and direct payments to pensioners payable in the year | 901 |
| (21,783) | Balance at 31 March | (27,142) |

Available for Sale Reserve

The Available for Sale Financial Instruments Reserve contains the gains made by the Authority arising from increases in the value of its investments that have quoted market prices or otherwise do not have fixed or determinable payments. The balance is reduced when investments with accumulated gains are:

- revalued downwards or impaired and the gains are lost
- disposed of and the gains are realised

| 31.3.2020 £000 | Available for Sale Financial Instruments Reserve | 31.3.2021 £000 |
|-------------------|---|-------------------|
| - | Balance at 1 April | - |
| - | Transfer of opening balance to Financial Instruments Revaluation Reserve under IFRS 9 | - |
| - | Downward revaluation of investments not charged to the Surplus/(Deficit) on the Provision of Services | - |
| - | Balance at 31 March | - |

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

The 2018/19 Code of Practice on Local Authority Accounting adopted IFRS 9 Financial Instruments. As a result of the implementation of IFRS 9, the Available for Sale Reserve has been decommissioned and any balance held has been transferred to the Financial Instruments Revaluation Reserve. The Council has transferred the balance on the Available for Sale Reserve in relation to its investment in the CCLA property fund.

Financial Instruments Revaluation Reserve

The Financial Instruments Revaluation Reserve contains the gains made by the Authority arising from increases in the value of its investments that are measured at fair value through other comprehensive income. The balance is reduced when investments with accumulated gains are:

- revalued downwards or impaired and the gains are lost
- disposed of and the gains are realised

| 31.3.2020 £000 | Financial Instruments Revaluation Reserve | 31.3.2021 £000 |
|---------------------------|---|---------------------------|
| (9) | Balance at 1 April | (27) |
| - | Upward revaluation of assets | (3) |
| - | Transfer from Available for Sale Financial Instrument Reserve | - |
| (18) | Downward revaluation of assets | - |
| (27) | Balance at 31 March | (30) |

Council Tax Collection Fund Adjustment Account

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

| 31.3.2020 £000 | Council Tax Collection Fund Adjustment Account | 31.3.2021 £000 |
|---------------------------|--|---------------------------|
| 81 | Balance at 1 April | 61 |
| (20) | Amount by which council tax income credited to the CIES is different from council tax income calculated for the year in accordance with statutory requirements | 51 |
| 61 | Balance at 31 March | 112 |

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

Business Rates Collection Fund Adjustment Account

A scheme for the retention of business rates came in to effect on 1 April 2013 and established new accounting arrangements. The Business Rates Collection Fund Adjustment Account manages the differences arising from the recognition of business rates income in the Comprehensive Income and Expenditure Statement (CIES) as it falls due from ratepayers, compared with the statutory arrangements for paying across amounts to the General Fund from the Collection Fund.

| 31.3.2020 £000 | Business Rates Collection Fund Adjustment Account | 31.3.2021 £000 |
|---------------------------|---|---------------------------|
| 218 | Balance at 1 April | (21) |
| (239) | Amount by which Business Rates income credited to the CIES is different from Business Rates income calculated for the year in accordance with statutory requirements* | (2,866) |
| (21) | Balance at 31 March | (2,887) |

*The large movement in the 2020/21 Business Rates Collection Fund Adjustment Account reflects the deficit position on the Business Rates Collection Fund as at 31 March 2021. During 2020/21 local authorities received S31 grants to offset the business rate reliefs given to businesses during lockdown. Under current Collection Fund accounting rules, the S31 grants received in 2020/21 will not be discharged against the Collection Fund deficit until 2021/22 onwards. Therefore there is a deficit on the Business Rates Collection Fund Adjustment Account at 31 March 2021.

Accumulated Absences Account

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

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

| 31.3.2020 | | Accumulated Absences Account | 31.3.2021 | |
|-------------|-------------|---|-------------|-------------|
| £000 | £000 | | £000 | £000 |
| | (82) | Balance at 1 April | | (63) |
| 82 | | Settlement or cancellation of accrual made at the end of the preceding year | 63 | |
| <u>(63)</u> | | Amounts accrued at the end of the current year | <u>(64)</u> | |
| | 19 | Amount by which officer remuneration charged to the CIES on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements | | (1) |
| | (63) | Balance at 31 March | | (64) |

22. CASH FLOW STATEMENT – ADJUSTMENTS TO NET SURPLUS OR DEFICIT ON THE PROVISION OF SERVICES FOR NON-CASH MOVEMENTS

| 2019/20 | | 2020/21 |
|----------------|---|----------------|
| £000 | | £000 |
| (819) | Depreciation | (894) |
| (9) | Impairment & downward valuations | - |
| (1,130) | Movement in investment properties | 826 |
| (59) | Amortisation | (54) |
| 865 | (Increase)/decrease in Debtors | (35) |
| (15) | Increase/(decrease) in Creditors | (3,954) |
| (1,004) | Movement in pension liability | (572) |
| (175) | Other non-cash items charged to the net surplus or deficit on the provision of services | 21 |
| (2,346) | Total | (4,662) |

23. CASH FLOW STATEMENT – ADJUSTMENTS TO NET SURPLUS OR DEFICIT ON THE PROVISION OF SERVICES THAT ARE INVESTING AND FINANCING ACTIVITIES

| 2019/20 | | 2020/21 |
|------------|---|------------|
| £000 | | £000 |
| 100 | Proceeds from the sale of non-current assets | 10 |
| 716 | Other non-cash items charged to the net surplus or deficit on the provision of services | 659 |
| 816 | Total | 669 |

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

24. CASH FLOW STATEMENT – INVESTING ACTIVITIES

| 2019/20 £000 | | 2020/21 £000 |
|-------------------------------|---|-------------------------------|
| 200 | Purchase of non-current assets | 175 |
| 3,000 | Purchase of short and long term investments | 3,500 |
| - | Other payments for investing activities | - |
| (100) | Proceeds from the sale of non-current assets | (10) |
| (1,218) | Other receipts from investing activities (capital grants & contributions) | (1,554) |
| 1,882 | Net cash flows from investing activities | 2,111 |

25. CASH FLOW STATEMENT – FINANCING ACTIVITIES

| 2019/20 £000 | | 2020/21 £000 |
|-------------------------------|--|-------------------------------|
| (1,954) | Cash receipts of short and long term borrowing | - |
| - | Repayments of short and long term borrowing | 589 |
| (604) | Other receipts from financing activity* | 502 |
| (2,558) | Total | 1,091 |

*The movement between 2019/20 and 2020/21 is due to the movement on the Collection Fund during 2020/21 and the end of year deficit position from the timing differences in the Collection Fund accounting treatment of the S31 compensation grant. For further information see Note 15 and 18.

26. TRADING OPERATIONS – BUILDING CONTROL

The Building (Local Authority Charges) Regulations 1998 require the disclosure of information regarding the setting of charges for the administration of the Building Control function. Building Regulations Control Services operate as a separate trading unit.

As of 1 April 2017, West Devon Borough Council (WDBC), South Hams District Council (SHDC) and Teignbridge District Council (TDC) entered into an updated partnership agreement and a new hosting agreement with respect to the staff and functions delivered by the Devon Building Control Partnership (DBCP) to the three Council areas. This agreement saw the transfer of all staff who had DBCP responsibilities from WDBC or SHDC to TDC. WDBC and SHDC retain an active participation in the controlling Devon Building Control Partnership Committee.

The Summary Accounts for the year will be detailed in the DBCP, which can be found on Teignbridge District Council's Website under the Devon Building Control Partnership Committee 2020-2021.

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

27. BUSINESS IMPROVEMENT DISTRICTS

The Tavistock Business Improvement District (BID) was set up in Tavistock on the 1st September 2011 for the purpose of providing additional services or improvements to the Tavistock BID area. The BID is funded in part by a levy which is based on the rateable value of each property within the BID area and this is charged in addition to the non-domestic rates. West Devon Borough Council acts as agent for the BID Company.

28. MEMBERS' ALLOWANCES

The Authority paid the following amounts to Members of the Council during the year. Members allowances are published on the Council's website under 'Your Council' in the 'Councillors and Committees' section.

| 2019/20 £000 | | 2020/21 £000 |
|-------------------------|--------------|-------------------------|
| 201 | Allowances | 207 |
| 19 | Expenses | 1 |
| 220 | Total | 208 |

29. OFFICERS' REMUNERATION

Regulation 4 of the Accounts and Audit (Amendment No.2) (England) Regulations 2009 [SI 2009 No. 3322] introduced a legal requirement to increase transparency and accountability in Local Government for reporting remuneration of senior employees.

A senior employee is defined as an employee whose salary is more than £150,000 per year, or alternatively one whose salary is at least £50,000 per year (to be calculated pro rata for a part-time employee) and who is:

- the designated head of paid service, a statutory chief officer or a non-statutory chief officer of a relevant body, as defined under the Local Government and Housing Act 1989
- the head of staff for a relevant body which does not have a designated head of paid service; or
- any person having responsibility for the management of the relevant body, to the extent that the person has power to direct or control the major activities of the body, in particular activities involving the expenditure of money, whether solely or collectively with other persons.

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The remuneration paid to the Authority's senior employees is as follows:

| Post | Year | Salary, Fees and Allowances £ | Expenses £ | Pension Contribution £ | Total £ |
|--|-------|----------------------------------|---------------|---------------------------|----------------|
| Strategic Director of Customer Service Delivery and Deputy Chief Executive | 20/21 | 92,200 | - | 13,700 | 105,900 |
| | 19/20 | 89,000 | 1,000 | 11,800 | 101,800 |
| Corporate Director of Strategic Finance (S151 Officer) | 20/21 | 74,000 | - | 10,900 | 84,900 |
| | 19/20 | 74,800 | - | 10,000 | 84,800 |
| Strategic Director of Place & Enterprise (New Post in 19/20, start date 09/09/19) | 20/21 | 74,000 | 900 | 10,900 | 85,800 |
| | 19/20 | 41,300 | 1,900 | 5,500 | 48,700 |
| Business Manager Specialists & Monitoring Officer (Monitoring officer duties terminated 10th November). | 20/21 | 62,900 | - | 9,300 | 72,200 |
| | 19/20 | 57,900 | 100 | 7,700 | 65,700 |
| Head of Commissioning & Contracts | 20/21 | 56,700 | 900 | 8,400 | 66,000 |
| | 19/20 | 53,900 | 1,700 | 7,100 | 62,700 |
| Business Manager, Case Management | 20/21 | 47,700 | - | 7,100 | 54,800 |
| | 19/20 | 15,200 | 200 | 2,000 | 17,400 |
| Head of Environmental Health & Licensing | 20/21 | 59,900 | - | 8,900 | 68,800 |
| | 19/20 | 53,600 | 600 | 7,100 | 61,300 |
| Head of Projects & Strategy (New post in 19/20, start date 09/12/19) | 20/21 | 56,500 | 100 | 8,300 | 64,900 |
| | 19/20 | 18,300 | - | 2,400 | 20,700 |
| Head of Assets Practice (In 19/20 Post holder moved to Strategic Director of Place & Enterprise 9/9/19) – post regraded from 1/12/19, new post holder w.e.f 09/03/20) | 20/21 | 53,400 | 800 | 7,900 | 62,100 |
| | 19/20 | 25,200 | 1,300 | 3,400 | 29,900 |
| Head of Development Management | 20/21 | 58,700 | 500 | 8,700 | 67,900 |
| | 19/20 | 50,300 | 900 | 6,700 | 57,900 |
| Head of Revenues, Benefits & Housing | 20/21 | 51,900 | 100 | 7,700 | 59,700 |
| | 19/20 | 46,200 | 200 | 6,100 | 52,500 |

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| Post | Year | Salary, Fees and Allowances £ | Expenses £ | Pension Contribution £ | Total £ |
|--|-------|----------------------------------|---------------|---------------------------|---------------|
| Customer Service Improvement Manager (New post in 19/20, start date 09/12/19) | 20/21 | 48,600 | 100 | 7,200 | 55,900 |
| | 19/20 | 14,900 | 500 | 2,000 | 17,400 |
| Commercial Services Group Manager (Post deleted, post holder left 28/4/19) | 20/21 | - | - | - | - |
| | 19/20 | 8,200 | 1,200 | 800 | 10,200 |
| Business Development Group Manager (Post deleted, post holder part time from 1/4/19 and left 30/4/19) | 20/21 | - | - | - | - |
| | 19/20 | 600 | 100 | 100 | 800 |
| Operational Manager, Environmental Services (Post deleted, post holder left 20/02/20) | 20/21 | - | - | - | - |
| | 19/20 | 42,700 | 1,100 | 5,700 | 49,500 |
| Support Services Specialist Manager (Post deleted, post holder moved to Head of Projects & Strategy 09/12/19) | 20/21 | - | - | - | - |
| | 19/20 | 35,300 | 100 | 4,700 | 40,100 |

No other senior officer posts earned over £50,000 during 2020/21 or 2019/20

Note A: Shared Services with South Hams District Council

The total cost of senior employees employed by South Hams District Council has been included in the equivalent note of South Hams District Council's Accounts in accordance with the accounting requirements and is therefore excluded from the table above.

In 2020/21 West Devon Borough Council reimbursed costs amounting to £233,100 (2019/20 £216,400) in respect of some members of the Senior Leadership Team (SLT), and the Extended Leadership Team (ELT) who are employed by South Hams District Council. West Devon Borough Council received a reimbursement in 2020/21 from South Hams District Council of £502,000 (2019/20 £429,700) in respect of the above shared senior employees.

Note B: Senior Leadership Team interim arrangements

West Devon Borough Council is in a shared services arrangement with South Hams District Council and the two Councils have a shared Senior Leadership Team and a shared non-manual

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

workforce. Following the resignation of the former Executive Director in February 2018, Council approved interim senior management arrangements. A report was presented to Council on 12 February 2019 (Minute CM 54) that outlined a review of the Staffing Establishment.

The Review Panel, consisting of the Leaders of each Council and senior Members recommended that the previous structure incorporating two Executive Directors was replaced with a Chief Executive Officer. The Panel also recommended that once in post, the Chief Executive brings forward a proposed new senior leadership structure that builds upon the recommendations of the Peer Review and will be along the lines of:

- Director of Customer Service and Delivery
- Director of Place and Enterprise
- Director of Governance
- Director of Strategic Finance

It was resolved that with effect from 21 February 2019, the Executive Director for Service Delivery and Head of Paid Service (employed by South Hams District Council) be appointed to the role of Chief Executive and that agreement be given to extending the interim senior management arrangements with a report being brought to Council recommending a new structure within six months of the 2019 Council elections.

Following a restructure and recruitment process, the Senior Leadership Team was finalised in September 2019 to include the following posts across both West Devon Borough Council and South Hams District Council:

- Chief Executive & Head of Paid Service (South Hams)
- Director of Customer Service and Delivery (West Devon)
- Director of Place and Enterprise (West Devon)
- Director of Governance & Assurance (South Hams)
- Director of Strategic Finance (West Devon)

Following the Senior Leadership Team restructure, the Extended Leadership Team and Team Leader structure was reviewed to ensure that resources were aligned to delivering the Council's corporate priorities. This resulted in the following changes to the establishments of West Devon Borough Council and South Hams District Council:-

Deletion of the following posts

- Specialist Manager: Customer First (South Hams)
- Specialist Manager: Support Services (West Devon)
- Case Management Manager: Customer First (South Hams)
- Case Management Manager: Support Services (West Devon)
- Commissioning Manager (West Devon)

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

Creation of the following posts

- Head of Strategy & Projects (West Devon)
- Business Manager: Specialists (West Devon)
- Business manager: Case Management (West Devon)
- Customer Improvement Manager (West Devon)

This restructure concluded in December 2019 resulting in a saving of £60,000 per annum for West Devon Borough Council.

Note C: Chief Executive and Head of Paid Service

The Chief Executive and Head of Paid Service left the Council on 15th March 2020. This post was covered on an interim basis by the Strategic Director of Customer Service employed by West Devon Borough Council. South Hams District Council successfully recruited to this post in June 2020.

Note D: Head of Legal and Monitoring Officer

The Chief Executive and Head of Paid Service conducted a review of the arrangements to ensure there was clarity of accountability for the statutory functions, and to make sure that the Monitoring Officer had the capacity to respond in a timely and effective manner to all issues referred to the role. A report was taken to Council in September 2020 which recommended the designation of the Monitoring Officer role to the Head of Legal Services (once appointed) and removal of the Monitoring Officer responsibilities and duties from the Business Manager (Specialists) employed by West Devon Borough Council. The Head of Legal and Monitoring Officer was appointed on 10 November 2020.

30. PAYMENTS TO EXTERNAL AUDITORS

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

| | 2019/20 £000 | 2020/21 £000 |
|--|-------------------------|-------------------------|
| Fees payable with regard to external audit services | 43 | 61 |
| Core Audit Fees | 37 | 51 |
| Audit of Grants and Returns* | 6 | 10 |
| Rebate from Public Sector Audit Appointments Ltd | (4) | - |
| TOTAL | 39 | 61 |

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

31. GRANT INCOME

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

| | 2019/20 £000 | 2020/21 £000 |
|---|-----------------|-----------------|
| Credited to Taxation and Non Specific Grant Income | | |
| Capital grants and contributions: | | |
| Disabled Facilities Grants | (716) | (659) |
| Section 106 deposits | - | - |
| Other Capital Grants and Contributions | - | - |
| | | |
| Non ring - fenced Government grants and contributions: | | |
| New Homes Bonus Grant | (501) | (348) |
| S.31 Business Rate Relief Grants* | (1,063) | (3,740) |
| Levy Account Surplus Grant | (6) | - |
| Rural Services Delivery Grant* | (464) | (464) |
| COVID-19 LA Response Grant | - | (797) |
| COVID-19 Sales, Fees & Charges Compensation | - | (436) |
| COVID-19 New Burdens Admin Support Grant | - | (355) |
| Total | (2,750) | (6,799) |
| Credited to Services | | |
| Rent Allowance subsidy** | (9,781) | (8,984) |
| Housing Benefit administration subsidy | (178) | (130) |
| Rent rebate subsidy | (47) | (41) |
| Flexible Homelessness Support Grant | (108) | (108) |
| Discretionary housing payments | (135) | (181) |
| Business Rates cost of collection allowance | (82) | (80) |
| Section 106 deposits | (34) | (123) |
| Recycling credits | (291) | (345) |
| Electoral Commission - General Elections, Referendum and Police & Crime Commissioners | (158) | (2) |
| European Election | (99) | (9) |
| COVID-19 Additional Restrictions Grant | - | (931) |
| COVID-19 Track & Trace Administration Support Grant | - | (23) |
| COVID-19 Discretionary Business Grants Fund | - | (861) |
| COVID-19 LA Support Grant | - | (32) |
| COVID-19 Council Tax Hardship Grant Fund | - | (356) |
| COVID-19 Local Restrictions Support Grant (Open) | - | (586) |
| Other grants | (201) | (306) |
| Total | (11,114) | (13,098) |

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

S31 Business Rate Relief Grants

*The S31 Business Rate Relief Grants received in 2020/21 include the S31 compensation grant that local authorities were awarded to offset the business rate reliefs given to businesses during lockdown and the Tax Income Guarantee S31 grant for Business Rates, amounting to £2.61m in total.

Rent Allowance Subsidy

** Housing Benefit Payments and Subsidy have reduced between 2020/21 and 2019/20 mainly due to a reduction in caseload.

The Authority has received a number of grants, contributions and donations that have yet to be recognised as income as they have repayment conditions attached to them. Until these conditions are met these grants are held as receipts in advance. Should these conditions not be met the monies would need to be returned to the grantor. The balances at the year-end are as follows:

| Capital Grants Receipts in Advance | 31 March 2020 £000 | 31 March 2021 £000 |
|---|-----------------------------------|-----------------------------------|
| Hayedown, Tavistock | (20) | (20) |
| Batheway Fields, North Tawton | (20) | (9) |
| Annan Down Park Drive, Tavistock | (29) | (29) |
| Land adjacent to Shellsley, North Tawton | (47) | (47) |
| The Barton, Spreyton | (72) | (72) |
| Land at Butcher Park Hill, Tavistock | (207) | (207) |
| The Beeches, Yelverton | (21) | (21) |
| Land at Lower Trendle, Tavistock | (79) | (46) |
| Barns at Hurditch Horn, Gulworthy | (32) | (32) |
| Rear of Rowan Cottage, Lewdown | (26) | (26) |
| Land at New Launceston Road, Tavistock | (113) | (113) |
| Harewood House, Tavistock | - | (164) |
| Land North of Crediton Road, Okehampton | - | (58) |
| Other Section 106 deposits | (244) | (267) |
| Green Homes Grant | - | (684) |
| Total | (910) | (1,795) |

| Revenue Grants Receipts in Advance | 31 March 2020 £000 | 31 March 2021 £000 |
|---|-----------------------------------|-----------------------------------|
| MHCLG COVID-19 Business Rate Relief grant | (1,129) | - |
| MHCLG COVID-19 Additional Restrictions Grant | | (303) |
| MHCLG COVID-19 Additional Restrictions Grant Top Up | | (377) |
| LGA Digital Connectivity | - | (9) |
| Total | (1,129) | (689) |

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

32. RELATED PARTIES

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

Central Government

Central Government has effective control over the general operations of the Authority – it is responsible for providing the statutory framework, within which the Authority operates and prescribes the terms of many of the transactions that the Authority has with other parties (e.g. council tax bills, housing benefits). Grants received from Government departments are detailed in Note 31.

Members

Members of the Council have direct control over the Council's financial and operating policies. The total of members' allowances paid in 2020/21 is shown in Note 28.

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

33. CAPITAL EXPENDITURE AND CAPITAL FINANCING

The total amount of capital expenditure incurred in the year is shown in the table below with the resources that have been used to finance it, giving rise to the movement in the Council's Capital Financing Requirement.

| Summary of Capital Expenditure and Financing (incorporating the Capital Financing Requirement) | 2019/20 | 2020/21 |
|---|----------------|----------------|
| | £000 | £000 |
| <i>Opening Capital Financing Requirement</i> | 26,570 | 25,972 |
| Capital Investment | | |
| Property, Plant and Equipment | 187 | 171 |
| Intangible Assets | 9 | 179 |
| Investment Properties | 4 | - |
| Revenue expenditure funded from capital under statute (REFCUS) | 1,082 | 658 |
| Assets under Construction | - | - |
| Bank investment | - | - |
| Write off of Capital Debtor | 123 | - |
| Total expenditure for capital purposes | 1,405 | 1,008 |
| Sources of Finance | | |
| Capital receipts | (273) | (11) |
| Capital grants and external contributions | (1,056) | (648) |
| Earmarked reserves | (76) | (199) |
| Revenue Contributions to Capital Outlay (RCCO) | - | (150) |
| Total funding | (1,405) | (1,008) |
| Minimum Revenue Provision | (598) | (610) |
| <i>Closing Capital Financing Requirement</i> | 25,972 | 25,362 |
| <i>Movement in Capital Financing Requirement</i> | (598) | (610) |
| Explained by: | | |
| Increase in underlying need to borrow (supported by government financial assistance) | - | - |
| Increase/(decrease) in underlying need to borrow (unsupported by government financial assistance) | (598) | (610) |
| Increase/(decrease) in Capital Financing Requirement | (598) | (610) |

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

34. LEASES

Authority as Lessee

The Authority has, in the past, acquired some assets through operating leases. These have included vehicles and printers. However, all remaining material operating leases have ceased and no lease payments have been made since 2009/10.

Authority as Lessor

The Authority leases various parcels of land and buildings to external organisations. The most significant are shown below:

| Detail of lease | Term | Expiry date | Segment in CIES |
|------------------------------------|----------|-------------|-----------------------|
| The rental of office accommodation | 15 years | 17/09/2033 | Investment Properties |
| The operation of a supermarket | 39 years | 08/01/2028 | Investment Properties |
| The rental of an industrial unit | 10 years | 28/11/2028 | Investment Properties |
| The rental of an industrial unit | 10 years | 11/12/2027 | Investment Properties |
| The rental of an industrial unit | 15 years | 28/09/2032 | Investment Properties |

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

| | 31 March 2020 £000 | 31 March 2021 £000 |
|---|--------------------------|--------------------------|
| Not later than one year | 1,062 | 1,062 |
| Later than one year & not later than five years | 4,248 | 4,248 |
| Later than five years | 6,907 | 5,845 |
| Total | 12,217 | 11,155 |

The minimum lease payments receivable do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews.

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35. EXIT PACKAGES AND TERMINATION BENEFITS

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

| Exit package cost band (incl. special payments) | Number of voluntary redundancies | | Number of compulsory redundancies | | Total number of exit packages by cost band | | Total cost of exit packages in each band (£) | |
|---|----------------------------------|-------|-----------------------------------|-------|--|-------|--|-------|
| | 19/20 | 20/21 | 19/20 | 20/21 | 19/20 | 20/21 | 19/20 | 20/21 |
| £0 - £20,000 | - | - | 1 | - | 1 | - | 11,534 | - |
| £20,001 - £40,000 | - | - | 1 | - | 1 | - | 23,924 | - |
| £40,001 - £60,000 | - | - | 2 | - | 2 | - | 98,982 | - |
| TOTAL | - | - | 4 | - | 4 | - | 134,440 | - |

The exit package amount (£134,440 in 2019/20) is the cost of redundancy payment plus the cost of any pension strain payments.

Shared Services with South Hams District Council

Of the nil cost of exit packages in 2020/21 (£134,440 in 2019/20), South Hams District Council (SHDC) made a contribution of nil in 2020/21 (£76,919 in 2019/20). In addition, West Devon Borough Council made a contribution of £2,830 to South Hams District Council in respect of their exit package costs of £8,272 in 2020/21 (£659 in 2019/20).

36. DEFINED BENEFIT PENSION SCHEMES

Participation in Pension Schemes

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

The Authority participates in the Local Government Pension Scheme (LGPS). The LGPS is a defined benefit statutory scheme administered in accordance with the Local Government Pension Scheme Regulations 2013 and currently provides benefits based on career average revalued earnings.

The administering Authority for the Fund is Devon County Council. The Pension Fund Committee oversees the management of the Fund whilst the day to day fund administration is

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

undertaken by a team within the administering Authority. Where appropriate some functions are delegated to the Fund's professional advisers.

Contributions are set every 3 years as a result of the actuarial valuation of the Fund required by the Regulations. The next actuarial valuation of the Fund will be carried out as at 31 March 2022 and will set contributions for the period from 1 April 2023 to 31 March 2026. 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. Funding levels are monitored on an annual basis. The total contributions expected to be made to the LGPS by the Council in the year to 31 March 2021 is £770,000. The Actuary has estimated the duration of the Employer's liabilities to be 20 years.

Further information can be found in Devon County Council Pension Fund's Annual Report which is available upon request from The County Treasurer, Devon County Council, County Hall, Exeter, EX2 4QJ.

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Transactions Relating to Post-employment Benefits

The cost of retirement benefits are recognised in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge we are required to make against council tax is based on the cash payable in the year, so the real cost of post-employment/retirement benefits is reversed out of the General Fund via the Movement in Reserves Statement.

The movement in the pension scheme assets and liabilities together with the treatment of the corresponding transactions in the CIES is summarised in the following tables:

| Comprehensive Income and Expenditure Statement | 2019/20 £000 | 2020/21 £000 |
|--|-------------------------|-------------------------|
| Cost of Services | | |
| <i>Service cost comprising</i> | | |
| - Current Service Cost | 1,391 | 956 |
| <i>Financing and Investment Income and Expenditure</i> | | |
| - Net Interest Expense | 561 | 498 |
| - Administration Expenses | 20 | 19 |
| Total Post-employment benefits charged to the Surplus or Deficit on the Provision of Services | 1,972 | 1,473 |
| Other post-employment benefits charged to the comprehensive income and expenditure statement | | |
| <i>Re-measurement of the net defined benefit liability comprising:</i> | | |
| - Change in financial assumptions | 4,467 | 11,503 |
| - Change in demographic assumptions | 567 | (514) |
| - Experience loss/(gain) | 899 | (628) |
| - Return on fund assets in excess of interest | (2,777) | 5,574 |
| - Other actuarial gains/(losses) on assets | (113) | - |
| <u>Total re-measurement recognised</u> | <u>3,043</u> | <u>15,935</u> |
| Total post-employment benefits charged to the Comprehensive Income and Expenditure Statement | 5,015 | 17,408 |
| <i>Movement in Reserves Statement</i> | | |
| - Reversal of net charges made to the surplus or deficit on the provision of services for post-employment benefits in accordance with the code | (1,972) | (1,473) |
| <i>Actual amount charged against the General Fund Balance for pensions in the year</i> | | |
| - Employers contributions payable to scheme | 968 | 901 |

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

Pensions Assets and Liabilities Recognised in the Balance Sheet

The amount included in the balance sheet arising from the Authority's obligation in respect of its defined benefit plans is as follows:

| Net Pension Liability | 31 March 2020 £000 | 31 March 2021 £000 |
|---|-----------------------------------|-----------------------------------|
| Present value of the defined benefit obligation | 45,212 | 55,622 |
| Fair value of Fund assets | (24,258) | (29,292) |
| Deficit/(Surplus) | 20,954 | 26,330 |
| Present value of unfunded obligation | 829 | 812 |
| Net defined benefit liability/(asset) | 21,783 | 27,142 |

| Reconciliation of opening and closing balances of the fair value of Fund assets | 31 March 2020 £000 | 31 March 2021 £000 |
|--|-----------------------------------|-----------------------------------|
| Opening fair value of Fund assets | 27,568 | 24,258 |
| Interest on assets | 649 | 561 |
| Return on assets less interest | (2,777) | 5,574 |
| Other actuarial gains/(losses) | (113) | - |
| Administration expenses | (20) | (19) |
| Contributions by employer including unfunded | 968 | 901 |
| Contributions by Scheme participants | 192 | 204 |
| Estimated benefits paid plus unfunded net of transfers in | (2,209) | (2,187) |
| Closing fair value of Fund assets | 24,258 | 29,292 |
| Reconciliation of opening and closing balances of the present value of the defined benefit obligation | 31 March 2020 £000 | 31 March 2021 £000 |
| Opening defined benefit obligation | 51,390 | 46,041 |
| Current service cost | 1,072 | 956 |
| Interest cost | 1,210 | 1,059 |
| Change in financial assumptions | (4,467) | 11,503 |
| Change in demographic assumptions | (567) | (514) |
| Experience loss/(gain) on defined benefit obligation | (899) | (628) |
| Estimated benefits paid net of transfers in | (2,129) | (2,108) |
| Past service costs, including curtailments | 319 | - |
| Contributions by Scheme participants | 192 | 204 |
| Unfunded pension payments | (80) | (79) |
| Closing defined benefit obligation | 46,041 | 56,434 |

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Basis for Estimating Assets and Liabilities

Assets and liabilities are assessed by Barnett Waddingham, an independent firm of actuaries. As required under IAS19 they use the projected unit method of valuation to calculate the service cost.

To assess the value of the Employer's liabilities at 31 March 2021, they have rolled forward the value of the Employer's liabilities calculated for the funding valuation as at 31 March 2020, using financial assumptions that comply with IAS19.

To calculate the asset share they have rolled forward the assets allocated to the West Devon Borough Council as at 31 March 2020 allowing for investment returns (estimated where necessary), contributions paid into and estimated benefits paid from the Fund, by and in respect of the Employer and its employees.

The major assumptions are summarised in the following table:

| Basis for estimating assets and liabilities | 31 March 2020 | 31 March 2021 |
|--|----------------------|----------------------|
| Mortality assumptions (in years): | | |
| <u>Longevity at 65 for current pensioners</u> | | |
| - Men | 22.9 | 23.0 |
| - Women | 24.1 | 24.1 |
| <u>Longevity at 65 for future pensioners (in 20 years)</u> | | |
| - Men | 24.3 | 24.4 |
| - Women | 25.5 | 25.6 |
| Financial assumptions (in percentages): | | |
| - RPI increases | 2.70% | 3.20% |
| - CPI increases | 1.90% | 2.80% |
| - Salary increases | 2.90% | 3.80% |
| - Pension increases | 1.90% | 2.80% |
| - Discount rate | 2.35% | 2.00% |

Although the post retirement mortality tables adopted are consistent with the previous accounting date, the mortality improvement projection has been updated to use the latest version of the Continuous Mortality Investigation's model, CMI_2020, which was released in March 2021. This update has been made in light of the coronavirus pandemic and reflects the latest information available from the CMI. The new CMI_2020 Model introduces a '2020 weight parameter' for the mortality data in 2020 so that the exceptional mortality experienced due to the coronavirus pandemic can be incorporated without having a disproportionate impact on results.

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

The table below looks at the sensitivity of the major assumptions:

| Sensitivity analysis | £000s | £000s | £000s |
|--|----------|--------|---------|
| Adjustment to discount rate | +0.1% | 0.0% | (0.1%) |
| Present value of total obligation | 55,366 | 56,434 | 57,234 |
| Projected service cost | 1,437 | 1,490 | 1,544 |
| Adjustment to long term salary increase | +0.1% | 0.0% | (0.1%) |
| Present value of total obligation | 56,535 | 56,434 | 56,335 |
| Projected service cost | 1,490 | 1,490 | 1,489 |
| Adjustment to pension increases and deferred revaluation | +0.1% | 0.0% | (0.1%) |
| Present value of total obligation | 57,414 | 56,434 | 55,473 |
| Projected service cost | 1,544 | 1,490 | 1,438 |
| Adjustment to life expectancy assumptions | + 1 Year | None | -1 Year |
| Present value of total obligation | 59,201 | 56,434 | 53,802 |
| Projected service cost | 1,556 | 1,490 | 1,426 |

The estimated asset allocation for West Devon Borough Council as at 31 March 2021 is as follows:

| Employer asset share | 31 March 2020 | | 31 March 2021 | |
|-------------------------|---------------|-------------|---------------|-------------|
| | £000 | % | £000 | % |
| Gilts | 1,035 | 5% | 996 | 4% |
| UK equities | 3,228 | 13% | 3,244 | 11% |
| Overseas equities | 10,432 | 43% | 15,127 | 52% |
| Property | 2,285 | 9% | 2,353 | 8% |
| Infrastructure | 1,045 | 5% | 1,187 | 4% |
| Target return portfolio | 3,185 | 13% | 2,758 | 9% |
| Cash | 283 | 1% | 302 | 1% |
| Other bonds | 1,271 | 5% | 1,313 | 4% |
| Alternative assets | 1,494 | 6% | 2,012 | 7% |
| Private equity | - | n/a | - | n/a |
| Total | 24,258 | 100% | 29,292 | 100% |

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

Of the total fund asset at 31 March 2021, the following table identifies the split of those assets with a quoted market price and those that do not:

| Employer Asset Share – Bid Value | | 31 March 2021 | |
|---|----------------------------|---------------|---------------|
| | | % Quoted | % Unquoted |
| Fixed interest government securities | UK | 0.10% | |
| | Overseas | 3.30% | |
| Corporate bonds | UK | 0.10% | |
| | Overseas | 2.30% | |
| Equities | UK | 11.10% | |
| | Overseas | 51.60% | |
| Property | All | | 8.00% |
| Others | Absolute return portfolio | 9.40% | |
| | Private Equity | | 4.10% |
| | Infrastructure | 0.1% | |
| | Multi sector credit fund | 6.80% | |
| | Private Debt | | 2.10% |
| | Cash/Temporary investments | | 1.00% |
| | | | |
| Net current assets | Debtors | | 0.10% |
| | Creditors | | -0.10% |
| Total | | 84.80% | 15.20% |

McCloud Judgement

A judgement in the Court of Appeal about cases involving judges' and firefighters' pensions (the McCloud judgement) has the potential to impact on the Council. The cases concerned possible age discrimination in the arrangements for protecting certain scheme members from the impact of introducing new pensions arrangements. As the Local Government Pension Scheme was restructured in 2014, with protections for those members who were active in the Scheme at 2012 and over the age of 55, the judgement is likely to extend to the Scheme.

On 16 July 2020, the Government published a consultation on the proposed remedy to be applied to LGPS benefits in response to the McCloud case. The consultation closed on 8 October 2020 and the final remedy will only be known after the consultation responses have been reviewed and a final set of remedial Regulations are published.

The valuation provided includes an allowance to reflect the Court of Appeal judgement. This allowance was described in the previous accounting report and incorporated into the accounting results as at 31 March 2020. These results, including the allowance, have been rolled forward and remeasured to obtain the accounting results as at 31 March 2021.

Based on available information, the actuary's view is that the final remedy is unlikely to have a materially different effect from the estimate already made.

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

37. CONTINGENT LIABILITIES

The Council had no contingent liabilities at 31 March 2021.

38. NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS

Key Risks

Financial Instruments held by the Council are detailed in Note 14. The Council's activities expose it to a variety of financial risks:

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

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 CIPFA Treasury Management in the Public Services Code of Practice and Investment Guidance issued through the Act. Overall these procedures require the Council to manage risk in the following ways:

- by formally adopting the requirements of the Code of Practice;
- by the adoption of a Treasury Policy Statement and treasury management clauses within its Financial Regulations/Standing Orders/Constitution;
- by approving annually in advance prudential and treasury indicators for the following three years limiting:
 - The Council's overall borrowing;
 - Its maximum and minimum exposures to fixed and variable rates;
 - Its maximum and minimum exposures regarding the maturity structure of its debt;
 - Its maximum annual exposures to investments maturing beyond a year.
- 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.

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

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

The Annual Treasury Management Strategy which incorporates the prudential indicators was approved by Council on 28 April 2020 and is available on the Council's website (Minute CM 78).

These policies are implemented by the Finance team. The Council maintains written principles for overall 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 (TMPs). These TMPs are a requirement of the Code.

Credit risk

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

This risk is minimised through the Annual Investment Strategy, which requires that deposits are not made with financial institutions unless they meet identified minimum credit criteria, in accordance with Fitch and Moody's Credit Ratings Services. The Annual Investment Strategy also considers maximum amounts and time limits in respect of each financial institution. Deposits are not made with banks and financial institutions unless they meet the minimum requirements of the investment criteria outlined above.

The Council uses the creditworthiness service provided by Link Asset Services. This service uses a sophisticated modelling approach with credit ratings from all three rating agencies forming the core element. However, it does not rely solely on the current credit ratings of counterparties but also uses the following overlays:

- Credit watches and credit outlooks from credit rating agencies;
- Credit Default Swap (CDS) spreads to give early warning of likely changes in credit ratings; and
- Sovereign ratings to select counterparties from only the most creditworthy countries.

Institutions are split into colour bandings to determine the maximum level and duration of the investment.

The full Investment Strategy for 2020/21 was approved by Council on 28 April 2020 and is available on the Council's website (Minute CM 78)

The Council's Counterparty limits are as follows:

- £3.0 million for Money Market Funds
- £1.0 million on CCLA Property Investment Fund
- £3.0 million on term deposits with banks and building societies within the UK (£4.0 million with Lloyds Bank PLC)

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

The Council takes a very prudent approach regarding the collection of debts from its customers and calculates an annual provision for bad debts based on the age of its debt. A detailed review of potential bad debts was undertaken at 31 March 2020 and is reflected in the current figure of £323,000. This compares to £381,000 in 2019/20. The bad debt provision is adequate to deal with the historical experience of default and current market conditions. An analysis of the Council's debtors is provided in Note 15 to the accounts.

The outbreak of Covid-19 has impacted global financial economies and there is an unprecedented set of circumstances on which to base a judgement of the likelihood of debt recovery. These provisions have been calculated using robust methodologies and adjustments have been made to reflect the uncertainties arising as a result of Covid-19.

Amounts Arising from Expected Credit Losses

The Council's short term investments have been assessed and the expected credit loss is not material and therefore no allowances have been made.

| | Balance at 31 March 2021 | Historical Experience of Default | Estimated Maximum Exposure to Default and Uncollectability at 31 March 2021 |
|--|---|---|--|
| | £000 | % | £000 |
| Deposits with Bank and Financial Institutions | | | |
| Aberdeen Standard Money Market Fund | 3,000 | 0.000% | - |
| Deutsche Money Market Fund | 3,000 | 0.000% | - |
| Blackrock Money Market Fund | 3,000 | 0.000% | - |
| LGIM Money Market Fund | 3,000 | 0.000% | - |
| Debt Management Office (DMO) | 3,500 | 0.001% | - |
| Lloyds Bank Plc | 3,000 | 0.004% | - |
| Total | 18,500 | | - |

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

Liquidity risk

The Authority manages its liquidity position through the risk management procedures above (the setting and approval of prudential indicators and the approval of the treasury and investment strategy reports), as well as through a comprehensive cash flow management system, as required by the CIPFA Code of Practice. An analysis of the Council's cash and cash equivalents is provided in Note 17 to the accounts. This seeks to ensure that cash is available when needed.

The Authority has ready access to borrowing from the money markets to cover any day to day cash flow need, and the PWLB and money markets for access to longer term funds. The Authority is also required to provide a balanced budget through the Local Government Finance Act 1992, which ensures sufficient monies are raised to cover annual expenditure. There is therefore no significant risk that it will be unable to raise finance to meet its commitments under financial instruments.

Market Risk

The Council is exposed to market risk in terms of its exposure that the value of an instrument will fluctuate because of changes in:

- Interest rate risk;
- Price risk; and
- Foreign exchange rate risk.

Interest rate risk

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

- Borrowings at fixed rates – the fair value of the borrowing will fall (no impact on revenue balances);
- Investments at fixed rates – the fair value of the assets will fall (no impact on revenue balances).

Borrowings are not carried at fair value on the balance sheet, so nominal gains and losses on fixed rate borrowings would not impact on the Surplus or Deficit on the Provision of Services or Other Comprehensive Income and Expenditure. Movements in the fair value of fixed rate investments that have a quoted market price will be reflected in the Other Comprehensive Income and Expenditure Statement.

The Council has a number of strategies for managing interest rate risk. The Annual Treasury Management Strategy draws together the Council's prudential indicators and its expected treasury operations, including an expectation of interest rate movements.

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

From this Strategy a prudential indicator is set which provides maximum and minimum limits for fixed and variable interest rate exposure. The Finance team will monitor markets and forecast interest rates within the year to adjust exposures appropriately. For instance during periods of falling interest rates, and where economic circumstances make it favourable, fixed rate investments may be taken for longer periods to secure better long term returns, similarly the drawing of longer term fixed rates borrowing would be postponed.

Price risk

The Council has an investment of £0.5 million in the CCLA Local Authorities Property Fund. At the end of each financial year the value of the Local Authority's investment is adjusted to equal the number of units held, multiplied by the published bid price.

The above investment has been elected as Fair Value through Other Comprehensive Income, meaning that all movements in price will impact on gains and losses recognised in the Financial Instruments Revaluation Reserve, therefore there will be no impact on the General Fund until the investment is sold or impaired.

Foreign exchange risk

The Council does not have any financial assets or liabilities denominated in foreign currencies, and thus has no exposure to loss arising from movements in exchange rates.

Refinancing 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 the exposure to replacing financial instruments as they mature. This risk relates to both the maturing of longer term financial liabilities and longer term financial assets.

The approved treasury indicator limits for the maturity structure of debt and the limits placed on investments placed for greater than one year in duration are the key parameters used to address this risk. The Council approved treasury and investment strategies address the main risks and the Finance team address the operational risks within the approved parameters. This includes:

- monitoring the maturity profile of financial liabilities and amending the profile through either new borrowing or the rescheduling of the existing debt; and
- monitoring the maturity profile of investments to ensure sufficient liquidity is available for the Authority's day to day cash flow needs, and the spread of longer term investments provide stability of maturities and returns in relation to the longer term cash flow needs.

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

The maturity analysis of financial liabilities is as follows, with the maximum and minimum limits for fixed interest rates maturing in each period:

| | Approved minimum limits | Approved maximum limits | 31 March 2020 | | 31 March 2021 | |
|------------------------|-------------------------|-------------------------|---------------|---------------|---------------|---------------|
| | % | % | £million | % | £million | % |
| Less than 1 year | 0% | 10% | 0.591 | 2.0% | 0.603 | 2.1% |
| Between 1 and 2 years | 0% | 10% | 0.602 | 2.0% | 0.615 | 2.1% |
| Between 2 and 5 years | 0% | 30% | 1.971 | 6.7% | 2.101 | 7.3% |
| Between 5 and 10 years | 0% | 50% | 2.714 | 9.2% | 2.355 | 8.1% |
| More than 10 years | 0% | 100% | 23.656 | 80.1% | 23.270 | 80.4% |
| Total | | | 29.534 | 100.0% | 28.944 | 100.0% |

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

39. ACCOUNTING POLICIES

a) General Principles

The **Statement of Accounts** summarises the Authority's transactions for the 2020/21 financial year and its position at the year end of 31 March 2021. The Authority is required to prepare an annual Statement of Accounts by the Accounts and Audit Regulations 2015. These regulations require the accounts to be prepared in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2020/21, supported by International Financial Reporting Standards (IFRS) (and statutory guidance issued under section 12 of the 2003 Act).

The accounting convention adopted in the **Statement of Accounts** is principally historical cost, modified by the revaluation of certain categories of non-current assets and financial instruments.

The accounting policies are applicable to all of the Council's transactions including those of the Collection Fund (council tax and business rates).

b) Accruals of Income and Expenditure

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

- Revenue from the sale of goods is recognised when the Authority transfers the significant risks and rewards of ownership to the purchaser and it is probable that economic benefits or service potential associated with the transaction will flow to the Authority'
- Revenue from the provision of services is recognised when the Authority can measure reliably the percentage of completion of the transaction and it is probable that economic benefits or service potential associated with the transaction will flow to the Authority'
- Supplies are recorded as expenditure when they are consumed – where there is a gap between the date supplies are received and their consumption; they are carried as inventories on the **Statement of Financial Position** (also known as the Balance Sheet).
- Expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made'
- Interest receivable on investments and payable on borrowings is accounted for respectively as income and expenditure on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

- 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 **Statement of Financial Position** (Balance Sheet). Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

The Council operates a de minimis policy for accruals. For revenue and capital the de minimis has remained at £5,000 in 2020/21.

c) Cash and Cash Equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are investments that are readily convertible to known amounts of cash with insignificant risk of change in value. Our policy is shown in the following table:

| Type of Investment | Settlement Terms | Gain/Loss on Sale | Cash Equivalent |
|---------------------|------------------|-------------------|-----------------|
| Money Market Fund | T + 0 | x | ✓ |
| Call Account | T + 0 | x | ✓ |
| Notice Deposit | Maturity | x | x |
| Term Deposit | T + 7 days | x | ✓ |
| Other Term Deposits | Maturity | x | x |

Key: *T = trade date*

The Council's view is that investments made with an investment period of greater than 7 days would not be classified as cash equivalents because they are not sufficiently liquid to meet short term cash commitments.

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

d) Material items of Income and Expense

When items of income and expense are material (in excess of £300,000), their nature and amount is disclosed separately, either on the face of the **Comprehensive Income and Expenditure Statement** (CIES) or in the notes to the accounts, depending on how significant the items are to an understanding of the Authority's financial performance.

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

e) Prior Period Adjustments, Changes in Accounting Policies and Estimates and Errors

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

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Authority's financial position or financial performance. Where a change is made, it is applied retrospectively (unless stated otherwise) by adjusting opening balances and comparative amounts for the prior period as if the new policy had always been applied.

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

f) Charges to Revenue for Non-Current Assets

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

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

The Council is not required to raise council tax to fund depreciation, revaluation and impairment losses or amortisations. These charges are therefore replaced by the contribution in the General Fund Balance – Minimum Revenue Provision (MRP), by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement, for the difference between the two.

g) Employee Benefits

Benefits Payable during Employment

Short-term employee benefits are those due to be settled within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits (e.g. cars) for current employees and are recognised as

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

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

Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Authority to end an officer's employment before the normal retirement date, or an officer's decision to accept voluntary redundancy in exchange for those benefits. These benefits are charged on an accruals basis to the appropriate service or, where applicable, to the Non Distributed Costs line in the **Comprehensive Income and Expenditure Statement**, to terminate at the earlier of when the Authority can no longer withdraw the offer of those benefits or when the Authority recognises costs for a restructuring.

Where termination benefits involve the enhancement of pensions, statutory provisions require the General Fund Balance to be charged with the amount payable by the Authority to the pension fund or pensioner in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, appropriations are required to and from the Pensions Reserve to remove the notional debits and credits for pension enhancement termination benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end.

Post-Employment Benefits

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

The Local Government Scheme is accounted for as a defined benefits scheme in the following way:

- The liabilities of the Devon County Council Pension Fund attributable to the Council are included in the **Statement of Financial Position** (Balance Sheet) on an actuarial basis using the projected unit method – i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates etc. and estimates of projected earnings for current employees.
- Liabilities are discounted to their value at current prices, using a discount rate.
- The assets of the pension fund attributable to the Council are included in the **Statement of Financial Position** (Balance Sheet) at their fair value.

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

For further information please refer to Note 36.

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

- **Service cost comprising:**
 - current service cost – the increase in liabilities as a result of years of service earned this year – allocated in the **Comprehensive Income and Expenditure Statement** to the services for which the employees worked
 - past service cost – the increase in liabilities as a result of a scheme amendment or curtailment whose effect relates to years of service earned in earlier years – debited to the Surplus or Deficit on the Provision of Services in the **Comprehensive Income and Expenditure Statement** as part of Non Distributed Costs
 - net interest on the net defined benefit liability (asset), i.e. net interest expense for the Authority – the change during the period in the net defined benefit liability (asset) that arises from the passage of time charged to the Financing and Investment Income and Expenditure line of the **Comprehensive Income and Expenditure Statement** – this is calculated by applying the discount rate used to measure the defined benefit obligation at the beginning of the period to the net defined benefit liability (asset) at the beginning of the period – taking into account any changes in the net defined benefit liability (asset) during the period as a result of contribution and benefit payments.

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

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

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

Discretionary Benefits

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

h) Events after the Reporting Period

Events after the Reporting Period are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Statement of Accounts is authorised for issue.

Two types of events can be identified:

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

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

i) Financial Instruments

Financial Liabilities

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

For the borrowings held by the Council, this means that the amount presented in the **Statement of Financial Position** (Balance Sheet) is the outstanding principal repayable (plus accrued interest); and interest charged to the **CIES** is the amount payable for the year according to the loan agreement.

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

Financial Assets

Financial assets are classified based on a classification and measurement approach that reflects the business model for holding the financial assets and their cash flow characteristics.

The three main classes of financial assets are measured at:

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

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

Financial Assets Measured at Amortised Cost

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

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

Financial Assets measured at Fair Value through other Comprehensive Income (FVOCI)

The Council has equity instruments designated at fair value through other Comprehensive Income (FVOCI).

The Council has made an irrevocable election to designate its equity instruments as FVOCI on the basis that it is held for non-contractual benefits, it is not held for trading but for strategic purposes.

The asset is initially measured and carried at fair value.

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

Dividend income is credited to *Financing and Investment Income and Expenditure* in the **Comprehensive Income and Expenditure Statement** when it becomes receivable by the Council.

Changes in fair value are posted to Other Comprehensive Income and Expenditure and are balanced by an entry in the Financial Instruments Revaluation Reserve.

When the asset is de-recognised, the cumulative gain or loss previously recognised in Other Comprehensive Income and Expenditure is transferred from the Financial Instruments Revaluation Reserve and recognised in the Surplus or Deficit on the Provision of Services.

Expected Credit Loss Model

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

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

Fair Value

The Council measures some of its assets and liabilities at their fair value at the end of the reporting period. Fair value is the price that would be received to sell an asset or paid to transfer a liability at the measurement date.

The fair value measurement assumes that the transaction to sell the asset or transfer the liability takes place in the principal market for the asset or liability. The Authority measures the fair value of an asset or liability using the assumptions that market participants would use when pricing the asset or liability, assuming that market participants act in their economic best interest.

When measuring the fair value of a non-financial asset, the Authority takes into account a market participant's ability to generate economic benefits by using the asset in its highest and best use or by selling it to another market participant that would use the asset in its highest and best use.

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

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

Inputs to the valuation techniques in respect of the Council's fair value measurement of its assets and liabilities are categorised within the fair value hierarchy as follows:

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

j) Government Grants and Contributions

General

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

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

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

Monies advanced as grants and contributions for which conditions have not been satisfied are carried in the **Statement of Financial Position** (Balance Sheet) as creditors. When conditions are satisfied, the grant or contribution is credited to the relevant service line (attributable revenue grants and contributions) or *Taxation and Non-Specific Grant Income* (non ring-fenced revenue grants and all capital grants) in the **Comprehensive Income and Expenditure Statement**.

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

A Business Improvement District (BID) scheme operates in Tavistock. This scheme is funded by a BID levy paid by non-domestic ratepayers. The Council acts as an agent for the Tavistock

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

BID Company, the Council is the billing Authority and collects the levy on the BID company's behalf. No income or expenditure is included in the Comprehensive Income and Expenditure Statement, and any cash balance collected by the Council but not yet paid to the BID company at the year-end is carried in the Balance Sheet as a creditor.

k) Heritage Assets

Heritage assets are assets that are held by the Authority principally for their contribution to knowledge or culture. The Council has reviewed its insurance and assets registers and has not identified any material assets that require disclosure.

l) Intangible Assets

Expenditure on non-monetary assets that do not have physical substance but are controlled by the Authority as a result of past events (e.g. software licences) is capitalised when it is expected that future economic benefits or service potential will flow from the intangible asset to the Authority. As with Property, Plant and Equipment a de minimis level of £10,000 has been set for capitalisation.

Intangible assets are measured initially at cost. Amounts are only revalued where the fair value of the assets held by the Authority can be determined by reference to an active market. In practice, no intangible asset held by the Authority meets this criterion, and they are therefore carried at amortised cost. The depreciable amount of an intangible asset is amortised over 3 years to the relevant service line(s) in the **Comprehensive Income and Expenditure Statement**.

Where expenditure on intangible assets qualifies as capital expenditure for statutory purposes, amortisation charges are not permitted to have an impact on the General Fund Balance. Therefore, these charges are reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account.

m) Investment Properties

Investment properties are those that are used solely to earn rentals and/or for capital appreciation. The definition is not met if the property is used in any way to facilitate the delivery of services or production of goods or is held for sale. Investment properties are measured initially at cost and subsequently at fair value, based on the amount that would be received to sell an asset in an orderly transaction between market participants at the measurement date.

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

Rentals received in relation to investment properties are credited to the Financing and Investment Income line and result in a gain for the General Fund Balance. However, revaluation

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

and disposal gains and losses are not permitted by statutory arrangements to have an impact on the General Fund Balance. The gains and losses are therefore reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account and (for any sale proceeds greater than £10,000) the Capital Receipts Reserve.

n) Jointly Controlled Operations

Jointly controlled operations are activities undertaken by the Council in conjunction with other partners that involve the use of the assets and resources of the partners rather than the establishment of a separate entity. The Council recognises on its **Statement of Financial Position** (Balance Sheet) the assets that it controls and the liabilities that it incurs and debits and credits the **Comprehensive Income and Expenditure Statement** with the expenditure it incurs and the share of income it earns from the activity of the operation.

o) Leases

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

Where a lease covers both land and buildings, the land and buildings elements are considered separately for classification. Arrangements that do not have the legal status of a lease but convey a right to use an asset in return for payment are accounted for under this policy where fulfilment of the arrangement is dependent on the use of specific assets (i.e. embedded leases).

The Authority as Lessee

Finance Leases

The Council does not hold any finance leases as a lessee.

Operating Leases

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

The Authority as Lessor

Finance Leases

The Council does not hold any finance leases as a lessor.

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

Operating Leases

Where the Authority grants an operating lease over a property or an item of plant or equipment, the asset is retained in the **Statement of Financial Position** (Balance Sheet). Rental income is credited to the relevant line within the 'Cost of Services' or 'Financing and Investment Income' in the **Comprehensive Income and Expenditure Statement**. Where material, the rental income is credited on a straight line basis over the life of the lease, even if this does not match the pattern of payments.

p) Overheads and Support Services

Costs of overheads and support services are only recharged to services requiring full cost recovery including Salcombe Harbour. Apart from these exceptions support services are shown in the Customer Service and Delivery service group within the **Comprehensive Income and Expenditure Statement** in their own reporting segment, which is in line with the Council's internal reporting method.

q) Property, Plant and Equipment

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

Recognition

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

Measurement

Assets are initially measured at cost, comprising:

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

Assets are then carried in the **Statement of Financial Position** (Balance Sheet) using the following measurement bases:

- infrastructure, community assets and assets under construction – depreciated historical cost
- all other assets – current value, determined as the amount that would be paid for the asset in its existing use (existing use value – EUV).

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

Where there is no market-based evidence of fair value because of the specialist nature of an asset, depreciated replacement cost (DRC) is used as an estimate of fair value.

For non-property assets that have short useful lives or low values (or both), depreciated historical cost basis is used as a proxy for fair value.

Assets included in the **Statement of Financial Position** (Balance Sheet) at fair value are revalued sufficiently regularly to ensure that their carrying amount is not materially different from their fair value at the year-end, but at a minimum every five years. Increases in valuations are matched by credits to the *Revaluation Reserve* to recognise unrealised gains. Exceptionally, gains might be credited to the **Comprehensive Income and Expenditure Statement** where they arise from the reversal of a loss previously charged to a service.

Where decreases in value are identified, they are accounted for as follows:

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

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

De minimis policy for capital controls and accounting purposes

CIPFA have not set specified de minimis levels and it is up to authorities to decide for themselves having regard to their particular circumstances.

In order to reduce the administrative burden a general de minimis limit of £10,000 has been set for the recognition of capital expenditure except for:

- Vehicles and Plant for which the limit is £7,000
- Loans which have no limit

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

Component Accounting

The International Financial Reporting Standards (IFRS) code requires separate accounting for depreciation of significant components of assets that are:

- acquired on or after 1 April 2010
- enhanced on or after 1 April 2010
- revalued on or after 1 April 2010

Where there is more than one significant part of the same asset which has the same useful life and depreciation method, such parts may be grouped in determining the depreciation charge.

Significant components which have different useful lives and/or depreciation methods, will be accounted for separately.

Where a component is replaced or restored, the carrying amount of the old component shall be derecognised and the new component reflected in the assets carrying amount, subject to the recognition principles of capitalising expenditure. Derecognition of a component from the **Statement of Financial Position** (Balance Sheet) takes place when no future economic benefits are expected from its use. Such recognition and derecognition takes place regardless of whether the replaced part has been depreciated separately.

Assets eligible to be considered for componentisation are those classified within the following categories:

1. Operational Buildings
2. Assets Held for Sale

The following will be considered outside the scope for componentisation:

1. Non-Depreciable Land
2. Assets Under Construction
3. Investment Properties
4. Infrastructure
5. Plant and Equipment
6. Community Assets
7. Intangible Assets

The criteria for components to be separately valued are that:

De minimis threshold - *The overall gross asset value must be in excess of £400k to be considered for componentisation* **and**

Materiality - *The component must have a minimum value of £200k or be at least 20% of the overall value of the asset (whichever is the higher)* **and**

Asset lives - *The estimated life of the component is less than half of that of the main asset.*

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

All three rules above must be met to consider componentisation.

These rules will apply to revaluations and when replacing components within an asset.

Where enhancement is integral to the whole asset then unless there is significant evidence to the contrary, the asset life of the enhancement will have the same remaining life as the existing asset and will not be separately identified as a component.

Where assets are material and will therefore be reviewed for significant components, it is recommended that the **minimum** level of apportionment for the non-land element of assets is:

- Plant and equipment and engineering services
- Structure

The Valuer will assign to each standard property type a group of significant components common to all property assets within that property type.

Where a component is replaced the existing component shall be derecognised and the new component cost added to the carrying amount. The amount derecognised will be estimated based on the cost of the replacement part. This principle will apply to componentised and non-componentised assets.

Assets and asset components will be revalued in accordance with the annual valuation schedule agreed with the Valuer. The Valuer will be responsible for providing valuations apportioned in accordance with the assets property type.

Impairment

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

Where impairment losses are identified, they are accounted for as follows:

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

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

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

Depreciation

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

Depreciation is calculated on a straight-line allocation over the useful life of the asset. Useful lives are determined on a case by case basis. Typical and maximum useful lives are:

| Asset | Typical Useful Life | Maximum Useful life |
|-----------------|----------------------------|----------------------------|
| Buildings | Up to fifty years | Up to fifty years |
| Infrastructure | Up to forty years | Up to fifty years |
| Refuse vehicles | Up to seven years | Up to nine years |
| Light vans | Up to five years | Up to seven years |
| IT equipment | Up to three years | Up to three years |

Where an item of Property, Plant and Equipment has major components whose cost is significant in relation to the total cost of the item, the components are depreciated separately.

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

Disposals and Non-current Assets Held for Sale

When it becomes probable that the carrying amount of an asset will be recovered principally through a sale transaction rather than through its continuing use, it is reclassified as an Asset Held for Sale. The asset is revalued immediately before reclassification and then carried at the lower of this amount and fair value less costs to sell. Where there is a subsequent decrease to fair value less costs to sell, the loss is posted to the Other Operating Expenditure line in the **Comprehensive Income and Expenditure Statement**. Gains in fair value are recognised only up to the amount of any losses previously recognised in the Surplus or Deficit on Provision of Services. Depreciation is not charged on Assets Held for Sale.

If assets no longer meet the criteria to be classified as Assets Held for Sale, they are reclassified back to non-current assets and valued at the lower of their carrying amount before they were classified as Held for Sale; adjusted for depreciation, amortisation or revaluations that would have been recognised had they not been classified as Held for Sale and their recoverable amount at the date of the decision not to sell.

Assets that are to be abandoned or scrapped are not reclassified as Assets Held for Sale.

When an asset is disposed of or decommissioned, the carrying amount of the asset in the **Statement of Financial Position** (Balance Sheet), whether Property, Plant and Equipment or Assets Held for Sale is written off to the *Other Operating Expenditure* line in the

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. Receipts from disposals (if any) are credited to the same line in the **Comprehensive Income and Expenditure Statement** also as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal). Any revaluation gains accumulated for the asset in the *Revaluation Reserve* are transferred to the *Capital Adjustment Account*.

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

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

r) Provisions, Contingent Liabilities and Contingent Assets

Provisions

Provisions are made where an event has taken place that gives the Council a legal or constructive obligation that probably requires settlement by a transfer of economic benefits or service potential and a reliable estimate can be made of the amount of the obligation.

Provisions are charged as an expense to the appropriate service line in the **Comprehensive Income and Expenditure Statement** in the year that the Council becomes aware of the obligation and are measured at the best estimate at the **Statement of Financial Position** (Balance Sheet) date of the expenditure required to settle the obligation, taking into account relevant risks and uncertainties.

When payments are eventually made, they are charged to the provision carried in the **Statement of Financial Position** (Balance Sheet). Estimated settlements are reviewed at the end of each financial year – where it becomes less than probable that a transfer of economic benefits will now be required (or a lower settlement than anticipated is made), the provision is reversed and credited back to the relevant service.

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

Contingent Liabilities

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

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

Contingent liabilities are not recognised in the **Statement of Financial Position** (Balance Sheet) but disclosed in a note to the accounts. The Council operates a disclosure de minimis policy for contingent liabilities and assets of £50,000.

Contingent Assets

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

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

s) Reserves

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

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

t) Revenue Recognition

With the adoption of accounting standard IFRS 15, revenue is defined as income arising as a result of the Council's normal operating activities and where income arises from contracts with service recipients it is recognised when or as the Council has satisfied a performance obligation by transferring a promised good or service to the service recipient. Material revenue sources will be disclosed on the face of the **Consolidated Income and Expenditure Statement** and as part of Note 2, Material Items of Income and Expenditure.

Revenue is measured as the amount of the transaction price which is allocated to that performance obligation. Where the Council is acting as an agent of another organisation the amounts collected for that organisation are excluded from revenue.

The analysis carried out to date indicates that there will be no material impact on the revenue recognised in relation to the significant contracts entered into by the Council. A review will take place each year to identify whether any disclosure is necessary.

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

Further details of specific revenue recognition are provided in policies b) Accruals of Income and Expenditure and y) Accounting for Local Taxes.

u) Revenue Expenditure Funded from Capital under Statute (REFCUS)

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

v) Section 106 Deposits

Developer contributions are initially treated as Capital Receipts in Advance unless a clear capital use is identified in the terms of the agreement, in which case they are defined as Capital Contributions Unapplied.

w) Shared Services

West Devon Borough Council and South Hams District Council have been in a shared services arrangement since 2007. Following the implementation of the joint Transformation Programme (T18), all of the Councils' non-manual workforce are shared across both Councils.

Officers have produced a methodology for recharging the salary costs of shared officers based on the most appropriate cost driver and ratio to best reflect the officer's split of workload between the two Councils. Examples of the cost drivers used are caseloads, call volumes, property numbers, number of claims or cases processed etc., and other methods such as time recording. The work carried out includes establishing from the Heads of Practice/Group Managers the relevant recharge requirements for all of the non-manual workforce. On an annual basis, the Audit Committee approve the methodology for recharging the salary cost of shared officers.

x) VAT

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

y) Accounting for Local Taxes

Billing authorities act as agents, collecting council tax and business rates on behalf of the major preceptors (including government for business rates) and, as principals, collecting council tax and business rates for themselves. Billing authorities are required by statute to maintain a separate fund (i.e. the Collection Fund) for the collection and distribution of amounts due in respect of council tax and business rates. Under the legislative framework for the Collection Fund, billing authorities, major preceptors and central government share proportionately the

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

risks and rewards that the amount of council tax and business rates collected could be less or more than predicted.

Accounting for Council Tax and Business Rates

The council tax and business rates income included in the **Comprehensive Income and Expenditure Statement** is the Council's share of accrued income for the year. However, regulations determine the amount of council tax and business rates that must be included in the Council's *General Fund*. Therefore, the difference between the income included in the **Comprehensive Income and Expenditure Statement** and the amount required by regulation to be credited to the *General Fund* is taken to the *Collection Fund Adjustment Account* and included as a reconciling item in the *Movement in Reserves Statement*. The **Statement of Financial Position** (Balance Sheet) includes the Council's share of the end of year balances in respect of council tax and business rates relating to arrears, impairment allowances for doubtful debts, overpayments and prepayments and appeals.

z) Minimum Revenue Provision

The Council is not required to use Council Tax to fund depreciation, revaluation and impairment losses or amortisation of non-current assets. However, it is required to make an annual contribution from revenue towards provision for the reduction in its overall borrowing requirement equal to either an amount calculated on a prudent basis or as determined by the Council in accordance with statutory guidance.

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

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

The Code of Practice on Local Authority Accounting in the United Kingdom 2021/22 (the Code) introduces changes in accounting policies that will have to be adopted fully by the Authority in the 2021/22 financial statements i.e. from 1 April 2021.

The Authority is required to disclose information relating to the impact of the accounting change on the financial statements as a result of the adoption by the Code of a new/amended standard that has been issued, but is not yet required to be adopted by the Authority.

It was originally envisaged that the financial impact of IFRS16 *Leases* would need to be disclosed in the 2019/20 Accounts. This standard will require local authorities that are lessees to recognise leases on their balance sheets as right-of-use assets with corresponding lease liabilities. However, CIPFA/LASAAC have deferred implementation of IFRS16 for local government until 1 April 2022 due to the COVID-19 pandemic. This is in line with decisions made by HM Treasury in respect of the UK public sector as a whole.

Following this deferral there are no changes in accounting requirements for 2021/22 that are anticipated to have a material impact on the Council's financial performance or financial position.

41. CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES

In applying the accounting policies set out in Note 39, the Authority has had to make certain judgements about complex transactions or those involving uncertainty about future events. The critical judgements made in the Statement of Accounts are:

- There is a high degree of uncertainty about future levels of funding for local government. The Council is awaiting the announcement from the Government on the Comprehensive Spending Review for 2022/23. The other areas adding to the uncertainty are the postponement of the implementation of the Fair Funding Review, the future resetting of business rates baselines, the impact of the COVID19 pandemic on major income streams and the future of the New Homes Bonus scheme. Based on the S151 Officer's management assessment (which has included consideration of the Government support available, the Council's current level of reserves, the level of working capital including cash and investments, a sensitivity analysis on forecast cashflows, income from local taxation and borrowing headroom etc.), there is no material uncertainty and as a result the Accounts for 2020/21 are prepared on a going concern basis. Further detail is within the Narrative Statement under 'Going Concern'.
- The cost drivers used to apportion Shared Service costs are appropriate and result in recharges which fairly reflect actual workloads and costs. The methodology for the apportionment of costs (predominantly staffing costs) are split on a defined basis which reflects the level of caseload attributable to each individual service. The methodology and mechanisms used to calculate the cost allocations are reviewed and reported to the

SECTION 3 NOTES TO THE FINANCIAL STATEMENTS

Audit Committee on an annual basis. The final actual shared services split formulae are adjusted if they exceed a tolerance level of 3% from the original estimate.

- The Local Government Finance Act 2012 introduced a business rates retention scheme that enabled local authorities to retain a proportion of the business rates generated in their area, with effect from 1 April 2013. Provision is made for likely refunds of business rates as a result of appeals, against the rateable value of business properties. The appeals provision is based on the total value of outstanding appeals at the year-end as advised by the Valuation Office Agency. Using this information an assessment was made about the likely success rate of appeals and their value.

SECTION 4 COLLECTION FUND

COLLECTION FUND FOR THE YEAR ENDED 31 MARCH 2021

This account reflects the statutory requirements 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 the Government of council tax and business rates.

| 2019/20 Business Rates £000 | 2019/20 Council Tax £000 | | 2020/21 Business Rates £000 | 2020/21 Council Tax £000 |
|--------------------------------------|-----------------------------------|--|--------------------------------------|-----------------------------------|
| | | INCOME | | |
| | (41,219) | Income from Council Tax | | (43,004) |
| (10,610) | - | Business Rates Receivable* | (4,608) | - |
| (268) | - | Transitional Relief | (15) | - |
| (10,878) | (41,219) | | (4,623) | (43,004) |
| | | EXPENDITURE | | |
| | | Precepts, Demands and Shares: | | |
| 4,957 | - | Central Government | 5,084 | - |
| 892 | 27,930 | Devon County Council | 915 | 29,180 |
| - | 4,283 | Devon & Cornwall Police Authority | - | 4,493 |
| 99 | 1,746 | Devon & Somerset Fire Authority | 102 | 1,789 |
| 3,965 | 6,127 | West Devon Borough Council (net including Towns/Parishes) | 4,067 | 6,437 |
| 313 | - | Business Rates written off and change in impairment allowance | 665 | - |
| - | 719 | Council Tax written off and change in impairment allowance | - | 322 |
| 388 | - | Business Rates increase/(decrease) in provision for appeals | 206 | - |
| 82 | - | Business Rates – Costs of collection | 80 | - |
| | | Distribution/collection of previous year's estimated surplus/(deficit): | | |
| 390 | - | Central Government | 452 | - |
| 70 | 385 | Devon County Council | (57) | 304 |
| - | 54 | Devon and Cornwall Police | - | 47 |
| 8 | 24 | Devon and Somerset Fire Authority | 7 | 19 |
| 312 | 84 | West Devon Borough Council | 267 | 67 |
| 11,476 | 41,352 | | 11,788 | 42,658 |
| 598 | 133 | MOVEMENT ON BALANCE | 7,165 | (346) |

SECTION 4 COLLECTION FUND

* Business Rates Receivable in 2020/21 and the movement on the Collection Fund Balance

During 2020/21 local authorities received S31 grants to offset the business rate reliefs given to businesses during lockdown. Under current Collection Fund accounting rules, the S31 grants received in 2020/21 will not be discharged against the Collection Fund deficit until 2021/22 onwards. Therefore Business Rates Receivable have reduced by £6.0m in 2020/21 leading to an overall deficit on the Business Rates Collection Fund of £7.22m as at 31 March 2021, a movement of £7.165m. The S31 compensation grant will be applied to the Collection Fund over the next three years to smooth the impact of the Business Rates deficit.

1. COUNCIL TAX AND COUNCIL TAX BASE

In 2020/21, the Council's average Band D Council Tax was £2,066.87. The charge for each band is a ratio of band D. The 2020/2021 charges therefore were:

| Band | Ratio to Band D | Council Tax (£) |
|-----------------|-----------------|-----------------|
| Disabled | | |
| A | 5/9 | 1,148.26 |
| A | 6/9 | 1,377.91 |
| B | 7/9 | 1,607.57 |
| C | 8/9 | 1,837.22 |
| D | 1 | 2,066.87 |
| E | 11/9 | 2,526.17 |
| F | 13/9 | 2,985.48 |
| G | 15/9 | 3,444.78 |
| H | 18/9 | 4,133.74 |

These charges are before any appropriate discounts or benefits. The Council tax base, which is used in the tax calculation, is based on the number of dwellings in each band on the listing produced by the Listing Officer. This is adjusted for exemptions, discounts, disabled banding changes, appeals and new builds. The tax base estimate for 2020/21 was **20,271.71** as calculated below (20,176.57 in 2019/20).

SECTION 4 COLLECTION FUND

| Band | Dwellings per Valuation List | Adjustment for Disabled Banding Appeals, Discounts and Exemptions | Revised Dwellings | Ratio to Band D | Band D Equivalent |
|---|------------------------------|---|-------------------|-----------------|-------------------|
| Dis A | - | 8.50 | 8.50 | 5/9 | 4.72 |
| A | 3,525 | (623.75) | 2,901.25 | 6/9 | 1,934.17 |
| B | 6,469 | (757.25) | 5,711.75 | 7/9 | 4,442.47 |
| C | 5,387 | (506.50) | 4,880.50 | 8/9 | 4,338.22 |
| D | 4,200 | (295.75) | 3,904.25 | 1 | 3,904.25 |
| E | 3,385 | (244.00) | 3,141.00 | 11/9 | 3,839.00 |
| F | 1,800 | (81.75) | 1,718.25 | 13/9 | 2,481.92 |
| G | 1,015 | (82.75) | 932.25 | 15/9 | 1,553.75 |
| H | 81 | (10.50) | 70.50 | 18/9 | 141.00 |
| Total | 25,862 | (2,593.75) | 23,268.25 | | 22,639.50 |
| Less allowance for non-collection | | | | | (679.18) |
| Plus adjustment for armed forces dwellings | | | | | 17.30 |
| Other adjustments including Council Tax Support | | | | | (1,705.91) |
| Tax base | | | | | 20,271.71 |

2. Rateable value

The total business rates rateable value at 31 March 2021 was £32,806,109. This compares to £32,483,174 at 31 March 2020. The standard non-domestic rate multiplier was 51.2p in 2020/21 (2019/2020 50.4p). Without reliefs this would generate a total income of £16,796,727.81 (2019/2020 £16,371,519.70). These figures are a snapshot only and differ from the value of business rate bills issued mainly due to changes in rateable values during the year, small business rate relief, void properties and charitable relief. In 2020/21 the Government also fully funded an expanded retail, hospitality and leisure relief scheme in response to the COVID-19 pandemic.

SECTION 4 COLLECTION FUND

3. Collection Fund balance

| 2019/20 Business Rates £000 | 2019/20 Council Tax £000 | | 2020/21 Business Rates* £000 | 2020/21 Council Tax £000 |
|--------------------------------------|-----------------------------------|--|---------------------------------------|-----------------------------------|
| (545) | (529) | Fund balance at 1 April | 53 | (396) |
| 598 | 133 | Deficit/(surplus) for year | 7,165 | (346) |
| 53 | (396) | Fund balance as at 31 March – deficit/(surplus) | 7,218 | (742) |

*Business Rates Position 31 March 2021 (the deficit on the Collection Fund for Business Rates)

During 2020/21 local authorities received S31 grants to offset the business rate reliefs given to businesses during lockdown. Under current Collection Fund accounting rules, the S31 grants received in 2020/21 will not be discharged against the Collection Fund deficit until 2021/22 onwards. Therefore Business Rates Receivable have reduced by £6.0m in 2020/21 leading to an overall deficit on the Business Rates Collection Fund of £7.22m as at 31 March 2021. The S31 compensation grant will be applied to the Collection Fund over the next three years to smooth the impact of the Business Rates deficit.

The balance on the Collection Fund is split between the preceptors as follows:

| 2019/20 Business Rates £000 | 2019/20 Council Tax £000 | | 2020/21 Business Rates* £000 | 2020/21 Council Tax £000 |
|--------------------------------------|-----------------------------------|--|---------------------------------------|-----------------------------------|
| (91) | - | Central Government* | 3,609 | - |
| 122 | (275) | Devon County Council* | 650 | (518) |
| - | (43) | Devon and Cornwall Police | - | (81) |
| 1 | (17) | Devon and Somerset Fire Authority | 72 | (31) |
| 32 | (335) | Total deficit/(surplus) due to Preceptors | 4,331 | (630) |
| 21 | (61) | West Devon Borough Council | 2,887 | (112) |
| 53 | (396) | Fund balance as at 31 March – deficit/(surplus)** | 7,218 | (742) |

SECTION 4 COLLECTION FUND

***Business Rates Position 31 March 2021 (the deficit on the Collection Fund for Business Rates)**

The deficit on the Business Rates Collection Fund as at 31 March 2021 of £7.22m is shared between the Preceptors and West Devon Borough Council as shown in the table above. The Preceptors element of this deficit is reflected in the significant increase in the Business Rates Debtor as at 31 March 2021 detailed in Note 15.

SECTION 5 STATEMENT OF RESPONSIBILITIES / APPROVAL OF THE ACCOUNTS

The Authority's responsibilities

The Authority is required to:

- make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Authority, that officer is the Corporate Director of Strategic Finance (Section 151 Officer)
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets
- approve the Statement of Accounts

The Chief Financial Officer's responsibilities

The Chief Financial Officer is responsible for the preparation of the Authority'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 Chief Financial Officer has:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent;
- complied with the Code of Practice
- kept proper accounting records which were up to date;
- taken reasonable steps for the prevention and detection of fraud and other irregularities.
- assessed the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern;
- used the going concern basis of accounting on the assumption that the functions of the Authority will continue in operational existence for the foreseeable future; and
- maintained such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error,

I certify that the Statement of Accounts gives a true and fair view of the financial position of the Authority at the reporting date and its income and expenditure for the year ended 31 March 2021.

The Statement of Accounts is unaudited and may be subject to change.



.....
Lisa Buckle BSc (Hons), ACA
Corporate Director of Strategic Finance (Section 151 Officer)

30th July 2021

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SECTION 5 STATEMENT OF RESPONSIBILITIES / APPROVAL OF THE ACCOUNTS

Approval of the Statement of Accounts

I confirm that these accounts were approved by the Audit Committee at its meeting held on TBA

Signed on behalf of West Devon Borough Council

.....

Councillor M Davies

Chairman of the Audit Committee

SECTION 6 AUDITORS REPORT

The Auditors' report will be received following the annual audit of the accounts.

SECTION 7 GLOSSARY OF TERMS

GLOSSARY OF TERMS

| | |
|--|---|
| ACCRUALS | A sum included in the account to cover income or expenditure attributable to an accounting period for goods received or work done, but for which payment has not been received/made by the end date of the period for which the accounts have been prepared. |
| ACTUARIAL GAINS & LOSSES | These are changes in actuarial deficits or surpluses that arise because either actual experience or events have not been exactly the same as the assumptions adopted at the previous valuation (experience gains and losses) or the actuarial assumptions have changed. |
| BALANCES | The surplus or deficit on any account at the end of the year. Amounts in excess of that required for day to day working may be used to reduce the demand on the Collection Fund. |
| BUSINESS IMPROVEMENT DISTRICT (BID) | A Business Improvement District is a partnership between a local Authority and the local business community to develop projects and services that will benefit the trading environment within the boundary of a clearly defined commercial area. |
| CAPITAL EXPENDITURE | Expenditure on the acquisition of a fixed asset or expenditure which adds to and not merely maintains the value of an existing fixed asset. |
| CAPITAL RECEIPTS | Income received from sale of assets which is available to finance other capital expenditure or to repay debt on assets financed from loans. |
| CHARTERED INSTITUTE OF PUBLIC FINANCE AND ACCOUNTANCY | The governing body responsible for issuing the statement of recommended practice to prepare the accounts. |
| COLLECTION FUND | A separate fund which must be maintained by a district for the proper administration of Council Tax and Non Domestic Rates. |
| CURRENT SERVICE COST | Amount chargeable to Services based on the Actuary's assessment of pension liabilities arising and chargeable to the financial year. |

SECTION 7 GLOSSARY OF TERMS

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|---|---|
| CURTAILMENTS | The amount the Actuary estimates as costs to the Authority of events that reduce future contributions to the scheme, such as granting early retirement. |
| DEFINED BENEFIT SCHEME | A pension or other retirement benefit scheme other than a defined contribution scheme. Usually, the scheme rules define the benefits independently of the contributions payable, and the benefits are not directly related to the investments of the scheme. The scheme may be funded or unfunded (including notionally funded). |
| DEMAND | The charging authorities own Demand is, in effect, its precept on the fund. |
| 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 at the measurement date |
| FEEES & CHARGES | In addition to the income from charge payers and the Governments, Local Authorities charge for services, including Planning Consents, Hire of Sporting Facilities, Car Parking etc. |
| FINANCIAL INSTRUMENTS | A financial instrument is any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another. |
| GOVERNMENT GRANTS | Payments by Central Government towards the cost of Local Authority services, including both Revenue and Capital. |
| IMPAIRMENT ALLOWANCE (“BAD DEBT PROVISION”) | Provisions against income to prudently allow for non-collectable amounts. |
| INTEREST COST | For the pension fund this represents the discount rate at the start of the accounting period applied to the liabilities during the year based on the assumptions at the start of the accounting period. |
| INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS) & THE CODE OF PRACTICE (CODE) | Formal financial reporting standards adopted by the accounting profession and to be applied when dealing with specific topics within its accounting Code. The Code is based on approved accounting standards issued by the International Accounting Standards Board and interpretations of the International Financial Reporting Interpretations Committee, except where these are inconsistent with specific statutory requirements. |

SECTION 7 GLOSSARY OF TERMS

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|--|--|
| LIBID | Acronym for the London Inter-bank Bid Rate, being the interest rate at which a market maker or underwriter will offer to buy bonds and securities. |
| MINIMUM REVENUE PROVISION (MRP) | This is a statutory requirement to make an annual calculation of an amount or MRP considered prudent to offset against borrowings made under the Prudential Borrowing rules. |
| PAST SERVICE COST | These will typically be additional benefits awarded on early retirement. This includes added years or augmentation and unreduced pension benefits awarded before eligible retirement age in the pension scheme. |
| PRECEPT | The levy made by precepting authorities including the County Council and Parish Councils, on the District Council requiring it to collect the required income from council taxpayers on their behalf. |
| PROJECTED UNIT METHOD | <p>An accrued benefits valuation method in which the scheme liabilities make allowance for projected earnings. An accrued benefits valuation method is a valuation method in which the scheme liabilities at the valuation date relate to:</p> <ul style="list-style-type: none">a) the benefits for pensioners and deferred pensioners (i.e. individuals who have ceased to be active members but are entitled to benefits payable at a later date) and their dependants, allowing where appropriate for future increases,b) the accrued benefits for members in service on the valuation date. <p>The accrued benefits are the benefits for service up to a given point in time, whether vested rights or not. Guidance on the projected unit method is given in the Guidance Note GN26 issued by the Faculty and Institute of Actuaries.</p> |
| RATEABLE VALUE | A value placed on all properties subject to Rating. The value is based on a national rent that property could be expected to yield after deducting the cost of repairs. |
| REVENUE EXPENDITURE | Recurring items of day to day expenditure consisting principally of Salaries and Wages, Debt Charges and general running expenses etc. |

SECTION 7 GLOSSARY OF TERMS

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|-------------------------------------|--|
| SETTLEMENTS | A settlement will generally occur where there is a bulk transfer out of the Pension Fund or from the employer's share of the Fund to a new contractor's share of the Fund as a result of an outsourcing. It reflects the difference between the IAS 19 liability transferred and the assets transferred to settle the liability. |
| STRAIN ON FUND CONTRIBUTIONS | Additional employers pension contributions as a result of an employee's early retirement |
| SUNDRY CREDITORS | Amounts owed by the Authority at 31 March. |
| SUNDRY DEBTORS | Amounts owed to the Authority at 31 March. |

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West Devon Borough Council Annual Governance Statement 2020-21

1. Scope of Responsibility

West Devon Borough Council is responsible for ensuring that:

- its business is conducted in accordance with legal requirements and proper standards
- public money is safeguarded, properly accounted for, and used economically, efficiently and effectively.

The Council has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, West Devon Borough Council is also responsible for ensuring that there is a sound system of governance (incorporating the system of internal control) and maintaining proper arrangements for the governance of its affairs, which facilitate the effective exercise of its functions, including arrangements for the management of risk.

West Devon Borough Council and South Hams District Council have been shared services partners since 2007. As two of the very first Councils to share a Chief Executive in 2007, the Councils have been bold in challenging the traditional local government model and have always been at the forefront of radical change and innovation.

Following an external recruitment process, we welcomed a new Chief Executive in June 2020. Along with the Senior Leadership Team (SLT), his role is to implement the plans and policies that support the strategic direction of the Council as set by Members. SLT are supported by an Extended Leadership Team that includes the principal people managers and professional lead officers in areas such as Housing, Planning, Environmental Health, Asset Management, Environment Services and Waste and Support Services such as Finance, Legal, and Human Resources.

The Council's Corporate Director of Strategic Finance is the officer with statutory responsibility for the administration of the Council's financial affairs as set out in section 151 of the Local Government Act 1972.

The S.151 Officer, who acts as the Chief Financial Officer (CFO), has responsibility for the administration of the financial affairs of the Council; will

contribute to the corporate management of the Council, in particular through the provision of professional financial advice; will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all Members and will support and advise Members and officers in their respective roles; and will provide financial information to the media, Members of the public and the community. (Constitution Article 10)

The CFO leads the promotion of good financial management including through the provision and publication of Financial and Contract Procedure Rules. The Council's S.151 Officer is a qualified accountant.

A review of the Council's arrangements against the CIPFA guidance on the Role of the Chief Finance Officer in Local Government has concluded that the recommended criteria have been met in all areas.

2. The Purpose of the Governance Framework

The governance framework comprises the cultural values, systems and processes used by the Council to direct and control its activities, enabling it to engage, lead and account to the community. The framework allows the Council to monitor the achievement of its strategic objectives and to consider whether appropriate, cost-effective services have been delivered.

A significant part of the framework is the Council's system of internal control which is designed to manage risk to a reasonable level. It cannot eliminate all risks 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 was in place at West Devon Borough Council for the year ended 31 March 2021 and is expected to continue up to the date of approval of the Accounts by the Audit Committee.

This Statement explains how West Devon Borough Council has met the principles of the Chartered Institute of Public Finance & Accountancy (CIPFA) and Society of Local Authority Chief Executive's (SOLACE) Framework Delivering Good Governance in Local Government Guidance Notes for English Authorities 2016.

Included within this framework are seven core principles of governance:

PRINCIPLE A

Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law

All Council decisions incorporate a legal implications section which are published on the Council's website. Officers and Members receive support from Legal Services in considering legal implications and if specialist legal advice is required then the Council will engage external advisors. The Section 151 Officer and Monitoring Officer have specific responsibility for ensuring legality, for investigating any suspected instances of failure to comply with legal and financial requirements and for reporting any such instances to Members.

In addition the Council undertakes the following to ensure a strong commitment to ethical values and behaving with integrity:

- Staff are assessed against a set of key behaviours (known as 'IMPACT') to establish the right values and culture
- In order to promote ethical behaviours amongst Members and Officers, the Council has a number of policies such as those relating to procurement, whistleblowing, counter fraud and anti-money laundering. Through the Council's induction programme, employees are required to read the Employee Code of Conduct and confirm that they have understood the content. Any suspected cases of fraud, corruption and non-compliance with policy are investigated by the Council's Internal Audit Team.
- The Council's whistle-blowing policy, known as the Confidential Reporting Policy, is available to all staff on the Council's Intranet (including Frequently Asked Questions) and is also publicised internally on an occasional basis to maintain its profile. It was last reviewed and adopted by Members in July 2016 and is reviewed annually (along with the Council's regulatory framework) by the Statutory Officers' Panel and remains fit for purpose.
- The Council's Constitution also defines the roles of Members and officers. Part 5 of the Constitution includes a Protocol on Councillor / Officer Relations. The Protocol is a guide to Members and Officers in their dealings with each other, and applies equally to co-opted Members of Council bodies in their dealings with officers where appropriate.
- There are codes of conduct in place for Members and Officers which include arrangements for registering interests and managing conflicts of interest. The Officers' Code of Conduct was reviewed and agreed with the Unions in 2017-18. A Members' Code of Conduct is in place and is fit for purpose but is due for review on the conclusion of the Local Government Association's consultation (and issue of) a new model code of conduct.

- The Standards Committee is responsible for overseeing the Members' Code of Conduct and good governance by Members and its terms of reference are set out in the Constitution.
- There is an effective Audit Committee in place with clear terms of reference, which oversees internal and external audit, the Constitution, Risk Management and regulatory policies.
- The Council has continued to operate a robust information governance regime. Information security breaches are reported to the Data Protection Officer (DPO) on a regular basis and are investigated by an officer within the Governance Directorate, with a report to the Information Commissioner where required. Information governance policies and procedures are reviewed and approved by the Information Governance Group on a regular basis. During 2020/21, the Council has appointed a dedicated Information Governance lead to oversee Data Protection and Information Management
- During the year, the Council commenced a review of the democratic decision making process including frequency and timing of meeting, public participation in committee meetings and a review of Member working groups. This review will conclude in 2021/22.
 - Annual IT health checks are undertaken which are conducted by accredited external security specialists. These are commissioned standard tests of system security, designed to assess our suitability for connection to government networks. Overall the security posture of the external network infrastructure was found to be excellent.
- There has been a significant focus on ensuring that the Council maintained good governance through the pandemic. This included transitioning all Committee meetings to online with public participation being maintained.

PRINCIPLE B

Ensuring openness and comprehensive stakeholder engagement

All Council business is conducted in public unless legislation deems it appropriate for it to be considered in private.

During 2020/21, all Committee and Council meetings were required to be held online in accordance with emergency Covid-19 powers. This meant that attendance by the public was by pre-arrangement only, for example where we know that they have requested to ask a question. All public meetings were streamed online for anyone to watch with papers available in advance on the Council's website (save where 'Exempt' under the Local Government Act 1972 following formal evaluation of the public interest).

The Council undertakes the following to ensure openness and comprehensive engagement:

- Publishes consultations and surveys on the Council website and uses a consultation checklist based on the Gunning Principles to structure consultations to ensure good communication guidelines are adhered to.
- Utilises social media on a daily basis including Twitter, Instagram, Facebook, LinkedIn and YouTube to provide instant information on Council services thus allowing for a free flow of comments from stakeholders.
- Uses dedicated Locality Engagement Officers to attend local events to canvas the opinions of stakeholders to help shape the delivery of Council services. This has however been impacted by the cancellation of many events and with social distancing and safe working practices implemented in response to Covid-19.
- Produces specific e-bulletins for various interest groups including Business, Housing, Neighbourhood Planning, etc.
- Publishes an Annual Report available on the Council website which openly demonstrates how Council resources are used.
- During 2020/21 the Council has developed and adopted a Consultation and Engagement Strategy setting out the principles that will guide our engagement in the future.

PRINCIPLES C AND D

Defining, optimising and achieving outcomes

The Council has a number of strategic documents and plans that guide its approach to achieving its vision and ensuring that it remains financially sustainable. The Council's adopted Priorities are confirmed in Article 6 of the Constitution and again are published on the Council's website.

The Council's policies, aims and objectives are well established and monitored at various levels for example forward plans, annual service planning process and personal development reviews.

Corporate Strategy

On 10th September 2019, the Hub Committee considered a series of desired outcomes to support its Corporate Strategy which was recommended and approved by Council. Read the current Corporate Strategy [here](#)

Much has changed since the Strategy was adopted (change in Council Leadership, Brexit and Covid-19 impacts) and the Council have decided that the strategy must be updated to reflect how we will respond to these new challenges.

A draft Corporate Strategy 'A Plan for West Devon' was considered in July 2021 with a period of consultation scheduled during the summer. The Draft

Corporate Strategy can be found [here](#). The final strategy will be considered for adoption in September 2021.

The final Corporate Strategy will be accompanied by detailed delivery plans setting out how we will work towards the desired outcomes.

Annual Report for 2020/21

The Council's Annual Report sets out the Council's key achievements for 2020/21. This year's Annual Report is shorter than usual and places a significant emphasis on the Covid-19 response.

During 2021/22 the format and content of future Annual Reports will be reviewed in line with introduction of a new Performance Management Framework

The 2020/21 Annual Report can be seen [here](#)

Partnerships and Governance

The Council has a number of strong partnerships that help to deliver our Strategic Priorities. Regular updates are provided by key partnerships to Members with them being provided either formally to the Overview and Scrutiny Committee or informally through the weekly Member Bulletin.

During 2021-22, a mapping of key partnerships will be undertaken to support the delivery of our emerging Corporate Strategy and a Partnerships Framework implemented to clearly set out the governance arrangements for partnerships.

PRINCIPLE E

Developing capacity and capability

Through regular staff briefings, e-bulletins, team meetings and an online staff appraisal system, West Devon and South Hams ensure that all staff understand Corporate priorities and how their work contributes to their delivery.

The Councils have a staff appraisal scheme, complimented by a Learning and Development Strategy that places the opportunity for individuals to continually improve at its heart. It gives everyone the opportunity to evidence both what they do and how they do it, to seek professional and personal guidance and support, and to identify any learning and development needs.

The Councils are committed to providing opportunities for young people and have an apprenticeship scheme, and participates in the Government's Kickstart scheme that provides work placement opportunities for young people who are out of work or education.

The Council also undertakes the following to develop capacity and capability:

- Delivers an induction programme for Officers and Members

- Provides a Member training and development programme
- Promotes to staff the use of “Learning Pool” an extensive online learning resource
- Delivers focused training on specific issues (e.g. complaints, data protection)
- Delivers a rolling development programme for supervisory staff
- Works in partnership with local authorities and other bodies to achieve economies of scale
- Conducts a staff survey to gauge employee satisfaction and assist in improving how the organisation performs. The survey results have shown significant improvement over the past 4 years.
- The Council holds an annual Staff Awards ceremony to recognise outstanding performance, and highlights compliments paid to staff from customers and colleagues in its weekly staff bulletin

During 2021/22, there will be a refocus on ensuring a clear ‘golden thread’ of individual objectives to our corporate priorities so that every member of staff is able to clearly see how they contribute to our overall successes.

PRINCIPLE F

Managing risks and performance

There is a culture of risk ownership and management throughout the Council with Strategic Risks being logged centrally and are updated regularly. Additionally during this year where the risk profile of the Council and its services was changing at pace in response to the global pandemic, detailed analysis of service risks was carried out on a regular basis by the Incident Management Team. This team met three times a week throughout the year for short, focused discussions on risks and progressed mitigations.

For each risk, the uncertainties are identified, along with the consequences, likelihood of occurrence and strategic impacts that would result. The Council’s Senior Leadership Team review the corporate risk log quarterly and updates are reported to Elected Members via the Audit Committee on a biannual basis.

Elected Members also have the opportunity to raise concerns with the mitigating actions being taken by officers and can suggest new risks for consideration.

The pandemic significantly impacted the 2020/21 risk register, with most risks being directly or indirectly negatively impacted by Covid-19. An Incident

Management Team was formed in March 2020 to oversee impacts on the Council and to implement mitigations.

Throughout the year, the Incident Management Team have continued to monitor and identify risks and implement mitigations, meeting three times a week to consider impacts. The Incident Management Team have had a clear escalation route to the Senior Leadership Team when additional governance and mitigations are required.

The Statutory Officers' Panel has important links with the Audit Committee and the Overview & Scrutiny Committee. It has a rolling programme of works which are set out in a Forward Plan.

All Committee reports include a reference where relevant to the potential impact on the Council's priorities and corporate strategy themes, and address as appropriate any financial, staffing, risk, legal and property implications, and are monitored by appropriate senior officers (including the S151 Officer and the Monitoring Officer).

With regards to managing performance throughout the year we have continued to maintain performance to meet the needs of our customers.

We have systematically reviewed areas of poor performance, streamlined processes, embedded new IT solutions and delivered staff training.

To manage performance the Council ensures the following:

- Continuous managerial review of services to ensure continuous improvement and the economic, effective and efficient use of resources
- Financial management arrangements, where managers are responsible for managing their services within available resources and in accordance with agreed policies and procedures. Quarterly budget monitoring reports are presented to the Hub Committee.
- Active performance management arrangements including regular reports to Overview & Scrutiny Committee and Development Management Committee on performance measures
- A robust complaints/ compliments procedure is in place and is widely publicised, with the Ombudsman's Annual Report being reported to the Overview and Scrutiny Committee
- Freedom of Information requests are dealt with in accordance with established protocols

PRINCIPLE G

Implementing good practices in transparency, reporting, and accountability

The Council follows the Government Communication Service guidance on providing clear and accurate information and has a number of measures in place to demonstrate transparency and accountability.

The Audit Committee meets five times a year and its role is to provide an oversight of the financial reporting and audit processes plus the system of internal controls and compliance with laws and regulations.

The Council also has two internal audit staff managed by the Devon Audit Partnership who provide an opinion on the internal control environment and governance processes. In March 2019 (Minute AC39), it was recommended to Council for West Devon to join the Devon Audit Partnership as a 'non-voting' partner from 1 April 2019. This was approved by Council in March 2019 with the Council joining the partnership as a nonvoting partner from 1 April 2019.

Four applications for exemptions to Contract/Financial Procedure Rules were received in the year, two were approved, one remains a draft and the final was cancelled.

External audit was provided by Grant Thornton for 2019/20 and in October 2020 they reported that they had concluded that the Council had made proper arrangements to secure economy, efficiency, and effectiveness in its use of resources. (The 2020/21 Accounts will be reported on by Grant Thornton by September 2021).

To further ensure transparency the Council undertakes the following:

- Provide training to Members on the Overview and Scrutiny Committee on effective scrutiny practices
- Ensure all Member decisions are formally minuted
- Publishes all Council decisions online together with background reports
- Produces an Annual Report detailing Council performance and spend

Process for maintaining and reviewing effectiveness of the Council's Governance arrangements

The Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. This responsibility is in practice carried out by Senior Managers, with the Chief Executive informing the Hub Committee of any significant matters warranting their attention. The Council ensures the delivery of services in

accordance with Council policies and budgets, which includes long term financial planning, good financial management and ensuring up to date risk management across the Council. The Overview and Scrutiny Committee is responsible for performing a review function and will be considering their 2020/21 Annual Report at their meeting on 5th October 2021 which will set out the work programme they have considered for the previous 2020/21 year.

The Audit Committee

The Audit Committee has a specific role in relation to the Council's financial affairs including the internal and external audit functions and monitors the internal workings of the Council (broadly defined as 'governance'). It is responsible for making sure that the Council operates in accordance with the law and laid down procedures and is accountable to the community for the spending of public money. The Audit Committee will provide:-

- i) independent assurance of the adequacy of the risk management framework and the associated control environment
- ii) independent scrutiny of the Council's financial and non-financial performance to the extent that it affects the Council's exposure to risk and weakens the control environment
- iii) oversees the financial reporting process.

The review of effectiveness of the system of internal control is informed by three main sources: the work of Internal Audit; by managers who have responsibility for the development and maintenance of the internal control environment; and also by comments made by external auditors and other review agencies/inspectorates.

Internal Audit

The Council's responsibility for maintaining an effective internal audit function is set out in Regulation 6 of the Accounts and Audit Regulations 2011. This responsibility is delegated to the S151 Officer.

The Internal Audit Shared Service Team operates in accordance with best practice professional standards and guidelines. It independently and objectively reviews, on a continuous basis, the extent to which the internal control environment supports and promotes the achievement of the Council's objectives and contributes to the proper, economic, efficient and effective use of resources. All audit reports go to the Senior Leadership Team who agree any recommendations. Members receive an annual report of internal audit activity and approve the annual audit plan for the forthcoming year.

The Internal Audit annual report for 2020/21 was considered by the Audit Committee on 29th June 2021. The report contains the Head of Internal Audit's Opinion for the 2020/21 year which is that of "Reasonable Assurance" on the adequacy and effectiveness of the Authority's internal control framework.

The Covid-19 pandemic impacted on the ability of the Internal Audit Team to carry out the full planned programme of audits with 70% of planned Audits being carried out. This was primarily due to the involvement of the audit team on supporting the delivery of Government business support grants related to the pandemic.

Senior Managers

Individual managers are responsible for establishing and maintaining an adequate system of internal control within their own sections and for contributing to the control environment on a corporate basis. There are a number of significant internal control areas which are subject to review by internal audit. All managers acknowledge their responsibilities and confirm annually that they have implemented and continuously monitored various significant controls.

External auditors and other review agencies/inspectors

Our external auditors (Grant Thornton) will issue their 'External Audit Report ISA260 report' for 2020/21 in September 2021 which will be considered by the Audit Committee. The document will summarise their key findings in relation to their external audit of the Council for 2020/21 and will contain an opinion on the Council's financial statements, the control environment in place to support the production of timely and accurate financial statements and the Council's significant risk areas.

The key messages from Grant Thornton's External Audit report for 2020/21 (which will be presented to the Audit Committee in September 2021) will be inserted in here in September 2021

Value for Money (VFM) arrangements

The key message from Grant Thornton's External Audit 'The Audit Findings' report for 2020/21 will be inserted here in September 2021.

Grant Thornton's Value for Money work will provide a commentary on the work Grant Thornton have undertaken to address the key elements of governance, financial sustainability and how to improve economy, efficiency and effectiveness.

Significant Governance Issues

The following action plan has been drawn up to address the weaknesses identified and ensure continuous improvement of systems or to deal with governance issues:

| Issues and action plan from the System of Internal Control | | |
|---|---|--|
| Issue Identified | Action to be Taken | Responsible Officer & Target Date |
| <p><u>Financial Uncertainty</u></p> <p>The Council has to be entirely independent to fund all of its services on a net budget of just over £7million, as the Borough Council no longer receives any main Government Grant (Revenue Support Grant).</p> <p>The Council has had a reduction in core Government funding of £3million per year since 2010.</p> <p>The Council will prepare its Medium Term Financial Strategy for the period covering 2022/23 to 2026/27 and this will be presented to the Hub Committee at its September 2021 meeting.</p> <p>The Council will continue to respond to national funding consultations and lobby alongside other Devon Councils and national organisations such as the District Councils' Network for a multi-year financial settlement, to aid long term strategic financial planning. The Fair Funding Review and the re-setting of the Business Rates baseline could be deferred from 2022/23.</p> <p>The Council is also awaiting further Government announcements on the New Homes Bonus funding. The Budget Gap over the next two years is likely to be in excess of £0.5million and work is already underway to address this. Much will also depend on the next Government financial settlement for 2022/23 and confirmation on funding items like Negative Revenue Support Grant.</p> | <p>The Council will prepare its Medium Term Financial Strategy for the period covering 2022/23 to 2024/25 and this will be presented to the Hub Committee at its September 2021 meeting, alongside the Budget Monitoring report for the first few months of 2021/22.</p> <p>The Council will continue to respond to national funding consultations and lobby alongside other Devon Councils and national organisations such as the District Councils' Network for a multi-year financial settlement, to aid long term strategic financial planning.</p> | <p>Director of Finance September 2021</p> <p>Director of Strategic Finance (ongoing)</p> |

Issues and action plan from the System of Internal Control

| Issue Identified | Action to be Taken | Responsible Officer & Target Date |
|--|--|---|
| | | |
| <p><u>Business Continuity</u></p> <p>On 29th January 2019, the Hub Committee considered a Business Continuity Strategy and Work Programme (Minute HC70). The Management Strategy and Work Programme was adopted.</p> <p>During 2018/19, an Internal Audit review noted that there were 'Fundamental Weaknesses' primarily due to not ensuring Business Continuity Plans were kept updated (or missing). During 2019/20, a further review noted that updated plans were now in place and considered that the overall status had improved to 'Improvements Required'</p> <p>At the end of 2019/20, the leadership team undertook an extensive review of our business continuity arrangements along with in depth planning sessions including responding to a pandemic flu outbreak. This put the Council in a good position to act quickly in response to Covid19.</p> | <p>A work programme is in place and will continue to be updated.</p> <p>Incident Management Team to continue to meet to assess the business continuity implications of Covid-19 and the anticipated additional pressures over the summer</p> | <p>Head of Practice (Environmental Health)/ Director Customer First and Support Services</p> <p>Timescales as set out in Work Programme</p> <p>Head of Practice (Environmental Health) / Head of Strategy August 2021</p> |
| <p><u>Covid-19 Response & Recovery</u></p> <p>The Covid-19 pandemic required the Council to quickly take action to ensure compliance with government guidance. While the full impact will not be understood for some time, immediate impacts are being considered and a recovery plan being developed.</p> | | |

Issues and action plan from the System of Internal Control

| Issue Identified | Action to be Taken | Responsible Officer & Target Date |
|--|---|---|
| <p>The pandemic has significantly increased the Councils risk profile in a number of areas:-</p> <p><u>Financial Sustainability</u></p> <p>See 'Financial Uncertainty' issue at the top of this table for update</p> <p><u>Impact on Business as Usual activities</u></p> <p>The Council is fortunate that it was quickly able to require the majority of its employees to work from home, even ahead of formal government guidance. This mitigated any spikes in sickness absence or impact on service provision in many areas in the first couple of weeks of the lockdown. We have however had to refocus areas such as business rates and housing teams to focus on the Business Grants scheme and our Community Response. This has had an impact on service delivery</p> <p><u>Impact on Corporate Priorities</u></p> <p>The Council has adopted its corporate priorities and desired outcomes for the period to 2023 based on its Medium Term Financial Plan. Clearly the impact of Covid-19 has had a significant impact on the Council's ability to achieve its desired outcomes and they have therefore been reviewed.</p> <p>A draft Corporate Strategy has been developed during 2020/21 with adoption proposed for September 2021</p> | <p>Continue to monitor resource demands as a result of pandemic</p> <p>Commence public consultation on draft Corporate Strategy, 'A Plan for West Devon'.</p> <p>Develop detailed delivery plans for Corporate Strategy in order for Council to consider adoption</p> | <p>Director Customer Service & Delivery with support from Incident Management Team</p> <p>Ongoing</p> <p>Head of Strategy August 2021</p> <p>Director of Governance / Head of Strategy September 2021</p> |

Issues and action plan from the System of Internal Control

| Issue Identified | Action to be Taken | Responsible Officer & Target Date |
|--|--|--|
| <p>Changes to Council Governance arrangements</p> <p>The Councils have been fortunate that Officers and Members have been using remote meeting technology for some time. As soon as the legislation to enable remote meetings was passed, we were able to recommence meetings for essential business and enable the democratic process to function.</p> <p>Since May 2021, Council have had to resume face to face meetings which does pose challenges while we continue to deliver on our duty of care to Members and employees which means many of our rooms are too small to maintain social distancing. The Council Chamber does allow for Full Council meetings to be held but with limited public / staff participation</p> | <p>Consider updating technology to enable hybrid meetings to be held</p> <p>Support lobbying government for new legislation which enables remote and/or hybrid meetings</p> | <p>Director of Governance August 2021</p> <p>Chief Executive December 2021</p> |
| <p>Internal and External Audit Reports</p> <p>Some issues have been identified in audit reports by the Council's shared in-house internal audit team and the Council's external auditor, Grant Thornton Individually the recommendations do not impact on the wider system of internal control, but action plans for remedial action have been agreed where appropriate</p> | <p>All remedial actions detailed in external and internal audit reports will be completed in line with the agreed timescales. These actions will be monitored by the auditors' 'follow up' procedures.</p> | <p>Extended Leadership Team (ELT) S151 Officer Internal Audit Manager In line with agreed timescales</p> |

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.

CONCLUSION

The Council is satisfied that appropriate governance arrangements are in place. However it remains committed to maintaining and where possible, improving these arrangements, in particular by addressing the issues identified by Internal Audit and External Audit in their regular reports to the Audit Committee.

Signed:

Cllr N Jory
Leader of West Devon Borough Council

Signed:

Andy Bates Chief Executive
On behalf of West Devon Borough Council

Date: Draft issued on 30th July 2021
(to be signed in September 2021, on the conclusion of the Audit of the Accounts for 2020/21)